



Guidelines for completing an application for RD&I and Agile Innovation funding

Enterprise Ireland

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1 Introduction

1.1 Background

These guidelines are intended to assist in the completion of the application form for Research Development & Innovation funding from Enterprise Ireland.

Funding supports are available for three project categories:

- R&D projects. These involve the resolution of some technical challenges in order to develop new products, processes, or services.
- Agile Innovation projects supports companies in sectors with rapid design cycles to maintain their technology position. It allows for a very simple application process and delivers a very fast response from application to approval. It can also be suitable for companies who have not previously applied for RD&I support. However, it is open to all clients to apply provided the total project cost is less than €300,000 and the grant sought is less than €150,000.
- Business Innovation projects. These involve the implementation of a new services delivery or production method or a substantive change to the business model of the company.

Projects are open to existing and potential Enterprise Ireland and Údarás na Gaeltachta clients that are manufacturing and/or internationally traded service companies.

Applications may have 6 projects, but companies are urged to concentrate on strategic projects and not seek support for their entire development programme.

1.2 Overview of the Application Form – R&D and Business Innovation Projects.

PLEASE NOTE: FOR AGILE INNOVATION APPLICATIONS PROCEED TO [Part D](#)

The application has several elements, which are listed below.

<i>Item</i>	<i>Description</i>
Business Plan Summary	This is part of the application is done online on the Enterprise Ireland web-site. The focus is on outlining the business plan and the project(s) for which support is being sought. Guidelines for its completion are in Part A below
Financial Data Sheet (FDS)	This spreadsheet is used to summarise the financial track record and projections for the company. The guidelines to assist in the completion are included in the FDS Excel document itself. If you need assistance completing the FDS, please contact your Development Adviser.
RD&I Fund Project Costs Workbook	This spreadsheet is used to capture the costings for the proposed project(s). The same form is used for all projects. Guidelines for the completion of the spreadsheet are in Part B below
Project Plan	This document is used to provide a detailed plan for the proposed project. Use a separate document per project. Guidelines for the completion of the Project Plan are in Part C below. .

1.2.1 Additional Information Required

Additional information is required to assist in the assessment of your application:

- **The company's most recent audited and management accounts (P&L and Balance Sheet) should be forwarded with the application.**
- **Detailed group structure (if applicable).**
- **Full company financial projections.**
- **Cashflow projections.**

An application is considered valid and complete when all the relevant parts are submitted.

1.3 Submission of Applications

The Business Plan Summary is completed on-line. The on-line system will advise on additional documents required and how and when to submit them.

1.4 Assessment Process

All applications will be subject to a Commercial and Technical Assessment by Enterprise Ireland. Additional information in support of your application may be requested in the course of this assessment

Project evaluation by Enterprise Ireland will consist of a commercial assessment and a technical assessment. The approving committee/authority will be presented with an assessment of the project, which incorporates comment on the following assessment criteria:

- Value for money for the State.
- How the proposed activities are additional to the current level of R&D activities and lead to a sustainable increase in R&D as a % of sales
- How the R&D plan is an integral part of the strategic development plan of the company
- Financial track record of the company
- Development needs of the company
- Previous track record in implementing previous State funded R&D projects (if any).
- The increase in R&D capability within the company.
- Technical feasibility of the project
- Quality of project planning and costing.

The Committee, in making its decision on the Company's funding rate will take into account an assessment of the technical, commercial and financial risks associated with the project as well as the need for funding.

Applications are processed on a monthly call close basis. Please note the turnaround time from the monthly closing date to the date for the RD&I Fund Committee meeting is typically 8-9 weeks. Within that period a defined set of action items have to be completed. In order to adhere to defined deadlines, the company is asked to facilitate the Technical and Commercial assessor both in terms of having early meetings and in providing all necessary information as requested. We thank you for your support in this matter.

