Research Ireland Centres
Reporting Requirements – 2026

1. Reporting Schedule

Deadline	Research Centres	Report / Update
9-Jan	All RCs	Monthly CRA Update and ICF Submission
23-Jan	Individual-Researchers	**Research Outputs** (Updating individual SESAME profiles related to RC)
06-Feb	All RCs	**Research Profile Update** (Updating of RC SESAME profile for 2025 KPIs, NENC and Exchequer)
13-Feb	All RCs	Monthly CRA Update and ICF submission
13-Mar	All RCs	Monthly CRA Update and ICF Submission
01-Apr	All RCs	**Financial Reports** (i.e. Expenditure Reports & Industry, Competitive NE-NC, non-Competitive NE-NC and Exchequer Cost Share Reports)
10-Apr	All RCs	Monthly CRA Update and ICF Submission
30-Apr	VistaMilk	**Annual Report**
08-May	All RCs	Monthly CRA Update and ICF Submission
29-May	2012 Centres	**Annual Report**
12-Jun	All RCs	Monthly CRA Update and ICF Submission
15-Jun	All RCs	**Governance Reporting Submission**
10-Jul	All RCs	Monthly CRA Update and ICF Submission
14-Aug	All RCs	Monthly CRA Update and ICF Submission
28-Aug	All RCs	**Competitive NE-NC + Exchequer Cost Share** – reported through RC SESAME profile (as per cost share process)
11-Sep	All RCs	Monthly CRA Update and ICF Submission
01-Oct	All RCs	**Financial Reports** (i.e. Expenditure Reports & Industry Cost-Share including Competitive NE-NC, non-Competitive NE-NC and Exchequer Cost Share Reports if applicable)
9-Oct	All RCs	Monthly CRA Update and ICF Submission
13-Nov	All RCs	Monthly CRA Update and ICF Submission
16-Nov	All RCs	**Governance Reporting Submission**
30-Nov	2013 Centres	**Annual Report**
11-Dec	All RCs	Monthly CRA Update and ICF Submission

Table 1: Submission schedule for all Research Centre reports in 2026.

Research Centres must adhere to the deadline dates. Please note Research Ireland'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

Please note that the 2012 and 2013 Research Centres Annual Report deadline for 2026 has been moved to act as a final report for award activities. An additional Final Report will be required to be submitted towards the end of any NCE period. This will be a shorter report covering the NCE period only, more details will be provided closer to the time.

The 2016 Centres (with the exception of VistaMilk) will have a progress review in 2026 and therefore will not submit an annual report. Further information on the review dates and progress report deadline for this cohort will be communicated separately.

The most up-to-date reporting template and guidance is available on the Research Ireland 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 via e-mail at the end of May and the end of November (Table 1).

5. Monthly Industry Reports

Research Ireland 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

(Table 1). The metrics provided by each Centre are combined for further analysis for monthly reporting to the Research Ireland 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 Research Ireland 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, Research Ireland 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 Research Ireland once per month to coincide with the CRA update reporting schedule. The ICF must be signed on or before the date that the CRA has been 'agreed', or signed, by the relevant partner(s), or cost share from that CRA will never count towards Centre cost share. Further information, including a template for the ICF can be found [here](#). Further information is provided on the Research Ireland website under [State Aid](#).