TECHNOLOGY INNOVATION DELEVOPMENT AWARD (TIDA) – REPORTING GUIDELINES

REPORTING TEMPLATE

The TIDA reporting template is available on SESAME and is used to gather outcomes and impacts from awards made under the TIDA programme. The TIDA reporting template was designed in such a way that progress on awards can be more easily monitored against the specific TIDA programme objectives and relevant key performance indicators (KPIs) outlined in SFI Agenda 2020. Guidelines for completion of the TIDA template are outlined below.

There are a number of sections to the report template, some which require some guidance as provided below:

Training: In this section, TIDA award holders should provide details of relevant training or meetings undertaken leading to the acquisition of skills in translational and enterprise activities by team members (e.g. business courses, meetings with industry, communication training).

Technical and Scientific Information: In this section of the report, awardees are asked to report on progress made over the year with reference to the milestones and aims of the original proposal. Awardees are asked to:

- List the accomplishments achieved during the TIDA feasibility study with reference to the milestones and aims in your original proposal

- Please also describe any outcomes/achievements not foreseen at the time of the original proposal

- Describe in detail any demonstrators/prototypes which have been developed

- Describe in detail any improvements made to industrial processes

- Highlight any examples of convergence

- Highlight use of National Test Beds

Awardees are also requested to provide the number of prototypes developed as a direct output of the award and to state whether the TIDA funding has led to the improvement of an existing industrial process, both of which are key objectives of the programme.

Commercialisation Strategy: In this section awardees are asked to describe their strategy for commercial exploitation of results and to provide detail on:

- Relationship with Enterprise Ireland and Tech Transfer office

- Applications made for follow on funding, e.g. Enterprise Ireland Commercialisation Fund, Venture Capital (VC) funding, etc.

- Demonstration of prototypes to interested companies/investors

- Invention Disclosures and/or patents filed

- Plans for spin-out companies

Additionally, the degree of contact with Enterprise Ireland in relation to the outputs of the award should be provided as should the number of demonstrations of the TIDA innovation to companies/investors.

As part of the TIDA evaluation plan, outlined in the TIDA call document, TIDA awardees are asked to select from the following list the category that most closely matches the output of the feasibility study:

1. Commercialisation/Business plan activated

2. Industrial Collaboration formed

3. Commercialisation/Business plan developed

4. Application made for follow on funding, e.g. Enterprise Ireland commercialisation fund, Angel or VC funding

5. Patent filed

6. Other commercial Intellectual Property (IP) generated, e.g., copyright, trademark, know-how, standards

7. Invention disclosure filed

8. Not pursuing project as feasibility study demonstrated no/limited commercial potential

In order for SFI to evaluate the success of the TIDA feasibility studies over a longer term, awardees are also asked to self-assess their output as part of their reporting requirements. As such, at the end of the 12 month TIDA feasibility study, award holders will be asked to complete a short on-line survey in addition to the TIDA report template. A link to the survey will be emailed to the respective awardees on an annual basis.

FREQUENCY OF REPORTING

For TIDA awards which are active from January to December, the TIDA report template must be completed by 31st January of the following year. If a no-cost extension is approved by SFI for a TIDA award, an annual report is required on 31st January and an additional final report, using the TIDA report template, must be submitted within 3 months of the expiration date of the award. The final report should capture all progress and outputs since the previous report.

TIDA SURVEY SUBMISSION

One condition of the TIDA award is that a short survey be completed on an annual basis for 5 years to allow the gathering of statistics on the evolution of commercialisation outputs following completion of the TIDA feasibility studies.

As of 2017 the TIDA survey will have a deadline of the 31st of January.

The purpose of this survey is to collate quantitative metrics and to enable awardees to self-assess their output, which in previous TIDA awards has given valuable insights into the longer term outcomes of TIDA feasibility studies.

As of 2016 the survey is now integrated into our SESAME award management system and can be accessed as follows:

- When logged into your SESAME account workbench, you will see a new tab 'Surveys' which when clicked on will bring you to a list of the surveys for this award.
- Please click on the survey with the due date 30/06/2016, and complete the form as requested.

If required, a more detailed explanation of how to open and complete the survey can be found in the Researcher User Guide for SESAME Award Management System.