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Commercialisation Fund Programme Frequently asked questions

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Commercialisation Fund Programme On-line system -Frequently Asked Questions

Section 1-How to use the online system

What do I do if I am having problems with the on-line system?

- Email our **Commercialisation Fund Help Support**: help.cf@enterprise-ireland.com please email the following information to us:

  a. Email address you use to log into our system, name of your Institution and your application reference number (number associated with your application e.g. CF-2015-0001).
  b. Name of the web browser you use (e.g. Internet Explorer, Chrome, Firefox, Safari etc.) and if possible the version.
  c. Computer operating system you use e.g. Microsoft Windows, Mac OS X, Linux etc.
  d. Sequence of steps that led to the issue.
  e. Screenshot of the issue or error message.

Where can I find guidance on how to use the on-line system?

- You can access webinars at www.enterprise-ireland.com/commercialisationfund that will guide you in using the online system and in preparing CF support applications
- Go to the 'Guidance link' on your user portal/workbench and you will be able to access Guidance documents, the programme reference document and an FAQ document

How do I register as an applicant on the system?

- Go to https://enterpriseireland.smartsimple.ie
- You will be presented with the login page.

- Click 'here to register'. You will be presented with a registration form which you must complete
- An email with instructions on how to login and a password will be sent to you. You will need to change your password the first time you login to the system.

How does a Technology Transfer Officer or Research officer get an account on the system

- Contact help.cf@enterprise-ireland.com with your email and contact details
- The system administrator will set you up on the system
- You will receive an email with your system login and password

I have forgotten my password, what do I do?

- Click on 'forgot password' and the on-line will email a new password
- Login again with your email address and the new password which is are advised to change once you login to the system

I requested a password but didn't receive it?

- Check your spam folder in case the email with your password was delivered there
- Check with your IT department to check if the institution firewall may have prevented delivery of the email
- Email our **Commercialisation Fund Help Support**: help.cf@enterprise-ireland.com to let us know that you have not received your password and we will follow up
- Add the email address 'noreply@enterprise-ireland.com' to your safe/trusted contacts list

What deadlines apply to applications to the Commercialisation Fund programme?

- **Commercial Case Feasibility Support-**No Deadline applies-you can submit an application anytime
- **Commercialisation Fund Project Support-Published Call**-2 Calls per year. Each Call has two deadlines-Deadline 1: Applicant Submission Deadline 2. Lead institution endorsement deadline-5 working days after the applicant deadline
- **Commercialisation Fund Project Support-Invited Call system**-No Deadline applies. The lead applicant will normally agree a timeframe for proposal submission with the EI Commercialisation Specialist advisor.

What is a PIN number and where can I find it?

- The PIN is a system generated number that is unique for each user in the system.
- When you login to your portal/workbench go to the 'Profile' menu option and open your profile and you will find your PIN in your contact details.
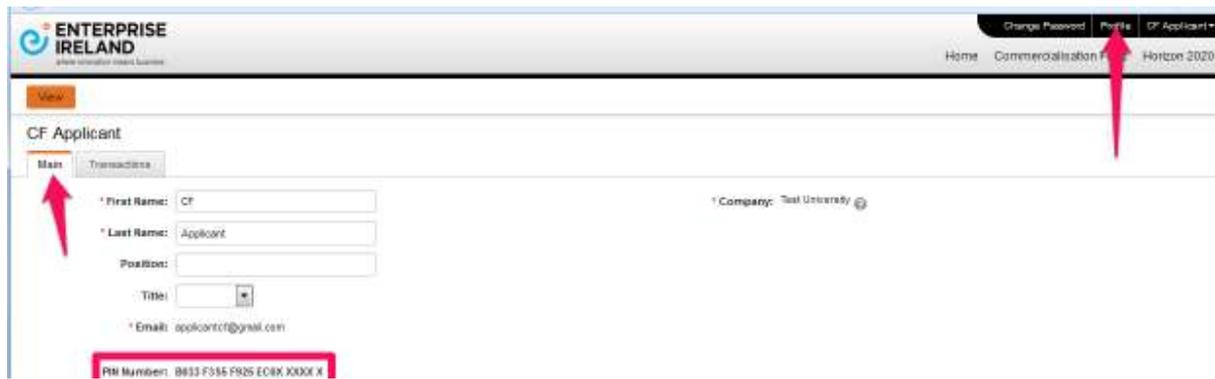
What is a formal collaborator and how do I add one to my application?

