BIRD Foundation

Technical Reporting

Given to New Grantees of the BIRD Foundation

May, 2023

Israel-United States Binational Industrial Research and Development Foundation

www.birdf.com

Reporting Objectives

Objectives:
- Monitor project progress. Actual Vs. Planned
- Put us all on the same page and assist you making better decisions

Potential Gains:
- Identify delays – Project extension
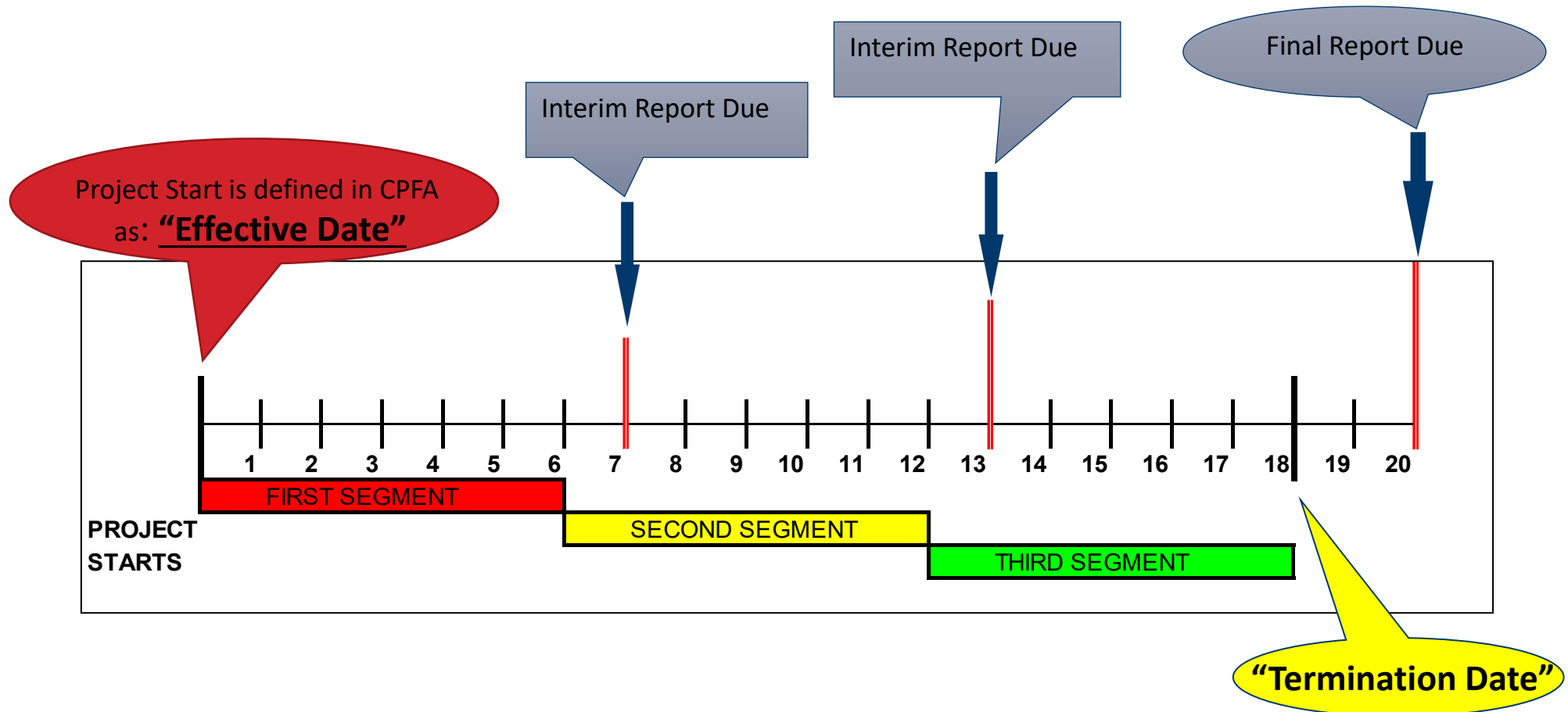- Optimize your grant utilization

We want you to succeed

Reporting Process & Review

- Project segments division (usually of 6 months (CPFA))
- **Technical and Fiscal reports** - End of each segment - After 30 days
- **Technical** – Co-signed and Jointly submitted.
- **Fiscal** – submitted separately by each company.
- **Upload system & Hard Copies**

Make sure that the period dates on the technical and fiscal reports are the same!

