Research Ireland Discover Programme

Reporting Guidance

March 2025

General guidelines

The purpose of the report is to accurately reflect the activities and outcomes of the project and share any learnings or insights you may have gained.

We endeavour to be flexible in supporting the success of projects funded under the Discover Programme, but all major changes must be underlined agreed with Research Ireland in advance. If there is an issue with your project or reporting timeline, please contact the Discover team as soon as possible at Discover.Programme@ResearchIreland.ie

12-month Projects

You will have 90 days from the end date of the project to submit the Final Report. Generally projects finish 31st December, so this date will be 31st March of the following year. For example, a 12-month 2021 award (sample Project ID 21/DP/00012) would typically be delivered from 1st January 2022 until 31st December 2022. The Final report is then due by 31st March 2023.

Please note, the report will not show up on your Sesame portal until 90 days before its submission deadline.

24-month Projects

The Annual Report, in its first draft, will be due mid-November of the first year of your award. This is to facilitate an interim review meeting between the awardee and Research Ireland at the beginning of December of that year. Following a successful review, the next tranche of funding will be approved and the report will be returned to you to allow inclusion of activities and finances for the full calendar year. The completed Annual Report will then be due on 31st March of the second year of the award.

The Final Report will be due 90 days after the end date of the project, typically 31st March of the third year from when the two-year project started. When completing your Final Report, please note that your year one activities and finances must match those given previously in your Annual Report. These cannot be retrospectively edited.

For example; a 24-month 2024 award (sample Project ID 24/DP/00024) would typically be delivered from 1st January 2025 until 31st December 2026. The draft Annual Report will be due mid-November 2025 and an interim review meeting held early December 2025. Following a successful review, the Annual Report will be returned to the awardee and final submission due 31st March 2026. The Final report will then be due 31st March 2027.

Sample Project Reporting Timeline – 24/DP/00024	
Project Start Date	1st January 2025
Annual Report 1st draft due	Mid November 2025
Interim review meeting	Early December 2025
Annual Report final version due	31st March 2026
Project End Date	31st December 2026
Final Report Due Date	31st March 2027

Please note, the report will not show up on your Sesame portal until the 90 days before its submission deadline.

Sample Report Questions

Note: please ensure all information is accurate and complete, to the best of your knowledge. This is extremely important for Research Ireland when analysing the programme data on a large scale, without individual context, and using this analysis to guide the future direction of the Research Ireland Discover Programme.

Report Details

Please outline in bullet points what you aimed to achieve with this project (300 words).

Please explain how you met your objectives (800 words).

Project Partners (formal partners in the project - please also highlight any additional partners since your original application)

*What are the key highlights/successes of your project (500 words)

*What are the top tips you would have for someone doing a similar project (500 words)

*Please outline challenges encountered, the causes and if and how you were able to overcome them (500words).

*How do you plan to make your project sustainable or detail your exit plan for your project (500 words)

> *We appreciate any and all insights you have to share, in particular those relating to the four questions above. This is extremely valuable feedback.

Audience Reach

Please choose which of the following formats best describes your project

Please indicate which of the following population groups were the main target audience of this project (choose all that apply)

Did the project reach the intended target audience?

How did you reach these audiences?

Did your project specifically target any of the following audience groups?

Please indicate the numbers of individuals directly engaged by the project - numeric value only
Please note that in your original application you proposed to engage 123 individuals in Year 1 and 456 individuals in Year 2.

Did your project achieve the intended audience reach figure outlined in your proposal?

If your intended audience reach figure isn't achieved, please answer 'No' and provide details of why this is the case. This number should not include media and social media coverage. It is important that this answer is accurate for when we are doing large data analysis on the Discover Programme.

Is this project targeted at a specific gender?

Please choose the topic which best describes the focus of your project

Please indicate the primary geographical target area of the project (choose all that apply)

Was your project linked with any of the following Research Ireland Programmes?

Was your project linked to any of the Research Ireland Funded Research Centres or Strategic Partnerships?

