

# INNOVATION PARTNERSHIP PROGRAMME

**FAQS 2018**



<b>Topic</b>	<b>Question</b>	<b>Page</b>
<b>Eligibility</b>	1 What are the basic requirements to qualify for an Innovation Partnership?	3
	2 Does my company qualify?	
	3 Can High Potential Start Up (HPSU) companies join an Innovation Partnership?	
	4 How many times can projects for any one company be supported?	
<b>Research</b>	5 What type of research does this fund Support?	4
	6 What is the difference between 'Industrial Research' and 'Experimental Development'?	
	7 Is research limited to a 24-month timeframe under innovation partnerships?	
	8 Does the Innovation Partnership Programme fund MSC and PhD studentships?	
	9 Can a company undertake Contract Research under the Innovation Partnership Programme?	
<b>Partner Profile</b>	10 Can companies collaborate with third level institutions outside of Ireland?	4
	11 Can I use the Innovation Partnership Programme to fund researchers outside of Ireland?	
	12 Can I participate as an academic Principal Investigator in more than one Innovation Partnership?	
	13 Can more than one academic or industrial partner be involved?	
	14 Can a company outside of Ireland join an innovation partnership cluster?	
<b>Costs &amp; Payments</b>	15 What is the normal breakdown of project costs?	5
	16 What level of detail is required in respect of costs requested under the headings of travel, materials, staff etc.?	
	17 Are travel costs for company visits and attendance at conferences eligible?	
	18 How are Company Payments scheduled?	
	19 What if the company does not provide agreed in-kind contributions?	
	20 How are payments made to the 3rd level institution?	
<b>Application Process</b>	21 How are overheads paid?	6
	22 Are costs associated with filing patents eligible?	
	23 Is it mandatory to submit an Outline application?	
	24 Is it necessary to first undertake a Feasibility study?	
	25 I've submitted my Outline proposal. When can I submit a Full Proposal?	
	26 After submission when can I expect a result?	
	27 Can I publish work funded under the Innovation Partnership?	
	28 Can a clinical researcher based in a teaching hospital make an application?	
	29 What documentation is required?	
<b>IP Management</b>	30 How are Intellectual Property Rights (IPR) handled?	6
<b>Repeat Applicants</b>	31 What support is available to repeat applicants to the programme?	7
<b>Assistance</b>	32 Who can I talk to?	7

## ELIGIBILITY

### 1. What are the basic requirements to qualify for an Innovation Partnership?

- The research fund must be spent within Ireland and the economic impact in Ireland must justify the research investment.
- The 3rd level institution(s) and at least one industrial partner should be based in Ireland.
- It must be of commercial benefit to at least one company in Ireland.
- The industrial partner must have resources to fund and commercialise the research.
- The research should be Industrial Research of a quality equivalent to post graduate / post doctorate level. It should be noted however that this programme does not have a remit to fund students completing a higher-level research degree.
- The research should show a good match to the established strengths of the research team.
- A project should not duplicate work already known to be in progress in Ireland, or already performed in other countries when the results can be obtained effectively in other ways.

### 2. Does my company qualify?

- All manufacturing, processing and research companies dealing with science, engineering and technology are eligible to participate.
- All internationally tradable goods and services companies (financial, tourism etc.) are also eligible to participate.
- The company must be a client of a National Development Agency (i.e. Enterprise Ireland, IDA Ireland, Local Enterprise Office (LEO) or Údarás na Gaeltachta,) or can prove they are in the process of becoming a client of one of the above.

### 3. Can High Potential Start Up (HPSU) companies join an Innovation Partnership?

- Yes. However, grant funding is normally capped at €100K for HPSUs and Start Up companies. (Exceptions may be made but only in very specific circumstances).
- Each case is evaluated on its technical and commercial merit.
- Grant funding is limited to €200K for all other Companies.
- Established companies may request more if there's a clear that the project impact is likely to lead to a substantial increase in employment and sales and exports and this must be supported by the Commercial Assessor.
- It helps if the company is already an EI HPSU as they will have an assigned Development Advisor. This DA supports the proposal and the company can show a good business case to fund and commercialize the research in Ireland.
- If you are a HPSU company or working with a HPSU company, then Enterprise Ireland will require that the college own foreground IP produced in the project and that IP be licensed to the HPSU partner.

### 4. How many times can projects for any one company be supported?

- All new applications are considered on their holistic technical and commercial merit.
- The commercial partner must have the resources to fund and commercialise the research once complete.
- All proposed projects should align with the R&D strategy of the industrial partner.
- Follow up projects will only be considered if EI has compelling evidence that the company maximized the outputs of previous EI funded projects meeting the success criteria then specified.
- If the company has completed two Innovation Partnerships already and is seeking further support, please contact the team before proceeding. The rules for support of multiple applicants.

## RESEARCH

### 5. What type of research does this fund Support?

- Industrial Research and
- Experimental Development

### 6. What is the difference between 'Industrial Research' and 'Experimental Development'?

- **Industrial Research** is planned research and investigation aimed at discovering **brand new knowledge**. This new knowledge may be useful in developing new products, processes or services, or in bringing about a *significant improvement* to existing products, processes or services.
- **Experimental Development** is systematic work, drawing on **existing knowledge** gained from research and/or practical experience directed towards producing plans & arrangements or designs for new, altered or improved products. This work leads to a product which could be commercialised *without significant additional development*.

