# BASELINE REPORT

## Introduction

This report is one of a series that you will complete throughout the life of your ATP project. These reports provide crucial information for ATP program officials to use in assessing the value of the ATP program, and reporting to policymakers and stakeholders. Thus it is important that you read the questions carefully and provide your best answer.

The primary purpose of the present report is to gather baseline information about your project and company. Because the information requested is quite diverse, the person completing this report may need to gather information from various company sources and personnel. These sources should include individuals with detailed knowledge of the technical and business aspects of the ATP-funded project, and general knowledge about your company as a whole.

Please respond to the questions on this report with regard to the following project:
**Project title**: []
**Period of performance**: []
**Award Number**: []

1. Administrative Information
2. Key Personnel
3. Subcontractors
4. Company Characteristics
5. ATP Project Characteristics
6. Research Effort
7. Technology Commercialization
8. Future BRS Reports

# Section 1: Administrative Information

## Company Information

The information shown below refers to your company organization. Please verify the accuracy of this information.

**COMP_NAME**      Company Name                    [**COMP_NAME**]
**UNIT_NAME**      Division Name
**ESTAB_ADD1**     Address Line 1
**ESTAB_ADD2**     Address Line 2
**ESTAB_ADD3**     Address Line 3
**ESTAB_CITY**     City
**ESTAB_STATE**    State
**ESTAB_ZIP**      Zip
**ESTAB_WEB**      Website Address


[**Programmer note:  prefill company name and address info if available**]

**[Programmer Note:** TCON_FNAME **and** TCON_LNAME **are required fields]**

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**[If TYPE_OF_PARTICIPATION = SA or JVL]**

**Principal Investigator**

The Principal Investigator named in the terms and conditions of your ATP Cooperative Agreement is responsible for the overall direction and supervision of the ATP-funded project.

Please complete the following information for the Principal Investigator.

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**[If TYPE_OF_PARTICIPATION = JVP]**

**Technical Contact**

The Technical Contact person for your company should be a mid- to senior-level person with responsibility for direction and supervision of technical work on this ATP-funded project.

Please complete the following information for your company's Technical Contact.

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| | |
|---|---|
| **TCON_FNAME** | First Name |
| **TCON_LNAME** | Last Name |
| **TCON_SALUT** | [Drop down box with following options: Dr., Mr., Miss, Mrs., Ms.] |
| **TCON_TITLE** | Position Title |
| **TCON_GNDR** | Gender      Male____  Female _____ |
| **TCON_ORG1** | Organization Name Line 1 |
| **TCON_ORG2** | Organization Name Line 2 |
| **TCON_ADD1** | Street Address Line 1 *(no PO Box addresses, please)* |
| **TCON_ADD2** | Street Address Line 2 |
| **TCON_ADD3** | Street Address Line 3 |
| **TCON_CITY** | City |
| **TCON_STATE** | State |
| **TCON_ZIP** | Zip |
| **TCON_PHONE** | Telephone |
| **TCON_EXT** | Ext. |
| **TCON_FAX** | Fax |
| **TCON_EMAIL** | E-mail |

**[Programmer Note: BCON_FNAME and BCON_LNAME are required fields]**

**Business Contact**

The Business Contact person for your company should be a mid- to senior-level person with responsibility for business development and commercialization aspects of this ATP-funded project.

TCON_EQ_BCON
Is your Business Contact the same person as your
[**If TYPE_OF_PARTICIPATION = SA or JVL**
Principal Investigator: TCON_FNAME  TCON_LNAME]

[**If TYPE_OF_PARTICIPATION = JVP**
Technical Contact: TCON_FNAME  TCON_LNAME]

$$\begin{array}{ll} \text{Yes}............................. & 1 \\ \text{No}............................. & 2 \end{array}$$

**If TCON_EQ_BCON = 1 [Yes]: copy contact info for TCON into BCON variables**

**If TCON_EQ_BCON = 2 [No]:**
Please complete the following information for your company's Business Contact.

| | |
|---|---|
| **BCON_FNAME** | First Name |
| **BCON_LNAME** | Last Name |
| **BCON_SALUT** | [Drop down box with following options: Dr., Mr., Miss, Mrs., Ms.] |
| **BCON_TITLE** | Position Title |
| **BCON_GNDR** | Gender          Male____  Female _____ |
| **BCON_ORG1** | Organization Name Line 1 |
| **BCON_ORG2** | Organization Name Line 2 |
| **BCON_ADD1** | Street Address Line 1 *(no PO Box addresses, please)* |
| **BCON_ADD2** | Street Address Line 2: |
| **BCON_ADD3** | Street Address Line 3 |
| **BCON_CITY** | City |
| **BCON_STATE** | State |
| **BCON_ZIP** | Zip |
| **BCON_PHONE** | Telephone |
| **BCON_EXT** | Ext. |
| **BCON_FAX** | Fax |
| **BCON_EMAIL** | E-mail |

**Administrative Contact**

The Administrative Contact person is responsible for administrative issues relating to the ATP Cooperative Agreement, including managing contract, budget, and related matters.

Is your Administrative Contact the same person as your

ACON_EQ_TCON
[**If TYPE_OF_PARTICIPATION = SA or JVL**
Principal Investigator: TCON_FNAME  TCON_LNAME]

[**If TYPE_OF_PARTICIPATION = JVP**
Technical Contact: TCON_FNAME  TCON_LNAME]

**[If TCON_EQ_BCON=No] or [If ACON_EQ_TCON =No]**

ACON_EQ_BCON
Business Contact: [BCON_FNAME  BCON_LNAME] ?

|  |  |  |
|--|--|--|
| Yes............................ | 1 |
| No............................. | 2 |

**If ACON_EQ_TCON = Yes: copy contact info for TCON into ACON variables**
**If ACON_EQ_BCON = Yes: copy contact info for BCON into ACON variables**

**If both ACON_EQ_TCON and ACON_EQ_BCON =No:**
Please complete the following information for your company's Administrative Contact.

| | |
|--|--|
| **ACON_FNAME** | First Name |
| **ACON_LNAME** | Last Name |
| **ACON_SALUT** | [Drop down box with following options: Dr., Mr., Miss, Mrs., Ms.] |
| **ACON_TITLE** | Position Title |
| **ACON_GNDR** | Gender        Male____ Female _____ |
| **ACON_ORG1** | Organization Name Line 1 |
| **ACON_ORG2** | Organization Name Line 2 |
| **ACON_ADD1** | Street Address Line 1 *(no PO Box addresses, please)* |
| **ACON_ADD2** | Street Address Line 2 |
| **ACON_ADD3** | Street Address Line 3 |
| **ACON_CITY** | City |
| **ACON_STATE** | State |
| **ACON_ZIP** | Zip |
| **ACON_PHONE** | Telephone |
| **ACON_EXT** | Ext. |
| **ACON_FAX** | Fax |
| **ACON_EMAIL** | E-mail |

## Section 2: Key Personnel

**Key Project Personnel**
In the table below, please identify employees from your company who are key personnel for the ATP project at this time.

| First Name | Last Name | Gender | Position Title | Delete Entry |
|---|---|---|---|---|
| [**TCON_FNAME**] | [**TCON_LNAME**] | Male………1 Female…….2 | [**TCON_TITLE**] | |
| [**BCON_FNAME**] | [**BCON_LNAME**] | Male………1 Female…….2 | [**BCON_TITLE**] | |
| [**ACON_FNAME**] | [**ACON_LNAME**] | Male………1 Female…….2 | [**ACON_TITLE**] | |
| | | | | |
| KP#_FNAME | KP#_LNAME | KP#_GNDR | KP#_TITLE | |
| | | | | |

Add/Update
Press 'Add/Update' button to add another row, or to update table.

