

## 4. Report Formats

### 4.1. General

To ensure that the project is progressing as planned, the partners are required to submit regular reports. Specifically, they must provide BIRD with technical and fiscal reports at the end of each project segment. Typically, these reports are submitted every 6 months and include information on the development progress of the project and details about the actual expenses that have been incurred during the reported project segment. A complete set contains one technical report describing the project activities and achievements and two fiscal reports detailing each partner's expenses during the last segment. These reports allow BIRD to assess how the project is advancing and how funds are being utilized. The Reports are reviewed by the BIRD team with expectation being that progress is being made as in proposal and CPFA plans and if not, challenges are discussed and mitigation plans suggested. Once the BIRD team approves these reports, we will release the next grant's instalments. This process continues until the project is successfully completed.

The following sections describe the contents of the technical (section 4.2) and fiscal reports (section 4.3) and explain their submission process.

Reports must be submitted in soft copy using [BIRD's Report Upload and Management System](#).

The report submission date is the date of delivery of the full uploaded set.

Interim technical and fiscal reports are to be submitted within 30 days following the expiration of each project's interim segment. Final reports are due at the completion of the project. The final reports are to be submitted within 60 days following Completion of the Project Development. Two examples relating to the project duration and report timing can be found in section 4.2.2.

Information pertaining to the preparation of Commercialization Reports is contained in Section 4.4

Requests to extend the Project's duration and/or requests for Budget revision – may be submitted at any given time prior to three (3) months from Project's Completion date.

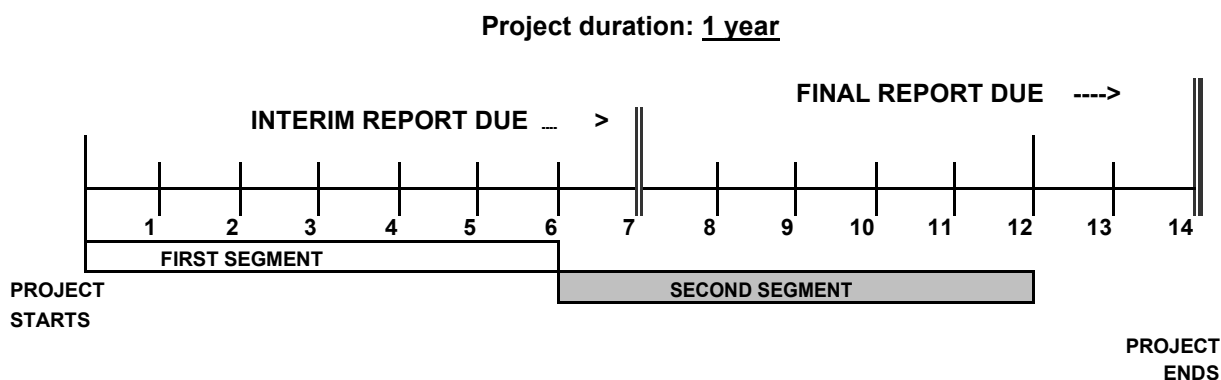
### 4.2. Technical Reports

The purpose of the technical reports is to enable the Foundation to monitor project progress and to assist it in decisions relating to the continued funding of the project. Timeliness, conciseness and a comparison of project progress as stipulated in the Program Plan (Annex D of the CPFA) should be key features of these.

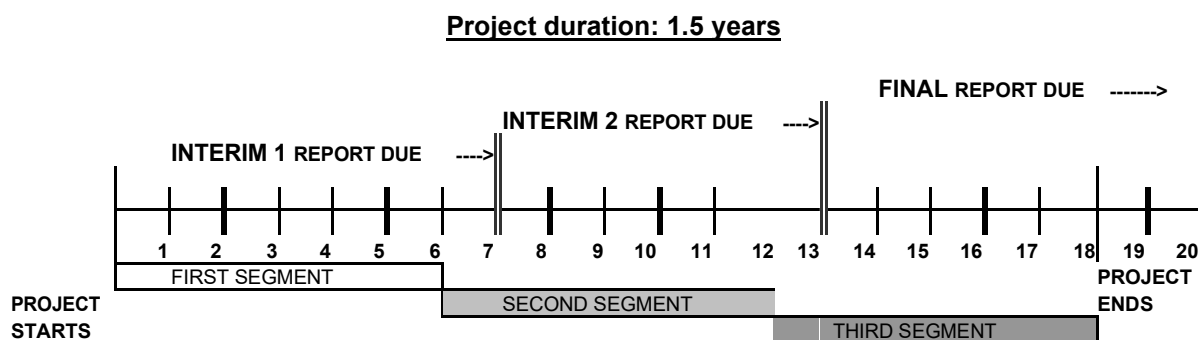
A single technical report is submitted at the completion of each segment, prepared and submitted jointly by the Israeli and U.S. companies and signed in the standard BIRD cover page by both the Project Manager and the Authorized Company Official of each company. Technical reports that are not properly signed will not be reviewed.

