



Rialtas  
na hÉireann  
Government  
of Ireland

Tionscadal Éireann  
Project Ireland  
**2040**

**FUTURE JOBS**  
**IRELAND**  
Preparing Now for Tomorrow's Economy

## **DISRUPTIVE TECHNOLOGIES INNOVATION FUND**

**Developing and deploying innovative technologies for commercial use in collaborative  
research partnerships**

### **Guide for Applicants**

**CALL 2**

**Collaboration, Disruption, Market Impact**

## Important dates

<b>2019 INDICATIVE CALL SCHEDULE</b>	
<b>Call launch</b>	<b>18 JUNE 2019</b>
<b>DTIF Information Event</b>	<b>5 JULY 2019 (in Limerick)</b>
<b>Webinar</b>	<b>30 JULY 2019 (to be confirmed)</b>
<b>APPLICANT deadline</b>	<b>18 SEPTEMBER 2019 (15.00 Irish Time)</b>
<b>Announcement of results</b>	<b>DECEMBER 2019</b>

## Table of Contents

Table of Contents.....	3
1. PURPOSE OF THE GUIDE FOR APPLICANTS.....	4
2. PURPOSE OF THE SCHEME.....	4
3. THINKING ABOUT APPLYING.....	4
4. APPLICATION PROCESS AND REQUIREMENTS.....	7
5. ELIGIBILITY AND EVALUATION PROCEDURE.....	7
5.1 ELIGIBILITY.....	7
5.2 INTERNATIONAL EVALUATION.....	7
6. INFORMATION FOR SUCCESSFUL APPLICANTS.....	9
7.GUIDANCE FOR APPLICANTS.....	10
7.1 THE PROJECT.....	10
7.2 THE CONSORTIUM.....	10
7.3 COLLABORATION.....	10
7.4 DELIVERABLES.....	10
8 FUNDING, COSTS AND PAYMENTS.....	11
8.1 COSTS GENERAL.....	11
8.2 ENTERPRISE COSTS.....	11
8.3 RPO COSTS.....	14
APPENDIX I.....	17
DEFINITIONS.....	17
APPENDIX II.....	19
ELIGIBLE RESEARCH PERFORMING ORGANISATIONS.....	19

## 1. PURPOSE OF THE GUIDE FOR APPLICANTS

This guide provides practical information to potential applicants in preparing and submitting an application for the Disruptive Technologies Innovation Fund (hereafter "DTIF"). In addition, it provides a general overview of the applicable assessment process.

Applicants are strongly recommended to familiarise themselves fully with the rules of the scheme and also to consider carefully any related content published on the DTIF webpage ([www.dbei.gov.ie/DTIF](http://www.dbei.gov.ie/DTIF)) before completing and submitting applications.

Enterprise Ireland is administering this Call on behalf of the Department of Business, Enterprise and Innovation and reserves the right to revise this Guide.

Please note that definitions of terms used in this Guide are as per the rules of the scheme. See Appendix 1 for key definitions.

A guide on using the online submission system (OLS) will be provided as a separate document during the call period.

## 2. PURPOSE OF THE SCHEME

DTIF Call 2 is about funding collaborations that demonstrate technology-based disruptive innovation, collaborations that can:

- Alter markets;
- Alter the way business operates;
- Involve new products or the emergence of new business models.

Funding applications for Call 2 should be within the Research Priority Areas 2018-2023<sup>1</sup>. We are particularly interested in projects of scale with a strong enterprise agenda to harness maximum medium-term economic impact for Ireland. Ideally, we are looking for enterprise-driven research and development challenges that can demonstrate commercial impacts within 3 to 5 years of project completion.

## 3. THINKING ABOUT APPLYING

**Familiarise yourself with the rules of the scheme and determine your eligibility.**

Before starting an application, all applicants should check they are eligible to apply by carefully studying the rules. In particular, applicants should pay attention to the type of collaborations appropriate to DTIF Call 2 which should have:

- **A "lead partner"<sup>2</sup> and a strong project management structure that will target the development and deployment of disruptive technologies innovation to deliver medium-term impact in Ireland;**
- **Collaborations delivering projects of scale with a minimum funding request from DTIF of at least €1.5 million over 3 years;**
- **Collaborations having at least 3 partners with at least one SME and one other enterprise partner;**

---

<sup>1</sup> <https://dbei.gov.ie/en/Publications/Publication-files/Research-Priority-Areas-2018-to-2023.pdf>

<sup>2</sup> Lead partner means the party having submitted the Consortium Application on behalf of the consortium and having overall responsibility for project management structures. All individual partners retain full legal and financial responsibility for their own role within the collaboration.

