

SCIENCE FOUNDATION IRELAND FUTURE INNOVATOR PRIZE

REPORTING GUIDELINES

The **SFI Future Innovator Prize** is a challenge-based prize funding programme that seeks to support Ireland's best and brightest unconventional thinkers and innovators to develop novel, potentially disruptive, technologies to address significant societal challenges.

The overarching ambition of the SFI Future Innovator Prize is to enable the development of disruptive STEM-based solutions to key national challenges. This is underpinned by several specific objectives:

- *To support development of novel, potentially disruptive, technologies to address significant national and global challenges.*
- *To support the formation of high-performance interdisciplinary teams based on integration of diverse STEM disciplines and complementary skillsets.*
- *To promote convergence of knowledge, practice and methods from different disciplines and sectors.*
- *To promote engagement between researchers and stakeholders/beneficiaries of research.*
- *To accelerate societal impact from publicly funded research.*

The SFI Future Innovator Prize (FIP) reporting template has been created to gather outcomes and impacts from awards made under the FIP programme and to measure these against the programme objectives as stated above. The template seeks to collate information about:

- Team development
- Engagement between researchers and stakeholders/beneficiaries/end-users of research
- Technology development
- Measures of societal impact

Awardees under the FIP programme are required to submit Final Reports depending on the phase of the programme they were progressed to (as detailed in the *Frequency of Reporting*). Only recipients of awards under the FIP programme whose duration exceeds 12 months are required to submit Annual Reports. All Awardees are required to complete SFI Research Outputs in their SESAME Research Profile.

FREQUENCY OF REPORTING

Concept Phase

Awardees under the programme who do not progress beyond the Concept Phase are not required to complete a Final Report relating to their award. Note that they are required to complete SFI Research Outputs in their SESAME Research Profile.

Seed Phase

Awardees under the programme who complete the Seed Phase are required to submit a Final Report. The Final Report must be submitted within 3 months of the end date of the Seed Phase. This *includes* Awardees who are awarded additional Prize Award funding at the end of the Seed Phase.

Prize Award Phase

Reporting requirements under the Prize Phase of the SFI Future Innovator Prize apply to winner and runner-up prize award holders.

For Prize Awards that exceed 12 months in duration, award holders are required to submit Annual Report(s). The Annual Report must be submitted by the specified deadline.

Prize Award winners under the programme are also required to submit a Final Report upon conclusion of the Prize Phase. The Final Report must be submitted within 3 months of the expiration date of the Prize Award.

Note that Prize Award winners will have also submitted a Final Report at the conclusion of the Seed Phase.

REPORTING TEMPLATE

Please note that there are two FIP Report Templates:

- (i) Seed Phase Awards: final report template to be submitted at the conclusion of the award;
- (ii) Prize Phase Awards: a template to be used for the annual and/or final report to be submitted by the respective deadlines.

The FIP Report templates contain the following sections, which are composed of a number of fields to be filled by the Awardee. Most of the fields should be self-explanatory. Fields that do not apply should be left as "N/A". Additional guidance is provided below:

Award Details

Within this section, basic information about the award should be provided.

SFI Remit Area

Within this section, the award's alignment with the SFI remit and the United Nation's Sustainable Development Goals (SDGs) should be indicated. The *Primary Research Priority Area* should be given. The *Secondary Research Priority Area* is an option and should be given only if the award is aligned with more than one research priority area. The list of 14 (refreshed) research priority areas can be found in the following document:

<https://dbei.gov.ie/en/Publications/Publication-files/Research-Priority-Areas-2018-to-2023.pdf>

Only one SDG should be given. For the information regarding SDGs please refer to:

<https://sustainabledevelopment.un.org/>

Challenge Team

Within this section, details of the Challenge Team members should be provided. Core Team members (Principal Investigator, Co-Principal Investigator, and Societal Impact Champion) should be listed along with their percentage *Time Commitment* to the project.

Details of the *Salaried Team Members and Students* should be given. Post-docs and PhD students, not already on the Core Team, as well as research assistants should be listed. *Primary Attribution* should be given in the form of *Award ID* (in case it is the award being reported, the *Proposal ID* provided earlier should be copied here). *Position within Team* should be given as per the Team member's contract.

Details of the *Extended Team Members* should be given. Extended Team Members involve all non-salaried team members such as advisors, collaborators, and consultants, who are not already on the Core Team. *Organisation Type* should be given according to its legal type. *Position within Team* should be given according to the role that the person played on the Challenge Team, e.g., advisor, consultant. *Nature of Collaboration* should give the overall description of the nature of the work carried by the Team member as part of the award, e.g., sharing of expertise, materials, infrastructure.

The Challenge Team description should include an account of changes to the Core and/or Challenge Team that occurred during the reporting period.

Stakeholder Engagement

Within this section, information relating to the number of interviews conducted and details of key engagements should be provided.

In *Stakeholder/Customer/End-User Engagements*, only the total numbers relating to in-person and other interviews types (e.g., telephone calls etc.) should be provided.

Key Engagements should list up to five key engagements that occurred during the relevant award phase (Concept/Seed/Prize). The engagements reported here should highlight those that significantly informed the project. *Organisation Type* should be given according to its legal type.

Please complete the questionnaire section comprising four questions by placing an "X" in the appropriate location.

Please provide a description of how engagement with stakeholders/beneficiaries/end-users informed the development of the Project.

Technology Development

Within this section, the Technology Readiness Level (TRL) at the time of Application and at the conclusion of relevant award phases should be provided. The TRL should be marked with "X" in the appropriate location.

To assess the TRL, Science Foundation Ireland has adopted the same evaluation scale as utilised by the Horizon 2020 Programme. The TRL evaluation scale utilised by the Horizon 2020 Programme can be found at the link below:

https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/annexes/h2020-wp1415-annex-g-trl_en.pdf

Change in the TRLs reported should be described.

Impact

Within this section, key impact metrics established to assess success should be given along with a self-assessment of the programme's effect on future research, teaching, stakeholder engagement, and

impact activities. Up to three *key impact metrics* should be defined, along with clearly identified success targets, allowing for measurement and verification.

The questionnaire relating to impact of the programme should be filled by marking an “X” in the appropriate location. A brief qualitative statement about the programme’s impact should be provided.

Programme Feedback

Within this section, additional information not captured in the previous sections and any other suggestions for future development/improvement of the programme may be provided.