**[Programming note: The same person should not be listed more than once in this table]**

For the key personnel listed below, please indicate the citizenship status of each person.

| Name | Citizenship Status |
|---|---|
| [**KP#_FNAME  KP#_LNAME**] | Born U.S. citizen = 1 Naturalized U.S. citizen =2 Permanent resident=3 Other=4 |
| | |
| [**KP#_FNAME  KP#_LNAME**] | **KP#_CITIZEN** |

[Programmer note:  Variables KP#_FNAME KP#_LNAME indicate the names of all key personnel, including TCON, BCON, ACON.]

For the key personnel shown below, please indicate graduate degrees that each person holds. Please check all that apply for each person.

| Name | Master's | PhD | MD | Other graduate degree |
|---|---|---|---|---|
| | | | | |
| [KP#_FNAME KP#_LNAME] | | | | |
| | | | | |
| [KP#_FNAME KP#_LNAME] | KP#_M | KP#_PHD | KP#_MD | KP#_OTH |

For the key personnel shown below, please enter the university and department where the degree indicated was earned.

| Name | Graduate degree | University | Department |
|---|---|---|---|
| [KP#_FNAME KP#_LNAME] | [highest degree selected in table above] | | |
| | | | |
| [KP#_FNAME KP#_LNAME] | | KP#_DEG_UNIV | KP#_DEG_DEPT |

**[Programmer note: Show only the "highest" graduate degree selected in previous table. The order of priority is: (1) PhD, (2) MD, (3) Master's, (4) Other graduate degree.]**

For the key personnel listed below, please enter the total years of work experience of each person.

| Name | Total years of work experience |
|---|---|
| | __ years |
| [KP#_FNAME KP#_LNAME ] | |
| | |
| [KP#_FNAME KP#_LNAME ] | KP#_WRKEXP (0-99) |

For the key personnel listed below, please indicate the role(s) each person serves on the ATP-funded project.  Please check all that apply for each person.

| Name | Technical Role | Business Development Role | Management Role |
|---|---|---|---|
|  |  |  |  |
| [KP#_FNAME  KP#_LNAME] |  |  |  |
|  |  |  |  |
|  |  |  |  |
| [KP#_FNAME  KP#_LNAME] | KP# _TECHROLE | KP# _BUSROLE | KP# _MGMTROLE |

**[Programmer note:  In tables above, variable KP#_ indicates names of all key personnel, including TCON, BCON, ACON.]**

## Section 3: Subcontractors

**Subcontractor Information**
Does your company have any subcontractors for the ATP project?  If so, please provide information on subcontractors that your company is using.

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**[If TYPE_OF_PARTICIPATION = JVL or JVP]**

For joint venture (JV) projects, please report only subcontractors that your company pays directly. Other JV partner organizations will report subcontractors that they pay directly.

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In the table below, please identify subcontractors working for your company on the ATP project.

| Subcontractor Organization Name | City | State | Zip | Delete Entry |
|---|---|---|---|---|
| | | | | |
| | | | | |
| SUB#_ORG | SUB#_CITY | SUB#_STATE | SUB#_ZIP | |
| | | | | |

Add/Update
Press 'Add/Update' button to add another row, or to update table.

**[Fill out for each subcontractor]**


**SUB#_ORGTYPE**

The subcontractor [SUB#_ORG] is a:  (Check one)

       For-profit business.................................1
       University..............................................2
       Government laboratory..........................3
       Non-profit organization.........................4
       Other type of organization.....................5




**SUB#_ EMPLOY**

How many total employees does this subcontractor have?

       Fewer than 10......................................1
       10 to 99..............................................2
       100 to 499...........................................3
       500 or more.........................................4

Please provide information for the person at [SUB#_ORG] responsible for carrying out the work on the subcontract.

| | |
|---|---|
| **SUB#_CON_FNAME** | First Name |
| **SUB#_CON_LNAME** | Last Name |
| **SUB#_CON_TITLE** | Position Title |
| **SUB#_CON_SALUT** | [Drop down box with following options: Dr., Mr., Miss, Mrs., Ms.] |
| **SUB#_CON_GNDR** | Gender        Male____  Female _____ |
| **SUB#_CON_ORG1** | Organization Name Line 1 |
| **SUB#_CON_ORG2** | Organization Name Line 2 |
| **SUB#_CON_ADD1** | Address Line 1 |
| **SUB#_CON_ADD2** | Address Line 2 |
| **SUB#_CON_ADD3** | Address Line 3 |
| **SUB#_CON_CITY** | City |
| **SUB#_CON_STATE** | State |
| **SUB#_CON_ZIP** | Zip |
| **SUB#_CON_PHONE** | Telephone |
| **SUB#_CON_EXT** | Ext. |
| **SUB#_CON_EMAIL** | E-mail |

**SUB#_PRIOR**

Has your company worked with this subcontractor before (i.e., prior to the current ATP project)?

        Yes.....................1
        No.......................2

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**[If SUB_PRIOR = Yes]**

**SUB#_PRIORYRS**

How many years of experience has your company had working with this subcontractor?
_____ Years (1-99)

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**SUB#_AMOUNT**

What is the total amount of this subcontract for the ATP project?

$_____ (0.00-999.99)
        Thousands....................1    **SUB#_AMOUNT_UNITS**
        Millions....................2

Does the work performed by this subcontractor on the ATP project involve:

| | | Yes | No |
|---|---|---|---|
| **SUB#_RD** | Collaborative R&D? | 1 | 2 |
| **SUB#_EQUIP** | Design and delivery of specialized equipment? | 1 | 2 |
| **SUB#_MAT** | Provision of specialized materials? | 1 | 2 |
| **SUB#_TEST** | Testing or laboratory services? | 1 | 2 |
| **SUB#_OTH** | Other | 1 | 2 |
| **SUB#_OS** | Please specify: | | |

**SUB#_DESC**       Please briefly describe the subcontract work, and indicate why this subcontractor was selected to perform the work.