➤ **Note that enterprises can claim up to 50% of their eligible costs. Research Performing Organisations (RPOs) can claim up to 100% of eligible costs. RPOs cannot receive more than 50% of the total DTIF funding in any collaboration.**

**To be eligible for funding, you have to be a client or potential client of Enterprise Ireland, IDA Ireland or Údarás na Gaeltachta or an eligible Research Performing Organisation (RPO). If not, you may still be involved in a collaboration, but you will not be eligible for funding. DTIF funding can only be drawn down by clients of Enterprise Ireland, IDA Ireland, Údarás na Gaeltachta and eligible RPOs.**

**All partners should be collaborating on “industrial research<sup>3</sup>” in a balanced and integrated consortium.**

**The call will close automatically at 15:00 Irish Time on 18 SEPTEMBER 2019 and applications not received by Online Submission by this deadline will be ineligible.**

**The application form must be submitted online by the lead partner before the call close.**

**Note that applicants will be required to confirm that the application has not been submitted to the other NDP Funds (Urban, Rural, Climate Action).**

Exceptions to rules outlined below will not be granted.

If you have any questions regarding the application process, please address them to Enterprise Ireland at [DTIF@enterprise-ireland.com](mailto:DTIF@enterprise-ireland.com) with the subject line ‘DTIF 2019 FAQ’. Queries will be answered at the information event and through the webinar process (see indicative dates on page 2 above and follow the Department on Twitter for updates - @EnterInnov).

A webinar for applicants will be scheduled in JULY 2019 with materials (presentation and recording of Q&A session) available on the DTIF webpage thereafter: <https://dbei.gov.ie/DTIF>.

For general enquiries contact the Enterprise Ireland Helpdesk at:

Telephone: +353-1-727 2665

E-mail: [DTIF@enterprise-ireland.com](mailto:DTIF@enterprise-ireland.com)

**For Research Performing Organisations (RPOs) - Contact the Research Office in your institution**

Contact the Research Office (i.e. the office of the Vice-President/Dean of Research/Head of Development, as applicable) in your institution for information and clarification on the call and for institutional application support. The Research Office must endorse your application as a Lead Partner or participant once you have submitted it. It is highly recommended that applicants contact the Research Office as soon as they decide to apply for the DTIF.

---

<sup>3</sup> Industrial research, means the planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services. It comprises the creation of component parts of complex systems and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, when necessary for the industrial research and notably for generic technology validation;

Applications involving RPO partners that are not endorsed by the relevant Research Offices by the call deadline will be automatically deemed ineligible.

Enterprise Ireland encourages the submission of applications well in advance of the closing date for the competition, as on the day that the call closes there will be heavy traffic on the server, which may slow down the submission of your application. To prevent problems with heavy server traffic, do not wait until the final day of the call to submit your application.

## 4. APPLICATION PROCESS AND REQUIREMENTS

The application process is online via a web-based online application system (OLS).

The Lead Partner will be required to complete the application through the OLS:

- All sections of the application must be completed.
- Application must be signed by all participants seeking funding.
- Costs spreadsheets used in preparation of the budgets are not required.
- Supplementary information should not be provided.

Please keep in mind that it is not possible to make any changes in the application once it is submitted.

## 5. ELIGIBILITY AND EVALUATION PROCEDURE

### 5.1 ELIGIBILITY

The eligibility criteria are as follows:

1. The consortium is requesting funding from DTIF of at least €1.5 million over 3 years<sup>4</sup>.
2. The consortium comprises at least 3 independent partners seeking funding from the DTIF including at least one SME<sup>5</sup> and one other enterprise partner.
3. The application is based on the key parameters that enterprises can claim up to 50% of their eligible costs; RPOs can claim up to 100% of eligible costs; RPOs cannot receive more than 50% of the total DTIF funding in any collaboration.
4. Applicants must be clients or potential clients of Enterprise Ireland, IDA Ireland or Údarás na Gaeltachta or an eligible Research Performing Organisation (RPO)<sup>6</sup>. DTIF funding can only be drawn down by clients.
5. All partners in the consortium have confirmed that they have the financial and operational capacity to participate.
6. The application has been received via the online application system before the closing date of 18 SEPTEMBER 2019 at 15:00 Irish Time.
7. The application is complete i.e. all sections of the application form completed.
8. Where an RPO is part of a consortium, the participation of researchers has been approved by an authorised signatory for the RPO (e.g. Vice-President/Dean of Research).

