INTERNATIONAL STRATEGIC COOPERATION AWARD (ISCA) – REPORTING GUIDELINES

REPORTING TEMPLATE

This document describes the key reporting submissions to be made to SFI, and the reporting schedule to which ISCA consortia must adhere.

A summary of the submission schedule is as follows:

- **January 31st** :   Annual report

- **January 31st** :   KPI Progress Table H2[1]

- **April 30th** :   Quarterly update Q1

- **July 31st** :   Quarterly update Q2

- **July 31st** :   KPI Progress Table H1

- **October 31st :**   Quarterly update Q3

ANNUAL REPORTS

The ISCA annual reporting template has been created so that progress on awards can be monitored against the specific objectives defined for the programme in which the award was made. The 'deliverables' on many of these objectives will contribute towards relevant key performance indicators (KPIs) outlined in SFI Agenda 2020.

Annual Reports are due on 31st January, and cover the period 1st January – 31st December of the previous year. ISCA consortia are required to complete the annual stocktake of SFI Research Outputs (formerly referred to as the SFI Annual Census).

There are a number of sections to the annual report template; many of which are self-explanatory. Additional guidance is also provided.

Lead principal investigator details. In this section, enter the name of the lead applicant, e.g. the Vice-President for Research of the lead institution within the consortium.

Co-principal investigator details. In this section, enter the names of the co-applicants, e.g. the Vice-Presidents for Research of the other member institutions within the consortium.

Team Members: In this section, a field exists to track information on where team members are employed once they leave the SFI award. This is relevant to the following KPI outlined in Agenda 2020. "*By 2020, 50% of SFI trainees will be moving to industry as a first destination*". Enter here the names

---

[1] See definitions of H1-2 and Q1-3 in the Key Performance Indicator (KPI) Progress Table section and in the Quarterly Updates section, respectively.

of all the staff members, both academic and administrative, that have availed of ISCA funding (e.g. programme administrators, travelling PIs, etc). Researchers from the partner countries availing of ISCA funding for their travel should be listed as an associated team member (i.e. ISCA award as secondary attribution).

Scientific Information: In this section of the report, awardees are asked to report on scientific progress, outline their key research highlights and to report on all refereed journal and conference publications directly supported by the grant. SFI funding has produced high quality, high impact publications which have resulted in Ireland rising to the top 20 in international bibliometric rankings of repute. SFI's Agenda 2020 sets a target for Ireland to maintain its position in the top rankings.

Training and Mobility Activities. This section requires that awardees provide a bulleted list of the training and mobility activities, including but not limited to, trips and exchange visits. In the latter case, the following format is recommended: Start date; Duration (in days); Name of staff members involved; Role of staff member involved (PI, postdoc, PhD student, management); Organisation visited (name and location); Purpose of the visit. Both inbound and outbound visits should be reported.

Breakdown of staff exchanges (headcount). Awardees are asked to report the total number of staff members travelling during the reporting period, and the cumulative number of trips to-date. Postgraduate students, postdoctoral researchers, academics/PIs and Research Body management staff are all considered to be staff members of the ISCA consortium.

Details of any Conferences/Workshops/Seminars hosted/organised during the reporting period. Awardees are asked to describe how the dissemination event has contributed to the strategic objectives of the ISCA programme. Include a breakdown of attendance by sector (private, public), role (PhD, postdoc, academic) and country of origin (Ireland, partner country, other). Include a list of invited speakers and any other relevant highlight.

Academic collaborations. Awardees are asked to provide details of new academic collaborations that have resulted from the ISCA award, and that involve research centres in Ireland and research centres of scale in the partner country. This section is relevant to the following KPI outlined in Agenda 2020: "*Relationships developed with Ireland's international strategic partners, as identified Government policy*". Academic collaborations are intended as joint undertakings of research endeavours between academics in Ireland and academics in the partner country that were initiated during the reporting year, as demonstrated by e.g. student/researcher exchanges, material transfer agreements, joint publications, joint technology transfer and commercialisation activities, joint funding applications and/or matching funds provided by the collaborating entity in the partner country. Only academic collaborations that were initiated, facilitated or supported through the ISCA award should be reported.

