An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

PROJECT MANAGEMENT

AND

PROGRESS REPORTING

GUIDELINES

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Introduction

The Department of Agriculture, Food and the Marine is responsible for the administration and management of the Food Institutional Research Measure (FIRM), the Research Stimulus Fund (RSF) and Programme of Competitive Forest Research for Development (CoFoRD). An

important part of this function involves the post-award monitoring of technical and financial progress on DAFM funded projects.

Project Coordinator

The Project Coordinator is responsible for:

- All reporting, requests and communication with this Department
- Maintaining good communication with collaborating institutions
- All aspects of the project management, including financial management and the timely submission of scientific and financial reports.
- Personal information collected as part of the processing and payment of Research Calls should be obtained and processed in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Initial Project Progress Reports

Reporting requirements

The requirement for reporting at this stage of the project is a brief summary of progress for the **six month period after the project start date** (as per contract). This should include, start date, staffing, tasks started and issues encountered to date. In certain circumstances more detail may be requested from the coordinator, this will be on a case-by-case basis.

Please complete the general information as requested:

- Project Title
- Project Coordinator
- Lead Institution
- Names of the Collaborating Institutions
- Project's original start and completion dates (as per contract)
- Please include the **actual** start and completion dates (project duration must not be altered).

Expenditure for each institution involved

Please detail indicative expenditure amounts for each institution for the first 6 month period.

DAFM funded Staff/Students recruited as per approved proposal

Please list the names of all staff recruited (e.g. post-doc, temporary, post-grad etc), the institution where they are affiliated, nationality, gender, category (codes detailed below the table) and start date. This information may be used for statistical/reporting purposes.

Summary of steps taken to recruit DAFM funded Staff/Students due to start within 6 months of start date but have not yet started

Please list the posts which were due to start within initial 6 months of the approved initial start date but have not yet started. Please specify when position was advertised, interview dates and expected start dates.

Recruitment issues identified

Please list the posts which have been identified in 2b. and submit an explanation for <u>each</u> vacant post.

Equipment

Insert Equipment description if purchased and the month number it was purchased in (Month 1 is start month of project).

Task Information

This section is designed to give an overview of the tasks in terms of the status and the start month numbers as per the approved proposal. All task information should reflect the wording of the approved proposal. Task status should be defined as either: (a) not yet started, (b) on-going or (c) completed.

Summary of any problems encountered/ anticipated/ addressed in all aspects of the project, including work programme, budget etc.

Any deviations from that outlined in the approved proposal <u>must</u> be notified to this Department. If you have encountered problems relating to the work programme, budget etc. they can be detailed in this section[1].

The Project Coordinator must sign and date the document.

Scientific Project Progress Reports

The following guidelines should be noted:

Research Work

Any changes to the research work that causes it to deviate from that outlined in the Task descriptions in the approved proposal <u>must</u> be notified to this Department IN ADVANCE, IN WRITING and MAY NOT BE IMPLEMENTED WITHOUT PRIOR PERMISSION.

Reporting requirements

Full Project Progress Report (PPR) will be requested by DAFM. The first reporting period commences from the actual start date of the project e.g. if the project start date is 1st December 2016, then the 1st PPR covers the period 1st December 2016 to 30th November 2017.

The PPR is primarily intended to assist this Department in determining whether or not the project:
(i)   is on-schedule,
(ii)   is being carried out according to the approved proposal (i.e. original or subsequently modified proposal as sanctioned by this Department) and
(iii)   Budget is being spent appropriately.

Every Project Progress Report (PPR) received by this Department is comprehensively evaluated and an evaluation report completed. This evaluation may give rise to queries that must be answered by the project co-ordinator in a timely manner (a revised Project Progress Report must only be submitted when requested by DAFM).

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[1] **Please Note:** As per normal practice this Department must be notified **in advance** of any modifications that may be necessary in future periods. Failure to do so may result in financial deductions.

If the PPR is late, incomplete, there is less than adequate information supplied, or the project is poorly managed, this Department may choose to exercise one or more of the following options:

- Return the report for re-submission.
- Request further information.
- Withhold funding pending a satisfactory response.
- Impose financial deductions.
- Revoke the award and cancel the project.

In all cases the Project Co-ordinator will be informed, in advance and in writing, of the action being taken by this Department.