- A formal collaborator is a researcher in your institution making a significant contribution to the project
- A formal collaborator is a researcher in another institution requesting budget from the project.
- To add a formal collaborator to your proposal you need to:
- Request that the researcher provide their PIN number to you if they have an account on the on-line system. You can use their PIN and surname to add them as a formal collaborator to the application

Or

- If the researcher doesn't have an account on the system, request that the researcher provide their contact details to you and you can fill out a registration form for them and an account will be set up for them on the system and they will be assigned automatically as a formal collaborator to the application

What does the formal collaborator (FC) do to prepare the application?

- FC has full visibility of and access to the application once assigned to the application by the lead applicant
- If the FC is from an institution other that the lead institution, the FC must assign a TT advisor to the application
- If the FC is from an institution other that the lead institution, the FC must complete a budget for each stage of the project the FC institution is participating in
- FC can edit all sections(except the lead and other FC institution budgets) of the application and therefore can contribute to the application preparation
- The FC cannot upload the final Technical and Commercial Information section PDF, the lead applicant must upload it
- For submission of the draft application, If the FC is from an institution other that the lead institution, the FC must download the signature page template from the draft application and sign it and get it signed by the institution TTO and RO and upload the signed signature page as a PDF to the application

What is a collaborator and how do I add one to my proposal?

- A collaborator may be a researcher in an institution that is providing informal support for the project but not seeking budget from the project.
- A collaborator may be another person not based in an institution that is providing informal support for the project but not seeking budget from the project.
- To add a collaborator to your proposal you need to:
- Request that the researcher/other provide their PIN number to you if they have an account on the on-line system. You can use their PIN and surname to add them as a collaborator to the application

Or

- If they do not have an account on the system request that the researcher/other provide their contact details to you and you can fill out a registration form for them and an account will be set up for them on the system and they will be assigned as a collaborator

What does the collaborator do to prepare the application?

- The collaborator will be listed on the CF application and on the user portal/workbench, the project title will be listed.
- The collaborator will not be able to open or view the CF application on-line but has the option to contact the lead applicant to follow up on the application
- If the lead applicant decides to share the application off-line with the collaborator, the collaborator can provide feedback on the application.

Can a researcher switch from the collaborator to formal collaborator role and vice versa?

- If you have set up a researcher as a collaborator and want to change them to the formal collaborator role you must first remove them as a collaborator from the application –by clicking the 'remove' button provided beside their name on the on-line application
- You will need to use the PIN number they provided you with to set them up as a collaborator on the system to now set them up as a Formal collaborator

Or

- Where the researcher has provided you with their contact details and you used these to set them up as a collaborator on the system you will not have access to their PIN number-you will need to request that they provide the PIN number to you and you can then set them up on the system

Who has access to my application and how can they contribute to its preparation?
The following roles have access to the application and can contribute as follows:

- **Lead applicant-**overall responsibility for the application preparation, its co-ordination between contributing parties and its submission, can edit all sections of the application and can share the application off-line with collaborators if desired. The lead applicant can share the word version of the

'Technical and Commercial' section of the application with relevant roles/individuals off-line to seek their input and comment on this section of the application.