_____
_____
_____
_____
_____

## Section 4: Company Characteristics

Please provide descriptive information on your company [COMP_NAME]

### Background Information

**COMP_FORM**
Is your company [COMP_NAME] a:
_Sole proprietorship?...............................................................1
_Partnership?..........................................................................2
_Limited liability company (LLC)?.......................................3
_Corporation?........................................................................4


**COMP_MULTI_ESTAB**
Does your company currently have more than one business location?
Yes...............................1
No................................2


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**[If COMP_FORM = Corporation]**

**COMP_PUB**
Is your company [COMP_NAME] a public company (i.e., company stock is publicly traded)?
Yes...............................1
No................................2


**COMP_PUB_TICKER**
If yes, please provide the stock ticker symbol for your company:
_____ Stock ticker symbol

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**[If COMP_FORM ≠ Corporation, then set COMP_PUB = No ]**

COMP_EST_YR
In what year was your company established?
_____Year (1800-2005)

**COMP_PARENT**
Is your company wholly-owned or majority-owned by another company (i.e., a parent company)?

Yes..............................1
No...............................2

**If COMP_PARENT = Yes:**

**COMP_PARENT_NAME**
Please provide the name of your parent company:
_____ Name

**COMP_PUBPARENT**
Is your parent company a public company (i.e., company stock is publicly traded)?

Yes..............................1
No...............................2

**COMP_PARENT_TICKER**
If yes, please provide the stock ticker symbol for your parent company:
____ Stock ticker symbol

**COMP_PARENT_REVENUE**
If your parent company is not a public company, what were total company revenues for your parent company last year?
$_____ (0.00-999.99)

Thousands.......1            **COMP_PAR_REV_UNITS**
Millions...........2
Billions............3

## Employment Information

Please provide employment information for your company [COMP_NAME].

**COMP_EMPLOY**
Including full-time and part-time employees, how many employees did your company have at the end of the last calendar quarter?
_____ Total employees (0-999,999)


**COMP_EMPLOY_RD**
Including full-time and part-time employees, how many employees at your company worked **in R&D** at the end of the last calendar quarter?
_____ R&D employees (0-999,999)

# Financial Information

Please provide the following financial information for your company [COMP_NAME] from your last fiscal year financial report.

**COMP_FISCALYR**
What was the closing date for your last fiscal year reporting period?
____Month/Day/Year (Month: 1-12, Day: 1-31, Year: 2000-2005)

**COMP_REVENUE**
Including all sources of revenue (e.g., sales, licensing, research contracts, grants, etc.), what were total company revenues for the last fiscal year?
$_____ (0.00-999.99)

Thousands.......1          **COMP_REVENUE_UNITS**
Millions...........2
Billions............3

**COMP_RD**
What were total R&D expenditures at your company for the last fiscal year?
$_____ (0.00-999.99)

Thousands.......1          **COMP_RD_UNITS**
Millions...........2
Billions............3

Please provide additional financial information for your company [COMP_NAME] from your last fiscal year financial report.

**Income Statement**

Amounts are reported in:

|                | |
|----------------|---|
| Thousands.......1 | **INCOME_STATE_UNITS** |
| Millions...........2 | |
| Billions............3 | |


| | | |
|---|---|---|
| **COMP_REV** | Revenues | $_____ (0.00-999.99) |
| **COMP_COS** | Cost of Sales | $_____ (0.00-999.99) |
| **COMP_OI** | Income Before Taxes | $_____ (-999.99-999.99) |
| **COMP_NI** | Net Income | $_____ (-999.99-999.99) |


**Balance Sheet**

Amounts are reported in:

|                | |
|----------------|---|
| Thousands.......1 | **BALANCE_STATE_UNITS** |
| Millions...........2 | |
| Billions............3 | |


| | | |
|---|---|---|
| **COMP_ASSET** | Total Assets | $_____ (0.00-999.99) |
| **COMP_ASSET_CURR** | Current assets | $_____ (0.00-999.99) |
| **COMP_ASSET_LT** | Long-term assets | $_____ (0.00-999.99) |
| **COMP_LIAB** | Total Liabilities | $_____ (0.00-999.99) |
| **COMP_LIAB_CURR** | Current liabilities | $_____ (0.00-999.99) |
| **COMP_LIAB_LT** | Long-term liabilities | $_____ (0.00-999.99) |
| **COMP_EQUITY** | Owners' Equity | $_____ (0.00-999.99) |

**[If COMP_EMPLOY < 500 AND COMP_PUB = No]**

What share of your company's ownership is held by:

| | | | |
|---|---|---|---|
| Founders and top management | ____% | COMP_SHR_MGMT | (0-100) |
| Individual investors (i.e., "angel" investors) | ____% | COMP_SHR_ANGEL | (0-100) |
| Venture capital | ____% | COMP_SHR_VC | (0-100) |
| Other companies | ____% | COMP_SHR_CORP | (0-100) |
| Employees | ____% | COMP_SHR_EMPL | (0-100) |
| Other, please specify: _____ | ____% | COMP_SHR_OTH | (0-100) |
| | | COMP_SHR_OS | |
| | SUM 100% | | |

# Company Management

[If COMP_EMPLOY < 500  and  COMP_PUB = No]

COMP_STARTUP
Do you consider your company to be a start-up company?
> Yes...............................1
> No...............................2

[If COMP_STARTUP = Yes]

STARTUP_PREV
Apart from your current company, have any of the senior members of your company been a founder of another start-up company?
> Yes...............................1
> No...............................2

STARTUP_EXP
Overall, how much experience do senior members of your company have with managing or directing start-up companies?
> A great deal of experience........................................................4
> A moderate amount of experience.........................................3
> A little experience.................................................................2
> No experience at all..............................................................1

**[If COMP_STARTUP = Yes]**

**STARTUP_BOARD**
Does your company have a formally established Board of Directors?

               Yes...............................1
               No...............................2


**STARTUP_SCIBOARD**
Does your company have a formally established Scientific Advisory Board?

               Yes...............................1
               No...............................2

**[If COMP_STARTUP = Yes]**

**If STARTUP_BOARD = Yes:**

**STARTUP_BOARD_INTERACT**
How often do senior members of your company consult with members of the
Board of Directors (either formally or informally)?
More than once a week............................................................6
Several times a month............................................................5
About once a month...............................................................4
Several times a year...............................................................3
Once or twice a year..............................................................2
Less often than once a year....................................................1

**If STARTUP_SCIBOARD = Yes:**

**STARTUP_SCIBOARD_INTERACT**
How often do senior members of your company consult with members of the
Scientific Advisory Board (either formally or informally)?
More than once a week............................................................6
Several times a month............................................................5
About once a month...............................................................4
Several times a year...............................................................3
Once or twice a year..............................................................2
Less often than once a year....................................................1

# R&D Characteristics of Your Company

**[If COMP_RD > 0]**

You reported that your company's total R&D expenditures for the fiscal year were: [COMP_RD][COMP_RD_UNITS].

