



Enterprise Ireland Technology Gateways Programme (2023-2029) Guidelines

Contact

Mark Whelan
4500 Atlantic Avenue
Westpark
Shannon, Co. Clare

Email mark.whelan@enterprise-ireland.com

Note:

These guidelines may be updated periodically at the discretion of the Enterprise Ireland Technology Gateways Programme Management Team to reflect necessary changes to the operation of the programme. Where relevant, updates will be notified to the hosts by the Programme Management Team.



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1.0 Introduction to the Technology Gateway Programme

1.1 Background

The aim of this programme is to leverage the State's investment in the Technological Universities (TU) and Institutes of Technology (IoT) for the benefit of local industry. The programme will fund personnel in the TUs / IOTs whose role it is to increase the number of interactions with local industry. The Technology Gateways will act as a bridge between industry and a defined research group who will carry out the technical work for the client company.

The function of Technology Gateway personnel is to find companies with technical problems that the Technology Gateway's associated research group can solve; Technology Gateways may also receive direct approaches from companies.

The Technology Gateway staff will manage the interactions between the researchers and companies, may identify sources of funding that may be available for such companies. If the Technology Gateway's associated research group cannot do the work, the unit will refer the company onto the relevant member of the national Technology Gateway Network that can.

For the avoidance of doubt, the funded Technology Gateway personnel shall match research expertise with industry need, but they will not conduct any economic activity, be it research or other work for the benefit of any such company or the Technology Gateway, nor shall any of them conduct commercial negotiations between the Technology Gateway or on behalf of the Technology Gateway's associated research personnel and the relevant companies.

The Enterprise Ireland Technology Gateways Programme 2023-2029 is co-funded by the Government of Ireland and the European Union under two ERDF Regional Programmes - the Southern, Eastern and Midland Regional Programme 2021-2027 and the Northern and Western Regional Programme 2021-2027. The European Regional Development Fund (ERDF) aims to promote economic, social and territorial cohesion across all European regions.

1.2 Mission of a Technology Gateway

Under this Programme, the mission of an ERDF supported funded Technology Gateway involves:

- Enhancing local and regional innovation ecosystems aligned with Ireland's most recent Smart Specialisation Strategy.
- Growing the number of interactions with Irish based industry through the development of market led products & services and competitiveness through product and process innovation.
- Using its technological expertise to generate solutions for the close-to-market needs of Irish industry, as identified by a clearly defined industry client base.
- Forming collaborations with industry to work on challenging problems and facilitate technology transfer to companies.
- Providing an open access point to industry for the provision of applied research and technical expertise.
- Serving as a portal for companies to wider expertise on a national level through a Network of Technology Gateways.
- Engaging its industry support base strongly in its ongoing strategic development to ensure the continued relevance of the Technology Gateway to evolving industry requirements.



- Contributing to greater R&D and innovation activities in indigenous and foreign-owned industry in Ireland.

Successful Technology Gateways will leverage Enterprise Ireland programmes such as Innovation Vouchers and Innovation Partnerships and undertake 100% funded (by industry) research projects to deliver technology solutions for industry for the development of innovative new products, processes and services. They will undertake appropriate activities to maintain and develop their technology expertise and where relevant the needs of their client base; may engage in applied research projects funded from state sources (such as Enterprise Ireland or other agencies) or other sources such as EU. In addition, the Technology Gateways will seek to build on the number of industrial projects undertaken and the number and scale of other applied research funding sources including EU programmes, which are aligned with the Technology Gateway's industry work programme.

The specific objectives of a funded Technology Gateway are to:

- Grow the number of interactions with Irish based industry.
- Facilitate collaborations with industry to work on challenging problems and facilitate technology transfer to companies.
- Provide an open access point to industry.
- Serve as a portal for companies to wider expertise on a national level through a Network of Technology Gateways.
- Engage industry in its ongoing strategic development to ensure the continued relevance of the Technology Gateway to evolving industry requirements.

Contribute to greater R&D and innovation activities in indigenous and foreign-owned industry in Ireland.

1.3 Industry Engagement

1.3.1 Industry Support Base

Each Technology Gateway will be founded on a defined and actively engaged industry support base. This industry support base will be deeply integrated into the ongoing development of a Technology Gateway technology strategy. In the first section of the application process applicants must be able to demonstrate a strong industry support base that is distributed and identified across the following levels of engagement:



Level	• Level of engagement of the company with proposed Technology Gateway
1	<ul style="list-style-type: none"> • A level 1 company is aware of the proposed Technology Gateway's expertise and facilities and potentially would benefit from further engagement • It has had consultations or meetings with the proposed Technology Gateway or has attended an Industry Consultation Day • It has intermittent contact with the proposed Technology Gateway, for example, to obtain answers to technical queries, or in the form of short project engagement with the Technology Gateway (e.g. small consultancy project or Innovation Voucher)
2	<ul style="list-style-type: none"> • A Level 2 company has engaged the proposed Technology Gateway frequently as a source of technical knowledge • It has completed 2-3 small projects (e.g. Innovation Vouchers or Direct Funded Projects by Industry) • It has attended the Industry Consultation Day & contributed to the development of the Technology Gateway's applied research and technology themes
3	<ul style="list-style-type: none"> • A Level 3 company has a deep relationship with the proposed Gateway • It has completed a substantial amount of project work (e.g. 3-5 small projects such as Innovation Vouchers and/or 1-2 large projects such as Innovation Partnerships) and continues this level of engagement with the Technology Gateway • It has been actively involved in defining the Technology Gateway's applied research and technology themes

The Technology Gateway shall be directed by an Industry-led Steering Committee that will be chaired by an independent industry person. The Committee shall have a majority industry membership to ensure focus on economic impact and the needs of the industry support base. This committee shall also contain representatives from the host Institute and from Enterprise Ireland.