- **Formal collaborator-**application is presented on formal collaborator w/bench once they are assigned to the application. The formal collaborator can edit all sections of the application except lead and other formal collaborator budgets. The FC cannot upload the final 'Technical and Commercial' Information pdf to the application. The formal collaborator must upload the signed signature page from the institution to enable the lead applicant to submit the draft application for lead institution approval by the lead institution TTO and endorsement by the lead institution Research Office

- **Collaborator-**A collaborator does not have access to the application in preparation-they will be presented with the title and lead applicant name of an application that they have been assigned to as collaborator. The lead applicant can choose to share the application in preparation off-line with a collaborator/s and seek comment and feedback from them off-line.

- **TTO advisor/s-**TTO advisors in the lead and if relevant formal collaborating institutions have visibility on the draft application once they are named as TT advisors on the application. The lead applicant and formal collaborator also have the option to notify the TTO advisors at any stage during application preparation to request a review of the draft application. The TTO advisor can review the draft application on-line but cannot edit the draft application. The TTO advisor can provide comment and feedback on the draft application to the lead applicant and where relevant the formal collaborator off-line. A TTO advisor in a formal collaborating institution must sign the signature page presented for signature by the formal collaborator to indicate the TTO approval of the institution participation in the application as a formal collaborator. The lead institution TTO advisor must review and if appropriate approve the draft application for submission.

- **EI-CS advisor:** The lead applicant has the option to nominate an EI-CS advisor on the application. The EI-CS advisor does not have visibility of the draft application until the lead applicant notifies the EI-CS to review the draft application. The EI-CS can provide feedback on the draft application off-line to the lead applicant. For selected application/s the EI-CS may progress the application/s for review by a relevant Director as a prospect for invitation to the CF programme.

- **Research Office:** The research office in the lead and formal collaborating institution have visibility on the application once the lead applicant has started to create the application. The lead applicant and formal collaborator can notify their research offices to review the draft application including the draft budget. The ROs can provide feedback off-line on the application/budget. The lead institution RO must endorse the application for submission while the RO in the formal collaborating institution must sign the signature page to indicate the formal collaborating institution approval to submit the application.

What does the system do when I notify the TTO, the CS advisor and Research office?

When you notify any of these roles by clicking the 'notify' button, the system sends the role an email to alert them that you are requesting that the role review your draft application.

Can I exceed the word and page limits in the application sections?

You cannot exceed the stated word or page limits in any section of the application. You will be prevented from submitting your application if you exceed word or page limits for any section of the application where word or page limits apply

- **Executive Summary-**Word limit is 750 words to include all the information requested by the executive summary content bullet points. The system will allow you to paste in >750 words into the 'Executive Summary' field-the word count will change to red and include a minus symbol when the 750 word limit is exceeded. When you go to submit an application where the executive summary is greater than 750 words you will be prevented from submitting the application.
- **Technical and Commercial Information Section-**Page limit 10 pages-you cannot exceed 10 pages for this section. For each heading within the section-a page limit is indicated-this is for guidance and you have flexibility to exceed a page limit here if needed provided the overall page limit of 10 pages for this section is not exceeded. The system will allow you to upload a pdf of the Technical and Commercial Section exceeding 10 pages but you will not be able to submit the application if the 'Technical and Commercial' section pdf is >10 pages
- **Resubmission Appendix-**Page limit is 5 pages-you cannot exceed 5 pages for this section. The system will allow you to upload a pdf exceeding 5 pages for this section but you will not be able to submit the application
- **CVs-**The page limit for each CV is 2 pages. The system will allow you to upload a pdf exceeding a 2 page CV but you will not be able to submit the application

What is the difference between a standard and a key deliverable?

- **A standard deliverable** is any measurable, tangible, verifiable outcome, result, or item that must be produced to complete a project or part (stage) of a project.
- **A key deliverable** is a critical technical and/or technical deliverable that defines a critical point in the project which determines the technical and/or commercial feasibility of the project.

How detailed should the tasks of the Work-package be?

A task should be detailed sufficiently so that a reviewer can understand the work to be performed. Typically tasks would require a couple of lines to describe them.

How is pension calculated?

