Tree Production Innovation Fund (TPIF) End of Year Report

# TPIF project details

**TPIF project ref:** Click or tap here to enter text.

**TPIF project title:** Click or tap here to enter text.

**Organisation name:** Click or tap here to enter text.

# Guidance on completing your report

* This report should be used to demonstrate and provide evidence of works completed and claimed for.
* You must address all of the bullet points under each heading.
* You may include photographs, figures, tables, graphs, videos and other visuals either in the report or as additional attachments. Please provide captions/descriptions for these.
* Your report may be shared with staff in the Forestry Commission and other government departments (e.g., Defra) to evaluate the impact of the grant.
* It will not be made publicly available by the Forestry Commission without prior consent of the authors.
* Any commercially sensitive information or data should be highlighted as “commercial in confidence”.

##### Executive Summary

* Provide an overview of the contents of this report. Include progress made since the start of your project. Outline any significant results, challenges and achievements. [200 words max]

##### Project aims and objectives

* Provide an overview of your project’s aims, objectives and how these fit into a wider context. [300 words max]

##### Project status

Input project work packages (as detailed in your Grant Agreement) into the table below and provide a RAG (Red, Amber, Green) rating for each. The RAG rating should relate to progress against your project plan and/or timeline.

Only include work packages that are live or have been completed.

**RAG rating definitions**

**Green:** Work package is on track and meeting expectations.

**Amber:** There are some issues or risks that need to be monitored and managed.

**Red:** There are significant problems or risks that require immediate attention and corrective action.

|  |  |
| --- | --- |
| **Work Package**  | **RAG Rating**  |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
| [add more rows as needed] | Choose an item. |

Provide an overall project RAG rating and justification for this.

|  |  |
| --- | --- |
| **Project RAG rating**  | **Justification**  |
| Choose an item. |  |

##### Project progress

* Outline progress made against activities and outputs in your Grant Agreement since the start of your project.
* Include any risks, issues, challenges, and lessons learned.
* If you have been unable to complete or have had to adapt any activities or outputs, please explain why.
* Outline any knowledge exchange, sector engagement or promotional activities completed since your last report.

##### Project expenditure

* Summarise your expenditure since your last report, detailing any changes from your planned spend.
* Describe how capital items and staff time have been used to achieve the outputs stated above.
* If you have claimed for any travel and subsistence, explain how this relates to the outputs described above. A breakdown of mileage and associated costs should be included in your Spending Tracker.
* Project spend must not exceed the maximum budget allocated to this financial year and should be consistent with figures quoted in your Finance Spreadsheet.

##### Results & achievements

* Summarise all relevant results and achievements, including any you may have mentioned in previous reports.
* Where possible, provide quantitative information (e.g., laboratory or trial results).
* Outline any impacts of your work to date, referencing the outcomes in your Grant Agreement wherever possible.
* Include any unexpected/ incidental impacts as well as those originally anticipated.

##### Match funding

* If you or your partners have provided any additional match funding to the project (e.g., additional funding, labour, or resources) outline this here.
* Include the amount, source and type of match funding.
* Responses to this section should cover all match funding contributed from the start of your project to date.
* Match funding is not a requirement of the TPIF. Please respond to this section with “N/a” if match funding has not contributed to your project.

##### Forward look

* Provide a summary of the activities scheduled to take place in the next 12 months. Please contact the TPIF mailbox (tpif@forestrycommission.gov.uk) if you plan to carry out activities which are not outlined in your agreement.
* Outline any outcomes you expect to achieve in the next 12 months.
* Tell us about any knowledge exchange, sector engagement or promotional activities you have planned.
* If you have secured additional funding to further develop your project and are happy to share details, please provide these.
* Tell us if there are areas of your work that would benefit from additional support from the FC or Defra. For example, links to collaborators, policy leads, forest nurseries or support with communications and knowledge exchange.

##### Technology Readiness Level (TRL) Survey

To help us better understand and quantify the impacts of the TPIF, the Forestry Commission would like to learn more about the maturity levels of technologies being investigated and developed. We appreciate that, for several projects, particularly those with a focus on scientific research, funded activities will be limited to TRL’s 1 – 4 (see table below).

A response stating “no change” in TRL is acceptable and expected for highly experimental projects. The following has been designed to capture the overall impact of the fund, not to assess individual project performance. Responses to questions will have no impact on the validity of your claim.

|  |  |
| --- | --- |
| **TRL** | **Definition** |
| 1 | Basic principles observed |
| 2 | Technology concept formulated |
| 3 | Experimental proof of concept |
| 4 | Technology validated in lab |
| 5 | Technology validated in relevant environment (industrially relevant environment in the case of key enabling technologies) |
| 6 | Technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies) |
| 7 | System prototype demonstration in operational environment |
| 8 | System complete and qualified |
| 9 | Actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies; or in space) |

1. Please estimate the current TRL of the technology/ innovation you are working on (at the time of writing).

Click or tap here to enter text.

1. To what extent do you believe that your TPIF project has been responsible for any change in TRL to date?

 [ ]  N/a (no change)

 [ ]  Not at all (0%)

 [ ]  A little (25%)

 [ ]  Some (50%)

 [ ]  Quite a lot (75%)

 [ ]  A great deal (100%).

1. Please identify other factors which you believe may have been responsible for changes in TRL to date (where relevant).

Click or tap here to enter text.