A summary of each project will be requested on an annual basis. This will be used for dissemination purposes on the Department of Agriculture, Food and the Marine website. A template for this purpose will be emailed to all coordinators to be completed within a specified timeframe.

A comprehensive Final Project Report (FPR) will also be required. This will be requested by DAFM following evaluation of the last PPR. 20% of the grant will be withheld until the FPR is accepted by this Department and the project has been deemed satisfactory.

Deductions
Deductions may be imposed for non-compliance with this Department's reporting requirements. Deductions of up to 5% of the total budget may be applied under the following circumstances:

1. Failure to supply fully completed Progress Reports (including financial information) to this Department in a timely manner: that is, not later than 1 month after the end of the reporting period.
2. Failure to respond to queries/ issues within the specified timeframe.
3. Failure to supply the required information relating to expenditure/ financial issues within the Management Section of the Scientific and Financial Progress Report.
4. Failure to formally request changes in advance from DAFM, to the budgets or to the research work.
5. Failure to formally request in advance from DAFM, changes in the recruitment of staff other than the approved category, grade and pay scale.

If you have any queries in relation to the reporting requirements or other project queries please contact us at: research@agriculture.gov.ie

Completing Project Progress Reports

Description of the Project Progress Report (PPR) Forms (Scientific & Financial)

- The PPR captures details on the project <u>for the period under review</u> including response(s) to previous PPR if applicable.
- As well as information cumulatively on the entire project.
- **The Approved Project Proposal and Budget (task description, milestones, deliverables, staffing, expenditure categories etc) should be referenced when completing the Project Progress Report.**

The following guidelines should be used when completing the various sections

SECTION 1 Overview of Period Under Review

Project Dates

Use the drop down calendar to select the "Original Project Start Date" and the "Approved Project Completion Date". This date will be the date as stated on the contract award letter. In the event that the Start date has been revised **(this must be agreed in advance with this Department)** please select the revised approved start date using the drop down calendar. In the event that the completion date has been revised please select the "Revised approved completion date" using the drop down calendar, this date must be approved in writing by this Department before this section is updated.

Research Institutions Expenditure

Enter each Institution and the actual expenditure in this period under review.
Total the expenditure for all institutions; this must equal the total on the consolidated financial sheet

Task/ Workpackage Status

This section is designed to give an overview of the tasks in terms of the status. All task information should reflect the wording of the approved proposal. Enter the task number and the title as listed in the approved proposal. Under the Status, click on the cell and select from the drop down box the status of the task at the end of this reporting period (Not Yet Started/ Delayed/ Ongoing/ Complete/ Incomplete). If a task/ workpackage is delayed or incomplete a full justification/ explanation and proposed solution will be expected under Section 3 in the "Issues encountered" section of that particular Task.

Project Summary (Max 500 Words)

This section is specifically intended for use by DAFM in publicising ongoing research activities and, therefore, should simply provide a succinct summary (max words 500) of the project developments to date. The information provided in this section should outline, in **non-technical** language, with no references to tasks or work packages, the 'what' and 'why' of the research, paying particular attention to findings or outputs and/or outcomes that may be of interest to industry and other stakeholders. In the event that there is possible Intellectual Property and the coordinator does not want this information to be publicised

please highlight the text. This will avoid compromising the development of intellectual property.

Response to queries raised as a result of the last PPR
In the second and subsequent progress report submitted, the project co-ordinator must provide a response to any queries (financial, staffing and technical) raised by DAFM in evaluating the previous PPR. Please provide the corresponding task and milestone number where appropriate.

DAFM will review the report and will raise queries, if any, in the DAFM query box. When the review is complete DAFM will return the reviewed report to the coordinator. The coordinator will receive an email outlining the queries. The coordinator will provide a response in the Coordinator Response text box and resubmit the form. This process will continue until the query is satisfactorily addressed.

SECTION 2-11: Progress and Results achieved on each task for the period under review

This section is designed to give a succinct <u>overview</u> and <u>summary</u> of the status of the research being carried out on the project during the reporting period under review. Section 3 should only represent the period that is being reported on.

The template allows for six tasks, if there are more or less; copy or delete as necessary.

Use the drop down calendar to select the start and completion dates for the task/ workpackage, ensure that the dates selected are those in the approved proposal. Enter the task/ workpackage title as stated in the approved proposal.

