

TECHNOLOGY INNOVATION DEVELOPMENT AWARD (TIDA) – REPORTING GUIDELINES

November 2019

REPORTING TEMPLATE

The TIDA reporting template is available on SESAME and is used to gather outcomes and impacts from awards made under the TIDA programme. As of the January 2020 reporting deadline only final reports are required for TIDA awards, annual reports are no longer required. The TIDA reporting template was designed in such a way that progress on awards can be more easily monitored against the specific TIDA programme objectives and relevant key performance indicators (KPIs) outlined in SFI Agenda 2020. Guidelines for completion of the TIDA template are outlined below. If guidance on other sections is required, please refer to the guidance document for programmes that use the standard report template.

Training: In this section, TIDA award holders should provide details of relevant training or meetings undertaken, leading to the acquisition of skills in translational and enterprise activities by team members (e.g. business courses, meetings with industry, communication training).

Technical and Scientific Information: In this section of the report, awardees are asked to report on progress made over the course of the award, with reference to the milestones and aims of the original proposal.

Awardees are asked to:

- List the accomplishments achieved during the TIDA feasibility study with reference to the milestones and aims in the original proposal
- Describe any outcomes/achievements not foreseen at the time of the original proposal
- Describe in detail any demonstrators/prototypes which have been developed
- Describe in detail any improvements made to industrial processes
- Highlight any examples of convergence
- Highlight use of National Test Beds

Awardees are also requested to provide the number of prototypes developed as a direct output of the award and to state whether the TIDA funding has led to the improvement of an existing industrial process, both of which are key objectives of the programme.

Commercialisation Strategy: In this section awardees are asked to describe their strategy for commercial exploitation of results and to provide detail on:

- Relationship with Enterprise Ireland and Tech Transfer office
- Applications made for follow on funding, e.g. Enterprise Ireland Commercialisation Fund, Venture Capital (VC) funding, etc.
- Demonstration of prototypes to interested companies/investors
- Invention Disclosures and/or patents filed
- Plans for spin-out companies

Additionally, the degree of contact with Enterprise Ireland in relation to the outputs of the award should be provided, as should the number of demonstrations of the TIDA innovation to companies/investors.

As part of the TIDA evaluation plan, outlined in the TIDA call document, TIDA awardees are asked to select the category that most closely matches the output of the feasibility study from the following list:

1. Commercialisation/Business plan activated
2. Industrial Collaboration formed
3. Commercialisation/Business plan developed
4. Application made for follow on funding, e.g. Enterprise Ireland commercialisation fund, Angel or VC funding
5. Patent filed
6. Other commercial Intellectual Property (IP) generated, e.g., copyright, trademark, know-how, standards
7. Invention disclosure filed
8. Not pursuing project as feasibility study demonstrated no/limited commercial potential

TIMELINE OF REPORTING

The final report must be submitted within 3 months of the expiration date of the award.

TIDA SURVEY SUBMISSION

One condition of the TIDA award is that a short survey be completed on an annual basis for 5 years to allow the gathering of statistics on the evolution of commercialisation outputs following completion of the TIDA feasibility studies. The purpose of this survey is to collate quantitative metrics and to enable awardees to self-assess their output, which in previous TIDA awards has given valuable insights into the longer-term outcomes of TIDA feasibility studies.

The TIDA survey has a deadline of the 31st of January.

As per the Researcher [User Guide](#) for the SESAME Award Management System (page 106 & 107), surveys can be completed as follows:

Updating and Submitting Surveys

Some awards require an annual survey to be completed and returned to Science Foundation Ireland. If your award requires a survey return you will be sent a reminder to complete the survey on your workbench. Please follow the guidelines below for completing surveys.

1. Login to your SFI workbench.
2. Click on the **Other Items Pending Action** icon.



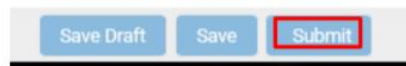
3. Click on the **Open Survey** button to complete the survey



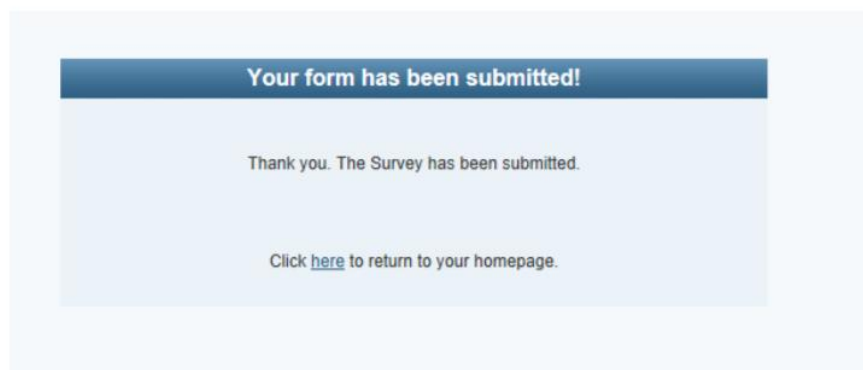
4. The survey is a combination of text fields and information from your research profile. Text fields can be completed by typing straight on the form or you may also copy and paste unformatted text (without bullet points) into these text fields.
5. If you wish to review how to attribute, edit, remove and delete transactions to your survey please review these sections above in the Annual Report [section](#).

Viewing and Submitting the Survey

1. The survey may be completed over different sessions. Once you are ready to Submit click on the Submit button at the bottom of the page.



2. You will receive a message to indicate that the survey has been submitted.



3. Once submitted the Programme Manager within SFI will review the survey results. If they wish to clarify any section they may Request Revisions. You will receive an email to confirm that revisions are required. At this time you will be able to revise the sections required and click on Submit once more.