## ESA BIC Czech Republic

## **Final Report**

## Incubatee: [Company name]

Date [DD/MM/YYYY]

Author(s): [insert name]

Note: This document may contain proprietary information

(based on Final Report template, v1.0, 14/06/2022, Issue A)

[INSERT COMPANY LOGO]

--- INSTRUCTIONS FOR THE INCUBATEE ---

The purpose of this report is to:

* Provide a complete statement of all the work undertaken by the Incubatee during the Contract Term
* Collect essential data about ESA BIC startups.

Please note:

* Please adhere to good version management practice:
  + Save your own version of this template, providing it with a unique file name consisting of e.g. “ESA\_BIC\_[Country/Region]\_FR\_[Company]\_DD-MM-YYYY”
  + Always update the date in the document and ensure it is consistent with the file name.
  + You may also use version numbering, in which case you should aim at v1.0 being the deliverable to the ESA BIC.
* Explanations on what is expected to come into sections are given between brackets “[” and “]”. Remove the explanations including the brackets in the version you submit.
* Please send your report no later than four weeks before the Final Review as a *Word document* by e-mail to <mail address to ESA BIC key personnel>
* The ESA BIC will deliver the final version of this report to ESA.

The content of this report shall be considered as proprietary information, see the incubation contract for details. Exception is the Executive Summary, which shall contain no proprietary information and may be used by the ESA BIC and ESA for promotional purposes.

--- Please delete the instructions from the report before delivery ---

# EXECUTIVE SUMMARY

[Concisely introduce your company and summarise your company’s activity and achievements during the incubation period. This text shall be suitable for non-experts and should also be appropriate for publication, including on a web page. For this reason, it shall not contain any confidential information. Max. 3 pages of text with coloured illustrations or photographs, if appropriate.

Note: Information in the Executive Summary will be treated as “non-proprietary and non-confidential”]

# DETAILED REPORT OF INCUBATION ACTIVITY

[Approx. 3-4 pages describing, since kick-off:

* How the idea has developed, both technically and commercially
* How the company has developed
* Financial developments, e.g., additional sources of funding/investments (personal, subsidy)/revenue etc.
* How the team has developed, including
  + changes in shareholder structure, if any
  + number of FTEs directly employed and under other types of contracts
* How partnerships/cooperation agreements have been set up
* What customers have been found and their interest
* What sales have been made and the value
* How incubation has helped the start-up and what has been lacking during incubation
* Key learning points for the team
* The next steps to take as an alumni
* How the start-up can make use of and contribute to the ESA BIC alumni network
* Plans for participation in other ESA programmes (if relevant)

Please divide the content of this section into sub-sections, as appropriate.]

# OTHER DELIVERABLES

[The Incubation Contract specifies deliverable of hardware and/or software to be done, or in cases where this is not possible, provides a number of alternatives. Please refer to the Incubation Contract for details.

Describe in this section in detail what has been delivered and how.]

# INCUBATION PLANNING OVERVIEW

[Double click the table to open a worksheet. When you finish entering data, close the worksheet and the changes appear in this document.]



# PROGRESS STATUS TASKS, TOTAL INCUBATION PERIOD

[Refer to Task Descriptions in the latest approved version of the Incubation Proposal. Duplicate and fill in the template box below for each task.]

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task [#] [and Task Name]**  **Responsible:** [responsible person]  **Objective**: [objective of task]  **Sub-tasks and Costs:**  [Please describe in the table below all sub-tasks, including those for which there were no costs. Type of expense means both its purpose (IPR, product development) and what kind of expense (material, services, etc.). The “planned” costs refer to the total planned costs related to each sub-task, as given in the incubation proposal. “Incentive” and “Other resources” refer to how these have been financed. Costs here are only external costs, not internal working hours etc.]   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Sub-task** | **Type of expense** | **Planned costs (€)** | | **Actual costs (€)** | | |  |  | **Incentive** | **Other sources** | **Incentive** | **Other sources** | |  |  |  |  |  |  | |  |  |  |  |  |  | | **Total (€)** |  |  |  |  |  |   **Output:**  [Describe the intended output of this task.]  **Progress:**  [Describe the progress of the task and the output achieved]. If relevant, explain why the task has not progressed/been completed according to the time plan.]  **Completion:** [x]% |

# OVERVIEW OF COSTS

[The table below is meant as an overview of the funding used up till the FR. Double click the table to open a worksheet. Take the data from the “totals” in the task overviews above. When you finish entering data, close the worksheet and the changes appear in this will document.]



# OVERVIEW OF SUPPORT AND EXPERT HOURS

[Add information about which expert support has been received. Extend the number of rows as needed. Experts include 1) all ESA BIC personnel, 2) all ESA BIC support partners and 3) contacts established through the ESA BIC, 4) support received from ESA]

Expert hours used:

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Type of support and Person, if applicable** | **No. of hours** | **Outcome** |
|  |  |  |  |

[If no expert hours have been used, please explain why.]

# OVERVIEW OF MAJOR CHALLENGES/CONCERNS

[Describe briefly remaining challenges and how these will be tackled.]

|  |  |  |
| --- | --- | --- |
| **IRL key dimension** | **Challenge/concern** | **Corrective measures** |
| Customers |  |  |
| Team |  |  |
| Business |  |  |
| IPR |  |  |
| Funding |  |  |
| Technology |  |  |

# OTHER NEWS/UPDATES

* Marketing (e.g. events, competitions, awards/prizes, media exposure/visibility)
* [Other?]

# ANNEXES

[Please attach to this report:]

* Business Plan (Updated Business Plan from the ESA BIC application)
* Cost report (ask the ESA BIC for a template alternatively update the file delivered for the Mid Term Review)
* Copies of all invoices and proofs of payment of those invoices relevant to the Third-Party Services obtained by the Incubatee
* Overview and copies of patents, patent filings and/or licences granted, if any,
* Your company’s sales brochure, product presentation, or similarly
* Photographic and video documentation as specified in the Incubation Contract