### 5.2 INTERNATIONAL EVALUATION

The DTIF is a competitive offer. Eligible applications will be reviewed by independent international technical and commercialisation experts using the Selection Criteria and marking described below. Following remote evaluation by a minimum of three experts per application, DTIF consortia may be invited for interview by the expert panels.

---

<sup>4</sup> Note that the entities making the application must be those incurring costs throughout the project.

<sup>5</sup> Small and medium-sized enterprises (SMEs) are defined in the EU recommendation 2003/361. See Appendix I.

<sup>6</sup> Other organisations may still be involved in a collaboration but will not be eligible for funding. DTIF funding can only be drawn down by clients of Enterprise Ireland, IDA Ireland, Údarás na Gaeltachta (who are registered in Ireland through the Companies Registration Office) and eligible RPOs.

**Proposal Scoring System – Criteria and Marking**

	<b>Scale</b>	<b>Weighting %</b>
Strength of the Disruptive Technology Dimension	0-100	100%
Excellence of the Overall Proposal and Approach	0-100	50%
Economic and Market Impact	0-100	100%
Quality and Efficiency of the Collaboration	0-100	50%

Note: A threshold of 60 marks out of 100 will apply to all scoring criteria; where a project falls below threshold in any category, it will not be funded.

**Explanation of the Criteria for Applicants and for Reviewers****Strength of the Disruptive Technology Dimension**

- Proposal demonstrates strong potential to develop and deploy novel or “disruptive” technologies in a setting relevant to Ireland and relevant to market opportunities for Ireland.
- Proposal will build on excellent scientific research and will advance that research to deliver new solutions.
- Proposal demonstrates strong alignment with novel and disruptive technology areas identified in the context of the Government’s policy of research prioritisation.
- Proposal involves collaborating on “industrial research” as defined in COMMISSION REGULATION (EU) No 651/2014 and in general will be expected to fall within Technology Readiness Levels 3-7. See Appendix 1 for further details.
- Risk profile of the proposal provides justification for State support– i.e. project presents risks associated with innovation especially for growth-, sustainability- and productivity-enhancing disruptive technologies.

**Excellence of the Overall Proposal and Approach**

- Clear and pertinent project objectives.
- Soundness of the concept and credibility of the proposed methodology.
- Extent that the proposed work is beyond the state of the art and demonstrates innovation potential (e.g. ground-breaking objectives, novel concepts and applications).
- Project is sound and deliverable (in a typical 2 to 3-year timeframe) based on the work packages described.

**Economic and Market Impact**

- The proposal is significant and has the potential to significantly alter markets and their functioning and significantly alter the way that businesses operate through the creation of new business models.
- Proposal demonstrates potential to enhance innovation capacity of enterprise partners (RD&I performance, ability to engage with and deploy disruptive technologies in the future) and especially SMEs.
- Proposal demonstrates potential to create significant new market opportunities and exports, support job creation and retention, strengthen competitiveness and growth of the partner companies within a 3 to 5-year timeframe.
- Proposal demonstrates economic feasibility and considers the further stages and activities needed to commercialise the innovation
- The project will help achieve the National Strategic Outcomes (NSOs) set out in Project Ireland 2040, in particular, National Strategic Outcome 5 (A Strong Economy supported by Enterprise, Innovation and Skills).



