ARC Hub Reporting Requirements

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Reporting is used by Research Ireland to monitor the progress of a grant against the research programme objectives, as well as compliance with financial, State aid and other requirements. In addition, as the ARC Hubs are recipients of ERDF funding, Hubs are required to comply with ERDF-specific reporting obligations to ensure transparency, accountability, and alignment with EU objectives. These requirements are set out in the Common Provisions Regulation (EU) 2021/1060)[1] and relevant programme-specific regulations.

This document sets out the high-level reporting expectations of the ARC Hubs and the frequency and timing of this reporting. It covers annual and final progress reporting, governance reporting, financial reporting, indicator reporting and communications reporting.

Templates for specific aspects of ARC Hub reporting, such as financial reporting and annual report templates, will be provided online on the ARC Hubs Award Management webpage.

ARC Hub reporting will require engagement with two online systems:

- **SESAME** is Research Ireland's online grants and awards management system. Instructions on how to navigate and use SESAME can be found online at SESAME Grants and Awards Management System.
- The **Enterprise Project Portfolio Management (EPPM) system** is the electronic data exchange system between ERDF programme authorities (Managing Authorities), ERDF Intermediate Bodies (IBs, specifically Research Ireland for the ARC Hubs) and beneficiaries (the ARC Hubs). It used to manage and monitor progress in the implementation of ERDF projects co-funded under the 2021-2027 programme in compliance with the Common Provision Regulations (CPR). The purpose of the PPM system is to enable programme authorities, IBs and beneficiaries manage and engage in the implementation and delivery of ERDF funded operations and fulfil the different ERDF funding requirements including financial and progress reporting. A user manual showing how to navigate the EPPM, can be found on the ARC Hubs Award Management webpage.

ARC Hubs must adhere to the deadline dates set out in this document. Please note Research Ireland's Reporting Compliance Policy. For researchers involved in ARC Hubs who also hold other Research Ireland awards, specific reporting requirements may apply.

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[1] https://commission.europa.eu/funding-tenders/find-funding/funding-management-mode/common-provisions-regulation_en

1. Annual & Final Reporting

On the **30th April** of each active year of the award, an annual report must be submitted to Research Ireland by the Lead PI (i.e. Hub Director) that summarises the progress, outputs/outcomes and achievements of all components of the ARC Hubs award for the previous calendar year period (January – December). This will entail completion of a bespoke award template, which will be provided to the Hubs and will be submitted through SESAME. The due date at the end of April allows for inclusion of Research Ireland validated indicator outputs and discussion on expenditure, as per the submitted financial reports (see below).

As per ERDF regulations, the ARC Hub is required to respect and report on the horizontal principles throughout the implementation of the project and this information will be collected through specific sections of the annual report. This encompasses updates on:

- steps to prevent any discrimination based on gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation during the implementation of the operation and in particular, accessibility for persons with disabilities.
- promotion of sustainable development
- any positive contribution activities are having to support the principle of "Do No Significant Harm (DNSH)" in respect of the six environmental objectives of climate change mitigation, climate change adaption, the sustainable use and protection of water and marine resources, the circular economy, including waste prevention and recycling, pollution prevention and control to air, water, and land and the protection and restoration of biodiversity and ecosystem.

Each ARC Hub will be requested to submit a final report 3 months following the end date of the award. The final report should reflect any additional activities or updates which have arisen since the last annual report was submitted, as well as reflecting on the overall achievements of the Hub during its lifetime.

2. Governance Reporting

Each ARC Hub Governance Committee will meet at least twice per year (but may decide to meet more frequently). The Governance Committee will review the performance and operation of the ARC Hub and compile formal minutes.

The minutes should be submitted by the Hub Director by e-mail to the Research Ireland Scientific Programme Manager, CCing arc@researchireland.ie and the host Research Body President/Provost and Governance Chair.

Formal minutes of Advisory Committee meetings are to be retained by the host Research Body and these minutes, along with any other relevant Advisory Committee reports or documents, should be provided to the Governance Committee and included as part of the Governance Committee submission to Research Ireland at the next available reporting opportunity.

Detailed guidance on ARC Hub Management and Governance can be found on the ARC Hubs Award Management webpage.

3. Financial Reporting

The ARC Hubs are required to submit a number of financial reports as outlined below.

Financial Report

Every six months the host research body for the ARC Hub must submit financial reports to Research Ireland using SESAME. This report compares Research Ireland expenditure incurred on the award against the Research Ireland budget. In addition, the report includes an analysis of actual staff numbers hired against the approved budget across the various staff categories, together with an analysis of equipment purchased in excess of €10k. This report is submitted via SESAME on a biannual basis based on expenditure incurred in June and December, with a deadline for submission of **1st October** and **1st April**.

Hub Expenditure Report

This report analyses Research Ireland expenditure incurred in the ARC Hub during the reporting period. As with the Financial Report, the Hub Expenditure Report is submitted on a biannual basis based on expenditure incurred in June and December with a deadline for submission of **1st October** and **1st April**, respectively. This report is submitted by the Hub to the Research Ireland Finance and Operations team via email (elliot.mcvann@researchireland.ie, carrie.zhang@researchireland.ie), CCing the Research Ireland ARC Hub inbox (arc@researchireland.ie). The template can be found on the on the Award Management webpage.