Summary of Progress & Outcomes
This section is intended to assist this Department in determining whether the project is making appropriate progress relative to the task descriptions, that milestones and deliverables are being achieved, and that any problems or issues are flagged for attention. Information should be provided regarding scientific work carried out. Report progress made for the <u>period under review</u> beneath the heading of each milestone and deliverable as listed in the approved proposal. **Note: only provide an overview of progress, detailed information is not required but can be submitted in an appendix if so desired**.

Enter the milestone number and title as stated in the approved proposal and choose a status from the dropdown menu (Not Yet Started / Delayed / Ongoing / Complete). Under the heading "Summary of progress during the period under review", please enter the information relating to the period under review. Repeat this for each milestone; if there are more than four milestones in a task/work package please copy as necessary.

Summary of Deliverable Status
Please list the deliverable title as in the approved proposal and select a status from the drop down menu (Not Yet Started/ Delayed/ Ongoing/ Complete/ Incomplete).

Issues Encountered
In the event that any issues are encountered with any aspect of a task DAFM **must be notified in this section**, i.e. Delays experienced, issues encountered with the task work, unexpected research findings etc. If a task/ workpackage is delayed or incomplete a full

justification/ explanation and proposed solution will be expected in this section. Please list the milestone in question followed by the problem encountered and the proposed solution. Repeat this section as necessary.

Completed Task Synopsis 200
This section is only required to be completed when the task is <u>fully complete</u>. Use the drop down calendar to select a completion date for the entire task. Under the heading "Summary of Task Outcomes" please summarise the main outcomes of the task. Describe how these outcomes may be relevant to end users such as Industry, Policy makers, Farmers or Practitioners. Describe how the outcomes have added to the research base, e.g. developing skills, leveraging funding, infrastructures, capabilities etc.

Queries
The project coordinator must provide a response to any queries (financial, staffing and technical) raised by DAFM in evaluating the previous PPR. Please provide the corresponding task and milestone number where appropriate.
DAFM will review the report and will raise queries, if any, in the DAFM query box. When the review is complete DAFM will return the reviewed report to the coordinator. The coordinator will receive an email outlining the queries. The coordinator will provide a response in the Coordinator Response text box and resubmit the form. This process will continue until the query is satisfactorily addressed.

SECTION 12: Details of Modifications and Project Management

Information in this section should be reported cumulatively with information relevant to the period under review highlighted in bold text.

It is not intended to describe the research, but rather the <u>management</u> issues relating to staff, equipment and any other significant modifications or problems, etc. These sections are intended to explain and justify events that would otherwise give rise to queries from this Department, thus reducing the need for such queries and fostering an attitude of openness and transparency. Any deviation from the original plans for the period are therefore worthy of mention, such as loss of staff, equipment failure, under-spends / over-spends on budget categories during the period, costs incurred resulting from these modifications etc.

However, as some elements of project modifications and project management require prior DAFM approval before implementation (e.g. staff change/recruitment issues, significant task change etc,) DAFM must be informed immediately in such circumstances and they will be treated on a case-by-case basis. It should be noted, the onus is on the project coordinator to clearly demonstrate (with supporting documentation if requested) the necessity of the proposed amendment(s) and any measures previously taken to mitigate the impact on delivery of project tasks and completion date.

This section is sub-divided into four headings:

Staff
Report any problems/issues such as delays in recruiting, staff leaving and the reason, dates etc. This Department acknowledges that difficulties may exist in staff recruitment and

retention and will attempt to facilitate reasonable suggestions from the Project Co-ordinator to overcome these difficulties.

Approved Equipment

Report any changes / deviations from the approved project proposal. The type of equipment and the equipment budget may not be altered without a specific request to this Department in advance. However, we acknowledge that technological developments may render certain types of equipment obsolete, or result in the production of new technologies, and will therefore consider and attempt to accommodate all reasonable requests for changes to equipment within the approved equipment budget justified on these grounds. It must be noted however, that expenditure on equipment towards the end of the project will be automatically disallowed unless the Project Co-ordinator can satisfactorily demonstrate the mitigating circumstances, which caused the late purchase. Any changes that affect the project budget must be fully justified and accompanied by a revised budget sheet.