The period of the reporting segment covered in the technical report should coincide with the period covered in the accompanying fiscal reports. The technical report will be reviewed by BIRD only after receipt of the fiscal reports from both companies covering the same period. This will enable the Foundation to associate completed tasks and activities reported in the technical report to the relevant expenditures reported in the fiscal reports.

### Project Structure and Report Timing



- Project will have **2 segments** of approx. 6 months each
- Interim report due 1 month after end of 1<sup>st</sup> segment
  - Final report due 2 months after end of project



- Project will have **3 segments** of approx. 6 months each
- Interim 1 report due 1 month after end of 1<sup>st</sup> segment
  - Interim 2 report due 1 month after end of 2<sup>nd</sup> segment
  - Final report due 2 months after end of project

#### 4.2.1. Interim Technical Reports

A template of the Interim Technical Reports can be found on our website:  
<https://www.birdf.com/reporting-forms>

Interim technical reports must follow the outline set out below (and in the template), including the name and numbering of the different chapters.

Sections 3 and 4 are general and should display your broad interpretation of the project's overall objectives as well as relating to the relevant segment's objectives and accomplishments.

The following three sections thereafter, i.e., Sections 5 and 6 should provide information on a task-by-task basis. The tasks are described in the original proposal in the Gantt Chart (Section D of the proposal) and in the details section (Section C.2. of the proposal) and budget.

Reporting on changes or expected changes in the Technical Report is insufficient. Any change from the original proposal should be submitted in a letter signed by both companies to BIRD for its approval.

Standard BIRD Technical Report cover page (shown below).

**Interim Technical Report Cover Page**

**BIRD Ref. No.:** \_\_\_\_\_

**To:** Israel-U.S. Binational Industrial Research and Development Foundation

**Project Title:** \_\_\_\_\_

**Submitted by:**

Israeli Company: \_\_\_\_\_

U.S. Company: \_\_\_\_\_

**Type of Report: Interim - Segment # :** \_\_\_\_\_

**Project Effective Date** (Start Date DD/MM/YY): \_\_\_\_\_

**Project Completion Date** (End Date DD/MM/YY): \_\_\_\_\_

**Dates of Reporting Segment Covered** (DD/MM) : from \_\_\_\_\_ to \_\_\_\_\_

**Signatures:** \_\_\_\_\_

<b>Project Manager:</b>	<b>Israeli Company</b>	<b>U.S. Company</b>
<b>Printed Name:</b>		
<b>Title:</b>		
<b>E-mail:</b>		
<b>Telephone no.:</b>		

**Signatures:** \_\_\_\_\_

<b>Authorized Company Official:</b>	<b>Israeli Company</b>	<b>U.S. Company</b>
<b>Printed Name:</b>		
<b>Title:</b>		
<b>E-mail:</b>		
<b>Telephone no.:</b>		

**Date Submitted (DD/MM/YY):** \_\_\_\_\_

1. **Table of Contents** – including page numbers

2. **Objectives**

State the overall objectives of the project and of the work performed during the segment covered by the report, as defined in the project proposal or in approved changes to the development program plan.

3. **Summary of Accomplishments**

Provide an informative summary of the methods, results and accomplishments of the development work conducted in the period covered and compare the actual accomplishments with the objectives stated in Section 2 above. The summary should be self-sufficient and understandable to someone who reads nothing else in the report.

4. **Results**

Describe, with reference to the Program Plan (see also Annex D of the CPFA) and the Planned Milestones &

Deliverables (see also Annex E of the CPFA) submitted in the project proposal, the results obtained during the reporting segment on an activity-by-activity (task-by-task) basis. Identify and describe results that represent significant variations from the Program Plan. Discuss any activities/tasks that may have been eliminated or added to the Program Plan during the reporting period and give the reasons for such changes. Indicate how such modifications will affect the nature of the product being developed in terms of features, specifications, performance, marketability, time-to-market, etc.