Pay costs have been set up on the on-line system to include pension at 20% of salary for those institutions that are eligible to request pension from the project. Where an institution is not eligible to request pension for Pay costs, no pension will be included by the system. You can check with your RO regarding eligibility of the institution to have pension included as part of Pay costs.

How do I add multiple letters of support?

The system currently allows a single file to be uploaded using the 'Upload' Button for 'Letters of Support'. To upload multiple letters of support, the lead applicant must compile the 'letters of support into a single document-create a pdf of the 'letters of support' and upload the complied 'letters of support' as a single pdf using the 'upload' button

When does the formal collaborator upload the signature page?

The formal collaborator must upload a pdf of the signature page signed by the formal collaborator, the TT advisor and a research officer in the formal collaborator institution before the lead applicant submits the application for lead institution TTO approval to submit and lead institution RO endorsement. The formal collaborator does not need to submit a hard copy of the signature page.

Does the lead institution have to upload a signature page?

No, the lead institution does not need to upload a signature page. The approval to submit and endorsement of the application by the lead institution is achieved when the lead applicant submits the draft application, when the lead institution TTO approves the application for submission and when the lead institution Research Office endorses the application. The email addresses and the time each role actioned the submit, the approve and endorsement of the application is captured on the signature page of the compiled application form pdf. The lead institution does not have to upload a signature page.

Does the lead institution need to submit a hard copy of the application?

No hard copy of the proposal is required.

What do I do if I Inadvertently click 'submit' button?

If you inadvertently click submit button you can email the help desk help.cf@enterprise-ireland.com and we will change your project back to 'draft' status if it appropriate to do so.

Is it possible to delete application from the system

No currently it is not possible to delete an application from the system currently. However where you have a 'draft' application that has not been modified in the last 6 months it will be archived and for applicants the 'archived application/s' can be viewed in an 'archived tab' on the applicant portal.

Section 2: Guidance on preparing a CF project Support application

Who can apply for Commercialisation Fund Support?

All researchers including staff on contract in 3rd level institutions (e.g. post-doctoral scientists) and non-profit research organisations and agencies in the republic of Ireland can apply. Collaborators from Northern Ireland can be included provided they have their own funding.

Can a company apply to the Commercialisation Fund Programme?

No. Companies are not eligible.

What if my contract is due to end before the project is completed?

In instances where a researcher's contract terminates prior to the completion of the project, Enterprise Ireland will continue to support the project subject to the renewal of the researcher's contract to at least the end of the project or relevant project stage.

Can a researcher on contract be a lead applicant on a proposal?

Yes, but the research office must indicate when endorsing the application that the proposal is supported by the head of department/research institute or equivalent. If the proposal is successful then the institution will need to agree to extend the applicant's contract for the project period for which they will be funded.

Can Masters or PhD researchers be supported under the Commercialisation fund Programme?

Due to the staged structure of projects this support is typically not a suitable fund to support either Masters or PhD students. Please note that Masters and PhD fees will not be considered an eligible expense.

What is the timetable for submitting applications to the Commercialisation Fund Programme?

There are two published calls for CF fund project support annually. The Call close dates are published on the website- www.enterprise-ireland.com/commercialisation and on the applicant/researcher portal/workbench (in the on-line system).

Additionally, proposals can be invited at any time by the Director of the relevant Technology Directorate (Lifesciences and Food Commercialisation, Information and Communication Technologies Commercialisation, Manufacturing, Engineering and Energy Commercialisation) for submission to the programme. Invited proposals may include:

- Resubmissions from a previous call where the proposals have been strengthened based on the panel comments and the Director is satisfied to invite the proposal for submission.
- Proposals where the commercial case for the innovation has been well developed through interaction with the Technology Transfer Office or equivalent office and Enterprise Ireland and the Director is satisfied to invite the proposal for submission.