Other Significant Modifications or any other problems encountered/ anticipated

This section should be used to inform DAFM of any issue that may have a detrimental effect on the project budget, timeframe or outcomes. It should also detail any actions taken to counteract or minimise the effect of such issues on the project budget, timeframe or outcomes.

Task Modifications - The Department recognises that developments that could further improve the research can become apparent during the course of the project, and that research may be subject to problems, delays and may not always be successful. Changes to the tasks will therefore be considered providing they (i) are requested in advance (ii) improve the scientific rigour and (iii) do not cause the research to deviate significantly from the approved objectives (iv) are shown to be the most efficient use of available resources.

Budget Modification - Expenditure reported in budget categories may vary from that outlined in the approved proposal. Approved totals for each of the categories should not be exceeded. However, any modifications must be cost neutral, adequately justified, reasonable, timely and clearly explained in the management section of the PPR. There are two types of budget categories; 'Fixed' budgets and 'Flexible' budgets. The following rules apply regarding transfer of funds:

Funds may not be transferred between budget categories without advance permission from this Department and the submission of revised budget sheets as part of a Request for Change. Under no circumstances can the Total Grant Award or the overhead budget be increased.

Flexible Budgets categories are as follows:
- (1) Staff
- (2) Consumables
- (3) T&S

Fixed Budgets categories are as follows:
- (1) The total budgets for the project and institutions
- (2) Equipment
- (3) Other (i.e. subcontracting etc.)

(4) Overheads

(5) The budgets for staff, T&S and consumables have been combined & sub-totalled as per the award letter, and this sub-total is fixed.

If, during the project, it is likely that an agreed amount in one or more of these categories could be exceeded then revised budgets are required. The revised budgets must show actual expenditure to date (e.g. year 1, 2 & 3 if 3 PPRs have been reviewed to date) and planned reallocation of funds over the lifetime of the project. In the case where transfers between categories are required, the revised budget is required to show these accordingly.

However, *flexibility* in relation to the staff budget is limited by the fact that DAFM will only fund contributions to salaries of staff contracted to work on the project, commencing at the minimum point of the appropriate salary scale implicit in the original approved application.

Project Management and/or Advisory Groups

Please list, (with dates and attendees), any Project Management and/or Advisory group meetings held.

Management issues relating to the **period under review** must be highlighted, in bold type so that they can be clearly distinguished from what was reported in previous reporting periods. If there is nothing to report, then this should be indicated.

Training Courses
List by date, training courses attended relevant to the approved project tasks including any AFGDP modules. Include attendance dates and list of attendees.

All participants in the project must provide evidence of their engagement with the Epigeum training programme as soon as possible but in any event no later than one year prior to the scheduled completion of all projects other than desk studies.

Queries
The project co-ordinator must provide a response to any queries (financial, staffing and technical) raised by DAFM in evaluating the previous PPR. Please provide the corresponding task and milestone number where appropriate.
DAFM will review the report and will raise queries, if any, in the DAFM query box. When the review is complete DAFM will return the reviewed report to the coordinator. The coordinator will receive an email outlining the queries. The coordinator will provide a response in the Coordinator Response text box and resubmit the form. This process will continue until the query is satisfactorily addressed.

SECTION 13: Description of the Project Outputs and/or outcomes to date

This section is divided into:

Scientific
This dissemination includes Peer Reviewed Publications, Scientific/ Technical Articles/ Abstracts and National Reports and All other Dissemination activities (Conferences/ Workshops/ seminars/ media interviews and articles). Please ensure requested hyperlink for all entries is included.

Other Output/ Outcome/ Research Link/ Dissemination Activity not captured in the Excel Sheets.

Report any other research output, new research link, new collaboration or new dissemination activity if it cannot be captured appropriately in the Excel sheet.

Research Links

Report new Research Links with Research Performing Organisations (RPOs) in Section 7f 'Key Performance Indicators' of the excel sheets.

Innovation, Outputs and/or Outcomes Relevant to National Policy Formation/Delivery or of Public Good to Society, Commercial Links

Provide a brief description of any new product/ technology/ process/ policy that has arisen from this project. State whether the Innovation is fully developed or under development. Include details of any Industry links (name of company and nature of link) in 'Key Performance Indicators'.

Intellectual Property

Report any Intellectual Property information in 'Key Performance Indicators'.

Additional Research Funding Leveraged

Report any additional funding leveraged as a result of this award.