List the milestones attained and the deliverables available in this reporting segment resulting from progress in the project during previous segments and during this segment. In addition, list the milestones and deliverables that represent significant deviation (lag) in their scope and due dates from the most recently updated plan, and explain the reasons for the deviations.

*NOTE: Copy to your report and use the table below to report the above-mentioned status of the milestones and deliverables. (Add or delete table rows as needed)*

#	<b><u>Milestones Attained in Previous Segments</u></b> (Definition / Description)	<b>Attained Milestone Date</b> (MM/YY)
1		
2		
3		
#	<b><u>Deliverables Available in Previous Segments</u></b> (Definition / Description)	<b>Available Deliverable Date</b> (MM/YY)
1		
2		

## BIRD Foundation Procedures Handbook

#	<b>Milestones Attained in This Segment</b> (Definition / Description)	<b>Attained Milestone Date</b> (MM/YY)
1		
2		
3		
#	<b>Deliverables Available in This Segment</b> (Definition / Description)	<b>Available Deliverable Date</b> (MM/YY)
1		
2		
#	<b>Milestones Planned for <u>but Not Yet Attained in This Segment</u></b> (Definition / Description <b>and reasons for the lag</b> )	<b>Most Recently Planned Milestone Date</b> (MM/YY)
1		
2		
3		
#	<b>Deliverables Planned for <u>but Not Yet Available in This Segment</u></b> (Definition / Description <b>and reasons for the lag</b> )	<b>Most Recently Planned Deliverable Date</b> (MM/YY)
1		
2		

##### 5. **Plans for Next Project Segment** (for interim reports only)

Show on a task-by-task basis the plan for the next project segment. Describe and justify any rescheduling or additions to activities on the Program Plan for the next project segment and indicate which, if any, of the originally planned activities or tasks are being terminated or redirected. Discuss the impact that rescheduled activities are likely to have on the original Program Plan during the next project segment and if additional time will be needed to complete the project.

*NOTE: If additional time is needed, a separate written request should be jointly submitted by the companies, stating the justification for the request and the number of months requested. Reference could be made to the project status and plans described in detail in this technical report. The request should be signed by both parties and include an updated Gantt chart.*

List the milestones to be attained and the deliverables planned for the next project segment, together with their most recently planned and updated due dates.

*NOTE: Copy to your report and use the table below to report the planned milestones and deliverables for the next project segment. (Add or delete table rows as needed)*

#	Milestones Planned for the Next Segment (Definition / Description)	Most Recently Planned Milestone Date (MM/YY)	Newly Updated Milestone Date (MM/YY)
1			
2			
3			
#	Deliverables Planned for the Next Segment (Definition / Description)	Most Recently Planned Deliverable Date (MM/YY)	Newly Updated Deliverable Date (MM/YY)
1			
2			
3			
4			
5			
6			
7			

**6. Graphical Comparison of Actual/Planned Activities Versus Program Plan**

Using the Program Plan (Annex D of the CPFA) and the tasks described there, show graphically (Gantt chart) the actual timing and status of project activities (tasks) carried out thus far and explain deviations from the Program Plan. Likewise, use the Gantt chart of the Program Plan to show graphically the revised planned activities (tasks) for the remainder of the project and explain deviations from the Program Plan. (Explain all symbols used in the plan.) For each task, whether it has been completed, is still being carried out, or is planned later on in the project, indicate graphically in a single chart (1) its original program plan timing, (2) its actual occurrence and % completion at the end of the reporting segment, and (3) its planned (and maybe re-scheduled) occurrence in the remainder of the project.

An example of the format of such Gantt chart is given below:

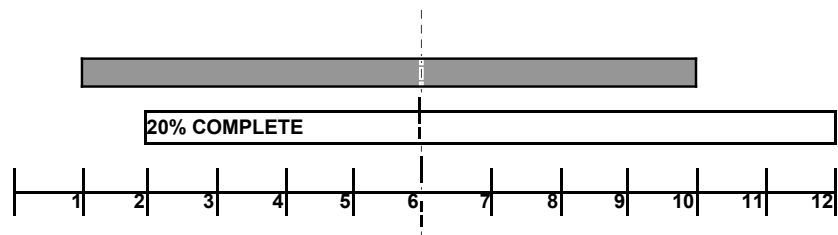
**Project Schedule Status & Plan**

(Compared to Original Program Plan)

**TASK NO. X**

**ORIGINAL PROGRAM PLAN**

**ACTUAL PROGRESS**



**TODAY**

**7. Cooperation Between the Companies**

Discuss the activities conducted during the reporting segment that have enabled the companies to keep abreast of each other's progress. Has the division of tasks or responsibilities between the two companies been integrated to mutual benefit? Any problems that have developed in this regard should be noted, along with details of corrective measures that have been taken or are planned.