Industry Contribution Report

All funding awarded under the ARC Hub Programme is subject to, and must comply with, State aid rules and the conditions of the EU Commission General Block Exemption Regulation (GBER). For any TRP involving an Industry Partner (regardless of budget size), the ARC Hub must contact Research Ireland **before** work on the project or activity starts and submit the required documentation to Research Ireland for completion of State aid checks in line with the requirements of the GBER. Once approved, the 'Industry Contribution Report' should be completed for any project that involves an Industry partner. It details the total industry cash and in-kind contributions for the period, which is required to determine the maximum allowed aid intensity under State aid rules.

As per the above reports, the 'Industry Contribution Report' is submitted on a biannual basis based on expenditure incurred in June and December with a deadline for submission of **1st October** and **1st April**, respectively. This report is submitted by the Hub to the Research Ireland Finance and Operations team via email (elliot.mcvann@researchireland.ie, carrie.zhang@researchireland.ie), CCing the

Research Ireland ARC Hub inbox (arc@researchireland.ie). The template can be found on the on the Award Management webpage.

EPPM Financial Declaration of Expenditure

Financial claims (list of eligible expenditure to be declared for the ERDF claim) should be prepared by the ARC Hub host Research Body in Q1 of each year and uploaded to the EPPM by 1st April covering the previous year's expenditure.[2] The 'ERDF Beneficiary EPPM User Guide' can be found on the ARC Hub Award Management webpage; Section 3 provides step-by-step guidance on creating an 'ERDF CPR Payment Declaration'

4. Indicator Reporting

Research Ireland has a responsibility to report on Indicators for the ARC Hub programme, which have been pre-defined in the Southern, Eastern & Midland Regional and the Northern and Western Operational Programme 2021-2027. Applicants to the Research Ireland ARC Hub Programme were asked to set targets for each of the following indicators:

- Research Organisations participating in joint research projects
- Patent applications submitted
- Number of spinouts created dependent on IP from HEI
- Licensed Technologies
- Assignments

Following international peer-review, and based on ERDF-requirements, Research Ireland have agreed set targets for each of the above Indicators with each ARC Hub awardee, as specified in their Letter of Offer.

Indicator reporting includes providing supporting evidence of reported performance. Certain reporting requirements will require the ARC Hub host Research Body to obtain and share information from industry partners and the other research bodies party to the Grant. This includes providing information on the gender breakdown of those funded through the ARC Hub. The host Research Body must therefore make these partners aware of this requirement and obtain their permission to share selected data and documentation as a condition of support. The host Research Body is obliged to support the evaluation activities of Research Ireland, the Managing Authority and the Commission.

A detailed guidance on the definitions of the various indicators, required supporting evidence and instruction on how to report through SESAME will be supplied through the ARC Hubs Award Management webpage. A high-level description is outlined below.

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[2] It may be necessary for Research Ireland, on behalf of the MAs, to request a later submission of the declaration of expenditure in certain years, which will increase the duration covered by the declaration. This will be directly communicated to the relevant Hubs, as needed.

SESAME indicator reporting

ARC Hub grant holders have a responsibility to report on their progress against the agreed indicator targets on a yearly basis with a deadline of **6th February**. This is completed though updating the ARC Hub Award Administrator Research Profile on SESAME.

This deadline is two weeks after the 'Research Outputs' deadline for individual researchers to update their SESAME profiles. Relevant information on ARC Hub-related outputs can then be pulled into the ARC Hub SESAME profile to update on progress against the Indicator targets. A user guide on the research outputs survey can be found [here](#).

ePPM indicator reporting

ARC Hub grant holders are also required to report on the progress of their project against the pre-agreed output and performance indicators via the project performance report on the ePPM. Section 4 of the 'ERDF Beneficiary User Guide – EPPM' provides step-by-step guidance on creating an 'ERDF CPR Project Performance Report'. This should be completed on a yearly basis, with the same deadline as SESAME indicator reporting, **6th February**.

5. Communications Reporting

ARC Hubs are required to comply with the communications and visibility requirements as outlined in the [Communications and Branding Guidelines](#). This includes appropriate acknowledgement of ERDF co-funding across all communications materials and dissemination channels. Examples include the project website, press releases, promotional materials, permanent plaques, signage and other relevant outputs.

A selection of communications materials demonstrating compliance with these requirements must be submitted by the ARC Hub. These materials should be uploaded to the relevant project SharePoint folder on the ePPM system by **6th February** in line with the annual indicator reporting schedule. Submissions may include screenshots, photographs, and/or digital copies of relevant materials.

All communication and visibility materials, including plans for and evidence of events held, should be retained by the ARC Hub and made available to Research Ireland and the Managing Authority upon request. Failure to comply with the communications obligations may result in a reduction of up to 3% of the ERDF contribution to the operation, in accordance with Article 50(3) CPR.