Applicants who wish to investigate the potential for their proposal to be invited for submission must actively engage with their Technology Transfer Office or equivalent office in preparing the proposal. An Enterprise Ireland Commercialisation Specialist will advise the TTO and the applicant on what criteria the proposal needs to meet before it can be considered by the Director for invitation for full submission. For advice on "invited proposals" the following can be contacted:

Enterprise Ireland Contacts:		
Life-Sciences & Food	Majella Maher	Tel: 091 735927

		majella.maher@enterprise-ireland.com
Information & Communication Technologies	Gerard Lande	Tel: 087 7778317 gerard.lande@enterprise-ireland.com
Manufacturing, Engineering and Energy	Paul Butler	Tel: 061 777049 paul.butler@enterprise-ireland.com
Commercialisation Fund Programme Manager	Una Moran	Tel: 01 7272692 una.moran@enterprise-ireland.com
On-line System Administrator	Ann Carolan	Tel 01 7272374 ann.carolan@enterprise-ireland.com

How do I apply to the Commercialisation Fund Programme?

You are advised to contact your Technology Transfer Office and Enterprise Ireland through the contacts listed above at least 1 month before you commence preparation of your proposal.

In advance of submitting an application to the Commercialisation Fund Programme, you are advised to read the Commercialisation Fund Programme Reference Document which details the Programme Objectives, Funding supports, Timetable, Administration, Evaluation and Approval Processes and Conditions of Funding.

An on-line system is available for submitting CF project support applications to the CF programme at www.enterprise-ireland.com/commercialisation. Register and create an applicant/researcher account on the on-line system. Follow the guidance provided in the 'Help' menu and on the on-line application form to create and submit your application on-line.

Will the Commercialisation Fund support early stage investigations?

The Commercialisation Fund is specifically not intended to fund basic research projects focused on very early stage investigation. However, the Fund will fund development of innovations at all stages in the commercial pipeline to a point where the innovation can be commercialised.

Ideally projects will provide some evidence of technical feasibility e.g. preliminary prototype, evidence of compatibility with existing industrial processes, scalability. It is also expected that applicant/Project team will have some understanding of Intellectual Property or patent landscape relevant to the innovation. As an application requires the applicant/project team to articulate the commercial case for the innovation, an understanding of the market and validation of a need for the innovation in the market through engagement with end-users and customers is expected.

What is meant by 'Technology Area'?

Enterprise Ireland evaluates proposals under three technology/innovation areas:

- Life Sciences & Food

- Information & Communication Technologies

- Manufacturing, Engineering and Energy

On the on-line application you must select the Technology/Innovation area you consider most relevant to your proposal. Enterprise Ireland will use this to select the most appropriate evaluation panel for your proposal.

Explain what is meant by 'a project organised in stages'?

Proposals to the programme must structure project workplans in stages comprising 1-3 sequential stages depending on where the innovation is in the commercial pipeline and the amount of commercial and technical work required to develop a licensable innovation.

Each project stage will typically last 12-18 months and cost approximately €100K and it is expected that the commercialisation of the innovation will run in parallel with its development.

Proposals can include:

- Early development of a scientific concept submitted as a single-stage project.
- A multi-stage project including where relevant early stage research performed in stage 1 of the project where a timeframe of up to 36 months is required for development of an innovation.
- For an innovation that is close to market a project will typically consist of 1 stage only with the expectation of licensing within 2 years.

It is envisaged that staging will occur as follows:

Example 1: An applicant has a research concept for a technology that has commercial potential and it requires 12 months work to perform early stage development or develop a prototype or investigate the commercial viability of the concept. The Applicant submits a project consisting of a single-stage of 12 months work. If approved, EI will issue a contract to the College for a duration of 12 months. The applicant will need to reapply for funding to develop the technology further.

Example 2: A technology under development requires 36 months work to be license ready. The Applicant submits a project consisting of 3 sequential stages. At the end of each stage, there are go/no go deliverables. If approved, EI will issue a contract to the College for the project. Grant payment will be phased and linked to each stage. Continuation of the project to the next stage and release of funding for the next stage will be linked to the achievement of agreed key (go/no go) deliverables for the preceding stage.

