

# SFI Research Centres Reporting Requirements – 2024

## 1. Reports and Submission Schedule

Deadline	Research Centres	Report / Update
12-Jan	All RCs	Monthly CRA Update and ICF Submission
22-Jan	Individual-Researchers	<b>Research Outputs</b> (Updating individual SESAME profiles related to RC)
30-Jan	All RCs	<b>Annual EPE Operations Plan</b>
30-Jan	2013 RCs	<b>EPE Strategy Summary</b>
06-Feb	All RCs	<b>EPE direct reporting on SESAME</b>
	All Phase 2 RCs	<b>Research Profile Update</b> (Updating of RC SESAME profile for H2-2023 KPIs) <b>Competitive NE-NC Cost Share</b> – reported through RC SESAME profile (as per KPI process)
09-Feb	All RCs	Monthly CRA Update and ICF submission
08-Mar	All RCs	Monthly CRA Update and ICF Submission
01-Apr	All RCs	<b>Financial Reports</b> (i.e. Expenditure Reports & Industry Cost-Share Reports)
	All Phase 2 RCs	<b>Non-Competitive NE-NC Cost Share Report</b>
12-Apr	All RCs	Monthly CRA Update and ICF Submission
30-Apr	All 2016 RCs that are in Phase 2	<b>EPE Summary Strategy</b>
30-Apr	2012, 2013 RCs	<b>Annual Report Submission</b>
10-May	All RCs	Monthly CRA Update and ICF Submission
31-May	All RCs	<b>Governance Reporting Submission</b>
14-Jun	All RCs	Monthly CRA Update and ICF Submission
12-Jul	All RCs	Monthly CRA Update and ICF Submission
09-Aug	All RCs	Monthly CRA Update and ICF Submission
31-Aug	All RCs	<b>Research Profile Update</b> (Updating of RC SESAME profile for H1-2024 KPIs)
	All Phase 2 RCs	<b>Competitive NE-NC Cost Share</b> – reported through RC SESAME profile (as per KPI process)
13-Sep	All RCs	Monthly CRA Update and ICF Submission
01-Oct	All RCs	<b>Financial Reports</b> (i.e. Expenditure Reports & Industry Cost-Share Reports)
	All Phase 2 RCs	<b>Non-Competitive NE-NC Cost Share Report</b>
11-Oct	All RCs	Monthly CRA Update and ICF Submission
08-Nov	All RCs	Monthly CRA Update and ICF Submission
30-Nov	All RCs	<b>Governance Reporting Submission</b>
13-Dec	All RCs	Monthly CRA Update and ICF Submission

Figure 1: Submission schedule for all Research Centre reports in 2024.

\*Please note that Progress Report deadlines in 2024 are not included in the above figure. Progress Reports are due prior to a Centre progress review, and these dates will be confirmed by your Scientific Programme Manager. Please see section 3 for more information.

Research Centres must adhere to the deadline dates. Please note SFI's [Reporting Compliance Policy](#).

## 2. Further Information

Guidance on Research Centres' reporting, such as research profiles, attributions and KPIs are described online at [Research Centres Award Management](#).

Instructions on how to navigate and use SESAME can be found online at [SESAME Grants and Awards Management System](#).

## 3. Annual Reports

In a calendar year when an SFI Research Centre is not undergoing a site review, an Annual Report covering the period since the previous report is due by 30<sup>th</sup> April.

In 2024 the following Research Centres will submit Annual Reports by 30<sup>th</sup> April:

- ADAPT
- AMBER
- APC
- CONNECT
- CÚRAM
- iCRAG
- Insight
- IPIC
- Lero
- MaREI
- SSPC

Please note that the 2016 SFI Research Centres will submit a Progress Report during 2024, and will therefore not submit an Annual Report. Please contact your Scientific Programme Manager for more information.

The most up-to-date reporting template and guidance is available on the SFI website under [Research Centres Award Management](#). Please contact your Scientific Programme Manager if you have further questions.

## 4. Governance Reports

Each Research Centre's Governance Committee meets at least twice per year, typically during March/April and September/October.

Arising from these meetings, the Governance Committee compiles the following documents:

- Minutes of the meetings of the Governance Committee, including notable Centre activities, challenges, and commentary of KPI and cost share results;
- A supporting letter from the relevant host Research Body President.

These documents are submitted by the Centre Director on behalf of the President via e-mail at the end of May and the end of November (Figure 1).