**8. Risk Analysis**

(a) Please insert here the Risk Analysis tables as were presented in the Proposal.

(b) Please insert here updated Risk Analysis tables depicting current project situation (using the instructions and tables below). Add explanations to the differences between the original and the current situations.

**9. Market and Commercialization Plans**

Identify any important changes in the market or your plans for commercialization that have developed during the segment covered by the report. Explain such developments and the impact they will have on the overall development program plan and budget, and on the overall commercialization plans and schedule.

**10. Future Activities (Final Report only)**

Provide detailed description of the following: in respect to 1<sup>st</sup> and 2<sup>nd</sup> year after Completion of the development work period (see section P of CPFA);

- (a) Future development work planned, jointly and/or separately, related to the Product
- (b) Marketing activities to be undertaken, either jointly and/or separately, as part of Product sales efforts

**11. Published Material**

Attach a copy of any reprint (not submitted in a previous report) that is based, in whole or in part, on the work conducted in the BIRD project. Include a report on any inventions or patents filed. Technical and user manuals do not have to be submitted.



## 4.2.2. Final Technical Report

**Templates of the Final Technical Report Part I, and Final Technical Report Part II, can be found on our website:** <https://www.birdf.com/reporting-forms>

Please follow the outline set out in these templates, including the name and numbering of the different chapters.

The final technical report, to be submitted within 60 days following Completion of the Project Development, should be filled in two parts:

**Part I:** Should be prepared according to the format of the Interim Technical Reports (excluding Section 5- Plans for the Next Project Segment) and include a Summary of the Updated Market Forecast.

**Link to the Final Technical Report Template Part I:** <https://www.birdf.com/reporting-forms/>

**Part II:** Should describe the outcome of the project in commercial terms, including the market acceptance of the products or processes developed, current sales forecasts for at least the next 3 years, new product opportunities and any further activities planned jointly by the project partners. Compare the current sales forecasts with those made in the project proposal and explain the difference.

Part II should be prepared and submitted using the form, which is available as an Excel worksheet on BIRD's website (Final Technical Report Part II.xls). Explanations on how to fill this Excel file can be found on its worksheet **Part II-Instructions.** <https://www.birdf.com/reporting-forms/>

### **Final Technical Report Part II (Example)**

**Example of Worksheet – “Part II Summary”:**

BIRD Reference # (project #):	<b>1200</b>
U.S. Company Name:	<b>Example of US company</b>
Israeli Company Name:	<b>Example of Israeli company</b>
Project Title:	<b>Example of Project title</b>
Date of report (D/M/Y):	<b>7/12/2020</b>
Calendar year of BIRD project Completion:	<b>2021</b>

**Final Technical Report - Part II (definitions and summary)**

**Definition (name) of Products and Markets**

	Name	Market A	Market B	Name
		Primary Market name	Secondary Market name	
Product 1	Primary product name	<b>1A</b>	<b>1B</b>	Please enter a short name to define each product and market
Product 2	Secondary product name	<b>2A</b>	<b>2B</b>	

**Example of Worksheet – “Product 1A”:**

<b>Market A</b>				
<b>Product 1</b>	<b><u>Forecast of Market Size and Growth Rate</u></b>			
	Year Project Completed	Year 1	Year 2	Year 3
Calendar year:	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Market size (M\$/yr):	<b>100</b>	105	111	118
Annual growth rate (%):	-	5%	6%	6%
<b><u>Original Forecast of Sales / Licensing Revenue in the Project Proposal</u></b> (basis of repayments to BIRD)				
	Year Project Completed	Year 1	Year 2	Year 3
Calendar year:	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Annual revenue forecasted in Project Proposal (K\$/Yr):	<b>100</b>	<b>200</b>	<b>300</b>	<b>400</b>
Cumulative revenue forecasted in project proposal (K\$/yr):	100	300	600	1000