### 7. Is research limited to a 24-month timeframe under an Innovation Partnership?

- Yes. Projects normally run for 12-18 months.
- Projects longer than 24 months are only considered in exceptional circumstances.
- Applicants should justify and clearly align the work packages with the timeframe outlined for the proposed work.

### 8. Does the Innovation Partnership Programme fund MSC and PhD studentships?

- The funding of Masters and/or PhD students is not a reasonable justification for a proposal submission as other sources of funding are available for this purpose.
- Enterprise Ireland wants to see the project outputs transferred to the company in the shortest time possible so prefers to fund the hiring of experienced resources with the appropriate qualifications and experience to rapidly assimilate the technical and business needs driving the project and drive the research forward from the get-go.

NOTE: Applicant colleges and institutions are required to consider equality issues in line with the Equality Authority's guidelines when applying for funding.

### 9. Can a company undertake Contract Research under the Innovation Partnership Programme?

- Contract Research is not supported in this programme.

## PARTNER PROFILE

### 10. Can companies collaborate with third level institutions outside of Ireland?

- The funding for the programme must be spent in Ireland. Therefore the 3rd level institution must be based in Ireland to receive funding.

### 11. Can I use the Innovation Partnership Programme to fund researchers outside of Ireland?

- Not directly, other than necessary travel costs of Irish based researchers to use essential facilities. These must be discussed with the programme team before submission.

### 12. Can I participate as an academic Principal Investigator in more than one Innovation Partnership?

- Yes, cognizance is taken of the PI's track record in commercialising research.
- This is evaluated on a case-by-case basis.

### 13. Can more than one academic or industrial partner be involved?

- Yes, collaboration with other departments, institutions and companies where synergy exists are all encouraged.

### 14. Can a company outside of Ireland join an innovation partnership cluster?

- Yes, once the main industrial partner is based in Ireland and an economic benefit to Ireland is clearly defined and confirmed by the relevant agency resources.

## **COSTS & PAYMENT**

### **15. What is the normal breakdown of project costs?**

- Typically, salaries should be at least 60% of the project cost.
- Materials and equipment should normally be no more than 20-25% of the total cost.
- The travel budget must never exceed 10% and necessity is often questioned.
- A small amount towards consultancy is sometimes considered if justified and generally not above 10% of the total project cost.

### **16. What level of detail is required in respect of costs requested under the headings of travel, materials, staff?**

- Applicants should justify and clearly explain all costs requested on the application form. Provide quotations for individual items over €1500.

### **17. Are travel costs incurred in relation to the company visits and attendance at conferences eligible?**

Yes, the associated cost should be justified and reasonable, normally no more than 10% per project.

- Conference travel must be directly relevant to the work being undertaken in the project and costs must be justified in detail. EI will request company confirmation that they support the allocation of funding towards academic attendance at conferences.

### **18. How are Company Payments scheduled?**

A payment schedule must be agreed between the company and the third level institution.

- A minimum of 20% must be paid upon acceptance and receipt of the project contract.
- A maximum of 10% should be outstanding once the final report and results are issued.

### **19. What if the company does not provide agreed in-kind contributions?**

Please contact the programme managers immediately.

### **20. How are payments made to the 3rd level institution?**

Enterprise Ireland pays 30% of the total grant value to the third level institution upon acceptance and receipt of the project contract.

- 20% + of the reported eligible grant expenditure is paid upon receipt and approval of the mid-term report.
- Final payment will cover the outstanding balance of the total project cost due to the academic institution.

### **21. How are overheads paid?**

Enterprise Ireland will pay an overhead of **30%** on the grant total (*except capital equipment*) that it has paid to a project.

- This overhead is part of Enterprise Ireland's annual overheads payment to the third level institution.
- This is not included in the Innovation Partnership project payments.

### **22. Are costs associated with filing patents eligible under innovation partnerships?**

No.

## APPLICATION PROCESS

### 23. Is it mandatory to submit an Outline application?

- Yes. Unless you've progressed straight from the successful conclusion of an Innovation Partnership Feasibility study.
- 

### 24. Is it necessary to first undertake a Feasibility study?

- No. If you can progress directly to a Full Innovation Partnership proposal please do so.

### 25. I've submitted my Outline proposal. When can I submit a Full Proposal?

- Full Proposal documents can only be submitted when the Innovation Partnership team has indicated in writing that it has approved the contents of the Outline proposal **or** the outputs of the completed Feasibility Study (whichever applies).
- Express Application Process: For first time applicants who have gone through the Outline or Feasibility stage, approval for projects of less than €85,000 (EI contribution <€68,000) may be possible without the requirement of going through the IRCC. Commercial and Technical assessments are still required, and the same terms and conditions apply. Contact the Innovation Partnership team for more information.

