



Research Ireland Centres

Reporting Requirements – 2025

1. Reports and Submission Schedule

Deadline	Research Centres	Report / Update
10-Jan	All RCs	Monthly CRA Update and ICF Submission
21-Jan	Individual-Researchers	Research Outputs (Updating individual SESAME profiles related to RC)
06-Feb	All RCs	EPE direct reporting on SESAME
		Research Profile Update (Updating of RC SESAME profile for 2024 KPIs)
	All Phase 2 RCs	Competitive NE-NC and Exchequer Cost Share – reported through RC SESAME profile (as per KPI process)
14-Feb	All RCs	Monthly CRA Update and ICF submission
14-Mar	All RCs	Monthly CRA Update and ICF Submission
01-Apr	All RCs	Financial Reports (i.e. Expenditure Reports & Industry Cost-Shares including Competitive NE-NC, non-Competitive NE-NC and Exchequer Cost Share Reports if applicable)
09-Apr	Centres with Site-Reviews in H1 2025	Progress Report Submission
11-Apr	All RCs	Monthly CRA Update and ICF Submission
30-Apr	2016 Centres and Co-Centres	Annual Report Submission
09-May	All RCs	Monthly CRA Update and ICF Submission
13-Jun	All RCs	Monthly CRA Update and ICF Submission
15-Jun	All RCs	Governance Reporting Submission
11-Jul	All RCs	Monthly CRA Update and ICF Submission
08-Aug	All RCs	Monthly CRA Update and ICF Submission
29-Aug	All RCs	Competitive NE-NC + Exchequer Cost Share – reported through RC SESAME profile (as per cost share process)
12-Sep	All RCs	Monthly CRA Update and ICF Submission
01-Oct	All RCs	Financial Reports (i.e. Expenditure Reports & Industry Cost-Shares including Competitive NE-NC, non-Competitive NE-NC and Exchequer Cost Share Reports if applicable)
10-Oct	All RCs	Monthly CRA Update and ICF Submission
14-Nov	All RCs	Monthly CRA Update and ICF Submission
17-Nov	All RCs	Governance Reporting Submission
12-Dec	All RCs	Monthly CRA Update and ICF Submission
TBC	Co-Centres	EPE Strategy Summary

Table 1: Submission schedule for all Research Centre reports in 2025.



Research Centres must adhere to the deadline dates. Please note Research Ireland's [Reporting Compliance Policy](#).

2. Further Information

Guidance on Research Centres' reporting, such as research profiles, attributions and KPIs are described online at [Research Centres Award Management](#).

Instructions on how to navigate and use SESAME can be found online at [SESAME Grants and Awards Management System](#).

3. Annual Reports

In a calendar year when a Research Ireland Centre is not undergoing a site review, an Annual Report covering the period since the previous report is due by 30th April.

In 2025 the following Research Centres will submit Annual Reports by 30th April:

- BiOrbic
- FutureNeuro
- VistaMilk
- I-Form
- Co-Centre for Climate + Biodiversity and Water
- Co-Centre for Sustainable and Resilient Food Systems

Please note that the 2012 and 2013 Research Centres will submit a Progress Report during 2025 and will therefore not submit an Annual Report. Please contact your Scientific Programme Manager for more information.

The most up-to-date reporting template and guidance is available on the Research Ireland website under [Research Centres Award Management](#). Please contact your Scientific Programme Manager if you have further questions.

4. Governance Reports

Each Research Centre's Governance Committee meets at least twice per year, typically during March/April and September/October.

Arising from these meetings, the Governance Committee compiles the following documents:

- Minutes of the meetings of the Governance Committee, including notable Centre activities, challenges, and commentary of KPI and cost share results.
- A supporting letter from the relevant host Research Body President.



These documents are submitted by the Centre Director via e-mail at the end of May and the end of November (Table 1).

5. Monthly Industry Reports

Research Ireland Centres are required to provide monthly updates on the status of their industry collaborative research agreements (CRAs) including contracts in preparation, under discussion or signed with industry partners. Updates to CRAs must be made directly on SESAME before close of business on the 2nd Friday of each month (Table 1). The metrics provided by each Centre are combined for further analysis for monthly reporting to the Research Ireland Executive Committee. To that end, it is essential that Research Centres provide their metrics in a clean and consistent fashion. Guidance is available on the Research Ireland website under [Research Centres Award Management](#) under the title “Guidelines for Completion of Monthly Reports on Industry Collaborative Research Agreements (CRAs)”.