#### **Quality and Efficiency of the Collaboration**

- Strength and credibility of the partners in the consortium to deliver on project goals.
- Collaborations have a strong lead partner and a strong project management structure.
- There must be at least one SME involved in every consortium with SME(s) in a consortium having an integral role in the project.
- Financial and other resources mobilised across the consortium provides appropriate co-funding against the DTIF contribution.
- Quality and efficiency of the (outline) work plan including extent to which resources assigned in work packages are in line with objectives/deliverables.
- Appropriateness of management structures and procedures, including risk and innovation management.
- Complementarity of the participants and extent to which the consortium, as a whole, brings together the necessary expertise.
- Appropriateness of allocation of tasks, ensuring that all participants have a valid role and adequate resources in the project to fulfil that role.

Applicants will be informed of the outcome of the evaluation by e-mail.

Feedback to applicants will consist of the scores assigned and the decision in relation to funding in an Evaluation Summary Report. Additional feedback will not be provided beyond that which is provided with the assessment result.

Please note that this decision is final and that no correspondence will be undertaken in relation to individual assessments or scoring.

Applicants will have the opportunity to seek redress<sup>7</sup> should they feel that their application was not treated fairly/adequately on an administrative basis. They must do so within two weeks of receiving the outcome communication.

Unsuccessful applicants may re-apply to future DTIF calls, should they meet the eligibility criteria at the time of the call.

## **6. INFORMATION FOR SUCCESSFUL APPLICANTS**

Following approval of the 2019 Call 2 DTIF projects for funding, Enterprise Ireland will contact the consortia to review financial and operational capacity of the members, project plans and associated costs for eligibility under State Aid rules and national legislation<sup>8</sup> as set out in the [EU-approved Research, Development and Innovation Scheme, 2014-2020](#) prior to invitation to contract.

A signed Consortium Agreement prepared<sup>9</sup> will be required prior to contract.

Once it is established by Enterprise Ireland that the applicable conditions have been met, the award will be confirmed, and the project can commence on the approved start date upon receipt of a signed Consortium Agreement.

---

<sup>7</sup> For details of the redress procedure please contact Enterprise Ireland – [dtif@enterprise-ireland.com](mailto:dtif@enterprise-ireland.com).

<sup>8</sup> <http://www.irishstatutebook.ie/eli/1986/act/9/enacted/en/print#sec29>

<sup>9</sup> See template at [www.dbei.gov.ie/dtif](http://www.dbei.gov.ie/dtif).

## 7. GUIDANCE FOR APPLICANTS

### 7.1 THE PROJECT

A project may have a duration up to a maximum of three years. Projects of a shorter duration may be supported but are unlikely to be less than two years.

Under DTIF a single project is funded, where all participants are collaborating to common aims and objectives (i.e. not a collection of projects with different aims and objectives under an umbrella consortium).

The disruptive and innovative nature of the proposal must be articulated in the application and it must involve collaborating on “industrial research” as defined in COMMISSION REGULATION (EU) No 651/2014. In general, proposals will be expected to fall within Technology Readiness Levels 3-7. Please see Appendix 1 for further details.

It is expected that the project work will be carried out in Ireland. Any exceptions to this must be made clear at application stage and must be justified. It is a requirement that the majority of the funded activity be undertaken in Ireland.

### 7.2 THE CONSORTIUM

A consortium may consist of enterprises only or enterprises with one or more RPOs.

- The minimum consortium supported under the scheme will comprise of three independent entities of which two must be enterprises and one of these must be an SME.
- The leader of the consortium can be an eligible enterprise or an eligible RPO.
- Ideally, there should be a strategic rationale for the consortium, i.e. they are operating in the same value chain with each enterprise partner having a role to play in the final revenue streams.
- There should be appropriate balance in the consortium and ideally no participant should account for less than 10% of the project funding, unless they have specific capability or intellectual property on which the project hinges.
- RPOs cannot receive more than 50% of the total DTIF funding.

Consortium size should be considered in terms of ease of management and effective participation in the project.

### 7.3 COLLABORATION

Collaboration and collaborative research are key aspects of the DTIF scheme. A meaningful collaboration is sought where all partners are sharing project costs, risk and rewards. They should generally have a strategic linkage, that is, the project would be difficult to execute without their mutual collaboration. Sufficient detail should be provided to allow assessment of the nature of the consortium, its composition, processes, and the benefits to each participant.

