

(add logo or company letterhead)

DATE [20XX]

Linda Carr

Executive Director

Center for Life Science Enterprise

Cornell University, Ithaca, NY 14853

Dear Linda,

Company Name is reporting on the economic impact realized by our company from the period of July 1, [20XX] through June 30, [20XX], related to the following project(s) conducted through support from the Center for Life Science Enterprise.

Project Title: Insert

Responsible Individual(s): (PI Name)

Client Name: (Company Name)

The economic impacts include:

Economic Impact Category	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL \$:
Federal Funds Acquired <i>(SBIR, STTR, DOD, NIH, NSF, or other federal sources)</i>	\$	\$	\$	\$	*\$
Non-Government Funds <i>(angel, venture capital, other private investment)</i>	\$	\$	\$	\$	*\$
Increased Company Revenues <i>(product sales or contracts)</i>	\$	\$	\$	\$	*\$
Cost Savings <i>(production process improvements, value of accessing specialized equipment at Cornell University, expertise or analytical testing - vs. performed in-house or outsourced)</i>	\$	\$	\$	\$	*\$
Capital Expenditures <i>(infrastructure improvements, new purchases & construction)</i>	\$	\$	\$	\$	*\$

*NOTE: If the total across any row above is between \$499,000 - \$2,499,000, please provide a summary description in the body of the letter. If the total across any row is > \$2,500,000, please provide additional documentation (i.e. press release or internal company documentation).

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL NEW JOBS:
New Jobs Created:					
Management	#	#	#	#	#
Scientific / Engineering	#	#	#	#	#
Manufacturing	#	#	#	#	#
Support / Other	#	#	#	#	#

*NOTE: If the total across any row above is between 5-25 jobs, please provide a summary description in the body of the letter. If the total across any row is greater than 25 jobs, please provide additional documentation (i.e. press release or internal company documentation).

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL RETAINED JOBS:
Jobs Retained: <i>(If company was looking to relocate, but did not due to CAT support. Must provide supporting documentation)</i>					
Management	#	#	#	#	#
Scientific / Engineering	#	#	#	#	#
Manufacturing	#	#	#	#	#
Support / Other	#	#	#	#	#

*[The space here is provided for company to detail what was performed/achieved/accomplished relative to the project title]

Sincerely,

Add signature – if digital, please complete document and send electronically to biotech@cornell.edu ; if original signature, please send original, signed letter by mail to:

Cornell University Center for Life Science Enterprise
130 Biotechnology Building
Ithaca, NY 14853

Enter Name (company executive)

Enter Title

Enter Contact Information [phone (work); email address (work)]