

(add logo or company letterhead)

DATE [20XX]

Michele van de Walle
Director, CCMR Industrial Partnerships
607 Clark
Cornell University, Ithaca, NY 14853

Dear Michele,

Company Name is reporting on the economic impact realized by our company from the period of January 1, [20XX] through December 31, [20XX], related to the following project(s) conducted through support from the Cornell Center for Materials Research.

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 CCMR 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 mjv28@cornell.edu ; if original signature, please send original, signed letter by mail to:

Dr. Michele van de Walle

Cornell Center for Materials Research

607 Clark

Ithaca, NY 14853

Enter Name (company executive)

Enter Title

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