Example 3: A technology under development requires 12 months work to be license ready. The Applicant submits a project consisting of a single-stage of 12 months work. If approved, EI will issue a contract to the College for a duration of 12 months.

What level of funding is available for projects?

Enterprise Ireland expects to fund projects ranging in costs typically from €80,000 to €350,000. Projects with costs outside this range will be considered on a case by case basis. Single-stage projects are envisaged to have project costs of typically €100K approximately for timeframe of 12-18 months

while multi-stage projects will typically consist of 2 or more sequential project stages, with each stage lasting 12-18 months with costs per stage of typically €100K approximately.

Are collaborative projects encouraged?

The Fund allows for collaboration where the experience and expertise of two or more institutions will bring significant added value to the achievement of a project output that would not otherwise be possible. However, collaboration is not of itself an objective of the Fund.

What are 'Letters of Support'?

Letters of support which clearly indicate the value of the proposed innovation to an end-user/industry can be included in the application. These can be uploaded to the on-line application using the 'letters of support' upload button on the 'other information' tab of the on-line application form.

Letters of support should preferably be provided by commercial parties/individuals who have relevant commercial/technical insights and were/are acknowledged participants in the target marketplace value chain for the proposed innovation. Ideally, the letters of support would reflect some or all of the following:

- meaningful discussions /meetings between the letter writer and the lead applicant that establish awareness and acceptance of the validity of the commercial/technical assumptions outlined in the project proposal.

- the commercial parties willingness to engage in (itemised) support activities that will meaningfully progress the commercialisation of the innovation; where this is the case then the commitments made in the letter of support should be reflected in the relevant work package of the project plan.

- the potential for the letter writer to be a potential trial partner for further validation of the innovation; where this is the case then the commitments made in the letter of support should be reflected in the relevant work package of the project plan.

Can Enterprise Ireland provide access to market Information?

Enterprise Ireland can provide applicants with access to market research resources to investigate the market potential for their CF projects. The applicant **must request access to** these resources through the TTO or equivalent office or the Commercialisation Specialist assigned to the institution or sector.

Who needs to sign the application?

In the on-line application system, the lead applicant, TTO Case Manager advisor and the Research Office sign off the application on-line as part of the on-line submission process. Where a CF project Support application involves a formal collaborating institution, the on-line submission process requires the formal collaborator to download a signature page to be signed by:

- **The formal collaborator** and if relevant other researchers in the institution contributing to the project
- **The authorised officer in the formal collaborating institutions:** This is the VP of Research or equivalent in the institution.
- **The authorised technology transfer officer in the formal collaborating institution:**
  This is the Director of Technology Transfer, the Industrial liaison Officer or equivalent in the institution.

Once the signatures are obtained the formal collaborator must PDF the signature page and upload it to the on-line application form

How are projects evaluated?

The evaluation process is designed to be fair, transparent and rigorous and to select projects for funding that best meet the objectives of the Fund.

Proposals will be treated in confidence and external evaluators reviewing proposals will have confidentiality agreements in place with Enterprise Ireland.

Proposals will be evaluated by a minimum of two evaluators including at least one external evaluator. The evaluation assesses a number criteria including:

Innovation and Technology Development

- Level of Innovation
- Technical Feasibility

Commercial Opportunity

- Size of the opportunity
- Validation of the market

Exploitation and Economic Impact

- Opportunity for Ireland
- Route to exploitation

Project team, Workplan and Management

- Skills, resources and capability to deliver the project
- Project plan and deliverables

Project Costs

- Value for money

The lead applicant may be contacted during the evaluation and approval process if clarification on their application is required.

Proposals and evaluations are considered by review panels comprising for published calls relevant external experts chaired by the head of the relevant Enterprise Ireland Technology Directorate. The lead applicant may be contacted by arrangement during the panel meeting if the panel require clarification on the proposal. The panel decide the consensus funding recommendation for proposals. The panel will submit funding recommendations, along with any funding conditions and/or budget changes, to the Industrial Research and Commercialisation Committee (IRCC) for decision.