## 5. Monthly Industry Reports

SFI Research Centres are required to provide monthly updates on the status of their industry collaborative research agreements (CRAs) including contracts in preparation, under discussion or signed with industry partners. Updates to CRAs must be made directly on SESAME before close of business on the 2<sup>nd</sup> Friday of each month (Figure 1). The metrics provided by each Centre are combined for further analysis for monthly reporting to the SFI Executive Committee. To that end, it is essential that Research Centres provide their metrics in a clean and consistent fashion. Guidance is available on the SFI website under [Research Centres Award Management](#) under the title “Guidelines for Completion of Monthly Reports on Industry Collaborative Research Agreements (CRAs)”.

Further, from February 2021, SFI requires that an Industry Collaboration Form (ICF) be completed on or before the date that the Collaborative Research (or Intellectual Property Rights) Agreement has been ‘agreed’ with, or signed by, the relevant industry partner(s). Completed ICFs should be submitted to SFI once per month to coincide with the CRA update reporting schedule. The ICF must be signed on or before the date that the CRA has been ‘agreed’, or signed, by the relevant partner(s), or cost share from that CRA will never count towards Centre cost share. Further information, including a template for the ICF can be found [here](#). Further information is provided on the SFI website under [State Aid](#).

## 6. Financial Reporting

Please note that the guidance below refers specifically to Phase 1 Centres. A separate guidance document has been prepared for Phase 2 funded Centres and will be available on the SFI website.

The Research Centres are required to submit a number of financial reports as outlined below:

### **Financial Report**

This report compares SFI expenditure incurred on the main Research Centre award against the SFI budget. An analysis of the various categories of staff against the agreed budget together with an analysis of equipment purchased in excess of €10k is also required.

This report is submitted by the Research Body via SESAME on a biannual basis based on expenditure incurred at June and December with a deadline for submission of October and April.

### **Research Centre Expenditure Report**

This report analyses SFI and industry expenditure incurred in the Research Centre during the reporting period.

As with the Financial Report, the Research Centre Expenditure Report is submitted on a biannual basis based on expenditure incurred at June and December with a deadline for submission of October and April, respectively. This report is submitted by the Research Centre to the Finance and Operations Directorate of SFI via email ([elliott.mcvann@sfi.ie](mailto:elliott.mcvann@sfi.ie)).

### **Industry Partner Cost Share Report**

This report must be completed by each industry partner who engages in a project with the Research Centre.

This report documents the cost share (cash and in-kind) received by the Research Centre from the industry partner. The cost share received must be in accordance with the cash and in-kind definitions as outlined [here](#).

As with the Financial Report, the Industry Partner Cost Share Report is submitted on a biannual basis based on cost share received at June and December with a deadline for submission of October and April, respectively. This report is submitted initially by the Industry Partner to the Research Centre for approval, prior to submission to the Finance and Operations Directorate of SFI via email ([elliott.mcvann@sfi.ie](mailto:elliott.mcvann@sfi.ie)).

### **Consolidated Industry Partner Cost Share Report**

This report provides a summary of all the individual Industry Partner Cost Share Reports received by the Centre.

The figures in this report are used to calculate whether the Research Centre is meeting its minimum cost share targets.

This report must be completed by the Research Centre on a biannual basis each June and December with a deadline for submission of October and April, respectively. This report is submitted by the Research Centre to the Finance and Operations Directorate of SFI via email ([elliott.mcvann@sfi.ie](mailto:elliott.mcvann@sfi.ie)).

## **7. Education & Public Engagement**

Data for the EPE KPI will be collected throughout the year via the direct reporting form. EPE activities must be approved by the EPE Manager on SESAME and submitted to SFI.

The annual EPE Operational Plan for the coming year should be submitted to the EPE Team via email by the 30<sup>th</sup> of January. The purpose of this is to provide review panels with improved information on Centre EPE plans, as well as to provide SFI Research Centres and EPE Teams with opportunities to support Centre EPE Managers.

The EPE Summary Strategy should be submitted by the 2013 cohort of Research Centres by 30<sup>th</sup> January and the 2016 cohort by 30<sup>th</sup> April (with the exception of Vista Milk where the date is tbc). The 2012 cohort have previously submitted this document. This should be submitted to the EPE Team via email. The purpose of this is to provide a summary of EPE strategy to external review panels as part of the review process, as well as to provide SFI Research Centres and EPE Teams with opportunities to

support Centre EPE Managers. Research Centres are encouraged to have their own more detailed EPE Strategy.