2 Part A: Business Plan Summary - On Line Application Form

Note, this is completed [on-line](#) on the Enterprise Ireland website. Registration is necessary. The on-line application will provide full guidance detail. This section is included to aid preparation for completing the on-line form.

2.1 The application wizard

The application [wizard](#) is designed to bring you to the correct form.

The Online Forms homepage allows for the review of any existing applications and for making a new application. Choose the **Begin** button to commence a new application.

At the New Application page, a list of available funding schemes is presented and allows for the selection of Agile Innovation Grant, Research, Development and Innovation (RD&I) Fund and Business Innovation.

After choosing RD&I Fund, the wizard will seek to establish if the company is large (>250 employees) or an SME (Small or Medium Enterprise). Select as appropriate.

The wizard then requests a confirmation that the project has been discussed with a [Development Adviser](#).

Once the details have been confirmed, the wizard seeks confirmation that the application should now proceed. The Online Application consists of 11 tabs which should be selected and completed as follows:

2.2 Tab 1 - Application Overview

This tab provides information on the status of the application and gives access to Share the Application, Produce a Printable Copy and Delete the Application.

2.3 Tab 2 - Company Profile

Please note that this tab is stored for future applications and should not require attention again unless some relevant aspect of the company has changed.

This tab requests information on company type, (for RD&I applications, "Company" must be selected), contact details, bank name, business activity, structure, trading history, ownership and management structure, and company products and services.

2.4 Tab 3 - Company Contact

This tab holds details of the company contacts responsible for grant applications. If this is a first online application or a new contact is to be entered, name and contact details will need to be entered; otherwise it is only necessary to select the contact for this application.

2.5 Tab 4 - Market Opportunities and Strategy

This tab deals with the company business strategy, the competitive landscape, priority export markets, accessing the market, revenue model, product/service delivery, skill capability of management and staff, strategic impact and risks, and the benefits and needs for Enterprise Ireland Support (the incentive effect).

2.6 Tab 5 - Project(s) details

This tab asks for a summary of the proposed RD&I programme, and details on previous state funded R&D projects. The Project Plan template can be downloaded from here. See [Part C](#) for more information.

2.7 Tab 6 – Finance

This Tab requests information on the historic and forecasted trading position, sales pipeline, sources of funding, future impacts on share ownership and directors / promoters remuneration.

The Financial Data Sheet form can also be downloaded from this tab.

2.8 Tab 7 - Key Manager Details

*This Tab should only be completed if you have discussed with your Development Adviser the recruitment of a key person. If no key person is to be applied for, select **Exclude Section**.*

If there is a Key Manager hired, job description, job role and salary costs are required.

2.9 Tab 8 - De Minimis Declaration

*This Tab should only be completed if you have applied for support for the recruitment of a key person. If no key person is to be applied for, select **Exclude Section**.*

2.10 Tab 9 – BES/EII/SCS Declaration

Please list any relevant investments in the table provided.

2.11 Tab 10 - Company Declaration by Authorised Officer

Please complete the declarations as requested by selecting the YES/NO prompt as appropriate and entering the name of the Authorised Officer of the applicant company.

2.12 Tab 11 - Review and Submit

The online application tracks the fields yet to be completed. When all fields are marked as complete, the application should be carefully reviewed for accuracy and then submitted by using the Submit button. A confirmation email will be sent to the email account specified for the Company Contact. The email will contain important information concerning documents still to be submitted.

The application is not complete until all the required additional documents have been received. A further email confirmation will be sent once all documents have been received and checked for eligibility.

3 Part B: RD&I Fund Project Costs Workbook

The guidelines below apply for all worksheets.

The cells have been colour coded as follows:

- Cells with **orange text** contain formulas and are calculated automatically and so do not require an entry.
- Cells in **green text** are for EI use only, please ignore them.

Notes on “Application Summary” Worksheet

The Summary Sheet should be completed first. There are only four fields to fill in on this page. Everything else is calculated automatically when the other pages are filled in.

