

## **SIL Project Reporting Standards**

The reports specified below are required to be provided for all projects funded by SIL under the standard SIL “Research Agreement”.

### **Quarterly Reporting – Required Every Three Months**

1. Progress against Milestones and Budget.
2. Any changes or impending changes to personnel
3. A short narrative summary highlighting matters of significance arising during the quarter such as the significance/implications of discoveries and achievements during the quarter
4. A Health and Safety Report noting: -
  - a. Any HSE issues that have arisen in relation to the project.
  - b. Any significant change in the HSE performance of the research provider.
  - c. Any HSE matter, related to the project, requiring SIL’s input or assistance.

### **Technical “Output/Outcome” Reports**

5. Required for each major project milestone or a project objective.
6. Should contain the detail expected from a scientific paper.
7. Must also contain a one or two page lay perspective overview on exactly what has been achieved, what is yet to be discovered and what it really all means in terms of practical application and the benefits that may arise from the use of the discoveries.

### **Final Report(s)**

8. Provided in addition to the last quarterly report and any contemporaneous technical reports.
9. To include two narratives of 1 to 2 pages each, one from the research provider and one from the project’s sponsor(s). These narratives should outline how the project lived up to expectations, the perceived value of the findings, the potential short and long term deployment intentions, the expected economic and other benefits, and answers to the question, “what does it (this project) all really mean?”
10. For larger projects with multiple objectives/milestones this report may be required to be provided as a “final” report for selected individual milestones.

These reporting standards may be varied from time to time and published on the SIL website. SIL contractors are expected to comply with changes to these standards in producing any report.

All reports are to be provided electronically. In cases where the technical reports, by their nature, are not able to be provided in their entirety in electronic format, the text content is to be provided electronically and a single hard copy of the complete report is to be provided to SIL as well.