What percent of your company's R&D expenditures last fiscal year was devoted to:

| | | |
|---|---|---|
| Basic Research | _____% | **COMP_RD_BAS** (0-100) |
| Applied Research | _____% | **COMP_RD_APP** (0-100) |
| Product Development | _____% | **COMP_RD_DEV** (0-100) |

SUM = 100%

**COMP_RD_LT**
What percent of your company's R&D expenditures last fiscal year was devoted to research projects with project duration of three years or more?
_____% (0-100)

**COMP_RD_EXT**
What percent of your company's R&D expenditures last fiscal year was funded from external resources (e.g., government sources, other companies)?
_____% (0-100)

**If COMP_RD_EXT > 0:**
Of your company's **externally** funded R&D expenditures last year, what percent was from:

| | | |
|---|---|---|
| Federal government | _____% | **COMP_RD_FED** (0-100) |
| State and local government | _____% | **COMP_RD_STATE** (0-100) |
| Other companies | _____% | **COMP_RD_CORP** (0-100) |
| Other external sources | _____% | **COMP_RD_OTH** (0-100) |

SUM = 100%

**COMP_SBIR**

Has your company ever received R&D funding from a federal government SBIR program?

Yes...............................1
No...............................2

If yes, specify agency: _____    **COMP_SBIR_SPEC**

**If COMP_SBIR = Yes:**

**COMP_SBIR_YR**

What was the most recent year in which your company received an SBIR award?
_____ Year (1982-2005)

Has your company ever received assistance for R&D or business development through: (Please check all that apply.)

_ A state or local government program    **COMP_LOCALPROG**
_ A university program    **COMP_UNIVPROG**
_ A technology or business incubator    **COMP_INCUBATOR**

**COMP_PROGSUPPORT_YR**

What was the most recent year in which your company received assistance from a state or local government program, university program, or technology or business incubator?
_____ Year (1980-2005)

## R&D Characteristics of Your Location

Since your company has more than one business location, please answer the following questions with respect to your own specific location.

**ESTAB_TYPE**
Is your business location dedicated exclusively to R&D (i.e., your business location performs only R&D, and no other functions such as manufacturing, sales, etc.)?
                    Yes...............................1
                    No................................2

**ESTAB_RD**
What were total R&D expenditures at your business location for the last fiscal year?
$_____ (0.00-999.99)
                    Thousands.......1          **ESTAB_RD_UNITS**
                    Millions...........2
                    Billions............3

**ESTAB_EMPLOY**
At the end of the last calendar quarter, how many employees worked at your business location?
____ Employees (1-99,999)

**ESTAB_EMPLOY_RD**
At the end of the last calendar quarter, how many employees worked **in R&D** at your business location?
____ R&D employees (1-99,999)

# Section 5: ATP Project Characteristics

## Project Description

### PROJ_DESC

Please describe the key technology and R&D expertise that your company brings to this project.

_____
_____
_____
_____

### PROJ_GOAL

Please describe your company's "big-picture" overall technical and business goal for this project?

_____
_____
_____
_____

**Project Difficulty and Risk**

**PROJ_AMBITIOUS**
Relative to other R&D initiatives in your industry, how ambitious would you say are the overall goals identified for this project?

Much less ambitious          Equally ambitious          Much more ambitious
1--------------2--------------3--------------4--------------5--------------6--------------7

To what extent would you say your project represents:

NEWDIR_COMP
A new R&D direction **for your company**?
>> Large extent   .......................................................................4
>> Moderate extent...................................................................3
>> Small extent..........................................................................2
>> Not at all..............................................................................1

NEWDIR_FIELD
A new R&D direction **for your industry or technology field**?
>> Large extent   .......................................................................4
>> Moderate extent...................................................................3
>> Small extent..........................................................................2
>> Not at all..............................................................................1

PROJ_DIFFICULT

Consider the technical difficulty of your ATP project. How does this project compare to a **typical R&D project** at your company?

Much less difficult   Equally difficult   Much more difficult
1--------------2--------------3--------------4--------------5--------------6--------------7


TYP_TECH_PROB

Consider technical risk. What would you say is the probability, from 0% to 100%, that a **typical R&D project** at your company can achieve all of the technical targets required for project success?
____% (0-100)


ATP_MINTECH_PROB

For your ATP project, consider the technical risk in achieving your minimal technical goals. What would you say is the probability, from 0% to 100%, that your company can achieve the minimal technical targets required for success on this project?
____% (0-100)


ATP_MAXTECH_PROB

For your ATP project, consider the technical risk in achieving your maximal "stretch" technical goals. What would you say is the probability, from 0% to 100%, that your company can achieve the maximal "stretch" technical goals for this project?
____% (0-100)


ATP_BUS_IMPACT_TIME

Consider the expected business impact of the ATP-funded project on your company. Approximately how many years after the start of the project do you expect results to first have an impact on company revenues or costs?
____years (0-99)


TYP_BUS_IMPACT_TIME

For a **typical R&D project** at your company, approximately how many years after the start of the project would you expect results to first have an impact on company revenues or costs?
____years (0-99)

**[If TYPE_OF_PARTICIPATION = SA]**

**PROJ_PROB**
Considering all aspects of technical and business risks and challenges, what is your current estimate of the probability, from 0% to 100%, that your company can fully achieve the overall goal for the project?
____% (0-100)

**[If TYPE_OF_PARTICIPATION = JVL or JVP]**

**PROJ_PROB**
Think about the overall goal of the joint venture (JV) project as a whole. Considering all aspects of technical and business risks and challenges, what is your current estimate of the probability, from 0% to 100%, that **the JV project** can fully achieve its overall goals?
____% (0-100)

**PROJ_COMP_PROB**
Think about your company's overall goals for the project. Considering all aspects of technical and business risks and challenges, what is your current estimate of the probability, from 0% to 100%, that **your company** can fully achieve its overall goals?
____% (0-100)

# Technology Source

Consider the relationship between your ATP project and other R&D projects at your company.