### 26. After submission when can I expect a result?

- The turnaround time is normally 4-6 weeks but can go on longer depending on the work that has to be completed to ensure a proposal is ready for submission.

### 27. Can I publish work funded under the Innovation Partnership?

- The company has the right to review intended publications within a reasonable time limit and request the removal of confidential, proprietary or commercially sensitive information.
- The college has the right to publish research results after removal of confidential, proprietary or commercially sensitive information.

### 28. I am a clinical researcher based in a teaching hospital, can I make an application?

- Yes, the initiative is open to all academics and researchers in the third level sector, teaching hospitals and non-profit research agencies including Teagasc. Industrial linkage is critical.

### 29. What documentation is required?

- With submission;
  - i. Soft Copy of proposal in Microsoft Word (email)
- To follow;
  - ii. Hard copy of proposal (by post)
  - iii. Signed summary sheet
  - iv. Signed company agreement
  - v. IPR terms agreed between all partners (at least 2 weeks before target IRCC meeting)
- Once approved by IRCC;
  - vi. Signed Contract issued by the Contracts Unit.

## INTELLECTUAL PROPERTY MANAGEMENT

### 30. How are Intellectual Property Rights (IPR) handled?

#### Management of Intellectual Property

- As part of its contract with the company, the research institute should have a prior agreement concerning the exploitation of Intellectual Property.
- A signed agreement covering Intellectual Property Rights (IPR) is required for all approved Innovation Partnership projects.
- This can be supplied after the approval date but must be in place before the project start date.
- In all cases, the Intellectual Property Rights Heads of Agreement with the industrial partner should be made available to the programme manager **2 weeks** prior to the target IRCC meeting.
- Please refer to 'Guidelines of Intellectual Property in the Innovation Partnership Programme' (available to download at [www.enterprise-ireland.com/ipp](http://www.enterprise-ireland.com/ipp) )
- Consideration should be given to making the results of the research accessible to other researchers either through patenting or publishing as appropriate.
- Publishing or other dissemination of valuable IPR should not take place before adequate patent protection is in place.
- IP matters are best referred to the IP/Tech Transfer/ILO office within your respective institution.

## REPEAT APPLICANTS

### 31. What support is available to repeat applicants to the programme?

#### SME Companies

- Enterprise Ireland has changed the level of financial support to companies who have been approved two or more Innovation Partnerships, particularly when the company is known to have developed strong linkages with the 3<sup>rd</sup> level community.
- Consequently, the following policy change has applied in the Innovation Partnership Programme from 1<sup>st</sup> January 2011:
  - A company will normally be permitted a maximum of **two** Innovation Partnerships where the full grant rate as published may apply.
  - For a third and subsequent application, the level of funding requested by the client will be plugged into the standard EI Value for Money metrics assigned to all client companies to evaluate eligibility for support.
  - If the metric is exceeded, the level of funding requested by the client in the proposed Innovation Partnership must be reduced until the metric is back within agreed limits.
  - Companies, please discuss this rule with your Development Advisor before applying.

#### Points to Consider

The following points should be considered by stakeholders when a third or subsequent application comes in from a company:

These questions will most likely be raised by the Board of the IRCC during the formal review process:

- Can the company only access this technology through collaboration with the college partner?
- Is the work higher risk and more ambitious than that undertaken in the earlier Partnership projects?
- Is the scale of the project and the company investment increasing?
- Is it likely that the proposed technology will give the company or the Irish base in the case of an overseas company a significant competitive advantage in the medium term?
- What was the significance of the knowledge imparted to the company in previous projects?

#### Large /Multi-National Companies

- It has been agreed that large companies can afford to pay more than the SMEs and are in a better position to provide in-kind personnel to a project.
- Consequently, a third Innovation Partnership proposal or any thereafter, the company **applicant must agree to pay a minimum of 35% of the total project cost as cash.**
- The increase in cash contribution reflects a strong commitment from non-SME clients to the project.

## ASSISTANCE REGARDING APPLICATIONS

### 32. Who can I talk to?

Declan McGee	01 7272668	declan.mcgee@enterprise-ireland.com
Cormac Cantwell	01 7272517	cormac.cantwell@enterprise-ireland.com

## CONTACT DETAILS

**Innovation Partnership Programme email address:** [ipp@enterprise-ireland.com](mailto:ipp@enterprise-ireland.com)

**Innovation Partnership Programme website:** [www.enterprise-ireland.com/ipp](http://www.enterprise-ireland.com/ipp)

### **Innovation Partnership Programme Application Team**

Declan McGee    Tel: 01 727 2668    Email: [declan.mcgee@enterprise-ireland.com](mailto:declan.mcgee@enterprise-ireland.com)

Cormac Cantwell    Tel: 01 727 2517    Email: [cormac.cantwell@enterprise-ireland.com](mailto:cormac.cantwell@enterprise-ireland.com)

### **Innovation Partnership Programme Company Liaison**

Michael Treacy    Tel: 01 727 2740    Email: [michael.treacy@enterprise-ireland.com](mailto:michael.treacy@enterprise-ireland.com)

The Plaza, East Point Business Park, Dublin 3, Ireland