## BIRD Foundation Procedures Handbook

<b>Market A</b>				
	<b>Product 1</b>	<b><u>Current Forecast of Sales / Licensing Revenue</u></b>		
	Year Project Completed	Year 1	Year 2	Year 3
Calendar year:	-	-	-	-
Forecasted annual sales / licensing revenue (K\$/yr):	200	300	400	500
Revenue basis for repayment to BIRD (% of revenue, as per CPFA):	5%	5%	5%	5%
Forecasted annual repayment (K\$/yr):	10	15	20	25
Cumulative forecasted repayment (K\$/yr):	10	25	45	70

### **4.2.3. Informal Reports**

In addition to the formal reports required under the CPFA, it is the companies' obligation to report to BIRD significant project events, positive or otherwise. As a contributor to the project, we would like to be kept abreast of its status. In the event of favorable variations or unforeseen problems, our early awareness will enable us to work with the project managers or team on any necessary changes in program activities, including re-scheduling and re-budgeting.

## **4.3. Fiscal Reports**

### **4.3.1. Introduction**

A separate fiscal report must be submitted by each company. The report must be prepared from separate accounting records maintained by each company for recording the entire project expenditures.

The purpose of the fiscal reports is to enable BIRD to monitor actual expenditures on the project and to assist in decisions relating to the continued funding of the project. Accordingly, fiscal reports should be submitted even if the actual expenditures incurred by that company are below budget during the reporting segment. Fiscal report forms in Excel worksheet format, examples of which are included below, will be provided to each company on initiation of the project.

All expenses incurred in a BIRD-supported project must be itemized. Expenditures in all categories should be shown along with the Approved Project Budget as per Annex A of the CPFA. Expenditure is recognized on an accrual basis (when the expense is incurred) provided that payment is made within the standard credit terms received by the company, or at the latest, by the date of the Foundation's audit of the fiscal reports.

The Foundation recognizes expense variations from the Project Budget (without special request) of up to 15% within any of the major budget categories, i.e., Direct Labor, Subcontractors, Consultants, etc. However, at any stage during the course of the project, should the company incur expenditures in a category for which no budget exists, or should the actual expenses relating to any budget category be expected to exceed the budget for that category by more than 15%, and the company wants BIRD to recognize these expenses in place of under-spending in other budget categories, then a request for an amendment to the budget must be submitted (please see section 4.1.). This request should be substantiated by clear and complete explanations and must be submitted for approval by the company together with a revised project budget (in the same Excel spreadsheet format as the original budget included in the Proposal).

### **4.3.2. Report Outline**

NOTE: Please refer also to the explanations on the Fiscal/Technical Reporting Requirements, which can be found on BIRD's website.

**1. Standard BIRD cover page**

Fiscal reports must include:

- a. Actual Expenditures: total cumulative expenditures incurred by the company from the start of the project to the end of the reporting period.
- b. Budget: total approved budget for the company from Annex A of the CPFA, or approved modification thereto, for the project period.

## Fiscal Report – Cover Page

(separate report required for each co.)

BIRD REF. NO.:

TO: ISRAEL-U.S. BINATIONAL INDUSTRIAL RESEARCH AND DEVELOPMENT FOUNDATION

PROJECT TITLE:

COMPANY NAME:

TYPE OF REPORT: *(Interim; Final)*

REPORTING SEGMENT COVERED (dd/mm/yy): From:  To:

PROJECT EFFECTIVE DATE (dd/mm/yy):  Number of months in segment: \_\_\_\_\_

EXPENDITURE:	\$ U.S. CUMULATIVE <u>ACTUAL</u>	\$ U.S. TOTAL APPROVED <u>BUDGET (per Annex A)</u>	Actual, as % of Budget
Direct Labor	_____	_____	-
Overhead @ 25%	_____	_____	-
Tot. Direct Labor	_____	_____	-
Equipment (Purchased & Leased)	_____	_____	-
Materials & Supplies	_____	_____	-
Travel: Foreign	_____	_____	-
Domestic	_____	_____	-
Subcontracts	_____	_____	-
Consultants	_____	_____	-
Other Expenses	_____	_____	-
Total Expenditures	_____	_____	-
G&A @ 5%	_____	_____	-
Total Company Expenditure	_____	_____	-
Budget for Current Reporting Segment		<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>	
Estimated Budget for Next Reporting Segment (if relevant)		<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>	
Updated Estimate of Total Budget (as shown in Proposal)		<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>	

We confirm that this report is prepared from separate accounting records maintained for recording the entire project expenditures. The Project Manager's signature is his/her confirmation that all the listed items and expenditures were made by the company within the framework of the project .