To what extent does your ATP project:

BUILD_PREV
**Build on** previous R&D work at your company?
Large extent .....................................................................4
Moderate extent................................................................3
Small extent......................................................................2
Not at all..........................................................................1

ENHANCE_PREV
**Enhance** the value of previous R&D work at your company?
Large extent .....................................................................4
Moderate extent................................................................3
Small extent......................................................................2
Not at all..........................................................................1

| | To what extent is your ATP project based on: | Large Extent | Moderate Extent | Small Extent | Not at all |
|---|---|---|---|---|---|
| RES_UNIV | Research from universities | 4 | 3 | 2 | 1 |
| LIC_UNIV | Technology licensed from universities | 4 | 3 | 2 | 1 |
| RES_GOV | Research from government laboratories | 4 | 3 | 2 | 1 |
| LIC_GOV | Technology licensed from government laboratories | 4 | 3 | 2 | 1 |
| RES_NP | Research from non-profit institutions | 4 | 3 | 2 | 1 |
| LIC_NP | Technology licensed from non-profit institutions | 4 | 3 | 2 | 1 |
| RES_COMP | Research from other companies | 4 | 3 | 2 | 1 |
| LIC_COMP | Technology licensed from other companies | 4 | 3 | 2 | 1 |

# Technology Diffusion

Think about the types of knowledge that your ATP project is expected to produce.

Consider research findings to be knowledge that can be written down and easily communicated to others, and research "*know-how*" to be knowledge gained from experience and practice that is less easily transferred.

**RESULTS_DIFFUSION**
How quickly do you expect critical research **findings** from this project to become known to others outside your company?

                     Within 2 years of project end...................................................1
                     2 to 5 years after project end..................................................2
                     5 to 10 years after project end................................................3
                     10 or more years after project end.........................................4
                     Never...................................................................................5

**KNOWHOW_DIFFUSION**
How quickly do you expect the critical research **"know-how"** from this project to become known to others outside your company?

                     Within 2 years of project end...................................................1
                     2 to 5 years after project end..................................................2
                     5 to 10 years after project end................................................3
                     10 or more years after project end.........................................4
                     Never...................................................................................5

|  | To what extent does your company encourage staff to: | Large Extent | Moderate Extent | Small Extent | Not at all |
|---|---|---|---|---|---|
| **RES_PUB** | Publish articles in research journals | 4 | 3 | 2 | 1 |
| **IND_PUB** | Publish articles in trade publications | 4 | 3 | 2 | 1 |
| **RES_CONF** | Participate in research meetings and conferences | 4 | 3 | 2 | 1 |
| **IND_CONF** | Participate in industry meetings and conferences | 4 | 3 | 2 | 1 |

To what extent does your company plan to actively disseminate:

**RESULTS_DISSEM**

Research *findings* from your ATP project?

Large extent ........................................................................4
Moderate extent...................................................................3
Small extent.........................................................................2
Not at all..............................................................................1

**KNOWHOW_DISSEM**

Research *"know-how"* from your ATP project?

Large extent ........................................................................4
Moderate extent...................................................................3
Small extent.........................................................................2
Not at all..............................................................................1

## Intellectual Property and Innovation

**[If TYPE_OF_PARTICIPATION = SA]**
Consider the importance of existing intellectual property (IP) for carrying out your ATP project.

How important are each of the following:

Existing IP owned by your company          OWN_BIP
> Extremely important..................................................................4
> Very important.........................................................................3
> Somewhat important.................................................................2
> Not too important.....................................................................1

Existing IP owned by other companies or organizations that your company already has access to under negotiated agreements                    LIC_BIP
> Extremely important..................................................................4
> Very important.........................................................................3
> Somewhat important.................................................................2
> Not too important.....................................................................1

Existing IP owned by other companies or organizations that your company will need to gain access to through future negotiation                    TBD_BIP
> Extremely important..................................................................4
> Very important.........................................................................3
> Somewhat important.................................................................2
> Not too important.....................................................................1

**[If TYPE_OF_PARTICIPATION = JVL or JVP]**
Consider the importance of existing intellectual property (IP) for carrying out your ATP joint venture (JV) project.

How important are each of the following:

Existing IP owned by your company                              OWN_BIP
        Extremely important.............................................................4
        Very important.......................................................................3
        Somewhat important.............................................................2
        Not too important..................................................................1

Existing IP owned by your JV partners                          JVP_BIP
        Extremely important.............................................................4
        Very important.......................................................................3
        Somewhat important.............................................................2
        Not too important..................................................................1

Existing IP owned by companies or organizations outside of your JV, that your company already has access to under negotiated agreements            LIC_BIP
        Extremely important.............................................................4
        Very important.......................................................................3
        Somewhat important.............................................................2
        Not too important..................................................................1

Existing IP owned by companies or organizations outside of your JV, that your company will need to gain access to through future negotiation            TBD_BIP
        Extremely important.............................................................4
        Very important.......................................................................3
        Somewhat important.............................................................2
        Not too important..................................................................1

**BIP_PATENT**
Does your ATP project depend on any key patents?

Yes..............................1
No...............................2

---

**[If TYPE_OF_PARTICIPATION = SA] and [If BIP_PATENT = Yes]**

Of the key patents that your ATP project depends on…

**BIP_OWN_PATENTS**
How many are owned by your company?
\_\_\_\_ Patents (0-99)

**BIP_LIC_PATENTS**
How many are licensed from other companies or organizations?
\_\_\_\_ Patents (0-99)

---

**[If TYPE_OF_PARTICIPATION = JV] and [If BIP_PATENT = Yes]**

Of the key patents that your ATP project depends on…

**BIP_OWN_PATENTS**
How many are owned by your company?
\_\_\_\_ Patents (0-99)

**BIP_JVP_PATENTS**
How many are owned by your JV partners?
\_\_\_\_ Patents (0-99)

**BIP_LIC_PATENTS**
How many are licensed from other companies or organizations outside your JV?
\_\_\_\_ Patents (0-99)

| | For your company, how important are each of the following means of capturing value from innovation: | Extremely important | Very important | Somewhat important | Not too important |
|---|---|---|---|---|---|
| **VALCAP _SECRECY** | Maintaining intellectual property through trade secrecy | 4 | 3 | 2 | 1 |
| **VALCAP _PATENT** | Maintaining intellectual property through patent or copyright protection | 4 | 3 | 2 | 1 |
| **VALCAP _FIRSTMKT** | Being first to market | 4 | 3 | 2 | 1 |
| **VALCAP _RDCAPAB** | Using complementary R&D capabilities | 4 | 3 | 2 | 1 |
| **VALCAP _OTHCAPAB** | Using complementary manufacturing, distribution, or service capabilities | 4 | 3 | 2 | 1 |

| | How important are the following reasons in your company's decisions to patent technology: | Extremely important | Very important | Somewhat important | Not too important |
|---|---|---|---|---|---|
| **PAT _PROFIT** | To earn profits while keeping others from copying your technology | 4 | 3 | 2 | 1 |
| **PAT _LICREV** | To earn licensing revenues | 4 | 3 | 2 | 1 |
| **PAT _TRADE** | To gain access to the technology of others through cross-licensing agreements | 4 | 3 | 2 | 1 |
| **PAT _BLOCK** | To block others from patenting technology paths important to your company | 4 | 3 | 2 | 1 |
| **PAT _DEFEND** | To prevent patent infringement lawsuits against your company | 4 | 3 | 2 | 1 |
| **PAT _RDREP** | To enhance the reputation of your company and your R&D employees | 4 | 3 | 2 | 1 |

# R&D Collaboration

**[If TYPE_OF_PARTICIPATION = SA]**
**COLLAB_RD**
Has your company participated in collaborative R&D partnerships or relationships with other organizations within the past 3 years?