Further, from February 2021, Research Ireland requires that an Industry Collaboration Form (ICF) be completed on or before the date that the Collaborative Research (or Intellectual Property Rights) Agreement has been ‘agreed’ with, or signed by, the relevant industry partner(s). Completed ICFs should be submitted to Research Ireland once per month to coincide with the CRA update reporting schedule. The ICF must be signed on or before the date that the CRA has been ‘agreed’, or signed, by the relevant partner(s), or cost share from that CRA will never count towards Centre cost share. Further information, including a template for the ICF can be found [here](#). Further information is provided on the Research Ireland website under [State Aid](#).

6. Financial Reporting

Please note that the guidance below refers specifically to Phase 1 Centres. A separate guidance document has been prepared for Phase 2 funded Centres and will be available on the Research Ireland website.

The Research Centres are required to submit a number of financial reports as outlined below:

Financial Report

This report compares Research Ireland expenditure incurred on the main Research Centre award against the Research Ireland budget. An analysis of the various categories of staff against the agreed budget together with an analysis of equipment purchased in excess of €10k is also required.

This report is submitted by the Research Body via SESAME on a biannual basis based on expenditure incurred in June and December with a deadline for submission of October and April.

Research Centre Expenditure Report

This report analyses Research Ireland and industry expenditure incurred in the Research Centre during the reporting period.



As with the Financial Report, the Research Centre Expenditure Report is submitted on a biannual basis based on expenditure incurred in June and December with a deadline for submission of October and April, respectively. This report is submitted by the Research Centre to the Finance and Operations Directorate of Research Ireland via email (elliott.mcvann@researchireland.ie, carrie.zhang@researchireland.ie).

Industry Partner Cost Share Report

This report must be completed by each industry partner who engages in a project with the Research Centre.

This report documents the cost share (cash and in-kind) received by the Research Centre from the industry partner. The cost share received must be in accordance with the cash and in-kind definitions as outlined [here](#).

As with the Financial Report, the Industry Partner Cost Share Report is submitted on a biannual basis based on cost share received in June and December with a deadline for submission of October and April, respectively. This report is submitted initially by the Industry Partner to the Research Centre for approval, prior to submission to the Finance and Operations Directorate of Research Ireland via email (elliott.mcvann@researchireland.ie, carrie.zhang@researchireland.ie).

Consolidated Industry Partner Cost Share Report

This report provides a summary of all the individual Industry Partner Cost Share Reports received by the Centre.

The figures in this report are used to calculate whether the Research Centre is meeting its minimum cost share targets.

This report must be completed by the Research Centre on a biannual basis each June and December with a deadline for submission of October and April, respectively. This report is submitted by the Research Centre to the Finance and Operations Directorate of Research Ireland via email (elliott.mcvann@researchireland.ie, carrie.zhang@researchireland.ie).

7. Education & Public Engagement

Data for the EPE KPI will be collected throughout the year via the direct reporting form. EPE activities must be approved by the EPE Manager on SESAME and submitted to Research Ireland.

The annual EPE Operational Plan for the coming year has been integrated into the Annual / Progress Report templates. The purpose of this is to provide review panels with improved information on Centre EPE future plans, and it facilitates the provision of a narrative in the Annual / Progress Report that sets out progress for the reporting period, learnings from this and future plans that incorporate these learnings. It provides the Research Centres and EPE Teams with opportunities to support Centre EPE Managers.



The EPE Summary Strategy has been submitted by all Research Centres and updates to this are at the discretion of the Centre. The EPE Strategy for Co-Centres will be developed during H1 of 2025 and the submission date for the EPE Summary Strategy will be confirmed at a later date (to the EPE Team via email). The purpose of this is to provide a summary of EPE strategy to external review panels as part of the review process, as well as to provide the Research Centres and EPE Teams with opportunities to support Centre EPE Managers. Research Centres and Co-Centres are encouraged to have their own more detailed EPE Strategy.