1. Progress Report Template (including appendices D, E and F)

There are three key documents which are required as part of the submission process for consideration of Phase 2 funding for the 5 x 2016 Research Centres; a Progress Report and a Proposal for Phase 2 funding and a Centre Cost Share document. The template for the **Progress Report** is provided in this Appendix C.

The Progress Report document must be uploaded to SESAME using the file upload buttons located in the Programme Documents section of the SESAME application form, see Section 8 of the Call Document.

The Progress Report must capture the outputs, achievements and impact of the Centre from the start date of the award to the date of report submission.

The overriding purpose of the Progress Report is to enable the RCs to provide sufficient information for an international review panel to determine whether the Centre has delivered on undertakings submitted as part of its original proposal and furthermore, if it has surpassed original objectives set including targets set against defined Key Performance Indicators (KPIs), leveraged funding etc. Moreover, the review panel will determine whether the Centre has attained excellence across the Scientific and Impact pillars. All panel members will provide an independent written postal review, inclusive of scoring, of the Centre’s progress, in advance of the site review. The postal reviews of the Progress Report will be circulated to the Centre Directors and the Centre will be afforded the opportunity to respond to the postal reviews during the site visit.

The Progress Report is structured such that the Centre provides information under each of the headings in the template below, all of which must be addressed. Specified page limits must not be exceeded.

**General instructions**

The front cover must meet SFI Research Centre branding guidelines, with the SFI branding lock-up above the title, and the host and partner institutions lock-up below. The full SFI Research Centre name should be used on the front cover, and the reporting period should be clearly indicated.

Section page limits are not target lengths, and it is up to Centres to decide how long is appropriate, up to the limit indicated. Duplication of information across section should be kept to a minimum. Section 2 (Research Centre Overview) may contain some information that is also presented in other sections, but this should be in the form of a high-level summary. Likewise, APPENDIX E - Responses to Recommendations, can contain information duplicated in other sections.

All text should be in Times New Roman font or similar, with minimum font size of 12 and at least single-line spacing as well as a minimum margin size of 2.5cm. Text in diagrams should be in a clearly legible font. Include page numbers.

The document must be saved in a format that preserves links from the table of contents to individual sections in the report.

**Within the Progress Report document include:**

* **The completed Progress Report template (sections 1-8)**
* **Additional documents/appendices:**
  + [Appendix D – Clinical Trials and Clinical Investigations](#_Toc38456061), where relevant
  + [Appendix E – Responses to Recommendations](#_Toc38456063)
  + [Appendix F – Research Activities](#_Toc38456064)

**Uploads in SESAME must be submitted in Adobe or Microsoft PDF format only**

**The number of pages in uploads must not exceed the specifications for any given section.**

**Appendices other than those indicated or other unsolicited documentation are not permitted.**

**The currency to be used is the Euro (€).**

Progress Report Contents

1. EXECUTIVE SUMMARY

2. SFI RESEARCH CENTRE OVERVIEW

3. SFI RESEARCH CENTRE TEAM

4. RESEARCH

5. EDUCATION AND PUBLIC ENGAGEMENT

6. KPI PERFORMANCE

7. CENTRE IMPACT

8. COMMUNICATIONS

APPENDIX D – Clinical Trials and Clinical Investigations

APPENDIX E – Responses to Recommendations

APPENDIX F – Research Activities

## 1. Executive Summary (max. 2 pages)

The executive summary should be readable by a broad scientific but non-specialist audience.

* 1. **Strategy**

Comment on how the Centre is performing against its strategy, and whether any changes have been made to the Centres strategy during the reporting period. This should include new opportunities identified by the Centre.

* 1. **Accomplishments**

Summarise significant accomplishments during the reporting period. These can be from any area of the Centre’s activities, including research advances, industry engagement, EPE achievements, notable hires, etc.

* 1. **Challenges**

Discuss key challenges or setbacks the Centre has experienced during the reporting period, and how the Centre has responded to these challenges. Also note if any future risks have been identified, and summarise the actions being taken to manage or address these risks.

## 2. SFI Research Centre Overview (max. 10 pages)

The title of this section can be replaced with ‘[Centre acronym] Overview’.

* 1. **Strategy**

Discuss the Centre’s long-term direction.

Include alignment with current national priorities and industry sectors.

Present a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis of the Centre.

* 1. **Research Centre Structure**

Use a schematic to illustrate how the Research Centre is structured across research strands/themes, platform research, targeted projects, Spokes, C2C, etc.

* 1. **Team**

Use an organigramme to present a high-level view of the Centre’s team. This should clearly map to the Research Centre structure included in section 2.2 and detail the co-PIs that lead research strands/themes.