Printed name and signature:

	Company's Project Manager	Company's Accounting Official	Company's Authorizing Official
Signature:	_____	_____	_____
Printed Name:	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>
Title:	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>
E-mail:	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>
Telephone no.:	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>
Date Submitted (dd/mm/yy):	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>		

**2. Direct Labor**

- a. Project No. – is the name or number identifying the project in the company's records
- b. Reporting segment – insert the dates relating to the current reporting segment
- c. Employees engaged in the project should be identified by name.
- d. Number of Months – is the number of months in which the employee spent time on the project during the reporting segment.
- e. Percentage Time – is the time spent on the project by the employee during the number of months reported under d) above. The percentage time reported needs to be based on a project time monitoring system and duly authorized by the Project Manager. The calculation for the percentage time spent on the project by each employee should be the actual hours spent on the project divided by the total hours worked plus vacation and sick leave time.
- f. Gross Salary – this is the total amount shown in the payroll information for the employee relative to the time spent in the reporting segment.
- g. Social Benefits – this represents the benefits payments made by the company on behalf of the employee, including inter alia payroll taxes, pension, medical & group life insurance, etc. In addition, at the end of each reporting segment, the value of the vacation time due to each employee for that reporting segment, as well as the value of the sick time actually paid, should be calculated and added to the social benefits. The amounts reported must also be relative to the time spent on the project in the reporting segment.
- h. Total – is the addition of f) and g) above.
- i. The maximum annual salary (including social benefits) per employee for a full-time position, currently recognized, is \$125,000 for Israeli companies and \$175,000 for U.S. companies.

PROJECT NO.: \_\_\_\_\_ For the reporting period from: \_\_\_\_\_ Through: \_\_\_\_\_  
 Number of months in segment: \_\_\_\_\_

**I. DIRECT LABOR**

Name of Employee	THIS REPORTING SEGMENT					Total Charged to Project	Total Previously Reported	Cumulative Total to date	Approved Contract Budget
	Profession	No. of months during which time was spent on Project	% Time * on Project	Gross Salary during Months Worked	Social Benefits during Months Worked				
						-		-	
						-		-	
						-		-	
						-		-	
					Total Expenditure	\$	-	-	-
					25% Overhead	\$	-	-	-
					TOTAL	\$	-	-	-

\* % time on project within number of months during which time was spent on project

**3. Equipment: (see format of table below)**

- a. Only depreciation, rental or leasing expenses incurred over the duration of the project will be recognized.
- b. An itemized worksheet must be included in the report showing date of equipment purchase and/or commencement of lease, percentage use on the project and purchase price, as well as the amount of expense claimed.

BIRD Foundation Procedures Handbook

PROJECT NO.: \_\_\_\_\_ For the reporting period from: \_\_\_\_\_ Through: \_\_\_\_\_  
 Number of months in segment: \_\_\_\_\_

**IIa. PURCHASED EQUIPMENT (\*)**

Description of Equipment	Date of Purchase	Purchase Price	Percentage used on Project	No. of months used on Project During Segment	Total Charged to Project	Total Previously Reported	Cumulative Total to Date	Approved Contract Budget
	dd/mm/yy	\$	%		\$	\$	\$	\$
					-		-	
					-		-	
					-		-	
					-		-	
TOTAL					\$		-	-

(\*) The annual depreciation rate for all equipment types is 33.3%

**IIb. LEASED EQUIPMENT**

Leased Equipment Description	Monthly Lease Cost	No. of Units	Percentage used on Project	No. of months used on Project During Segment	Total Leasing Cost	Total Previously Reported	Cumulative Total to date	Approved Contract Budget
	\$/unit/mo		%		\$	\$	\$	\$
					-		-	
					-		-	
					-		-	
TOTAL					\$		-	-

**4. Travel: (see format of table below)**

Both foreign and domestic travel must be reported with the following details:

- a. Name of employee making the trip
- b. Dates of travel
- c. Destination
- d. A brief description of the objectives of the trip and its relation to the project must be included in the trip expense report. The trip expense reports and vouchers substantiating the expenditure reported should be available at the company for inspection during auditing of the fiscal reports.
- e. The expenses generally accepted are the costs relating to:
  - ✓ Air tickets – for economy of business class travel only
  - ✓ Hotels
  - ✓ Car rental and other transport costs
  - ✓ Daily allowance for meals (rates need to be checked with BIRD each year)
  - ✓ Business meals
  - ✓ Communication