### 7.4 DELIVERABLES

All Deliverables must be SMART (Specific, Measurable, Achievable, Relevant and Time-bound). The ownership of the deliverable and collaborators should be clearly specified in all cases. Deliverables should be drafted with sufficient descriptive text to allow evaluators assess the relevance of the deliverables in the context of the project. They should be clearly linked to the overall project objectives and where possible be aligned to payment milestones which are typically 6 monthly intervals.

Deliverables should be periodic and equally dispersed through the entire project timeframe, capable of demonstrating progress to the final objective.

## 8 FUNDING, COSTS AND PAYMENTS

The funding allowed is determined by national legislation<sup>10</sup> and State Aid rules and as set out in the EU-approved [Research, Development and Innovation Scheme, 2014-2020](#)<sup>11</sup>. Eligible costs must be focussed on INDUSTRIAL RESEARCH<sup>12</sup> and as set out in the [Research, Development and Innovation Scheme 2014-2020](#), with Sections 1 to 11, 15 and 17 being the relevant sections for the DTIF.

### 8.1 COSTS GENERAL

In general, claims will be based on incurred costs and paid retrospectively.

- Costs should be submitted for payment every 6 months.
- Costs must be relevant, reasonable and wholly necessary within the project. These will be examined in detail for all projects prior to formal contract.
- Costs can only be incurred between the Start Date and End Date of the project.
- Reallocation of costs between partners requires approval from the DTIF managers.
- Cost limits will be rigidly applied and where these are outside scope, they will be reduced without reference to the applicant.
- Sales and marketing costs will be disallowed in all cases.
- Costs must be submitted for each individual partner in the consortium under the categories listed below.
- Financial records of payments and receipts must be maintained using either a separate accounting system or an adequate accounting code for all transactions relating to the project and keeping all other administrative records of the project (including, without prejudice to the generality of the foregoing, timesheets detailing the time spent by all persons on the project) the start date of which will be communicated by Enterprise Ireland and make such records available on request such as to enable evaluation and/or financial audit of expenditure to be carried out if so required by any competent authority in line with provisions under national and EU law.
- Pre-finance for small companies (less than 50 employees):
  - Enterprise Ireland can make payment of up to one-third of the research grant prior to the approved costs being incurred (grant rate: 50%), subject to the company supplying:
    - A rationale for why the company requires pre-finance;
    - Evidence that it has available to it sufficient assets to cover its liability under the grant.

### 8.2 ENTERPRISE COSTS

#### **Companies may claim up to 50% of their eligible project costs:**

Where a company is claiming 50% of their costs, the other 50% cannot be funded through other State or EU funds.

<sup>10</sup> <http://www.irishstatutebook.ie/eli/1986/act/9/enacted/en/print#sec29>

<sup>11</sup> <https://dbei.gov.ie/en/Publications/Commission-Regulation-EU-No-651-Research-Development-and-Innovation-Scheme-2014-2020.html>

<sup>12</sup> 'industrial research' means the planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services. It comprises the creation of component parts of complex systems and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, when necessary for the industrial research and notably for generic technology validation;

- 1) Salaries wholly necessary for the completion of the project:
  - a. Costs for internal staff to the extent employed directly on the project are eligible, based on a percentage of their time to be spent on the project each month.
  - b. Maximum eligible annual salary for personnel, e.g. researchers, technicians and other supporting staff in the project is €80,000 per annum. Increased salary costs to a maximum of €100,000 per annum are permissible where specific skill sets are required from the project staff necessary for the execution of the project e.g. where technical skills are key components of specific R & D activities.
  - c. It is normally expected that staff engaged on the project would be spending at least 10%-20% of their time on it for a sustained period, usually with a core team spending a significant proportion of their time on the project.
  - d. Salary refers to gross salary excluding bonus, pension or other endowment.
  - e. The costs of administration, finance, IT support etc. are considered as overheads and are covered under the overhead allowance (calculated at 30% of eligible salary costs).
  - f. Salary costs of the Managing Director (MD) or Chief Executive Officer (CEO) are generally not eligible with the exception of Small Enterprises where a maximum 30% of their time may be eligible if it is deemed critical to the project.
  
- 2) Materials wholly necessary for the completion of the project (generally, no more than 20% of the partner's budget):
  - a. Typically, food ingredients, annual/monthly software licences, prototype tooling, hosting charges.
  - b. Where the project includes testing/development work on a production line the following costs may be eligible:
    - i. Staff time and materials used specifically for the project.
    - ii. Rent of equipment up to six months.
  - c. Provide the most accurate costings available. More information may be requested as part of the due diligence process.
  - d. For Recoverable Value - enter an estimate of the scrap or other value of materials that could be reused after the project.
  
