

SFI Research Centres Reporting Requirements – 2023

Version: December 2022

1. Reports and Submission Schedule

Deadline	Research Centres	Report / Update
13-Jan	All RCs	Monthly CRA Update and ICF Submission
23-Jan	Individual-Researchers	Research Outputs (Updating individual SESAME profiles related to RC)
27-Jan	All RCs	Annual EPE Operations Plan
07-Feb	All RCs	EPE direct reporting on SESAME
		Research Profile Update (Updating of RC SESAME profile for H2-2022 KPIs)
		Competitive NE-NC Cost Share – reported through RC SESAME profile (as per KPI process)
10-Feb	All RCs	Monthly CRA Update and ICF submission
10-Mar	All RCs	Monthly CRA Update and ICF Submission
01-Apr	All RCs	Financial Reports (i.e. Expenditure Reports & Industry Cost-Share Reports)
	2012, 2013 Phase 2 RCs	Non-Competitive NE-NC Cost Share Report
14-Apr	All RCs	Monthly CRA Update and ICF Submission
30-Apr	2012 RCs	Annual Report Submission
12-May	All RCs	Monthly CRA Update and ICF Submission
31-May	All RCs	Governance Reporting Submission
09-Jun	All RCs	Monthly CRA Update and ICF Submission
14-Jul	All RCs	Monthly CRA Update and ICF Submission
11-Aug	All RCs	Monthly CRA Update and ICF Submission
31-Aug	All RCs	Research Profile Update (Updating of RC SESAME profile for H1-2023 KPIs)
	2012, 2013 Phase 2 RCs	Competitive NE-NC Cost Share – reported through RC SESAME profile (as per KPI process)
08-Sep	All RCs	Monthly CRA Update and ICF Submission
01-Oct	All RCs	Financial Reports (i.e. Expenditure Reports & Industry Cost-Share Reports)
	2012, 2013 Phase 2 RCs	Non-Competitive NE-NC Cost Share Report
13-Oct	All RCs	Monthly CRA Update and ICF Submission
10-Nov	All RCs	Monthly CRA Update and ICF Submission
30-Nov	All RCs	Governance Reporting Submission
08-Dec	All RCs	Monthly CRA Update and ICF Submission

Figure 1: Submission schedule for all Research Centre reports in 2023.

*Please note that Progress Report deadlines in 2023 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.

Research Centres must adhere to the deadline dates. Please note SFI's [Reporting Compliance Policy](#).

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 calendar year when an SFI Research Centre is not undergoing a site review, an Annual Report covering the period since the previous report is due by 30th April.

In 2023 the following Research Centres will submit Annual Reports by 30th April:

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

The 2016 SFI Research Centres are currently undergoing the Phase 2 funding application process. When this process is complete and results have been communicated, SFI will be in touch regarding reporting and oversight requirements.

The most up-to-date reporting template and guidance is available on the SFI website under [Research Centres Award Management](#). Please contact your Scientific Programme Manager if you have further questions.

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, including notable Centre activities, challenges, and commentary of KPI and cost share results;
- 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).

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 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)”.

Further, from February 2021, SFI requires that an Industry Collaboration Form (ICF) be completed on or before the date that the Collaborative Research (or Intellectual Property Rights) Agreement has been ‘agreed’ with, or signed by, the relevant industry partner(s). Completed ICFs should be submitted to SFI once per month to coincide with the CRA update reporting schedule.

From 1st January 2023, cost share secured through a CRA will only be counted if the CRA is accompanied by a completed ICF. For CRAs submitted to SFI between 17th February 2021 and 31st December 2022, a completed ICF form must be submitted before 1st January 2023 for cost share secured through these CRAs to be counted. Further information is provided on the SFI website under [State Aid](#).

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.

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 (elliott.mcvann@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 (elliott.mcvann@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.

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 (elliott.mcvann@sfi.ie).

7. Education & Public Engagement

Data for the EPE KPI will be collected throughout the year via the new direct reporting form. EPE activities must be approved by the EPE Manager on SESAME and submitted to SFI.

The annual EPE Operational Plan for the coming year should be submitted to the relevant SPM via email by the end of January. The purpose of this is to provide review panels with improved information on Centre EPE plans, as well as to provide SFI Research Centres and EPE Teams with opportunities to support Centre EPE Managers.