Company Name	Enter the name of the company applying for the funding.
Company Size	Choose Small, Medium, or Large from the dropdown menu. See Appendix 1 for details of company size criteria.
Project Type	<p>For Projects that involve projects involve the implementation of a new services delivery or production method or a substantive change to the business model of the company choose “Business Innovation”.</p> <p>For projects that involve the resolution of some technical challenges in order to develop new products, processes or services choose “Research & Development” from the dropdown menu.</p> <p>Note: the grant rates and maximum grant allowed are different for the two schemes.</p>
Collaborative Project	Where two or more companies are submitting a collaborative “Research and Development” project there is a slightly higher grant rate. (Note: sub-contracting is not considered collaboration)

The grant rate is dependent on company size and whether or not there is collaboration. See Section 1.12 of the Reference document for Grant rates. The Grant Rate is automatically entered when the details in the Company Size, Project Type and Collaboration fields have been entered.

The maximum “Research & Development” grant that a company can receive is €650,000. Companies with projects in excess of this amount will be evaluated on a case by case basis by the Enterprise Ireland Investment Committee using a similar approach and grant rates as the RD&I Committee.

The maximum “Business Innovation” grant that a company can receive is €150,000.

3.1 Notes on ‘Project’ Worksheet(s)

3.1.1. General Notes

Companies should fill out a Worksheet for each individual project.

Please Note: Separate projects should ONLY be used where the R&D/Business Innovation is clearly different and there is a separate team working on the project.

A single project should be used where it will essentially be the same team involved, and/or the R&D/Innovation tasks involved are all contributing to a single higher level strategic project objective. This is relevant because each project approved leads to a separate legal grant agreement and there is no mechanism to transfer costs between projects if one was under-estimated and another over-estimated.

3.1.2. Project Details

- Project Title** Give a detailed title for the project.
- Project Start Date a** Please insert project start date and duration.

3.1.3. Salary Costs for Project

Employee Name	Enter the full name of the employee. If not known at this stage, use “TBC”. It is understood that the names used here are a best guess at the time of the application and that the names may change during the project.
Role on Project	Enter job role e.g. project manager, software developer, researcher etc.
Base Salary	<p>Salary costs for personnel e.g. researchers, technicians and other supporting staff to the extent employed on the project are eligible. Only the first €80,000 of salaries is supported (exclusive of employer’s PRSI contributions).</p> <p>Note that pension contributions and bonuses are not eligible as salary costs.</p> <p>Note that the costs of administration, finance, IT support etc., are covered under the 30% overhead allowed. The overhead is calculated automatically and added to the salary costs in the Summary Table.</p> <p>The salary costs of the Managing Director (MD) or Chief Executive Officer (CEO) is not eligible with the exception of Small Enterprises where a maximum 30% of the MD’s or CEO’s time may be eligible where it is deemed to be critical to the project.</p> <p>For Secondment or the loan of qualified personnel, see Appendix 2.</p>
New Hire	Enter Y if employee is or will be newly hired for the project, otherwise enter N.
Percentage utilization	Enter the percentage of each month each employee is expected to spend the project. It is understood that the percentages entered here are a best estimate at the time of the application and that the actual time spent may change during the project.

Note: The total “salary cost” and “number of days” the employee will dedicate to the project is automatically calculated based on the percentage utilisation entered. The calculation is based on 232 working days per annum.

3.1.4. Materials Costs for the Project

Materials	<p>Enter the category of materials, (including short-term recurring licence payments for software which cover the period of the project). This can include prototype tooling e.g. copper, sensors or ingredients in the case of food R&D, etc.</p> <p>Where the project includes testing/development work on a production line the following costs are eligible:</p> <ol style="list-style-type: none"> Staff time and materials used specifically for the project. Rent of equipment up to six months.
Description and Purpose	Give a short description of the materials and what they will be used for.
Expected Cost	Enter the most accurate costings available. Quotations should be obtained. Indicate if quotations have been obtained or give a reason as to their absence.
Recoverable Value	Enter an estimate of the scrap or other value of materials after processing during the project.