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PROJECT NO.: \_\_\_\_\_ For the reporting period from: \_\_\_\_\_ Through: \_\_\_\_\_  
 Number of months in segment: \_\_\_\_\_

IV. TRAVEL A) FOREIGN

Name of Person	Dates of Travel		Destination	Purpose	Total Charged to Project	Total Previously Reported	Cumulative Total to Date	Approved Contract Budget
	from	to						
					\$	\$	\$	\$
							-	
							-	
							-	
TOTAL					\$			

B) DOMESTIC

Name of Person	Dates of Travel		Destination	Purpose	Total Charged to Project	Total Previously Reported	Cumulative Total to Date	Approved Contract Budget
	from	to						
					\$	\$	\$	\$
							-	
							-	
							-	
TOTAL					\$			

5. **All other budget items:** (see format of tables below)

The expenses reported must be itemized in accordance with the budget.

Documentation requirements for categories listed under item numbers 3 and 5 above are as follows:

- ✓ Proof of relating to the project – the project name or number must be indicated on relevant purchase requisitions, purchase orders or invoices together with the signature of the project manager approving such allocation. Where specific agreements have been signed, e.g., with subcontractors or consultants, a copy should also be available for inspection
- ✓ Proof of payment – a copy of the check or bank transfer must be provided.

All documentation for all categories of expenditures must be available at the company for inspection during auditing of the fiscal reports.

III. EXPENDABLE MATERIALS AND SUPPLIES

Description of Sub-categories	Total Charged to Project	Total Previously Reported	Cumulative Total to date	Approved Contract Budget
	\$	\$	\$	\$
			-	
			-	
			-	
TOTAL		\$		
			-	

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PROJECT NO.: \_\_\_\_\_ For the reporting period from: \_\_\_\_\_ Through: \_\_\_\_\_  
 Number of months in segment: \_\_\_\_\_

**V. SUBCONTRACTS**

Name of Subcontractor	Service performed & country	Total Charged to Project	Total Previously Reported	Cumulative Total to Date	Approved Contract Budget
		\$	\$	\$	\$
				-	
				-	
				-	
				-	
	TOTAL	\$		-	-

**VI. CONSULTANTS**

Name of Consultant	Service performed & country	Total Charged to Project	Total Previously Reported	Cumulative Total to Date	Approved Contract Budget
		\$	\$	\$	\$
				-	
				-	
				-	
				-	
	TOTAL	\$		-	-

PROJECT NO.: \_\_\_\_\_ For the reporting period from: \_\_\_\_\_ Through: \_\_\_\_\_  
 Number of months in segment: \_\_\_\_\_

**VII. OTHER EXPENSES**

Name of Contractor	Service performed	Total Charged to Project	Total Previously Reported	Cumulative Total to date	Approved Contract Budget
		\$	\$	\$	\$
				-	
				-	
				-	
				-	
	TOTAL	\$		-	-
	Total Expenditures (\$)			-	-
	G & A at 5% (\$)			-	-
	PROJECT TOTAL (\$)			-	-

**6. Working Sheet for fiscal reports: (see format of table below)**

A separate working sheet needs to be submitted for each budget item. Within the working sheet for a specific budget item the details of the invoices relating to each sub-category must be reported in separate schedules as shown in the working sheet. The total U.S. Dollar amount for each sub-category must be the same as the amount reported for that sub-category in the fiscal report in the column headed "Total Charged to Project".

**WORKING SHEET FOR FISCAL REPORT TO BIRD FOUNDATION**  
 (Please use a separate page for each budget item)

**COMPANY NAME:** \_\_\_\_\_

**REPORTING SEGMENT:** From: \_\_\_\_\_ Through: \_\_\_\_\_

**BUDGET ITEM:** Equipment

Name of Sub-category (taken from budget): \_\_\_\_\_

Name of Supplier / Contractor	Date of Invoice	Invoice Number	Date of Payment	Check or Transfer No.	Amount	\$
<b>TOTAL</b>						

**COMPANY NAME:** \_\_\_\_\_

**REPORTING SEGMENT:** From: \_\_\_\_\_ Through: \_\_\_\_\_

**BUDGET ITEM:** Materials

Name of Sub-category (taken from budget): \_\_\_\_\_

Name of Supplier / Contractor	Date of Invoice	Invoice Number	Date of Payment	Check or Transfer No.	Amount	\$
<b>TOTAL</b>						