When will I know the outcome of my application?

For applications submitted to published calls, it is expected that projects will be presented for decision to IRCC approximately 3 months after the closing date for applications. For invited applications, these will be presented on a case by case basis after evaluations are completed to the next relevant IRCC meeting. The Enterprise Ireland Commercialisation Specialist will be able to advise the applicant on the timeline to a funding decision for an Invited proposal.

Will I get feedback on my application?

Yes, feedback will be provided to applicants of both successful and unsuccessful projects. This feedback include the compiled evaluations and the panel comments and recommendations. Applicants will receive feedback after their project has been presented to the Industrial Research and Commercialisation Committee and they have made a decision on the project. The TTO case Manager or equivalent is also provided with a copy of the feedback.

For successful Commercialisation Fund Support projects how will project performance be reviewed?

For approved projects, when the contract/grant agreement is being prepared, Enterprise Ireland will agree with the lead applicant and host institution, the deliverables for each project stage and the timeframe for these. For multi-stage projects, key (go/no go) technical and/or commercial deliverables that are quantifiable and can be achieved by the end of the project stage will be agreed between Enterprise Ireland and the applicant and host institution.

The lead applicant and collaborators (if relevant) will be asked to submit a report to Enterprise Ireland at the end of the project stage. The Enterprise Ireland commercialisation specialist case manager from the relevant technology directorate will review the performance of the project stage based on the report and meeting with the project team to discuss progress in the context of the agreed key (go/no go) technical and/or commercial deliverables. They will decide if the project stage delivered the agreed outputs and on that basis whether funding for the next stage should be released.

Can I publish my research?

The primary purpose of the Commercialisation Fund is to produce innovations with the potential for exploitation in Ireland. Therefore, the protection of intellectual property and the exploitation of results must never be prejudiced by publication or disclosure. Applicants must discuss with their TTO any intention to publish the work and the TTO will have the final decision on whether publication is possible or needs to be deferred in the interests of protecting the IP or enabling exploitation of the project outputs.

Section 3-Guidance on preparing a Commercial Case Feasibility Support application

What is the difference between the Enterprise Ireland Commercialisation Fund Commercial Case Feasibility Support and the SFI TIDA Feasibility Support?

The Enterprise Ireland Commercialisation Fund Commercial Case Feasibility Support is designed to fund a short (up to 3 months) project to scope the commercial case for an innovation to determine its commercial viability in advance of submitting a standard Commercialisation Fund Project application to the programme. It is not designed to fund laboratory research except on a case by case basis where creation of a small demonstration or prototype is strongly justified.

The SFI TIDA Feasibility Support is designed to fund projects to perform early stage research to investigate the technical feasibility of a project concept or idea and to explore its commercial potential.

What types of activities are funded in a Commercial Case Feasibility Project?

Funding for Commercial Case Feasibility Support is provided to a researcher in partnership with the Technology Transfer or equivalent office to scope and develop the commercial case for the innovation in advance of submitting a standard Commercialisation Fund Project Support application. **Researchers who have not had funding previously from the Enterprise Ireland Commercialisation Fund Programme are particularly encouraged to consider this support**.

Funding is provided to engage external consultants or domain experts to undertake the following activities as required for an innovation/project idea:

  i.   Market analysis and validation.
  ii.   Profile competitor landscape.
  iii. Perform patent landscaping and develop the IP strategy.
  iv.   Investigate potential routes to exploitation to the economic benefit of Ireland.
  v.   Understand the regulatory issues or other barriers/hurdles.
  vi.   Create a small demonstration or prototype **(case by case).**

This support is not designed to fund laboratory based research except in exceptional cases where the creation of a small prototype or demonstration will add significant value to the commercial case.

While researcher salary costs may be funded for the prototyping activity it is not envisaged that the researcher salary costs will be funded to undertake other project activities.