Explain how the audience reach figure has been derived

Evaluation

How did you evaluate your project? (max. 250 words)

Outline the findings from your evaluation? (max. 500 words)

Describe what you have learned from the findings (max. 500 words)

Outline how these findings could be addressed in any future similar projects (max. 500 words)

Explain how you have shared, or intend to share, these learnings (max. 250 words)

Was your project externally evaluated?

If yes, a copy of the evaluation report in PDF format should be sent to Discover.Programme@ResearchIreland.ie

Please note that this report may be published on the Research Ireland website.

Please provide a list of the media coverage including broadcast, press and social media.

Finances

Total Project Costs:

Research Ireland Discover Spend:

> Note: totals in the above two text fields are manually entered, but should match those given in the Financial table.

Financial Tables

Provide a breakdown of project expenditure utilising the table below

Source and amount of additional funding, including any income derived from the project

This table is designed to provide information on where any funding that was in addition to the Research Ireland grant came from. For example, if the total project cost was €40,000 and the Research Ireland grant was €30,000, this table would need to account for the source of the additional €10,000 funding. This might look something like the below.

Partner Organisation	Contribution to Project	Year 1 Cash	Year 1 In Kind	Total
ABC University	Project Lead time	€0	€8,000	€8,000
ABC University	Cost of renting venue	€2,000	€0	€2,000
		€2,000.00	€8,000.00	€10,000.00

Breakdown of total costs claimed for Discover award

Click [Open] next to the relevant table and complete as required.

Please use the same line description under the 'Category' and 'Details' columns as those in the budget in your proposal. This allows for a transparent and direct comparison.

Please note, if your organisation is an Eligible Body, your Finance department or Finance Officer will also need to submit a separate Financial/ Final Financial Report.

Does the final expenditure on each of the budget lines align with the originally submitted or revised (if applicable) budget?

If the expenditure does not match the budget, please answer no, and provide a brief explanation.

12-month Projects

The first financial table, breakdown of project expenditure (see sample below), will look very similar to the budget table submitted with your proposal.

Category	Details	Total Project Costs - Year 1	SFI Discover Spend - Year 1
Project Management	Salaries		
Direct activity and production costs (inc. venue, AV etc)	Events, Afterschool & Competitions		
Marketing & Promotion (include website)	Website, Promotional Materials & Conferences		
Consumables	Printing & Postage		
Training	Mentor Training		
Evaluation	Data Collection & Presentation		
Expenses (e.g. travel)	Travel, Subscriptions & Fees		
Other - details must be provided	Overheads		

The 'Total Project Costs – Year 1' column should include <u>total expenditure associated with the project</u> – both that funded by the Research Ireland Discover grant and any in-kind and cash funding from other sources. The 'Research Ireland Discover Spend – Year 1' column should include all expenditure for the project funded by the Research Ireland Discover Grant.

The second financial table, Source and Amount of Additional funding, will look similar to the table below. If your project has received additional funding alongside that from the Research Ireland Discover award, it must be noted here. This includes both in-kind and cash contributions. This table should outline the difference between the two columns in Table 1 above.

Partner Organisation	Contribution to Project	Year 1 Cash	Year 1 In Kind	Total
	Details of resource or service provided			

The third financial table, Breakdown of Total Costs, needs to be completed per employee for any payroll and travel subsistence costs, and for all other costs above €3,000 charged to the Discover award. Invoices do not need to be provided with the report, but must be kept and made available in case of an audit.

24-month Projects

The financial tables for the Annual Report for 24-month projects are the same as for the Final Report for 12-month projects. See above. The financial tables for the Final Report for 24-month projects are similar, but with extra columns added for year 2.

Note: **'Year 1' column in the Financial table of the Final Report must match the Financial table in the Annual report.** ~~It is important that these figures are accurate in the annual report~~ as they cannot be retrospectively amended.

If there is anything further you would like to share about the project or any feedback on the Discover Programme Call process, please add it here (500 words)

> In this section we welcome any other comments or input you have to share.

I confirm that the information provided in this report is an accurate account of the project funded by Research Ireland under the Discover Programme Call