- PBC & Finance team review the reports -> E-meeting
- Approval of the reports by BIRD is **a prerequisite** for continued funding of the project
- **End of Project – Technical final report and Fiscal report** should be submitted within 60 days following project termination.
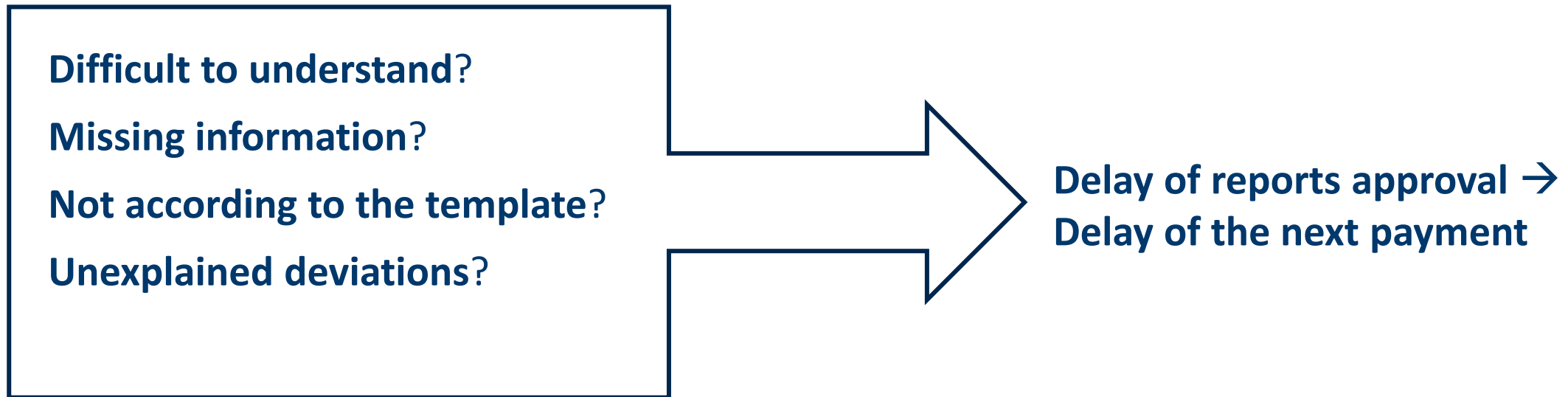
Reporting Schedule - Example

Reports: General Guidelines

- Prepare the reports "**By The Book**" - Reporting Guidelines Booklet

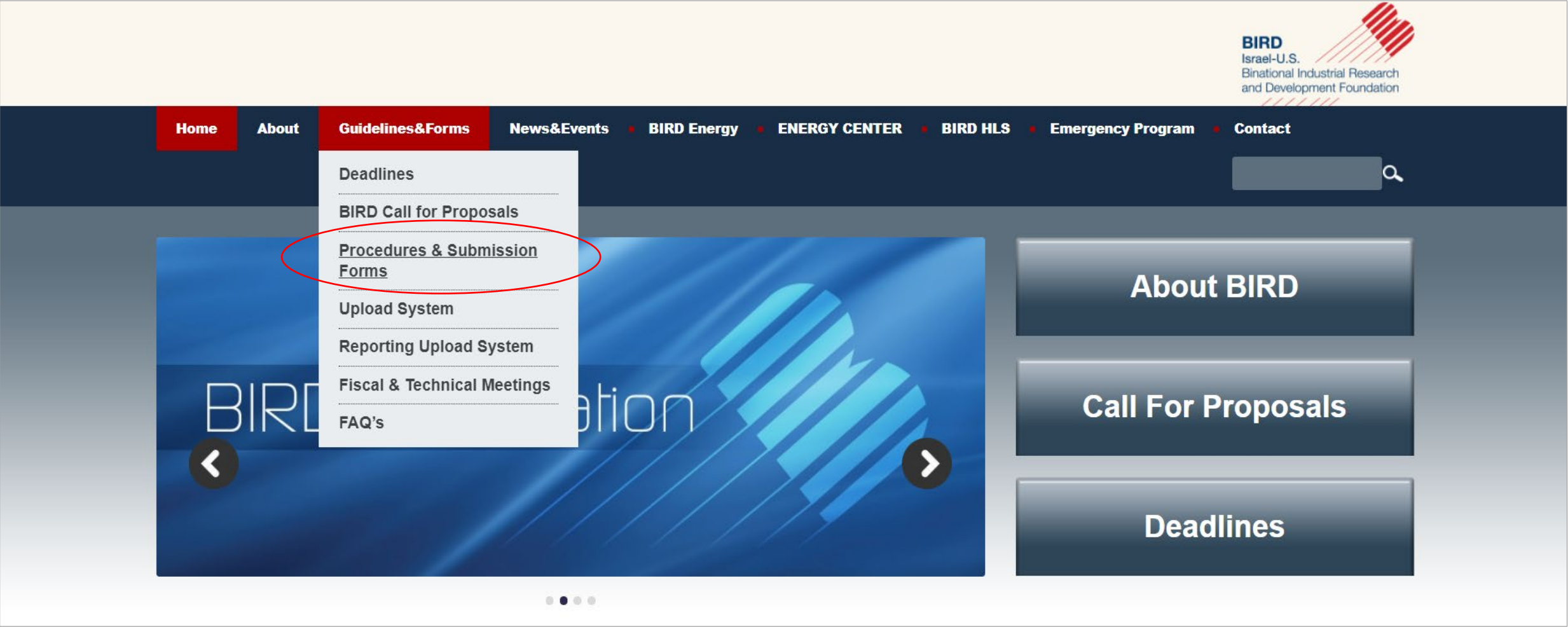- A comprehensible **Technical Report templates – Read and Follow the instructions!**