3.1.5. Travel and Subsistence Costs for the Project

Destination	Enter the destination.
Purpose of Trips	<p>Give a short description of why the trip is necessary e.g. for requirements gathering; conduct Beta trials with customers etc.</p> <p>Note travel and subsistence for Consultants should be included in their daily rate (and not charged separately here).</p> <p>Marketing, sales, or training related travel is not eligible for support.</p>
No. Trips, No. People, Days per Trip & Expected Cost	Fill in the best estimate of how many trips are expected to take place, for how many people and for how long. Note the following limits apply to travel and subsistence expenses:
Ireland	<p>Economy Air/Rail Fares</p> <p>Mileage 60 Cents/Km</p> <p>Economy Car Hire</p> <p>Subsistence*, 24 hr period, €150 per Day</p> <p>Subsistence*, Day rate, €60</p>
Overseas	<p>Economy Air/Rail Fares</p> <p>Mileage 60 Cents/Km</p> <p>Economy Car Hire</p> <p>Subsistence*, 24 hr period, €200 per Day</p> <p>Subsistence*, Day Rate €60</p>

*For all out of pocket expenses including, hotels, meals, taxis, local fares, incidentals etc.

Subsistence can only apply where a person is absent on business at a location more than 8 kilometres (overnights 80km) from their work base.

3.1.6. Technical Consultancy / Contractual Research

<p>Consultant</p>	<p>Enter the name of the consultant or contractor</p>
<p>Purpose of Consultant/ Contractor</p>	<p>The cost to the company of availing of consultancy input from third parties is eligible in so far as it relates to the technical aspects of the development project. Costs can be included for:</p> <ul style="list-style-type: none"> ○ Testing costs as part of the product/service development, (certification costs are entered in the next section below). ○ Input from technical consultants, ○ External consultant to help implement the project. ○ Design Costs - Industrial design costs are normally considered an eligible cost as part of an overall development project. The company must be able to make a clear distinction between the proposed design input and the normal routine design activity of the company (which are ineligible for support). The use of designers, either internal or external to the company, will be covered in these cases in so far as they relate to a specified RD&I programme. ○ Funding towards market-led research/consumer focus panels is eligible where there is a clear requirement for the results to be used to develop the product/process which is the objective of the RD&I project. Projects consisting solely of market-led research/consumer focus panels/consumer reaction to products which are not integral to the RD&I project are not eligible. <p>Give a short description of the role of the consultant and the expertise being provided e.g. functional food expert providing specialist technical advice in new nutritional drinks product.</p>
<p>Number of Days and Daily Rate</p>	<p>Consultant’s daily rate should be inclusive of all travel and subsistence expenses. Maximum supported rate is €900 per day for short term assignments. For longer terms Enterprise Ireland will take a view as to what is reasonable.</p> <p>To ensure value for money it is suggested that clients seek three competitive submissions for consultancy assignments where the consultant’s fee is €75,000 or more – payment of grant is conditional on receipt of supporting documentation so that the inspection team can evaluate if the submission chosen represents value for money.</p> <p>Consultant costs should be a modest portion of the overall project costs. Further clarification may be demanded for unusually high levels of consultancy costs.</p>

3.1.7. Certification Testing and/or Clinical Trial Costs for the Project

<p>Item</p>	<p>Enter the cost item.</p>
<p>Description and Purpose</p>	<p>Give a short description of the cost and how it is linked to the project. Funding towards market-led research/consumer focus panels/clinical trials (phase I and II) are eligible provided that the results are a necessary input to develop the product/process as part of the RD&I project and will not be used solely for consumer</p>

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	reaction to products. Projects focused solely on market-led research/ consumer focus panels/ consumer reaction to products are not eligible.
Expected Cost	Enter expected cost.