SECTION 14 Declaration

The Project Co-ordinator is responsible for ensuring the information reported in the Project Progress Report (PPR) is accurate. The declaration, and therefore the entire PPR, must be signed off by the Project Co-ordinator. Failure to provide necessary signatures will render the PPR incomplete & therefore unacceptable.

Finance Progress Report

Section 1-6 Salary, Consumables, Travel and Subsistence, Equipment and Other Costs.

The Project Coordinator is required to ensure that each RPO submits signed and stamped budget sheets for each Finance Progress Report (FPR).
The Finance Report can be downloaded and circulated to each RPO using the 'instructions' link at the top of the FlexiGrant project reporting tab. There is an option to upload these additional documents against each part of the report. Alternatively, the FlexiGrant Finance Report form can also be printed on completion and then signed, stamped by each RPO and uploaded against the FPR.

Expenditure should be listed by RPO. There are six columns for six periods. The previous approved budgets will be auto-populated, please review and ensure the accuracy of all figures.

Budgets: The Department will not pay in excess of the total approved project award. In addition, overheads claimed may not exceed that outlined in the approved award. Expenditure claimed in budget categories should not exceed totals from that outlined in the approved budget. For further details regarding changes to budget, see Section 4.3 'Other Significant Modifications'.

Overheads: Overheads for the FIRM/ RSF/ CoFoRD Calls must be inputted, these should be calculated at up to a maximum of 30% of the direct costs of the research funded by FIRM/ RSF/ CoFoRD excluding equipment and other costs. (Overheads of up to 25% apply on desk based studies).

Payments made by the Department will be based on the information supplied in these financial tables. Failure to present correct financial tables will result in payments being withheld.

Consumables: A consumable is defined as an item which is used up / expires / is exhausted over the duration of the project. All consumables should be necessary, and directly related to the carrying out of the project and must be separately identifiable. Please refer to the relevant Call Guidelines. **DAFM may request a copy of a selected number of invoices as part of the PPR evaluation process.**

Consumables costs must be reasonable and appropriate to the task work to be completed. **General laboratory supplies as well as subscription to scientific journals, publication costs, membership of institutes/societies, and advertisements are not allowable as consumables.**

Also, **registration for courses and training costs** are not allowed as Consumables. These should be included under 'Other' <u>only</u> if these were budgeted for and approved in the original budget.

Overheads: The overheads claimed in any reporting period should:
a) Be based on direct costs incurred during the reporting period,
b) Conform to the overheads rate used in the approved proposal.

Other: Details of cost incurred in the 'Other' category must be fully described and justified. Invoices must be submitted where relevant e.g. sub-contracted work, consultancy fees etc.

Staff Details

In the Staff Details section, please ensure all staff details (e.g. number of staff, Category Codes and pay scale) are consistent with the Approved Proposal and Budget Staffing Sheet.

Please complete the section as follows:

<u>**Permanent Staff and Contract Staff Paid from this project**</u>
- Enter the full Name of the staff member
- Select gender from the drop down list provided
- Select a category code from the drop down list provided – Category Codes are as follows:
  1. Permanent member of staff (not paid from the project) = **P**
  2. Post Doc (a person who has completed doctoral studies) = **PhD+**

3. Research Assistant (a person educated to degree level or masters level) = **RA**
4. Temporary (a person recruited for a short period of time) = **T**
5. Other (Any other category e.g. Summer student/ nurse/ doctor)= **O**

- Enter the start date in the format dd/mm/yyyy of each staff member on this project
- Enter the finish date only when the staff member is finished working on this project.
- Enter the staff number of all **paid** staff members; this will be required in order to approve payments. Staff numbers are not required for any staff **not** being paid from the project.
- Enter the person years contributed by each staff member during each reporting period. Example: one full year = 1.00, one month = 0.083 etc.
- Enter the costs associated with the staff member where applicable **(DAFM do not fund permanent staff members so these costs should be omitted).** The totals will be calculated automatically and are linked up to the financial sheets above.

When reporting please note the following example:
- If the budget approved salary for a Post doc researcher in Year 1 of the project is €37,121 for 0.8 person years, then the annual equivalent salary is €46,401 for 1 person year. If the Post doc researcher actually works for 0.6 person years then the salary claim on the financial reporting sheet should equate to 0.6 of €46,401 (€27,841 approx.).