**COMPANY NAME:** \_\_\_\_\_

**REPORTING SEGMENT:** From: \_\_\_\_\_ Through: \_\_\_\_\_

**BUDGET ITEM:** Subcontractors

Name of Sub-category (taken from budget): \_\_\_\_\_

Name of Supplier / Contractor	Date of Invoice	Invoice Number	Date of Payment	Check or Transfer No.	Amount	\$
<b>TOTAL</b>						

**COMPANY NAME:** \_\_\_\_\_

**REPORTING SEGMENT:** From: \_\_\_\_\_ Through: \_\_\_\_\_

**BUDGET ITEM:** Consultants

Name of Sub-category (taken from budget): \_\_\_\_\_

Name of Supplier / Contractor	Date of Invoice	Invoice Number	Date of Payment	Check or Transfer No.	Amount	\$
<b>TOTAL</b>						

**COMPANY NAME:** \_\_\_\_\_

**REPORTING SEGMENT:** From: \_\_\_\_\_ Through: \_\_\_\_\_

**BUDGET ITEM:** Other Expenses

Name of Sub-category (taken from budget): \_\_\_\_\_

Name of Supplier / Contractor	Date of Invoice	Invoice Number	Date of Payment	Check or Transfer No.	Amount	\$
<b>TOTAL</b>						

### 4.4. Commercialization Reports

Commercialization is reported to BIRD on a semiannual calendar basis. Reports are due within three months following the end of each semiannual period and standard reporting forms are generally sent to the companies during the month following the end of the semiannual reporting period. If commercialization was realized and no reporting forms were received, the standard form on page 71 can be utilized.

Commercialization activities are organized in four primary categories, as detailed in the CPFA:

1. Gross Sales as defined in the CPFA include all product revenues from the "...sale, leasing, or other marketing or commercial exploitation of the Innovation, including service or maintenance contracts..." Repayments are made at the stated repayment rate, generally 5%.

2. Revenues derived from the outright sale of the technology or innovation are to be applied to repayment at the rate of 50%, subject to the maximum conditions set forth in the CPFA.
3. Revenues derived from License Agreements, as detailed in the CPFA, are subject to repayment to BIRD at the rate of 30%.

It should be noted that cumulative repayments and royalties due BIRD from any and all sources of revenues will not exceed the maximum percentage – as set out in the CPFA – of the grant funds actually awarded the participants, indexed according to Annex C of the CPFA.

Although sales forecast information, as requested in the Commercialization Report is not always easily available, it is needed to enable the Foundation to manage its cash flow. Timely submission of the sales reports and repayments due is essential. Delinquent reporting is viewed with severity and outstanding repayments will bear interest as stated in the CPFA.

## Commercialization Report

BIRD Ref. No.: \_\_\_\_\_

To: The Israel-United States Binational Industrial Research and Development Foundation

For the period \_\_\_\_\_ to \_\_\_\_\_ (dd/mm/yy)

Company reporting: \_\_\_\_\_

Partnering company in the BIRD project: \_\_\_\_\_

Project Title: \_\_\_\_\_

Date of first sales revenue: \_\_\_\_\_ (dd/mm/yy)

**Semiannual revenue from the developed products, and repayment to BIRD:**

For the period (dd/mm/yy)	Most recent revenue forecast submitted to BIRD for the period ( US \$)	Total revenues for the period – basis for repayment (US \$)	Repayment rate (%)	Repayment due (US \$)
From: _____ To: _____	.....	.....	.....	.....

List all products in which the “Innovation” is used, in whole or in part, including products not mentioned in the project proposal and including all products reported in the sales report above

If the products were not developed to commercial readiness, is there a substantial possibility that they will in the future? If yes, when and what does it depend on?

Has the technology developed in the project also been commercialized by your partnering company to the BIRD project? **Yes/No**

Was service or maintenance revenue derived from sales of the developed products? **Yes/No**  
If yes, please include it in the sales report below.

Please furnish, as an attachment, a separate report on income derived from licensing or sales of the technology developed in the BIRD project

Forecast of semiannual revenue (basis for repayments to BIRD) for the next 4 semiannual periods:

\_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_

The undersigned confirm that this report is prepared from the company's accounting records in which all commercialization activity relevant to the Cooperation and Project Funding Agreement, subject to repayments are recorded and that this report is accurate and true in its contents.

	<b>Company Officer</b>	<b>Accounting Official</b>
Signature:	_____	_____
Printed Name:	_____	_____
Title/Position:	_____	_____
E-mail:	_____	_____
Date Submitted:	_____	_____