3.1.8. Technology Licensing

(This category is rarely used and is not shown separately in the Project Costs Workbook spreadsheet; These costs can be entered in the Certification Testing and or Clinical trials section, and clearly labelled as “Technology Licencing”)

Item	Enter the cost item.
Description and Purpose	<p>Give a short description of the cost and how it is linked to the project.</p> <p>Companies applying for funding for Technology Acquisition (Intellectual Property IP Acquisition) should have carried out their due diligence and identified the technology they wish to acquire. The applicant company should also know the details of the license agreement between the two companies and details of the costs involved should be outlined as part of the application. The technology acquisition must be a necessary component of an RD&I project and its costs should not exceed 50% of the total cost of the project. Technology acquisition must be a component of an RD&I project (there must be significant RD&I work required to develop the acquired technology). Technology Acquisition costs may include:</p> <ul style="list-style-type: none"> ➤ License cost - Down-payment and an agreed number of phased payments for the purchase of a license over a maximum period of two years. ➤ Purchase of patents over the same period. ➤ Ineligible Expenditure: The following costs will not be eligible <ul style="list-style-type: none"> ○ Patent Filing in relation to the Technology Acquisition. ○ Royalty Payments to the licensor which provide for commercial manufacture or use of products or processes based on IP. ○ Professional fees to cover technical, commercial and legal due diligence
Expected Cost	Enter expected cost.

3.1.9. Patenting Costs for the Project

Item	<p>Enter the cost item. Costs relating to the preparation, filing and validating of a patent application are eligible as well as translation and other costs incurred in order to obtain the granting or validation of the right in other appropriate countries.</p> <p>Small and Medium companies can avail of this patent cost if the costs are part of the project.</p> <p>Patent costs for Large companies are not eligible for support.</p> <p>Grant aid for patents is “ring fenced” and may not be reallocated to other categories later on in the project if unused.</p>
Description and	Give a short description of the cost and how it is linked to the project

Purpose	
Expected Cost	Enter expected cost.

3.1.10. Capital Equipment Costs for the Project

Equipment	<p>Include R&D equipment (tangible assets) purchases which are essential to the project. This section is for long-term rights or outright purchase, costs of software purchased outright (perpetual licences, with no recurring cost) may also be entered in this category.</p> <p>Licenses or rent for use of equipment or software for the period of the project is covered below in Materials.</p> <p>Enter the category of asset e.g. developer PCs, oscilloscopes, software license, etc. Note that support for specific assets is subject to the following criteria being met:</p> <ul style="list-style-type: none"> ○ That the items are essential for the successful completion of the RD&I programme described in the application. ○ Only the time that the asset is specifically used on the RD&I programme is supportable. <p>Building costs for dedicated new R&D premises for a new R&D team if necessary may be entered here.</p> <p>Eligible costs of assets are limited to the extent and for the period they are used in the research project. If such assets are not used for their full life within the research project, only the depreciation costs corresponding to the life of the research project, as calculated on the basis of good accounting practice, are considered as eligible. In accordance with the EU guidelines for RD&I capital grants, the depreciation in years (useful life) for equipment is 5 yrs. For ICT capital costs (including software & software licenses costs) a shorter appropriate number of years could be used, e.g. 3 years. Linear depreciation is assumed, see Figure 3.1.4 below.</p> <p>General production equipment, or equipment that will subsequently become production equipment is not eligible for RD&I capital equipment grants.</p> <p>Eligible RD&I Capital Equipment used in the RD&I project can be included but depreciation costs can only be used in line with the accounting policy of the company and accelerated depreciation for RD&I equipment will not be considered.</p>
Description and Purpose	Give a short description of the asset and what it will be used for.
No. of Units and Unit Cost	Enter the number of units and the price per unit. Quotations should be obtained.
Time the item will be used on the project and Depreciation	<p>Enter the time the asset will be used on the project (months). This cannot be longer than the project duration. The project costs sheet automatically calculates the correct amount once the required fields have been entered.</p> <p>Enter the depreciation period (i.e. the predicted functional life of the item in months). If the company has a formal depreciation policy agreed with its auditors, these figures may be used. Otherwise, generally equipment is considered to be depreciated over 3</p>