Please Note:
- Allow for Annual Salary Scale point increases,
- Allow for additional annual costs to their budget, as an employer to provide for PRSI contribution and pension costs. The employers PRSI contribution is 10.85% and an employer's pension contribution charge of 20% of gross pa should also be provided for.
- In providing for salary costs RPO's should provide for known salary increases provided for in the Public Sector Stability Agreement until 1 October 2020.
- RPO's should also estimate amounts for likely pay increases after 2020 and provided for during the duration of the project. In this regard it should be noted that only where such increases are budgeted for will RPO's be able to claim for such amounts and in the event that such projected salary increases do not arise RPO's will not be able to include them as part of allowable expenditure on a project.

Students working on this Project
- Enter the full Name of the student
- Select gender from the drop down list provided
- Select a category code from the drop down list provided – Category Codes are as follows:
  1. Masters Student = **MSc**
  2. PhD Student = **PhD**
- Enter the start date in the format dd/mm/yyyy of each student on this project
- Enter the finish date only when the student is finished working on this project.
- Enter the student number of all paid students; this will be required in order to approve payments.
- Enter the person years contributed by each student during each reporting period. Example: one full year = 1.00, one month = 0.083 etc.
- Enter the costs associated with the student where applicable in that PPR. The totals will be calculated automatically and are linked up to the financial sheets above.

Externally Funded Staff/Students working on this Project

This section has been included to allow staff funded from another source (e.g. another funding agency, scholarship etc.) to be acknowledged as contributing to this project. Permanent staff should not be recorded in this section, it is solely for staff that are in receipt of funding from other grant awarding bodies or scholarship funds and are not already captured in this table. Such staff are seen by DAFM as adding value to the project. No costs are to be inserted for these staff members being funded from another source, however a time contribution and the source of the funding is to be entered.

- Enter the full Name of the student/ staff member
- Select gender from the drop down list provided
- Select a category code from the drop down list provided – Category Codes are as follows:
    1. Post Doc (a person who has completed doctoral studies) = **PhD+**
    2. Research Assistant (a person educated to degree level or masters level) = **RA**
    3. Temporary (a person recruited for a short period of time) = **T**
    4. Other (Any other category e.g. Summer student/ nurse/ doctor)= **O**
    5. Masters Student = **MSc**
    6. PhD Student = **PhD**
- Enter the start date in the format dd/mm/yyyy of each staff member on this project
- Enter the finish date only when the staff member is finished working on this project.
- Enter the person years contributed by each staff member during each reporting period. Example: one full year = 1.00, one month = 0.083 etc.

Queries

The project coordinator, in conjunction with the lead Finance Office must provide a response to any financial queries raised by DAFM in evaluating the PPR. Please provide the corresponding task and milestone number where appropriate in the Travel Section.

DAFM will review the report and will raise queries, if any, in the DAFM query box. When the review is complete DAFM will return the reviewed report to the coordinator. The coordinator will receive an email outlining the queries. The coordinator will provide a response in the Coordinator Response text box in the relevant page of the Finance Report and resubmit the form. This process will continue until the query is satisfactorily addressed.

Section 8 Equipment

The Approved Project Completion Date must be entered. The Invoice Date must also be included in the table. Invoices must be uploaded.

The full "usage claim" for equipment must be submitted for approval in the reporting period in which it was purchased.

The 'usage claim' for equipment should be calculated according to the following formula

[A/B]*C*D / 100 where

A = the period in months during which the durable equipment is used for the project after invoicing

B = the depreciation period for the durable equipment: 36 months for computer equipment or 60 months for other equipment

C = the actual cost of the durable equipment

D = the percentage of usage of the durable equipment for the project.

- Equipment should be related to that described in the original proposal so that it can be clearly identified – especially where equipment is bought in modular form as part of a whole system or where the invoice description differs from the proposal description.
- A copy of invoices relating to equipment purchased during the period under review must be submitted with the PPR. Please ensure that the copies of invoices forwarded can be **readily associated** with the amounts listed on the table e.g
  (a) If the invoiced amount is not in € then the conversion rate used should be clearly indicated, (b) VAT amounts charged to the project should be clearly indicated (e.g. written on the copy invoice), (c) if an equipment item(s) is purchased with a number of other items that do not relate to the project, the item(s) in question should be clearly highlighted on the invoice copy.
- **Please ensure that the number of months, from the invoice date, used in the depreciation calculation does not exceed the number of months remaining (to project completion date).**

Insert the name of the item of equipment, the unique serial number, the location where it is to be housed.