- 3) Travel and Subsistence (5% of the partner's salary budget max):
  - a. Wholly necessary for the completion of the project - Enterprise Ireland reserves the right to support only travel that is considered reasonable and required for the project.
  - b. Travel costs are only supported for Economy Air/Rail Fares, Economy Car Hire. The Mileage rate is 60 Cents/Km.
  - c. Subsistence is for all out of pocket expenses including, hotels, meals, taxis, local fares, incidentals etc. Rates for a 24-hour period are €150 [Ireland] or €200 [Overseas] per day or a day rate of €60.
  - d. Subsistence can only apply where a person is absent on business at a location more than 8 kilometres (overnights 80km) from their work base.
  - e. Business Development or Sales related travel is NOT eligible.
  - f. Travel and subsistence for consultants should be included in their daily rate (and not included separately here).
  
- 4) Contractual research, knowledge acquisition, consultancy services used exclusively for the project (must form a minority of the partner's cost):

- a. Consultancy/contracting costs are generally only provided for work done in Ireland. Only in exceptional cases will costs be provided for consultancy outside Ireland.
- b. The costs to the company for availing of external consultancy, contractual research, knowledge and patent licencing from third parties – at arms-length (an individual, a company or a 3rd level organisation) are eligible insofar as they relates directly to the project.
- c. Such services may not be provided by a consortium member.
- d. Costs can be included for external expertise to assist with design, implementation or testing directly related to the project.
- e. Consultancy should be primarily focussed on bringing in new skills/capability to the company.
- f. Consultants daily rate should be inclusive of all travel and subsistence expenses.
- g. Daily rates for consultancy must be at commercial market rates. Please note that the MAXIMUM daily rate allowable is €900 for short assignments. For longer terms, the following maximum rates will apply (first 20 days €900, next 20 days €700 remaining days €600).
- h. As part of the due diligence, the daily rate and number of days actually allowed may be reduced to what is considered to be 'reasonable' and 'required' for the project.
- i. Consultancy costs should be a modest portion of the overall project costs.

Note re external clinical trial costs: funding towards clinical trials (up to phase 2A) is eligible provided that the results are a necessary input to develop the product/service/process as part of the project.

Note re market research/consumer studies: - funding towards market research/ consumer focus panels are eligible only insofar as the results are a necessary input to develop the product/service/process.

Note re acquisition of IP/knowledge required directly for the project - only knowledge and patents bought or licensed from outside sources at arms-length conditions and used exclusively for the project will be considered eligible costs. Certification and testing will only be supported on work resulting directly from the project.

5) Patent Costs for IP generated in the project – **SMEs only:**

A contribution to patenting costs relating to intellectual property established as a result of the work carried out as part of the project can be funded (for SMEs only).

- i. 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.
- ii. Costs can only be incurred between the start and end date of the project.
- iii. Grant aid for such IP protection is “ring fenced” and can only be claimed for this purpose.
- iv. A maximum of €50,000 eligible expense will be allowed (at 50% grant rate) per SME partner.

6) Capital Equipment Costs for Project R&D (tangible and intangible assets):

- a. e.g. test equipment, one off software licences (perpetual licences), lab scale prototype lines, items not completely consumed by the R&D project.
- b. All capital equipment must be depreciated.

- i. No deposit or orders may be placed for capital equipment before the start date
  - ii. Depreciation Period: This is the period over which the item is to be written down to zero value.
  - iii. Depreciation may only be claimed for the time the asset is used on the project.
  - iv. General personal computer equipment and peripherals: typically 36 months depreciation is allowable.
  - v. Test equipment lab scale prototype: typically 60 months depreciation is allowable – no exceptions without approval.
  - vi. Building/renovation costs will generally not be considered an eligible cost under DTIF.
- 7) Overheads:
- a. Enterprise partners will be paid overheads at the rate of 30% of eligible salary costs as a contribution to indirect costs of the project (e.g. administration, finance, IT support etc.).