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Period (total predicted life of the asset)	years for ICT (computer) equipment and 5 years for other equipment. Buildings are depreciated over 20 years.
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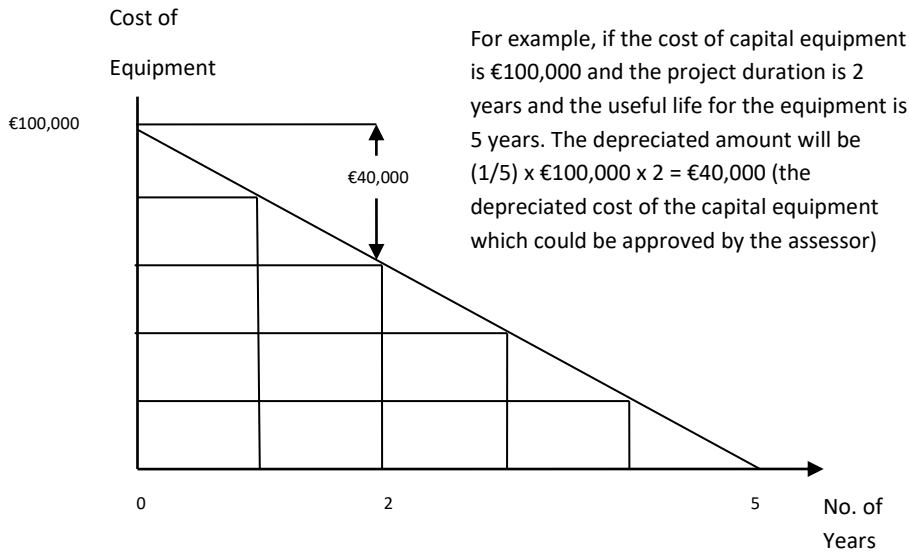


Figure 3.1.10. Diagrammatic representation of depreciation

4 Part C: Project Plan

The purpose of this document is to provide a detailed plan for the proposed project (Use a separate document per project).

The goal is to have a plan that could be used throughout the project. It should ideally be written by the person who will lead the project. For R&D projects in particular, this document should be written by a technical person in the company. This is not a business or marketing document and should not repeat anything already covered in the Application Form.

You can assume that the audience has a technical background. The level of detail should be appropriate to the complexity of the project. Please include diagrams if possible and paste in content from any existing project scoping or requirements documents if that would be helpful.

Please be clear about the existing situation or problem to be solved in order to give some context to the proposed solution.

Key questions that require particular focus include those on the innovative aspects of the project and the uncertainties involved as well as the project activities.

Full details on how to submit the document as part of the application are provided as part of the online application process.

Part D: Overview of the Application Form – Agile Innovation Fund Projects.

The online application requires information on the following;

<i>Item</i>	<i>Description</i>
Business Plan Summary	This is part of the application is done online on the Enterprise Ireland web-site . The focus is on outlining the business plan and the project(s) for which support is being sought.
Project Plan	This tab is used to provide a detailed plan for the proposed project. Guidelines for the completion of the Project Plan are below.

1.2.1 Additional Information Required

Additional information is required to assist in the assessment of your application:

- **For grant approvals in excess of €5,000 the P&L and Balance Sheet from Annual audited accounts (less than 2 years old) and Management accounts (less than 6 months old) must be appended to the proposal. Management accounts are not required where the audited accounts are less than 6 months old.**

An application is considered valid and complete when all the relevant parts are submitted.