Keep the reporting simple and comprehensible - Acronyms or abbreviations? → Glossary of terms

Difficult to understand?

Missing information?

Not according to the template?

Unexplained deviations?

→ **Delay of reports approval** →
Delay of the next payment

Documents on BIRD's Website (www.birdf.com)

Guidelines & Forms → Procedures & Submission Forms

Documents on BIRD's Website (www.birdf.com)

Guidelines & Forms → Procedures & Submission Forms -> Reporting Procedures & Forms

Reporting Documents on BIRD's Website

Guidelines & Forms → Procedures & Submission Forms -> Reporting Procedures & Forms

Technical Reports: Content

Report Cover Page

Make sure that the report is signed by both companies

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 Termination Date (End Date DD/MM/YY): _____

Dates of Reporting Segment Covered (DD/MM): from _____ to _____

Signatures: _____ _____

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

Signatures: _____ _____

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

Date Submitted (DD/MM/YY): _____

Image by Arek Socha from Pixabay

1. Table of Contents

Contents

Final Technical Report

Divided into 2 parts: Part I – Word Doc.   -   Part II - EXCEL Doc. – Marketing Forecast

Part I: Almost the same as in Interim Report

2 new sections are prepared utilizing a dedicated Excel File

Section 11 - Updated Market Forecast

Section 12 – Summary of Market Size

Final Report Part II (Excel file)

Appendix – Project Summary Presentation

Photo by Samuel Zeller on Unsplash

Final Technical Report

Final Technical Report – Part II (Excel File) – YouTube

Reports Submission: Upload System

Reports Submission: Upload System

https://upload.birdf.com

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Password

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Login

Create a new account

Company Projects

Project ID	Project title	Partner (Your Partner's Company username)	Stage		
BOG-06-2017-P				Reports	Continue

Uploading Documents

↩ BOG-06-2017-P

Created By
Last update on 28 Jun 2017 01:42

Executive Summary (Closed)	Proposal (Closed)	Reports (Open)

Project report number BIRD Ref. 1111

Segments

Segment #	Fiscal US	Fiscal IL	Technical
1	Uploaded	Under Review	Uploaded
2	Not Submitted	Not Submitted	Not Submitted
3	Not Submitted	Not Submitted	Not Submitted

Commercializations reports

Semester	US	IL
1 Jul 2017	0	Not Submitted
1 Jan 2018	0	Not Submitted

Reports Submission: Hard Copies

Sending via courier

one hard copy to our IL office

Photo by freestocks.org on Unsplash

Instruction Tools

Guidelines & Forms → Fiscal & Technical Meetings

Instruction Tools

Guidelines & Forms → Fiscal & Technical Meetings

Good Luck!

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Israel-United States Binational Industrial Research and Development Foundation

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