

SFI Research Centres Reporting Requirements – 2020

1. Reports and Submission Schedule

The submission schedule for all Research Centre reports is outlined in Figure 1. Research Centres must adhere to the deadline dates. Please note that SFI's [Reporting Compliance Policy](#) is now active.

***30-Apr** – Please note that the deadlines that would normally fall on 31 March have been extended to 30 April in light of the COVID-19 emergency. Centres should contact their SPMs if further difficulties are encountered.

Deadline	Research Centres	Report / Update
10-Jan	All-RCs	Monthly CRA Update
22-Jan	Individual-Researchers	Research Outputs (Updating individual SESAME profiles related to RC)
31-Jan	All-RCs	EPE Operations Plan
	2013-RCs	Deadline to sign CRAs which will be covered by an NCE on the Phase 1 award
05-Feb	All-RCs	Research Profile Update (Updating of RC SESAME profile for H2-2019 KPIs)
05-Feb	2012 Phase 2 RCs	Competitive NE-NC Cost Share – reported through Research Profile Update (as per KPI process)
14-Feb	All-RCs	Monthly CRA Update
	2013-RCs	Deadline to submit CRAs which will be covered by an NCE on the Phase 1 award
28-Feb	2013-RCs	BRR (and NCE request if required) Submission for Centre Award
13-Mar	All-RCs	Monthly CRA Update
10-Apr	All-RCs	Monthly CRA Update
*30-Apr	CONNECT, Lero, ADAPT, Insight, MaREI, APC, AMBER, IPIC, and SSPC	Annual Report Submission
	All-RCs	Financial Reports (i.e. Expenditure Reports & Industry Cost-Share Reports)
	2012 Phase 2 RCs	Non-Competitive NE-NC Cost Share Report
	2013-RCs	Revised Phase 2 budget, and workplan where applicable
8-May	All-RCs	Monthly CRA Update
31-May	All-RCs	Governance Reporting Submission
12-Jun	All-RCs	Monthly CRA Update
10-Jul	All-RCs	Monthly CRA Update
14-Aug	All-RCs	Monthly CRA Update

31-Aug	All-RCs	Research Profile Update (Updating of RC SESAME profile for H1-2020 KPIs)
31-Aug	2012 Phase 2 RCs	Competitive NE-NC Cost Share – reported through Research Profile Update (as per KPI process)
11-Sep	All-RCs	Monthly CRA Update
30-Sep	All-RCs	Financial Reports (i.e. Expenditure Reports & Industry Cost-Share Reports)
	2012 Phase 2 RCs	Non-Competitive NE-NC Cost Share Report
9-Oct	All-RCs	Monthly CRA Update
13-Nov	All-RCs	Monthly CRA Update
30-Nov	All-RCs	Governance Reporting Submission
11-Dec	All-RCs	Monthly CRA Update

Figure 1: Submission schedule for all Research Centre reports in 2020.

Please note that Progress Report deadlines in 2020 are not included in the above figure. Progress Reports are due three months prior to a Centre site review, and these dates will be confirmed by your Scientific Programme Manager. Please see section 5 for more information.

2. Further Information

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

3. Annual Reports

In a year when an SFI Research Centre is not undergoing a site review, an Annual Report covering the period since the previous report is normally due on the last working day in March. In 2020, however, due to exceptional circumstances faced under the COVID-19 emergency this deadline has been changed to 30 April.

In 2020 the following Research Centres will submit Annual Reports on 30 April:

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

Before a Centre undergoes a progress review, a Progress Report is due three months prior to the site review. The Progress Report covers the period since the previous progress review.

In 2020 the following Research Centres will submit Progress Reports:

- iCRAG
- VistaMilk
- CÚRAM
- CONNECT
- Lero
- ADAPT

The exact date for the submission of a Progress Report will be communicated by the Centre’s Scientific Programme Manager. These reports are not included in Figure 1.

The most up-to-date reporting template and guidance is available on the SFI website under [Research Centres Award Management](#).

4. Governance Reports

Each Research Centre’s Governance Committee meets at least twice per year, typically during March/April and Sept/Oct.

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

- Minutes of the meetings of the Governance Committee
- 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). The May submission should reflect on activity in H2 of the previous year whilst the November submission should reflect on activity in H1 of the current year.

The reason for an approximate 5-month time-lag between the end of the relevant reporting period and the report submission is the delay required for submission and validation of the financial reports.

5. Monthly Industry Reports

SFI Research Centres are required to provide monthly updates on the status of their industry collaborative research agreements (CRA) including contracts in preparation, under discussion or signed with industry partners. Updates to CRAs must be made directly on SESAME before COB on the 2nd 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)”.

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.

For Phase 1 awards with No Cost Extensions (NCE), the Centres are required to submit financial expenditure reports, per standard expenditure reporting practice. Therefore, for the duration of the NCE, the financial expenditure report will continue to be submitted on a biannual basis, based on expenditure incurred on the Targeted Projects catered for by the NCE at June and December, with a deadline for submission of the end of September and the end of April (deadline delayed by one month due to the COVID-19 emergency).

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 September and of April (deadline delayed by one month due to the COVID-19 emergency).

Research Centre Expenditure Report

This report analyses SFI and industry expenditure incurred in the Research Centre during the reporting period. Industry expenditure is broken down as follows:

- (i) partially funded collaborative research
- (ii) wholly funded collaborative research
- (iii) donations
- (iv) additional Spokes awards

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 September and of April (deadline delayed by one month due to the COVID-19 emergency), respectively. This report is submitted by the Research Centre to the Finance and Operations Directorate of SFI via email.

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 in the SFI Research Centres KPI Targets document 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)”.

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 September and of April (deadline delayed by one month due to the COVID-19 emergency), 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.

Consolidated Industry Partner Cost Share Report

This report provides a summary of all the individual Industry Partner Cost Share reports received by the Centre with the cost share categorised as follows:

- (i) partially funded collaborative research
- (ii) wholly funded collaborative research
- (iii) donations
- (iv) separate Spokes awards.

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 September and of April (deadline delayed by one month due to the COVID-19 emergency), respectively. This report is submitted by the Research Centre to the Finance and Operations Directorate of SFI via email.

7. Education & Public Engagement

An Operational Plan outlining the EPE activities of the Research Centre must be submitted by email to the SFI EPE team by 31 January each year. The Ops Plan should be closely linked to the overall EPE Strategic Plan and should ideally include a logic modelling approach. Review meetings will take place following review of the Ops Plans as appropriate.

The EPE KPI tracker, which has been circulated to all EPE Managers, should be completed and submitted by 31 January each year. The tracker should include the names and details of the four qualifying activities for Research Centre staff. This tracker will be validated by the SFI EPE team.