1.3 Submission of Applications

The Business Plan Summary is completed on-line. The on-line system will advise on any additional documents required and how and when to submit them.

1.4 Assessment Process

All applications will be subject to a Commercial and Technical Assessment by Enterprise Ireland. Additional information in support of your application may be requested in the course of this assessment. Companies are requested to facilitate the Technical and Commercial assessor both in terms of having early meetings and in providing all necessary information as requested.

In order to streamline the process for Agile Innovation Fund applications (involving Grants of up to €150,000), may be submitted at any time to Enterprise Ireland and will be considered under Delegated Powers to Line Management rather than go to the R&D Committee.

2 Business Plan Summary - On Line Application Form

Note, this is completed [on-line](#) on the Enterprise Ireland website. Registration is necessary. The on-line application will provide full guidance detail. This section is included to aid preparation for completing the on-line form.

2.1 The application wizard

The application [wizard](#) is designed to bring you to the correct form.

The Online Forms homepage allows for the review of any existing applications and for making a new application. Choose the **Begin** button to commence a new application.

At the New Application page, a list of available funding schemes is presented and allows for the selection of Agile Innovation Fund, Research, Development and Innovation (RD&I) Fund and Business Innovation.

After choosing Agile Innovation Fund, the wizard will seek to establish if the company is large (>250 employees) or an SME (Small or Medium Enterprise). Select as appropriate.

The wizard then requests a confirmation that the project has been discussed with a [Development Adviser](#).

Once the details have been confirmed, the wizard seeks confirmation that the application should now proceed. The Online Application consists of tabs which should be selected and completed as follows:

2.2 Tab 1 - Application Overview

This tab provides information on the status of the application and gives access to Share the Application, Produce a Printable Copy and Delete the Application.

2.3 Tab 2 - Company Profile

Please note that this tab is stored for future applications and should not require attention again unless some relevant aspect of the company has changed.

This tab requests information on company type, (for Agile Innovation applications, "Company" must be selected), contact details, bank name, business activity, structure, trading history, ownership and management structure, and company products and services.

2.4 Tab 3 - Company Contact

This tab holds details of the company contacts responsible for grant applications. If this is a first online application or a new contact is to be entered, name and contact details will need to be entered; otherwise it is only necessary to select the contact for this application.

2.5 Tab 4 – Business Background

This tab deals with the company business strategy, the competitive landscape, priority export markets, accessing the market, revenue model, product/service delivery, skill capability of management and staff, strategic impact and risks, and the benefits and needs for Enterprise Ireland Support (the incentive effect).

2.5 Tab 5 – Project Overview

This tab asks for a summary of the proposed Agile Innovation Fund project, and details on previous state funded R&D projects.

2.6 Tab 6 – Project Plan

This tab asks for a summary of the proposed Agile Innovation Fund project. The goal is to have a plan that could be used throughout the project. It should ideally be written by the person who will lead the project. For Agile Innovation projects in particular, this document should be written by a technical person in the company. This is not a business or marketing document and should not repeat anything already covered in the Application Form.

You can assume that the audience has a technical background. The level of detail should be appropriate to the complexity of the project. Please include diagrams if possible and paste in content from any existing project scoping or requirements documents if that would be helpful.

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Please be clear about the existing situation or problem to be solved in order to give some context to the proposed solution.

Key questions that require particular focus include those on the innovative aspects of the project and the uncertainties involved as well as the project activities.

2.7 Tabs 7 to 11 - Support maybe approved against eligible Salary, Overheads, Travel & Subsistence (Overseas), Consultancy & Prototype Costs associated with the Agile Innovation Fund Grant Study.

