Executive Summary
[Brief synopsis that we can publish for the website or in conference materials - opportunity, technical overview, and any new milestones achieved. About 200 words.]

Background
Prior Art
[Summary of prior relevant work in the literature and from your laboratory.]

Opportunity
[Size and description of target market, description of technical requirements to address market, suggested business model that would allow entry into the market.]

Competitive Landscape
[Evaluation of competitive technologies or products.]

Project Description
[Concise description of the research plan and benchmarks. Identification of project performance metrics.]

Progress to Date
Technical
[Research progress made: nature of innovation and relevance to market opportunity. Compare progress relative to milestones in proposal and note where project has taken a different direction.]
Commercialization
[Commercialization progress: serious contacts (companies, investors), partnerships, new team members, start-ups (begun or planned). Explanation of proposed business model. Description of how Catalyst program helped.]

Budget/Expenditures
[Attach a financial spreadsheet showing the approved budget and expenditures to date. Indicate any unusual expenses not originally contemplated in the approved budget.]

Collaborations and Funding
[Who is involved (students, post docs, external collaborators, etc.) and co-sponsorship (if any).]

Intellectual Property
[Description of IP status: invention disclosures submitted to SMART IP Coordinator, provisional patents, patent applications, copyrightable materials, and software. Indicate prior IP, new and planned.]

Publications
[List of publications, including those in preparation and submitted. Any theses completed or expected.]

Next Steps
[Future needs (financial, collaborations, etc.) and anticipated barriers for commercialization.]

Conclusion
[Three major technical conclusions arising from project to date.]