

## **IMPORTANT – Clarification on the DTIF Reference Document**

### **Information Required at Full Application Stage**

Page 14 of the Reference Document outlines the information that will be requested from applicants invited to submit a full application as follows:

- an overall project plan explaining the overall vision and scope and the contribution by each partner to that;
- Technical project plans for each partner in the consortium setting out the activities to be carried out and the outputs expected;
- Detailed project costs for each partner in the consortium;
- A strategic commercialisation plan for each partner showing how the project supports the company business plan;
- Full financial statements for each partner and corporate governance arrangements.

The lead partner in a consortium will be required to submit a **DTIF Consortium Project Charter** to accompany the other documents required of all consortium partners; this document expands on the Expression of Interest (EOI) form and will also set out the intellectual property arrangements of the consortium. It will:

- Give the overall context for the project – problem statement and vision – what is the consortium trying to achieve and what is it planning to do;
- Explain why the consortium should be selected – disruptive, etc.;
- Explain how the project proposal aligns with Research Priority Areas 2018-2023;
- Describe the partners and what they bring to the table;
- Discuss the nature of the partnership and agreements in place including intellectual property arrangements, i.e. draft Heads of Agreement;
- Provide a DTIF Consortium Cost Summary – a single sheet to bring together the costs from each partner.

Full application documentation templates will be made available through the DTIF webpage by mid-August 2018 so that potential applicants can see the level of detail required.

### **Submission of the Expression of Interest (EOI) Form**

All completed forms must be submitted by 3pm on Friday, 17 August 2018. Forms must be completed in font size 12 and in PDF format to the mailbox: [DTIF@dbei.gov.ie](mailto:DTIF@dbei.gov.ie). The mailbox will no longer be active after 17 August 2018. Late submissions will not be accepted. You will receive an acknowledgement on 20 August 2018 and a decision on eligibility will issue by end August 2018.

### **Advanced or Retrospective Funding**

Under the legislation governing the development agencies, a portion of funding can be made available to small companies (less than 50 employees) in tranches, paid in advance of spend. Currently, legislation prohibits us from providing advance payments to enterprises other than small companies. Please consult the SME definition on page 17 of the DTIF Reference Document.

RPOs can also receive advance payment in tranches. All other enterprises will receive funding retrospectively.

### **Cash or In-Kind**

Proposals to the DTIF are required to bid for at least €1 million from the DTIF and involve co-funding. Costs incurred will be claimed by each partner. DTIF funding will be provided subject to State Aid rules and value for money for the State.

### **Equipment, marketing and overheads**

The overhead paid to RPOs will be 30% in addition to eligible costs (EI standard rate). For enterprises, it will also be 30% but this is included in the maximum grant aid of 50% allowed for eligible costs for enterprises.

Marketing costs are included as an eligible cost but can only form a small part of the eligible costs.

Equipment can be included as an eligible cost in line with the [Research, Development and Innovation Scheme 2014-2020](#) – see Section 11 for enterprise limits.

### **Funding for Consortia Partners and Other Participants**

Financial contributions will differ from consortium to consortium depending on a range of factors, i.e. the number of consortium members, their status as an SME, MNC or RPO, or their status as a partner/participant, the level of investment in the project, the role each member will play, the investment/staff/equipment/premises, etc. each member contributes to the project.

As a result, the breakdown of investment between consortium members and the subsequent funding available through grants determined by State Aid rules is a matter for the consortium to agree. Some examples of projects and the funding allocation that could be possible are provided in the slides on our webpage: [www.dbei.gov.ie/DTIF](http://www.dbei.gov.ie/DTIF).

Please note that only **eligible partners** will receive matching funding through DTIF. Eligible partners are enterprises who are clients or potential clients of the agencies (Enterprise Ireland, IDA Ireland or Údarás na Gaeltachta) or an eligible RPO. **Participants** who may be subcontracted by an eligible partner will be procured by that partner and will not receive direct funding from DTIF. Participants may include consultants, international experts, HPSUs NGOs etc. subcontracted by an enterprise or RPO partner.

A guide to details of funding that may be obtained under the DTIF is available on P15 of the Reference Document for Applicants.

### **Changing Partners in a Consortium**

The assessment process will allow for flexibility on partners where that is merited for the project's success. It is understood that certain changes may occur in consortia as the project

evolves. Quality and Efficiency of the Collaboration is one of the selection criteria (see page 8 of the Reference Document) used to score projects so it is worth bearing that in mind.

### **Clinical Trials**

Where a clinical trial is deemed essential to the development of the product or service that forms the basis of the project proposal **and** is confined [to Phase 1 and 2 of the research and development process](#), a clinical trial will be an allowable expense. However, clinical trials can only form part of the eligible costs sought to be funded, i.e. it can only be a sub-part of a larger project. DTIF Funding is only provided for work carried out in Ireland. Utilisation of international expertise may be allowed in exceptional circumstances with express approval and for a limited period. (see page 6 of the Reference Document). [Phase 3 clinical trials](#) will not be funded by DTIF

### **IP Ownership and Access**

The partners in a project will be required to agree arrangements for ownership and access to IP created as part of a DTIF-supported project. Templates for a “Heads of Agreement” and a full “Consortium Agreement” will be provided for consortia progressing to full application stage.

The templates will be based on the following key principles:

1. Background IP owned by a party and brought into a project remains under the ownership of that party.
2. Where a party creates IP through its own work in a project, the IP will be owned by that party. Access terms, if any, should be agreed in advance through the consortium agreement.
3. Where IP is created jointly by a number of parties in a consortium, the IP will be jointly owned by those parties. Access terms should be agreed in advance through the consortium agreement.

The detailed design of the project as set out at full application stage (and updated as required) should provide information on the elements that are being undertaken individually by parties and the elements that are being developed jointly by a number of parties.

The parties in a consortium will be required to confirm that they have prepared a “Heads of Agreement” at the time of submitting the full application. The parties in a consortium will be required to provide the signed “Heads of Agreement” in advance of any award being announced under the DTIF. The expected announcement of first tranche of projects under the DTIF is late-November 2018. The parties in a consortium will be required to provide a signed consortium agreement prior to start of the project and prior to any funds being released