* 1. **Budget**

Provide high level figures on the Centre’s SFI budget, as well as industry and non-exchequer non-commercial funding received by the Centre. The full SFI budget for the duration of the Centre should be displayed, whereas for the industry and non-exchequer non-commercial budgets the amounts received to-date should be shown. The industry figures provided should be combined figures for cash and in-kind.

Specify the budgets allocated to both the research strands/themes illustrated in section 2.2 (show Spokes and C2Cs separately) and the Centre’s partner Research Bodies, in two separate graphs using the template provided in the link below. If a portion of the SFI budget has not been committed to themes/Research Bodies and is being held in reserve, show this as a separate category on the graphs.

Use the Excel template, located on the [SFI Phase 2 Call site](http://www.sfi.ie/funding/funding-calls/research-centres-phase-2/), to generate the budget tables and plots (save the template locally before adding Centre data, and then insert the resulting graphs and tables into Annual/Progress Report):

* 1. **International benchmarking**

Benchmark the Centre against other, similar research entities around the world.

Ideally, benchmarking should aim to cover many of the same outputs and KPIs reported by SFI Research Centres, but benchmarking can include other factors that are deemed to be relevant comparators, such as personnel and budget.

Refer to any plans to address areas where the Centre does not perform highly internationally.

* 1. **Collaboration with other research groups and Centres**

Discuss active collaborations with other research groups and Centres, such as those that arose through EU-funded collaborative awards, C2C awards and Spokes. Detail any efforts to collaborate with other SFI Research Centres and highlight prominent collaborations established during the reporting period.

## 3. SFI Research Centre Team (max. 10 pages)

The title of this section can be replaced with ‘[Centre acronym] Team’.

* 1. **Team overview**

Provide brief bio-sketches of the Centre’s team, including Director(s), co-PIs, FIs, and Operations team members. Each bio-sketch should provide a synopsis of what the team member brings to the Centre in terms of expertise and experience, and also include their current role and responsibilities. Divide up PIs/FIs by research theme.

Detail any changes made to the Research Centre team during the reporting period and describe the impact that such changes have had on the Centre.

* 1. **Governance and Advisory committees**

Detail the composition of the governance and advisory committee structures of the Centre.

Highlight changes in composition that occurred during the reporting period.

* 1. **Talent development and recruitment**

Describe the Centre’s approach to talent development among its staff and researchers, and any significant activities that have taken place during the reporting period.

Comment on recruitment, with reference to any delays that have occurred as well as future plans.

* 1. **Gender equality**

Describe and explain the breakdown of gender representation within the SFI Research Centre, with breakdowns for different levels within the Centre (Director and co-lead Applicants, Funded Investigators, postdoctoral researchers and students). Describe any action undertaken to redress gender under-representation within the Centre, particularly at senior levels. Describe other supports for gender equality initiatives.

* 1. **Spread of efforts across institutions**

Discuss the extent to which different institutional partners are engaged in Centre activities, and efforts made by Centre leadership to involve a wide research community across Ireland.

## 4. Research (max. 10 pages)

Please note that detailed updates on research projects should not be entered in this section, but instead should be entered in APPENDIX F - Research Activities (see below).

* 1. **Research team organigramme**

Provide a more detailed organisational chart than that shown in section 2.3 that visualises the co-PIs leading research themes, and the co-PIs and FIs that work under them. The overall budget assigned to the theme should be included in the chart, and the host/partner institution of each co-PI/FI should be visible.

A simplified example of the detailed organigramme is shown below. Centres are free to use a style that suits the Centre best, once the requested information – research theme, PIs/FIs with Research Bodies, and hierarchical structure – is clearly shown. The organigramme should be broken into separate themes/domains and/or displayed in landscape orientation if it is too large to be conveniently displayed on a standard A4 sheet.

Theme Budget: €…….

Research Body 1

Research Body 2

Research Body 3

Research Body 4

* 1. **Changes to the Centre’s research structure**

Discuss any significant changes to the research structure during the reporting period.

* 1. **Notable breakthroughs and publications**

Describe the most important breakthroughs that the Centre has made during the reporting period, clearly outlining what the breakthrough is, why it is important, how it has been translated and who has or will benefit from it. These descriptions should be understandable by non-experts. The number of breakthroughs presented here can be decided by each Centre.

Highlight the Centre’s ten most significant publications during the reporting period, include surrounding narrative that clearly explains, in non-scientific language, why these papers are important. These publications can include publications linked to the breakthroughs above, or can be in addition.

Explicitly reference where breakthroughs or publications have arisen from Spoke or C2C awards.

* 1. **Good research practices**

Describe how the Centre promotes good research practices. Reference specific actions, including data management and training.

## Education and Public Engagement (max. 10 pages)

**5.1 EPE strategy**

Give an overview of the Centre’s EPE plan, and progress to date against the EPE operational plan. Highlight and explain any deviations from this plan.