Equipment funded must have significant use in the project. All equipment purchased using FIRM/ RSF/ CoFoRD funding must be labelled with the DAFM logo.

Section 9 Travel and Subsistence
- Home and Foreign travel must be itemised and justified.
- Please refer to the Call Guidelines.
- The information provided on conferences in this section must correlate with the information provided in Section 13 of the Scientific Report relating to Dissemination.
- T&S budget is to be used solely for purposes directly related to the tasks of the project.
- **All columns must be completed for each claim entered**
- Interviews for prospective staff, membership or subscriptions to institutes, societies or journals are **not** allowable under T&S claims.
- If you are unsure about whether a claim qualifies for funding please contact DAFM prior to submission of the claim.

Ineligible Costs
Examples of Ineligible Costs include, but are not necessarily limited to:

- Permanent staff costs
- Permanent staff networking activities, training and informal meetings
- Sick pay, redundancy payments, termination costs or other social costs
- Legal fees
- Hospitality or other entertainment expenses, except such reasonable expenses accepted as wholly and exclusively required for the delivery of the tasks and milestones on the approved project
- Training of Temporary/Contract staff, except such training accepted as wholly and exclusively required for the delivery of the tasks and milestones on the approved project
- Office equipment and supplies (to include stationery, toner, printing and binding etc)

- Technology Transfer or Patent costs
- Open access, Journal subscriptions and payments to journals for articles on research
- Membership to societies, institutes
- Repairs and maintenance to equipment
- Unnecessary, ill-considered or unsubstantiated expenditure
- Advertising and recruitment costs
- Contingency or miscellaneous expenses
- Car Tax / Insurance
- Safety Clothing (includes gloves, laboratory coats, PPE, general safety equipment, detergents, etc.)

Section 10 Declaration

I, the undersigned, confirm that I have read and understood the Call Guidelines and Specification documents for the DAFM Research Call and that the information provided by me in connection with this application is accurate, complete and true to the best of my knowledge. I undertake to maintain such records as may be required by the Department of Agriculture, Food and the Marine.

Final Project Progress Report

This report will be made available to the public, through the Department's website and other dissemination channels. IPR sensitive material will not be published. The coordinator must indicate sensitive material by highlighting the text in red font where appropriate in the final report.

The aim of the final report is to provide a summary of all aspects of the research project. A final report is required for all projects and a percentage of the grant award will be withheld until it is submitted and deemed satisfactory.

The Project Coordinator is required to ensure that each RPO submits signed and stamped budget sheets for each Finance Progress Report (FPR).
The Finance Report can be downloaded and circulated to each RPO using the 'instructions' link at the top of the FlexiGrant project reporting tab. There is an option to upload these additional documents against each part of the report. Alternatively, the FlexiGrant Finance Report form can also be printed on completion and then signed, stamped by each RPO and uploaded against the FPR.

Section 1 – Approach and Impact

Please provide a rationale for undertaking this research and identify the need / problem that was examined. Provide the methodology and provide some keywords. Outline the Results of the research and the impact. Details should include work carried out and research methodologies used to address the issues identified in the 'rationale for undertaking the research'. Emphasis should be placed on novel techniques, materials, technology and equipment used. Scientific or technical difficulties encountered in the research and any significant modifications from the original proposal must be noted. Please note that this

section <u>does not require fine scientific detail</u> but is designed to give the reader an overall view of the research methods employed. Please consider using accessible language.

Section 2 – Outputs and Outcomes

The outcomes reported must detail the wider effect of the project from a sectoral or national perspective; these may be in the medium or long term. Therefore, please ensure that information in this section is accurately reported. The summary of research outputs is a critical component of the final report as it provides quantitative data on the research. It is imperative that these sections are completed fully and precisely, as DAFM is required to report on the outputs and outcomes of all research projects. In addition, this data is essential to DAFM in justifying value for money of its research programmes and in securing future funding. Therefore, please ensure that information in this section is accurately reported. The total number of PhD and MSc theses produced as a direct result of work carried out on this DAFM project should be noted. In addition, the authors, institutions and titles of the theses and submission dates should be specified. If theses have not been submitted before completion of the final report, please give details including the anticipated submission date.