### 8.3 RPO COSTS

- 1) Salaries wholly necessary for the completion of the project:
  - a. IUA Salary Scale + PRSI and where approved pension @20% for internal staff to the extent employed directly on the project are eligible, based on a percentage of their time to be spent on the project each month.
  - b. It is normally expected that staff engaged on the project would be spending at least 10%-20% of their time on it for a sustained period, usually with a core team spending a significant proportion of their time on the project.
  - c. The costs of administration, finance, IT support etc., are considered as overheads and are covered under the overhead.
- 2) Materials wholly necessary for the completion of the project (generally, no more than 20% of the partner's budget):
  - a. Food, ingredients, annual/monthly software licences, prototype tooling, hosting charges.
  - b. The most accurate costings available. More information may be requested as part of the due diligence process.
  - c. For Recoverable Value - enter an estimate of the scrap or other value of materials that could be reused after the project.
- 3) Travel and Subsistence (5% of partner's salary budget max):
  - a. Enterprise Ireland reserves the right to support only travel that is considered reasonable and required for the project.
  - b. Conference attendance is considered beneficial to the overall project. Where conference attendance is planned it must relate directly to the project and have some beneficial aspect.
  - c. Travel costs must be in line with the RPO travel policy.
  - d. Travel and subsistence for consultants should be included in their daily rate (and not included separately here).
- 4) Contractual research, knowledge acquisition, consultancy services used exclusively for the project (20% of partner's salary costs max):
  - a. Consultancy/contracting costs are generally only provided for work done in Ireland.

- b. Such costs are provided to RPOs primarily to facilitate the introduction of other academic partners who add value to the project.
- c. Costs can be included for external expertise to assist with design, implementation or testing directly related to the project.
- d. Consultancy should be primarily focussed on bringing in new skills/capability to the team.
- e. Consultancy may not be provided by a consortium member.
- f. Consultancy costs should be a modest portion of the overall project costs.
- g. Consultant's daily rate should be inclusive of all travel and subsistence expenses.
- h. Daily rates must be at commercial market rates. Please note that the MAXIMUM daily rate allowable is €900 for short assignments. For longer terms, the following max rates will apply (first 20 days €900, next 20 days €700 remaining €600).
- i. As part of the due diligence, the daily rate and number of days actually allowed may be reduced to what is considered to be 'reasonable' and 'required' for the project.

**Note re Certification, Testing, Market Studies and Clinical Trial Costs: In general, these costs will not be supported in RPOs. In limited circumstances, and with the pre-approval of the DTIF team, some costs may be supported.**

5) Patent Costs for IP generated in the project:

A contribution to patenting costs relating to intellectual property established as a result of the work carried out as part of the project can be funded.

- i. 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.
- ii. Costs can only be incurred between the start and end date of the project.
- iii. Grant aid for such IP protection is "ring fenced" and can only be claimed for this purpose.
- iv. A maximum of €25,000 eligible expense will be allowed per RPO partner per project.

6) Capital Equipment Costs for Project R&D (tangible and intangible assets):

- a. e.g. test equipment, one off software licences (perpetual licences), lab scale prototype lines, items not completely consumed by the R&D project.
- b. Access to existing equipment if available in Ireland is preferred and access charges are an eligible cost. Applicants must demonstrate the case for new equipment before they can be charged to the DTIF grant.
- c. All capital equipment must be depreciated.
  - i. Depreciation Period: This is the period over which the item is to be written down to zero value.
  - ii. General personal computer equipment and peripherals: typically 36 months depreciation is allowable.
  - iii. Test equipment lab scale prototype: typically 60 months depreciation is allowable.
  - iv. Building/renovation costs will generally not be considered an eligible cost under DTIF.

7) Overheads:

- a. RPO partners will be paid overheads at the rate of 30% of eligible costs as a contribution to indirect costs of the project (e.g. administration, finance, IT support etc.).



## APPENDIX I

### DEFINITIONS

#### SME

Small and medium-sized enterprises (SMEs) are defined in the EU recommendation 2003/361.

The main factors determining whether an enterprise is an SME are:

1. staff headcount
2. either turnover and/or balance sheet total.