> Yes...............................1
> No...............................2

**[If TYPE_OF_PARTICIPATION = JVL or JVP]**
**COLLAB_RD**
Aside from your current ATP project, has your company participated in collaborative R&D partnerships or relationships with other organizations within the past 3 years?

> Yes...............................1
> No...............................2

---

**[If COLLAB_RD = Yes]**

Within the past 3 years, how many collaborative R&D partnerships or relationships has your company had with:

**COLLAB_CORP**
Other companies?

> 0..........................1
> 1-2.......................2
> 3-5.......................3
> 6-10....................4
> 11+.....................5

**COLLAB_UNIV**
Universities?

> 0..........................1
> 1-2.......................2
> 3-5.......................3
> 6-10....................4
> 11+.....................5

**COLLAB_GOV**
Government laboratories?

> 0..........................1
> 1-2.......................2
> 3-5.......................3
> 6-10....................4
> 11+.....................5

5-13

**COLLAB_NP**
Non-profit organizations?

    0...........................1
    1-2.......................2
    3-5.......................3
    6-10....................4
    11+.....................5

**[If TYPE_OF_PARTICIPATION = SA]**

In developing your ATP-funded project, to what extent did …

**SA_INDIV_TIES**
Individuals in your company form new research ties or contacts with individuals at other organizations?

> Large extent .........................................................................4
> Moderate extent...................................................................3
> Small extent.........................................................................2
> Not at all..............................................................................1

**SA_NEWREL**
Your company establish new research partnerships or relationships with other organizations?

> Large extent .........................................................................4
> Moderate extent...................................................................3
> Small extent.........................................................................2
> Not at all..............................................................................1

**SA_EXTENDREL**
Your company extend or strengthen existing research relationships with other organizations?

> Large extent .........................................................................4
> Moderate extent...................................................................3
> Small extent.........................................................................2
> Not at all..............................................................................1

**[If TYPE_OF_PARTICIPATION = JVL or JVP]**

How important was each of the following reasons in your company's decision to partner with other companies in the ATP-funded joint venture (JV) project.

| | | Extremely important | Very important | Somewhat important | Not too important |
|---|---|---|---|---|---|
| **JV _POOL** | To pool resources with other firms in order to reduce the cost of R&D or achieve a greater scale of effort | 4 | 3 | 2 | 1 |
| **JV _RDCOMP** | To benefit from complementary R&D expertise and capabilities of different firms | 4 | 3 | 2 | 1 |
| **JV _LEARN** | To gain knowledge and learn from other firms | 4 | 3 | 2 | 1 |
| **JV _INDOBJ** | To address a technological problem that is common to your industry | 4 | 3 | 2 | 1 |
| **JV _BUS** | To access commercialization capabilities of other firms | 4 | 3 | 2 | 1 |
| **JV_OTH** | Other, | 4 | 3 | 2 | 1 |
| **JV_OS** | please specify: | | | | |

**[If TYPE_OF_PARTICIPATION = JVL or JVP]**

**JV_STRUCTURE**
Which of the following best characterizes the structure of your JV?
One project leader; other partners have supporting roles.........................................1
Some partners are principal participants; other partners have supporting roles......2
All partners have equally important roles...............................................................3


Would you characterize any of your JV partner companies as a:

JV_SUPPLIER
_ Supplier (partner company provides inputs to your company's products/technologies)

JV_CUSTOMER
_ Customer (partner company purchases your company's products/technologies)

JV_COMPLEMENTOR
_ "Complementor" (partner company's products/technologies are used together with your
company's products/technologies)

JV_COMPETITOR
_ Competitor (partner company serves the same product market as your company)

JV_OTHER, JV_OSPEC
_ Other, please specify: _____


JV_PRIOR_RESREL
Prior to this project, to what extent did your company have existing **research**
relationships with your JV partner organizations?
                    Large extent    ......................................................................4
                    Moderate extent................................................................3
                    Small extent.......................................................................2
                    Not at all............................................................................1

JV_PRIOR_BUSREL
Prior to this project, to what extent did your company have existing **business**
relationships with your JV partner organizations?
                    Large extent    ......................................................................4
                    Moderate extent................................................................3
                    Small extent.......................................................................2
                    Not at all............................................................................1

JV_COLLAB_GENEXP
Prior to this project, to what extent did key members of your project team have
experience working in R&D collaborations with other companies?

Large extent ...........................................................................4
Moderate extent.....................................................................3
Small extent...........................................................................2
Not at all................................................................................1

JV_COLLAB_SPECEXP
Prior to this project, to what extent did key members of your project team have
experience working with key members from your JV partners' teams?

Large extent ...........................................................................4
Moderate extent.....................................................................3
Small extent...........................................................................2
Not at all................................................................................1

## Section 6: Research Effort

### Line of Research

Consider the specific **line of research** represented by your ATP project.


**LOR_DESC**
Please provide a brief descriptive definition for this line of research.

_____


**LOR_PREV3_RD**
In the three years **before the ATP award**, how much R&D expenditure did your company devote to this line of research? (Your best estimate is fine. Please include expenditures from both internal and external sources of funding.)
$_____ (0.00-999.99)
             Thousands.......1      **LOR_PREV3_UNITS**
             Millions...........2


---

**[If LOR_PREV3_RD > 0]**

LOR_PREV3_RD_EXT
What percent of the R&D expenditures for this line of research was funded from external sources outside your company (e.g., government sources, other companies)?
\_\_\_\_\_%   Percent of R&D funded from external sources (0-100)

---

**[If LOR_PREV3_RD_EXT > 0]**

For the three years prior to this ATP award, please indicate the sources of external funding for this line of research.

Did your company receive funding from the following sources?

---

**LOR_FED, LOR_FED_SPEC**
Federal government programs
              Yes...............................1
              No................................2
              Don't Know...............-7

If Yes:
Specify agency and program:
_____
_____

---

**LOR_LOCAL**
State and local government programs
              Yes...............................1
              No................................2
              Don't Know...............-7

---

**LOR_OTH**
Other companies

              Yes...............................1
              No................................2
              Don't Know...............-7

# Project Effort

PROJ_IDEA_DEV
To what extent had you developed this R&D project idea prior to thinking about applying to ATP?