Strategic Impact: Awardees are provided with a list of 11 "Impact statements". At least one statement must be selected but awardees are encouraged to rank up to 5 statements, starting with the number 1 (being the most relevant). Awardees are then asked to provide more details justifying the statements made. The Impact statements will help SFI to quantify the types of impacts coming from the various SFI programmes. The statements apply to a number of different SFI programmes; for the ISCA programme, "my award" is to be intended as the overall ISCA award.

1. The research conducted through my award has enabled me to leverage international funding through industry/collaborative research

2. The research conducted through my award has resulted in the start or expansion of a company which has resulted in the creation of high value jobs

3. The research conducted through my award has attracted developing and nurturing businesses

4. The research conducted through my award has attracted international scientists and talented people

5. The research conducted through my award has resulted in a new policy being implemented and/or an improvement to the delivery of a public service

6. The research conducted through my award has enhanced the quality of life and health of Irish citizens

7. The research conducted through my award has improved the environment and/or the sustainable relationship between society, industry and the environment

8. The research conducted through my award has increased the knowledge, appreciation and understanding of science, engineering and technology amongst the general public. The research conducted through my award has developed the country's international reputation

9. The research conducted through my award has resulted in the creation of employment through directly influencing and inspiring the future workforce and/or the production of a highly educated and relevant workforce in demand by industry and academia

10. The research conducted through my award has impacted in other areas not reflected in the choices provided, for example by enhancing the creative output of Irish citizens

11. The research conducted through my award has not yet realised any significant Impact

In this section, awardees are also asked to provide details on industry engagements of various nature. Industry collaborations are intended as joint undertakings of research or research commercialisation endeavours between academics and private companies where at least one party is an academic partner and at least one party is a private company. Industry collaborations that were initiated during the reporting year, as demonstrated by e.g. student/researcher exchanges, material transfer agreements, joint publications, joint technology transfer and commercialisation activities, joint funding applications and/or matching funds provided by the collaborating industry partner should be reported. Only industry collaborations that were initiated, facilitated or supported through the ISCA award should be reported.

Please detail how the current project capitalises on existing Memoranda of Understanding (MoUs) between Ireland and the Partner Country. Awardees are asked to describe how their activities are related to existing high-level agreements and MoUs between Ireland and the partner country.

Policy-related publications and activities directly supported by SFI award during the reporting period. Awardees are asked to report on policy-related outcomes and activities supported by the ISCA award, including the development of new MoUs between Ireland and the partner country.

KEY PERFORMANCE INDICATOR (KPI) PROGRESS TABLE

SFI has identified 11 Key Performance Indicators (KPIs) that align with the objectives of the ISCA programme and are in support of delivering on SFI's Agenda 2020. ISCA consortia will develop a set

of ambitious, but realistic and achievable targets against these KPIs for each calendar year of operation of the consortia. Details of the KPIs are described in the document entitled "*SFI ISCA – KPI Targets Table*".

Progress on KPI targets will be captured by a KPI Progress Table, described in the document entitled "*SFI ISCA – KPI Progress Table*". Progress Tables are due on 31st January and 31st July, and cover the period H2: 1st July – 31st December of the previous year, and H1: 1st January – 31st June of the current year, respectively.

QUARTERLY UPDATES

The ISCA Quarterly Update template, described in the document entitled "*SFI ISCA – Quarterly Report Template*", has been created so that progress on awards can be closely monitored against the specific objectives defined for the programme in which the award was made. Furthermore, the associated narrative in support of the metrics gathered can be used to provide case studies and additional context to data that we report on from time to time in response to requests made by relevant SFI stakeholders, including sister agencies, the SFI Board and parent department.

Quarterly Updates are due on 30th April, 31st July and 31st October, and cover the periods Q1: 1 January – 31st March, Q2: 1st April- 30th June and Q3: 1st July- 30th September, respectively, of the same year.

FINAL REPORT TEMPLATE

A final report must be submitted within 3 months of the expiration date of the award. The final year report should capture all progress and outputs since the previous report. The ISCA final report is the same as the ISCA annual report except for an additional table at the end which enables researchers to provide a summary of all activities for all years of the award.