

# SFI Research Centres Reporting Requirements – 2021

## 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 SFI's [Reporting Compliance Policy](#).

Deadline	Research Centres	Report / Update
08-Jan	All-RCs	Monthly CRA Update
25-Jan	Individual-Researchers	<b>Research Outputs</b> (Updating individual SESAME profiles related to RC)
31-Jan	All RCs	<b>EPE direct reporting on SESAME</b>
08-Feb	All-RCs	<b>Research Profile Update</b> (Updating of RC SESAME profile for H2-2020 KPIs)
	2012 Phase 2 RCs	<b>Competitive NE-NC Cost Share</b> – reported through Research Profile Update (as per KPI process)
12-Feb	All-RCs	Monthly CRA Update
12-Mar	All-RCs	Monthly CRA Update
07-Apr	All-RCs	<b>Financial Reports</b> (i.e. Expenditure Reports & Industry Cost-Share Reports)
	2012 Phase 2 RCs	<b>Non-Competitive NE-NC Cost Share Report</b>
09-Apr	All-RCs	Monthly CRA Update
30-Apr	FutureNeuro, I-Form, BiOrbic, CONFIRM, VistaMilk, iCRAG, CÚRAM	<b>Annual Report Submission</b>
Q2-Q3	Insight, MaREI, APC, SSPC, AMBER, IPIC	<b>Progress Report Submission</b> (Deadline will be communicated by Scientific Programme Manager)
14-May	All-RCs	Monthly CRA Update
31-May	All-RCs	<b>Governance Reporting Submission</b>
11-Jun	All-RCs	Monthly CRA Update
09-Jul	All-RCs	Monthly CRA Update
13-Aug	All-RCs	Monthly CRA Update
31-Aug	All-RCs	<b>Research Profile Update</b> (Updating of RC SESAME profile for H1-2021 KPIs)
	2012, 2013 Phase 2 RCs	<b>Competitive NE-NC Cost Share</b> – reported through Research Profile Update (as per KPI process)
10-Sep	All-RCs	Monthly CRA Update
07-Oct	All-RCs	<b>Financial Reports</b> (i.e. Expenditure Reports & Industry Cost-Share Reports)
	2012, 2013 Phase 2 RCs	<b>Non-Competitive NE-NC Cost Share Report</b>
08-Oct	All-RCs	Monthly CRA Update
12-Nov	All-RCs	Monthly CRA Update
30-Nov	All-RCs	<b>Governance Reporting Submission</b>
10-Dec	All-RCs	Monthly CRA Update

Figure 1: Submission schedule for all Research Centre reports in 2021.

\*Please note that Progress Report deadlines in 2021 are not included in the above figure. Progress Reports are due prior to a Centre progress review, and these dates will be confirmed by your Scientific Programme Manager. Please see section 3 for more information.

## 2. Further Information

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

Instructions on how to navigate and use SESAME can be found online at [SESAME Grants and Awards Management System](#).

## 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 due on the last working day in April.

In 2021 the following Research Centres will submit Annual Reports on the 30<sup>th</sup> of April:

- FutureNeuro
- I-Form
- BiOrbic
- CONFIRM
- VistaMilk
- ICRAAG
- CÚRAM

Before a Centre undergoes a progress review, a Progress Report is due prior to the review. The Progress Report covers the period since the previous progress review. The following Centres will submit a Progress Report during Q2-Q3 2021:

- Insight
- MaREI
- APC
- SSPC
- AMBER
- IPIC

The exact deadline for the submission of the Progress Report will be communicated by each Centre's Scientific Programme Manager.

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 September/October.

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 (CRAs) including contracts in preparation, under discussion or signed with industry partners. Updates to CRAs must be made directly on SESAME before close of business on the 2<sup>nd</sup> 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.

The 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 October and April.

### **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 October and April, respectively. This report is submitted by the Research Centre to the Finance and Operations Directorate of SFI via email ([declan.mcgrath@sfi.ie](mailto:declan.mcgrath@sfi.ie)).

### **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 October and April, 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 ([declan.mcgrath@sfi.ie](mailto:declan.mcgrath@sfi.ie)).

### **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 October and April, respectively. This report is submitted by the Research Centre to the Finance and Operations Directorate of SFI via email ([declan.mcgrath@sfi.ie](mailto:declan.mcgrath@sfi.ie)).

## **7. Education & Public Engagement**

The EPE KPI tracker, which has been circulated to all EPE Managers, should be completed and submitted to the SFI EPE Team by 31 January 2021. The tracker should include the names and details of all Centre-related EPE activities for Research Centre staff, noting that only one training or capacity building activity can be counted as qualifying activity for EPE KPI purposes. A minimum of 50% of the Centre Team must complete two qualifying activities. This tracker will be validated by the SFI EPE

team. The new Direct Reporting Form to allow researchers to submit their own activities via SESAME will be rolled out in January 2021.