> Large extent   ........................................................................4
> Moderate extent......................................................................3
> Small extent...........................................................................2
> Not at all................................................................................1


PROJ_WO_ATP
If the ATP funding had not been received, do you think your company would be carrying out any part of this project at this time?

> Yes...............................1
> No................................2

**If** PROJ_WO_ATP = **Yes:**
**PROJ_WO_ATP_SCALE**
Without ATP funding, how much of the ATP project do you think your company would be carrying out?

> 1% to 20%   ...........................................................................1
> 21% to 40%.............................................................................2
> 41% to 60%.............................................................................3
> 61% to 80%.............................................................................4
> 81% 100%...............................................................................5

**If PROJ_WO_ATP_SCALE = 5 (81% to 100%):**
**PROJ_WO_ATP_SAME**
Without ATP funding, would you have undertaken a project with the same or equivalent technical goals and milestones as the ATP project?

> Yes........................................................................................1
> No.........................................................................................2

---

**[If TYPE_OF_PARTICIPATION = JVL or JVP]**

**JV_WO_ATP**
If the ATP funding had not been received, do you think your company would be conducting collaborative work on this project research with any of your JV partner organizations at this time?

> Yes...............................1
> No................................2

---

## Section 7: Technology Commercialization

### Commercialization Characteristics

**NUM_LOB**

How many lines of business does your company have?

__ Lines of business (0-99)

In the table below, please indicate the line(s) of business at your company that **your project technology will serve**.

| Name of line of business | Approximately, what percent of your company's revenues are from this line of business? | Approximately, what percent of your company's R&D expenditures are devoted to this line of business? | Delete Entry |
|---|---|---|---|
| | ____% | ____% | |
| | | | |
| **LOB#_NAME** | **LOB#_REV** | **LOB#_RD** | |
| | (0-100) | (0-100) | |

Add/Update

Press 'Add/Update' button to add another row, or to update table.

**Technology Innovation**

TECH_INNOV
**[If TYPE_OF_PARTICIPATION = SA]**
Please briefly describe the key technological innovation of your ATP project.
**[If TYPE_OF_PARTICIPATION = JVL or JVP]**
Please briefly describe the key technological innovation of your ATP project, and your company's contribution to that innovation.

_____
_____
_____
_____
_____


TECH_ADVAN
What is the advantage of this technology over existing technologies or alternative technologies?

_____
_____
_____
_____
_____

In the following questions, we use the term **product** to include both goods and services.

For your company, would you describe your ATP-funded technology as:

PRODUCT_TECH

A **product** technology to implement new or improved products with better performance characteristics

Yes...............................1
No................................2

PROCESS_TECH

A **process** technology to implement new or improved methods of production or delivery

Yes...............................1
No................................2

With commercialization of your technology, do you expect your company to …

REV_PROD

Earn new revenues from new products or significantly improved products?

Yes...............................1
No................................2
Don't Know...............-7

SAV_PROC

Realize cost savings from implementing new production or delivery processes?

Yes...............................1
No................................2
Don't Know...............-7

ROY_LIC

Receive royalties from licensing the technology to others?

Yes...............................1
No................................2
Don't Know...............-7

**Product and Applications**

We use the term **product** to include both goods and services.

Please think about the product (the good or service) from your company that incorporates the ATP project technology.  This product embodies either a product innovation or a process innovation from the ATP project.


**PROD_DESC**
Please describe this product from your company. Describe the product in general terms; later in this section we will ask you to describe product applications.

**[If TYPE_OF_PARTICIPATION = JVL or JVP ADD THE FOLLOWING]**
For joint venture (JV) projects, please describe only your company's product. Other JV partner companies will report on their products.

_____
_____
_____
_____
_____


Compared to existing products, does this product provide …
__New features                    **PROD_ADVAN_FEAT**
__Improved performance            **PROD_ADVAN_PERF**
__Lower cost                      **PROD_ADVAN_COST**
(Check all that apply.)

We use the term **product application** to mean applications to specific industry uses. Please describe potential product applications that your company has identified.

| Potential product applications | Delete Entry |
|---|---|
|  |  |
|  |  |
|  |  |
| **APP#_DESC** |  |
|  |  |

Add/Update
Press 'Add/Update' button to add another row, or to update table.

For product applications that will be commercialized from your ATP-funded technology, will your company carry out…

### PROD_DEVEL
Product development?

Yes.............................1
No...............................2
Don't Know...............-7
Not Applicable...........-8

### PROD_MANU
Manufacturing?

Yes.............................1
No...............................2
Don't Know...............-7
Not Applicable...........-8

### PROD_MARKETING
Marketing/Sales?

Yes.............................1
No...............................2
Don't Know...............-7
Not Applicable...........-8

### PROD_DISTRIB
Distribution?

Yes.............................1
No...............................2
Don't Know...............-7
Not Applicable...........-8

**SEEK_SPART**

Will your company seek strategic partners for commercializing your ATP project technology?

| | |
|---|---|
| Yes..............................1 | |
| No...............................2 | |
| Don't Know................-7 | |
| Not Applicable...........-8 | |

**If SEEK_SPART =Yes:**

What role will strategic partners play in commercializing your ATP project technology? (Check all that apply.)

| | |
|---|---|
| __Product Development | **SPART_PD** |
| __Manufacturing | **SPART_MANU** |
| __Marketing/Sales | **SPART_MS** |
| __Distribution | **SPART_DIST** |
| __Other, please specify: _____ | **SPART_OTH, SPART_OS** |

# Commercialization Value

The following items ask about anticipated value from commercialization of your project technology.

ANNREV2, ANNREV5, ANNREV10
ANNREV2_UNITS, ANNREV5_UNITS, ANNREV10_UNITS
Consider the total impact of the ATP-funded technology on your company. What do you expect will be the **net effect** of this technology on your company's annual revenues?

  2 years after project end    $_____ (0-999.9)
  5 years after project end    $_____ (0-999.9)
10 years after project end    $_____ (0-999.9)

                          Thousands.......................................1
                          Millions...........................................2
                          Billions............................................3

PROFIT_MARGIN
What do you expect will be the gross profit margin on sales from your company's products resulting from your technology?
____% (-100-999)

LOB_PROFIT_MARGIN
What is your company's typical gross profit margin on sales in this line of business?
____% (-100-999)

ANNSAV2, ANNSAV5, ANNSAV10
ANNSAV2_UNITS, ANNSAV5_UNITS, ANNSAV10_UNITS
How much annual cost savings do you expect your company to receive from process improvements resulting from your technology?