Where funding is requested for patent landscaping, the researcher must show some evidence that an initial patent search has been undertaken, the findings of which provide the basis and rationale for the inclusion of this activity in the Feasibility project. This information will also provide a brief for the patent attorney.

Please note that for sub-contracted project activities, national and EU procurement requirements where applicable must be adhered to. Consultants/Suppliers should not be named until College Procurement is complete.

What level of funding is available for projects?
Enterprise Ireland envisages funding projects with costs ranging from €10,000-€15,000.

What are the recommended daily rates for consultants?
Typical daily rates that Enterprise Ireland expect to see requested for consultants to be engaged for feasibility projects will be in the range of €450-€750+vat. While a maximum daily rate of €900+vat exists, Enterprise Ireland would only expect to fund at this rate in exceptional circumstances where a highly specialised consultant is required for a very specific project task.

Who can apply for funding?

For applications for Commercial Case Feasibility Support, **the researcher must partner with their Technology Transfer or equivalent office** to prepare and submit their application. This team must consult with a relevant Enterprise Ireland Commercialisation Specialist when preparing the application. All researchers including staff on contract in 3rd level institutions and non-profit research organisations and agencies in the republic of Ireland can apply.

Can a company apply to the Commercialisation Fund Programme?

No. Companies are not eligible.

Can Masters or PhD researchers be supported?

The Commercial Case Feasibility Support will fund 3 month projects and will not support Masters or Ph.D students.

What is the timetable for submitting applications?

An open call system operates and applications can be submitted at any time to the programme.

How do I apply for a Commercial Case Feasibility project?

An on-line application system is available at https://enterpriseireland.smartsimple.ie for application preparation and submission

Before commencing the application on-line **you must** consult a relevant Technology Transfer office case manager or equivalent in your institution and an Enterprise Ireland Commercialisation Specialist and they must agree to be advisors on your application.

Please contact the following if you require additional information:

Enterprise Ireland Contacts:		
Life-Sciences & Food	Majella Maher	Tel: 091 735927 majella.maher@enterprise-ireland.com
Information & Communication Technologies	Daithi Power	Tel: 021 4800238 daithi.power@enterprise-ireland.com
Manufacturing, Engineering and Energy	Ann Dooley	Tel: 01 7272680 ann.dooley@enterprise-ireland.com

Commercialisation Fund Programme Manager	Una Moran	Tel: 01 7272692 una.moran@enterprise-ireland.com
On-line System Administrator	Jennifer Malone	Tel 01 7272690 jennifer.malone@enterprise-ireland.com

How are projects evaluated?

The proposal will be evaluated in Enterprise Ireland. The criteria for evaluation will include:

a) Relevance of the tasks of the feasibility project to the development of the commercial case in a CF project support application.
b) Strength of planned industry engagement.
c) Track record of the Applicant.
d) Level of interaction between the applicant and the TTO or equivalent office.

The expected timeframe for evaluation is approximately 1 month. Proposals will be approved for funding by the Director of the relevant Technology Directorate (Lifesciences and Food, ICT, Manufacturing, Engineering and Energy Commercialisation) in Enterprise Ireland.

When will I know the outcome of my application?

A decision on your application should be communicated to you within 1 month approximately from the date of submission of your application.

Will I get feedback on my application?

Yes, feedback based on the evaluator's comments will be provided to applicants of unsuccessful projects.

What are the project deliverables?

The following project deliverables will be required:

1. A report on a standard report template provided by Enterprise Ireland and a copy of reports from external consultants engaged for the project.
2. Meeting(if requested) of the applicant with an Enterprise Ireland Commercialisation Specialist and TTO Case Manager or equivalent to discuss a follow-on submission for Commercialisation Fund Project Support.
3. Submission of a follow-on Commercialisation Fund Project Support Application. It is expected that the applicant will extract the requisite information from consultant and other reports obtained in the feasibility project to complete relevant questions in the 'Commercial and Technical' information section of a CF project support application.