

# US-IRELAND R&D PARTNERSHIP PROGRAMME – REPORTING GUIDELINES

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## REPORTING TEMPLATE

The Standard Report Template which is available on SESAME is used to gather outcomes and impacts from awards made under the US-Ireland programme. Guidelines for completion of the standard template are provided at the following link ([Standard Reporting Guidelines](#)). In the case of the US-Ireland programme the Lead-PI refers to the SFI funded US-Ireland award holder based in the Republic of Ireland (ROI). Information on the US and Northern Ireland partners should be entered in the co-PI section of the report. Information on ROI based team members should be entered into the Team Members section.

## ADDITIONAL DOCUMENTATION

The US-Ireland annual/final report is a means by which SFI can track the return on its investment into the US-Ireland partnership programme. SFI are primarily interested in the activity and progress of the Republic of Ireland research team. However, SFI are also interested in understanding the level of co-operation between the ROI, US and NI teams and the impact that this co-operation is having on the overall project.

**In addition to completing the Standard Annual/Final Report template the following must also be submitted:**

- An **additional document (max 2 pages)** which outlines the research work carried out by co-PIs in NI and in the United States during the reporting period. The added value of the partnership should also be addressed within this document.
- A **copy of the NSF/NIH report** from the US partner when it becomes available (the availability of this report may not align with the SFI reporting deadline but it should be emailed to the relevant SFI Scientific Programme Manager and [USIreland@sfi.ie](mailto:USIreland@sfi.ie) when received from the US partner).

**These additional documents must be uploaded directly to SESAME using the ‘Additional Documentation’ upload button.**

*Please note for US-Ireland Centre-to-Centre Partnership awards, these will be reported on as part of the Research Centre award. See [Research Centre annual reporting guidelines](#) for more information.*

## US-IRELAND PLANNING GRANT REPORTING GUIDELINES

Once travel has been completed, please email SFI at [USIreland@sfi.ie](mailto:USIreland@sfi.ie) **within 45 days** of your return, with the following details;

- i) Your planned date for submission of the draft tri-partite proposal to SFI; please note the draft tri-partite proposal must be submitted to SFI at least 6 weeks in advance of the NSF/NIH deadline.
- ii) If you are not planning a submission within 9 months of your return date, please submit a short report outlining the reason for the delay in submission, the activities undertaken with the US and Northern Ireland collaborators, and an update on the current status of the proposed collaborators funding request.