

Final Report

The final report is due 30 days after project completion date.

Please answer the questions below and upload this document, along with the [Expenses Form](#) into our online reporting portal.

Please use this link to access the portal: www.GrantRequest.com/SID_2050?SA=AM

After submission of your final project report, your MTI Investment Officer will be in touch to confirm if any additional information is required to complete your final reporting.

Final Report Questions

1. Detail the specific activities and results of the completed project. Include milestones completed and what progress was made from VIRAL/Investment Readiness Levels outlined in the project application scope of work (in Appendix A of the award agreement).
2. Explain how the progress made compares with the original goals and deliverables of the project.
3. Based on your completed [Expenses Form](#) compare actual expenses to the approved project budget for both MTI and all Match Funding. Discuss and explain any significant variances.

Certification of Project Completion and Final Report

By submitting this form, I certify, that to the best of my knowledge, that:

1. The MTI-funded project has been completed, including all matching funds expenditures
2. Activities were conducted as described in the Application and Scope of Work (Appendix A of the Award Agreement) and Budget (Appendix A – Budget Form), unless otherwise indicated in writing, and summarized in the Final Report document

3. All expenses incurred as part of the project have been documented as required by MTI, and any significant variances to the proposed budget have been reported and documented as required by MTI
4. The disbursements were expended according to budget
5. Matching funds were calculated and expended in compliance with MTI's matching funds policy
6. The Company shall maintain all financial and technical documents pertaining to this award and this Final Report until the Agreement Termination Date.
7. The final financial report is true and accurate

Reminder: MTI Annual Impact Metrics Reporting

Completion of MTI's Annual Impact Report pertaining to the economic impacts of the award on an annual basis until the Termination Date (typically 5 years past the project completion date) of the award agreement is required. A link to the report will be provided by MTI annually and will include information such as number and salary ranges of jobs created or retained, annual revenues, capital raised and expansion of facilities in Maine.