Company category	Staff headcount	Turnover	Balance sheet total
Medium-sized	51-250	≤ € 50 m	≤ € 43 m
Small	11-50	≤ € 10 m	≤ € 10 m
Micro	≤ 10	≤ € 2 m	≤ € 2 m

The European Commission's User Guide on the SME Definition is available [here](#). The User Guide states: "Meeting the staff headcount criterion is mandatory in order to be considered an SME. However, an enterprise may choose to meet either the turnover or the balance sheet total ceiling. It does not need to satisfy both requirements and may exceed one of them without impact on its SME status."

#### LEAD PARTNER

The Lead Partner means the party having submitted the Consortium Application on behalf of the consortium and having overall responsibility for project management structures. All individual partners retain full legal and financial responsibility for their own role within the collaboration.

#### FUNDAMENTAL RESEARCH

Fundamental research, means experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any direct practical application or use in view;

#### INDUSTRIAL RESEARCH

Industrial research, means the planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services. It comprises the creation of component parts of complex systems and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, when necessary for the industrial research and notably for generic technology validation;

**EXPERIMENTAL DEVELOPMENT**

Experimental development, means the acquiring, combining, shaping and using existing scientific, technological, business and other relevant knowledge and skills for the purpose of producing plans and arrangements or designs for new, altered or improved products, processes or services. These may also include, for instance, other activities aiming at the conceptual definition, planning and documentation of new products, processes or services. The activities may comprise producing drafts, drawings, plans and other documentation, provided that they are not intended for commercial use.

The development of commercially usable prototypes and pilot projects is also included where the prototype is necessarily the final commercial product and where it is too expensive to produce for it to be used only for demonstration and validation purposes. In case of a subsequent commercial use of demonstration or pilot projects, any revenue generated from such use must be deducted from the eligible costs.

The experimental production and testing of products, processes and services shall also be eligible, provided that these cannot be used or transformed to be used in industrial applications or commercially. Experimental development shall not include routine or periodic changes made to products, production lines, manufacturing processes, existing services and other operations in progress, even if such changes may represent improvements;

**TECHNOLOGY READINESS LEVELS (TRL)**

Projects submitted to the DTIF scheme are expected to be in the range of TRL levels 3 – 7 based on the descriptions below. Ideally the consortium should be capable of demonstrating how it will move from the current state of the art in TRL 3 to a system prototype in TRL 7.

- TRL 1 – basic principles observed
- TRL 2 – technology concept formulated
- TRL 3 – experimental proof of concept
- TRL 4 – technology validated in laboratory
- TRL 5 – technology validated in relevant environment (industrially relevant environment in the case of key enabling technologies)
- TRL 6 – technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies)
- TRL 7 – system prototype demonstration in operational environment
- TRL 8 – system complete and qualified
- TRL 9 – actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies or in space)

## APPENDIX II

## ELIGIBLE RESEARCH PERFORMING ORGANISATIONS

Athlone Institute of Technology (AIT)	Marine Institute
Boyne Research Institute	National College of Ireland (NCI)
Cork Institute of Technology (CIT)	National Institute for Bioprocessing Research and Training (NIBRT)
Dublin City University (DCU)	National University of Ireland, Cork (UCC)
Dublin Institute for Advanced Studies (DIAS)	National University of Ireland, Dublin (UCD)
Dun Laoghaire Institute of Art, Design & Technology (IADT)	National University of Ireland, Galway (NUIG)
Dundalk Institute of Technology (DkIT)	National University of Ireland, Maynooth (NUIM)
Galway-Mayo Institute of Technology (GMIT)	Royal College of Surgeons in Ireland (RCSI)
Institute of Technology Sligo (ITS)	Teagasc
Institute of Technology, Blanchardstown (ITB)	Technology University Dublin (TU)
Institute of Technology, Carlow (ITC)	Trinity College Dublin (TCD)
Institute of Technology, Tallaght (ITT)	Tyndall National Institute
Institute of Technology, Tralee (ITT)	University of Limerick (UL)
Irish Manufacturing Research Centre (IMR)	Waterford Institute of Technology (WIT)
Letterkenny Institute of Technology (LYIT)	
Limerick Institute of Technology (LIT)	

*Please note that additional public research bodies not listed may be eligible to apply for funding. Please email specific queries to [DTIF@enterprise-ireland.com](mailto:DTIF@enterprise-ireland.com)*