

STRATEGIC PARTNERSHIPS PROGRAMME – REPORTING GUIDELINES

The Strategic Partnerships Programme reporting template is available on SESAME and is used to gather outcomes and impacts from awards made under this programme. Guidelines for completion of annual/final reports which follow the standard template are provided at the following link ([Standard Reporting Guidelines](#)). When completing the Strategic Partnership Programme annual/final report template on SESAME, award holders must also complete two additional report sections outlining governance and management structures and details on co-funder interaction and cost share (see below).

ADDITIONAL SECTIONS

Governance and Management (max.500 words)

- If submitting the first annual report on the award, outline the organisational/ governance structures within the partnership, including a brief outline of the governance and advisory committee structures, if relevant. Include a list of members of each committee.
- If submitting a second or subsequent annual report, highlight any updates/changes in composition of the committees that occurred during the reporting period, or any other information of note.
- For all reports, include information on the frequency of meetings during the reporting period and any significant outcomes of the meetings.

Co-funding partner interaction and cost share (max.500 words)

- Highlight any significant successes, setbacks and challenges during the reporting period in relation to interaction with the co-funding partner(s) on the project, and comment on any changes to the commercial strategy, if relevant, with reference to the information provided in the 'Industry Engagement' section of the main annual report template.
- Discuss the performance against co-funding cost share targets for the reporting period and cumulatively to date.

Education & public Engagement (EPE) (max. 500 words)

This section is to be completed for strategic partnership awards in receipt of less than €2.5M Research Ireland direct costs which have an EPE component.

- Outline briefly the progress that you have made during the reporting period on the delivery of your EPE Strategy.
- What are the key EPE activities carried out during this reporting period and how are they linked to your research programme?
- Outline the key audiences that you engaged with during this reporting period?
- Describe the depth of engagement with your key audiences, for example, did you use an 'informing/ inspiring', 'consulting' or a 'collaborating' approach?
- How many team members were involved in the delivery of EPE activities?
- What was the expenditure on each of the EPE activities (non-pay)?

ADDITIONAL DOCUMENTATION

In the case of large-scale strategic partnerships where Education and Public Engagement (EPE) reporting is required. The EPE annual report should be completed using the template provided directly to the award holder by the SFI EPE team, and uploaded under 'Additional Documentation' to allow submission alongside the main annual report.