**5.2 EPE budget**

Present the EPE non-staff budget during the reporting period, separated into SFI (please include the exact source of SFI funding e.g. operations or platform budget), industry or NE-NC sources. Please comment on the budget, and its sources.

Include one or more graphs/images to display the budget.

Provide a summary of where this budget was spent. Include a table/graph/image if this aids the discussion.

**5.3 EPE activities**

Describe the Centre’s key EPE activities, using the outline below. The number of activities chosen is up to Centres, but major activities listed in the EPE plans during the reporting period should be a focus.

**Activity Title**

**Vision and objectives:**

Include the target groups, why these groups were chosen, and if they include underrepresented groups.

**Inputs:**

How many Centre staff members participated? What other inputs were required (consumables, equipment etc)? Specify the expenditure for this activity. Did industry partners contribute staff time/resources? Highlight any industry cash/other in-kind contributions received.

**Outputs:**

Outline the type of events/activities delivered. How many participants were directly engaged? Include a brief description of any challenges encountered, the causes and how they were overcome. Highlight any recommendations to help prevent similar challenges in future projects/activities.

**Outcomes and evaluation:**

Outline the outcomes expected or achieved. Explain how you evaluated the activity – include methodology, findings and dissemination. Indicate whether objectives and expected outcomes were met/exceeded/not met, and why. Indicate where outcomes of an activity influenced other activities, in particular the research programme.

**5.4 Additional activities completed during the reporting period**

These are any EPE activities other than the key activities outlined above.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Audience** | **Numbers engaged** | **Frequency of engagement** |
|  |  |  |  |

.

## 6. Non-cost share KPI performance (max. 10 pages)

This section should begin with table of the Centre’s most recently validated non cost share KPI results against targets for the reporting period and cumulatively to date.

Discuss the Centre’s performance against each of the KPI targets for the reporting period and cumulatively to date. Please note, this is with the exception of KPIs for industry cost share and non-exchequer/non-commercial funding which will be discussed in the Cost Share document. The KPIs to be discussed here are:

* Journal Publications
* Conference Publications
* # MSc/MEng Graduates
* # PhD Graduates
* # Trainee departures with industry as first destination
* %Trainee departures with industry as first destination
* # participations in major EU initiatives
* # coordinations in major EU initiatives
* # ERC awards granted
* # spin out companies formed
* # EI commercialisation awards
* # licence agreements
* % of team participating in EPE activities

The centre is requested to present the most recently validated KPIs so that this report matches the information provided to the review panel prior to the site review. However, subsequent discussion of each KPI in this section should include information on activity that is more recent than the validated KPIs. This can include a projection of how the recent outputs will affect the Centre’s progress against KPIs.

Example: A Centre’s validated KPIs indicate 0 spinouts against a target of 1, but a spinout has been formed in the period since the validated KPIs. The validated KPI table will show 0, but the spinout should be included in discussion, and in commentary of how KPIs will be/are being achieved.

Discussion should also include the challenges and setbacks that have been encountered, and the Centre’s strategy for achieving the KPI targets.

## 7. Centre impact (max. 5 pages)

Before completing this section, please consult with SFI’s information and guidance on reporting on the impact arising from its funding, which can be found on the SFI website under [Research Impact](http://www.sfi.ie/funding/award-management/research-impact/).

Discuss the impact arising from the Centre’s activities during the reporting period. Include individual case studies where the Centre has used its knowledge and research ideas to create impact, or to progress along a pathway to impact. Impacts can be at an economic, societal, international engagement, policy and public service, health and wellbeing, environment professional services, or human capacity level, either in Ireland or internationally.

Explicitly reference where impacts (or potential impacts) have arisen from Spoke or C2C awards.

Reference should be made to the impact statement submitted as part of the original proposal.

## 8. Communications (max. 10 pages)

* 1. **SFI Research Centre communications plan**

Discuss how the Centre has used strategic communications to support its goals and to promote itself as a world leading SFI Research Centre during the previous year.

* 1. **Communications activities**

Provide an overview of national and international communications/marketing actions undertaken by the Centre, broken into different sections including:

* engagement with key stakeholders to promote the work of the Centre (media, industry, government, etc.),
* marketing/branding/advertising materials produced to promote the Centre,
* online activities, including social media platforms,
* media coverage over the reporting period.

Discuss communications challenges or setbacks that were encountered during the reporting period.

* 1. **Communications case studies**

Please provide 3-5 case studies highlighting the Centre’s top achievements. These can be highlights from research outputs, EPE, or other Centre activities.

These case studies should present short summaries of:

* challenge/background,
* action and engagement,
* impact,
* next steps (if relevant).
  1. **SFI Research Centre branding**

Outline the actions taken to implement SFI Research Centre branding, as detailed in the agreed IUA-SFI guidelines.