Cost Category	Amount	Notes:
Salaries	Only the first €80,000 of annual salary per person is eligible	<ul style="list-style-type: none"> • Only those Salary costs of company employees associated with time spent on the project are eligible for support. • CEO/MD salary costs are eligible for support. • Eligible salary costs to exclude Employer's PRSI, bonus and commission.
Overheads	30% of eligible salaries	<ul style="list-style-type: none"> • Overheads can only be paid as a % of eligible salary costs • The company's normal overhead provision, up to 30% of actual wages/salary costs, is the appropriate allowance for businesses where wages/salaries are paid.
Travel & Subsistence	- Economy Air / Ferry / Rail Fares. - Mileage 60 Cents / km. - Economy Car Hire. - Subsistence, 24 hr period, €200 per Day. - Subsistence, <24hr period - Day rate, €60 per Day.	<ul style="list-style-type: none"> • Only Travel and Subsistence costs for trips related to the proposed project by employees of the company are allowed. • For all out of pocket expenses including, hotels, meals, taxis, local fares, incidentals etc.
Consultancy	€900 per day	<ul style="list-style-type: none"> • The cost of obtaining specialist external advice as an input to the project is eligible for support. • Consultancy rate per day to be inclusive of travel and subsistence and all out-of-pocket expenses. • Where there is more than one consultancy firm involved on the project, the rate applies to each firm separately.
Prototype and Materials		<ul style="list-style-type: none"> • Prototype materials, specialised software tools, hire of equipment or facilities and other sundry costs relating to building a prototype are eligible. • Capital items/equipment costs such as laptops,

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servers are not eligible under this expenditure item.

Certification /
Clinical Trials

- Testing and certification for the purpose of developing more effective products.
- Clinical Trials.

2.8 Tab 12 -Grant Request

Maximum grant rates depend on company size, project type and whether this is a collaborative project as shown below.

Company Size	Small	Medium	Large
Research & Development (R&D)	45%	35%	25%
Agile Innovation Projects	45%	35%	25%
R&D and Agile with Collaboration	50%	50%	40%
Business Innovation	50%	50%	0%

2.9 Tab 13 - Finance

This Tab requests information on the historic and forecasted trading position, sales pipeline, sources of funding, future impacts on share ownership and directors / promoters remuneration.

2.10 Tab 14 - Company Declaration by Authorised Officer

Please complete the declarations as requested by selecting the YES/NO prompt as appropriate and entering the name of the Authorised Officer of the applicant company.

2.11 Tab 15 - Review and Submit

The online application tracks the fields yet to be completed. When all fields are marked as complete, the application should be carefully reviewed for accuracy and then submitted by using the Submit button. A confirmation email will be sent to the email account specified for the Company Contact. The email will contain important information concerning any documents still to be submitted. The application is not complete until all the required additional documents have been received. A further email confirmation will be sent once all documents have been received and checked for eligibility.

Appendix 1 - Definitions

Definition of small and medium-sized enterprises (extracted from Commission Recommendation 2003/261/EC of 6 May 2003)

1. The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.
2. Within the SME category, a small enterprise is defined as an enterprise which employs fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 10 million.

A company that exceeds the upper limits of the Medium Enterprise is automatically classed as a Large Enterprise.

Appendix 2 - Footnotes

Secondment – Loan of Qualified Personnel:

For Small and/or Medium Sized Enterprises a portion of the cost of the loan of qualified personnel seconded to the applicant company is eligible. Up to a maximum of 50% of salary costs, for up to three years, in addition to agreed recruitment costs incurred by the Company, are eligible. Secondment describes the temporary employment of a person by the applicant company for an agreed period of time after which the person has the right to return to his/her previous employer. The maximum salary on which this % is based will be determined by the Approving Committee. The person may be seconded from a research organisation or a large enterprise to the SME company, and the seconded person must be employed in a newly created function, must work on research, development and innovation activities and must have been employed for at least two years in the research organisation or large enterprise.

Appendix 3: Right to Appeal

All clients have the right to appeal by contacting their DA to discuss committee decisions, or by appealing to the Secretary to the Board.

<https://www.enterprise-ireland.com/en/About-Us/Services/Client-Charter>