Section 3 – Leveraging, Future Strategies and Reference

The aim of this section is to summarise any additional resources/funding leveraged from this award from other sources e.g. Additional Staff (type of staff, value of staff secured), National/EU funding secured, EI Commercialisation Fund. Strategies to further develop the research should be indicated. If the outputs of the research have not been taken up by end users, explain why this is the case. What further advances / work is required in your area of research in order for the outputs to taken up by industry / consumers / end users? What follow-on research is required in this area to realise an end product? If further funding is required for research in this area, where do you intend to apply for funding e.g. Enterprise Ireland?

Please be advised DAFM will contact you one year from the conclusion of this project regarding any further outcomes.

References

Should there be a need to include References to previous publications these should be uploaded on the References Form.

References should be listed in alphabetical and in reverse chronological order in the following format;

Fewer, D.R., Murphy, O., Cosgrove, J. Echinococcosis - an international public health issue. Research in Veterinary Science 174, 891-902.

In the body of the proposal, the reference should be cited in the form: (Fewer *et al.*, 2003) or '….as stated by Fewer *et al.*, (2003)'.

Section 4 Declaration

The Project Co-ordinator is responsible for ensuring the information reported in the Project Progress Report (PPR) accurate. The declaration, and therefore the entire PPR, must be signed off by the Project Co-ordinator. Failure to provide necessary signatures will render the PPR incomplete & therefore unacceptable.

Request for Change

If in the course of the project an unexpected modification needs to occur a request for change must be sought. There are 2 forms that may need to be completed to achieve this.

Initially an email should be sent to research@agriculture.gov.ie identifying project code. Following this an initial request for change form is issued to the PI/Coordinator.

Form 1: Initial request for change form:
A brief outline of proposed changes and rationale should be supplied within the form. Please give information of the modification type, the justification for the change and the anticipated impact this change will have.

This form is assessed by DAFM and where necessary the Request for change form is issued to the PI/Coordinator and the lead RPO finance office where budgetary changes are deemed to be required.

Form 2: Request for change form

Section 1 Project Changes
Please indicate if you wish to modify particular tasks on this project.
The work plan submitted by you as part of your original proposal will populate the Task fields.
This will include the:
- Title,
- Objective of the task,
- Lead Researcher,
- Start and end dates of this particular activity,
- Description of experimental units and methods
- Milestones /Deliverables

Section 2-7 Expenditure by RPO
Please complete for the relevant RPOs.
The first table will display the current approved budget for a RPO. Any amendments should be included in the second table relating to that RPO.

Section 8 Consolidated Expenditure details
These tables give the summary of the Total Grant requested by a RPO. They also include a consolidated budget table by budget category.

Section 9 Staff changes Proposed
Where there is staff changes also being purposed details of the following should be provided:
- The staff member that has left the project their role and start and end date
- The new role required, period of employment purposed for new staff role and justification of change. If there is budget reallocation please specify.

A revised summary of staff can be uploaded to support the purposed changes.

Section 10 Equipment

Provide details of any equipment purchased under this project.

The costs of durable equipment to be charged to the project shall be calculated according to the following formula: *[(A/B) x C x D]*

A = the period in months during which the durable equipment is used for the project after invoicing

B = the depreciation period for the durable equipment: 36 months for computer equipment and 60 months for all other items of equipment

C = the actual cost of the durable equipment

D = the percentage of usage of the durable equipment for the project

Details of all leased equipment must also be included. Equipment leased from external sources is not subject to depreciated calculations, therefore the full costs should be included.

Queries

The project co-ordinator must provide a response to any queries (financial, staffing and technical) raised by DAFM in evaluating the Request for Change Form.

DAFM will review the Form and will raise queries, if any, in the DAFM query box. When the review is complete DAFM will return the reviewed report to the coordinator. The coordinator will receive an email outlining the queries. The coordinator will provide a response in the Coordinator Response text box and resubmit the form. This process will continue until the query is satisfactorily addressed.

DAFM Approval

An email will be forwarded to the Project Coordinator indicating whether approval has been given. Revised Proposals and / or Budgets may be required. The Coordinator will be advised.