Please indicate any outstanding actions relating to the updating of branding and give an estimated completion date for these.

* 1. **Evaluation**

Explain how you have evaluated communications activities and share any key statistics.

* 1. **Future communications plan**

Please provide an overview of key plans for the next year

1. Clinical Trials and Clinical Investigations (no page limit)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Trial Name | Lead Investigator | Objectives (incl. study endpoints) | Study phase and type (e.g. Phase I RCT) | Study Size (expected and current recruitment) | Start Date – End Date | Current Stage (recruitment/ treatment/ follow-up) | Trial Sponsor | HPRA Approval Required /Received? | Trial Location(s) | Insurance Details |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

# Appendix E – Responses to Recommendations (max. 20 pages)

This section should be devoted to setting out how the Centre has responded to the recommendations provided by a previous review panel. Recommendations should be dealt with separately, in clearly marked sections.

# Appendix F – Research Activities (Max. 120 pages, plus 10 additional pages per Spoke and C2C award)

**Format guidance**

**Please note that this appendix should have its own table of contents that links to each project.** Projects should be grouped by research theme to enable easy navigation. If desired, this appendix can begin with the illustration of the Centre’s structure (section 1.2).

For each Centre project include a completed ‘Section A – Project overview’. In the case of a Progress Report (prior to a site review), ‘Section B – Detail’ should be included. For an Annual Report (i.e., in a year with no site review) **only ‘Section A’ should be completed for each project. Section B should not be completed.**

Only projects that were active during the reporting period should be reported on. Length and level of detail may vary significantly between projects.

Projects should be separated with a page break.

**How to group activities into Centre projects**

For the purposes of this appendix, a Centre ‘project’ is a grouping of research efforts into a coherent Centre platform or targeted project. Centres should not list each PhD/postdoc project as a separate Centre project with its own section. Instead, each project should have one or more PIs/FIs, and a number of postdocs and/or PhDs. Individually these researchers may be working on their own thesis/papers, but for the purposes of presenting Centre activities in a succinct and coherent manner they should be grouped together as working towards a joint project goal. Centres should consult with their SFI Scientific Programme Manager for advice on project groupings, if required.

Each Spoke and C2C award associated with the Centre must be included as a distinct project, clearly labelled as being to the relevant award.

For multi-Centre Spoke awards, each SFI Research Centre involved in the award should report on the Spoke in their respective Annual/Progress Reports, with reporting concentrating on the Centre in question’s activity and progress in the Spoke.

**Section A – Project overview**

|  |  |
| --- | --- |
| Project title | Name of the platform project/targeted project/Spoke/C2C, etc. |
| Research theme/strand |  |
| PIs | Provide the name and affiliation of each researcher. |
| FIs |  |
| Postdoctoral researchers |  |
| PhDs |  |
| Industry partners |  |
| Budget | Overall budget figure for this project, broken into SFI, industry cash/in-kind and NE-NC, as relevant. |
| Technology readiness level |  |
| Project start date – end date |  |
| Key publications | Key publications resulting from this project during the reporting period. |
| Other key outputs and impacts | Licences, patents, or other notable outputs or impacts during the reporting period. |
| Project status | Indicate if the project status is ‘Green’, ‘Orange’ or ‘Red’, based on internal assessments of progress against the workplan. Provide a very short reason for Orange or Red status. |

**Section B – Project detail**

This section should only be included in a Progress Report, and not in an Annual Report.

**Goals and strategy**

State the overarching objectives and approach of the project.

Note, for awards such as Centre-to-Centre partnerships and Spokes this section should include an introductory overview of the award, how it aligns with and is integrated into the Centre, and how it fits within the overall strategy of the Centre.

In the case of multi-Centre Spokes, this overview should make clear to external readers how the Spoke operates across the Centres involved, how the award has enabled existing Centres to link together and how such linkage has enabled the research programme to be delivered. It should also explain the Centre’s specific involvement in the Spoke that is being discussed in this report.

**Summary of progress to date**

Short summary of the overall progress made on this project. Comment on whether this work is ahead, on track, or behind schedule at this point. Is the budget expenditure on track, if not why?

**Progress in the reporting period**

Scientific overview of activities within this project. You may include images. Please include discussion of the contribution of any industry partners during the reporting period.

For Centre-to-Centre partnerships, please make clear which work was carried out by which Centre.

This is the main section for the discussion of research work undertaken, and it should be significantly larger than the other sections for this project.

**Challenges and risks**

Comment on any significant issues that have arisen during the reporting period, whether these have impacted on budget/deadlines. How has the Centre worked to reduce the impact of any setbacks?

**Future direction**

Short description of the planned direction of future work on this project.