  2 years after project end    $_____ (0-999.9)
  5 years after project end    $_____ (0-999.9)
10 years after project end    $_____ (0-999.9)

                          Thousands.......................................1
                          Millions...........................................2
                          Billions............................................3

ANNLIC2, ANNLIC5, ANNLIC10
ANNLIC2_UNITS, ANNLIC5_UNITS, ANNLIC10_UNITS
How much in annual royalties do you expect your company to receive from licensing
your technology to others?

   2 years after project end   $_____ (0-999.9)
   5 years after project end   $_____ (0-999.9)
 10 years after project end   $_____ (0-999.9)

                            Thousands.......................................1
                            Millions...........................................2
                            Billions............................................3

TOTAL_ADD_INVEST
Beyond the ATP project, how much total additional investment do you expect your
company will need to make in order to commercialize the project technology?
$_____ (0-999.9)

                 Thousands.......1          TOTAL_ADD_INVEST_UNITS
                 Millions...........2
                 Billions............3

CALC_NPV
Did your company calculate a Net Present Value (NPV) in planning or seeking funding
for this ATP project?

                 Yes...............................1
                 No................................2

---

**[If CALC_NPV = Yes]**

NPV_VALUE
What was the Net Present Value your company calculated for this project?
$_____ Net present value (0-999.9)

                 Thousands.......1        NPV_VALUE_UNITS
                 Millions...........2
                 Billions............3

NPV_DISC_RATE
What discount rate did your company use in calculating the Net Present Value for this
project?
____ % Discount rate (1-99)

---

CALC_IRR
Did your company calculate an Internal Rate of Return (IRR) in planning or seeking
funding for this ATP project?

                 Yes...............................1
                 No................................2

IRR_VALUE
What was the Internal Rate of Return your company calculated for this project?
_____ % Internal rate of return (-99-999)


USE_HURDLE
In making R&D or capital investment decisions, does your company base its decisions on a required rate of return (sometimes called the hurdle rate)?

Yes..............................1
No...............................2


**[If USE_HURDLE = Yes]**
RD_HURDLE
What is the required rate of return that your company typically applies to R&D investment decisions?
_____ % Required rate of return for R&D investment (1-99)

CAP_HURDLE
What is the required rate of return that your company typically applies to capital investment decisions?
_____ % Required rate of return for capital investment (1-99)


Finally, it is important that we have a ballpark estimate of the downstream benefits of your ATP-funded technology to industry users and consumers.

END_USER_NETVALUE2, END_USER_NETVALUE5, END_USER_NETVALUE10
END_USER_UNITS2, END_USER_UNITS5, END_USER_UNITS10
Think of how the industry might change, including both positive and negative effects, as a result of the commercialization of your ATP-funded technology. What is your estimate of the overall **net value** to your downstream industry users from products or services resulting from your technology?

2 years after project end     $_____ (0-999.9)
5 years after project end     $_____ (0-999.9)
10 years after project end    $_____ (0-999.9)

Thousands.............................................1
Millions..................................................2
Billions...................................................3

Think of how the consumer marketplace might change, including both positive and negative, as a result of the commercialization of your ATP-funded technology. What is your estimate of **net benefits** to consumers from products or services resulting from your technology?

  2 years after project end   $_____ (0-999.9)
  5 years after project end   $_____ (0-999.9)
10 years after project end   $_____ (0-999.9)

                        Thousands..............................................1
                        Millions..................................................2
                        Billions...................................................3

## Section 8: Future BRS Reports

**BRS Contact Person**

The BRS Contact Person for your company will receive future notifications regarding BRS reports. From the list below, please designate your BRS Contact Person.

**[INSERT KEY PERSONNEL TABLE WITH "ADD A NEW NAME OPTION"]**

**If TCON, BCON, or ACON selected, pre-fill all available information:**

Please verify the following contact information for [selected name]:

| | |
|---|---|
| RCON_FNAME | First Name |
| RCON_LNAME | Last Name |
| RCON_SALUT | [Drop down box with following options: Dr., Mr., Miss, Mrs.] |
| RCON_TITLE | Position Title |
| RCON_GNDR | Gender          Male____  Female _____ |
| RCON_ORG1 | Organization Name Line 1 |
| RCON_ORG2 | Organization Name Line 2 |
| RCON_ADD1 | Street Address Line 1 *(no PO Box addresses, please)* |
| RCON_ADD2 | Street Address Line 2: |
| RCON_ADD3 | Street Address Line 3 |
| RCON_CITY | City |
| RCON_STATE | State |
| RCON_ZIP | Zip |
| RCON_PHONE | Telephone |
| RCON_EXT | Ext. |
| RCON_FAX | Fax |
| RCON_EMAIL | E-mail |

**If old name that is not TCON, BCON, OR ACON selected (pre-fill all available information):**

Please provide the following contact information for [selected name]:

RCON_FNAME     First Name
RCON_LNAME     Last Name
RCON_SALUT     [Drop down box with following options: Dr., Mr., Miss, Mrs., Ms.]
RCON_TITLE     Position Title
RCON_GNDR      Gender          Male____  Female _____
RCON_ORG1      Organization Name Line 1
RCON_ORG2      Organization Name Line 2
RCON_ADD1      Street Address Line 1 *(no PO Box addresses, please)*
RCON_ADD2      Street Address Line 2:
RCON_ADD3      Street Address Line 3
RCON_CITY      City
RCON_STATE     State
RCON_ZIP       Zip
RCON_PHONE     Telephone
RCON_EXT       Ext.
RCON_FAX       Fax
RCON_EMAIL     E-mail


**If "ADD A NEW NAME selected:**
Please provide the following contact information for the BRS Contact Person:

RCON_FNAME     First Name
RCON_LNAME     Last Name
RCON_SALUT     [Drop down box with following options: Dr., Mr., Miss, Mrs.]
RCON_TITLE     Position Title
RCON_GNDR      Gender          Male____  Female _____
RCON_ORG1      Organization Name Line 1
RCON_ORG2      Organization Name Line 2
RCON_ADD1      Street Address Line 1 *(no PO Box addresses, please)*
RCON_ADD2      Street Address Line 2:
RCON_ADD3      Street Address Line 3
RCON_CITY      City
RCON_STATE     State
RCON_ZIP       Zip
RCON_PHONE     Telephone
RCON_EXT       Ext.
RCON_FAX       Fax
RCON_EMAIL     E-mail

# Comments

We are very interested in your reactions to this Baseline Report. Below are a few questions which will assist us in improving the report for future administrations.

## DIFF_NAV
How difficult or easy was it to navigate through the report?

Very difficult....................................5
Somewhat difficult...........................4
Neither difficult or easy...................3
Somewhat easy................................2
Very easy.........................................1

## NUM_CONSULTED
How many people did you consult to answer questions on the report?

_____

## REPORT_LIKED
Was there anything you particularly liked about this web-based report? If so, please tell us.

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## REPORT_IMPROVE
Are there any improvements that you would like to recommend? If so, please tell.

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