1.3.2 Industry Consultation

Prior to submitting an application, the applicant will have undertaken a comprehensive consultation process with its industry support base. The purpose of this is for the applicant to ensure that there is sufficient industry relevance and support underpinning the proposed Technology Gateway and to ensure that the proposed applied research and technology themes are aligned with needs identified by the companies themselves.

The consultation process may comprise of the following:

- A. Industry Consultation Day(s): this will essentially be one or more workshops that will identify suitable (i.e., desired by industry) applied research & technology themes for the proposed Gateway and assess the level of industry interest in them. OR,
- B. Bilateral company - Technology Gateway consultation (including written feedback) on the proposed themes and how they map onto specific company needs. AND,



- C. A strategy with constituent technology themes that is guided and endorsed by the industry support base and agreed by the Industry Steering Committee.

1.4 Smart Specialisation Strategy

As an “enabling condition” of ERDF funding, Ireland is required to have a Smart Specialisation Strategy (S3) fulfilling criteria set out by the European Commission. Smart Specialisation is an innovation policy concept that aims to boost regional enterprise innovation, contributing to growth and prosperity by helping and enabling regions to focus on their strengths. The European Commission has stipulated that S3 should determine RD&I funding. The Enterprise Ireland Technology Gateway Programme (2023-2029) is ERDF co-funded and as such, applicants will be required to demonstrate via their application, and ongoing reporting to Enterprise Ireland over the duration of the programme, how they are working to support the regional priorities as set out in the Ireland's Smart Specialisation Strategy (S3)¹

1.5 Technology Gateway Network

A key objective of this programme is to maximise the collective impact of the Technology Gateways on industry in Ireland. The Technology Gateway Network will serve as a portal to the wider community of expertise, thereby providing industry with a wider array of solutions and opportunities than previously accessible.

This Network will be branded and promoted on a regional, national and international basis to maximise industry awareness of the collective expertise available. Enterprise Ireland will fund and establish mechanisms to:

- Develop consistent branding,
- Promote the Network to companies,
- Ensure that an effective client management system is in place,
- Monitor the use of effective and coherent procedures for knowledge and best practice exchange between the Technology Gateways. This will include the sharing of project leads and contacts.

Moreover, while Technology Gateways may focus on different technologies, there should be a consistent standard of industry experience across them, in terms of service delivery, communication and follow-up.

In applying to this Programme, the applicant Institution and Technology Gateway is signing up to full and active participation in this Network and associated Clusters (if approved for support).

Successful implementation of this Network will allow:

- A Technology Gateway to serve as a local access point for companies to national technology resources and to wider community of expertise
- Mobility of expertise and of potential solutions both within the network and across the national research landscape
- The building of scale through cooperation, for example, multi-Gateway projects with industry.
- Increased industry/business collaborations for each Technology Gateway

¹ <https://enterprise.gov.ie/en/publications/national-smart-specialisation-strategy-for-innovation-2022-2027.html>



- Increased numbers of project leads transferred between Technology Gateways
- Increased visibility nationally and internationally.
- Access for SMEs into a wider community of expertise across the research landscape (e.g. Technology Centres, SFI Centres etc.) in Ireland and beyond.

2.0 Programme Eligibility

2.1 Eligible Applicants

The Programme is open to applications from existing Technological Universities and Dundalk IT. The Programme allows for a collaborative application where the experience and expertise of two or more institutions will bring significant added value through the achievement of an industry impact by the Technology Gateway that would not otherwise be possible. The host employing the Technology Gateway Manager will be deemed as 'lead' institution. Each member of the consortium will receive its own separate individual contract.

2.2 Eligible Activities

All activities supported must have the endorsement of the industry support base. They will include the development of technological solutions to companies' near-term market needs, e.g. collaborative R&D projects that are directly funded by industry, or that are assisted by the Innovation Vouchers and Innovation Partnerships Initiatives. They may involve the provision of specialist training and advice. They may also include activities that build the technology expertise and capability of the Technology Gateway to deliver to industry, and activities that will seed future financing for technology themes that are aligned with industry needs, including securing of relevant state or EU funding support.

It is not intended to support standard consultancy services, very low risk technical projects, or where funding for the work should be more appropriately sought from another source.

All eligible activities must ensure that the horizontal principles of ERDF funding are taken into account in compliance with ERDF co funded programmes. These include that all TUs/IOTs confirm that they have taken steps to prevent any discrimination based on gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation during the preparation, implementation, monitoring, reporting and evaluation of programmes and in particular, accessibility for persons with disabilities. Additionally, all TUs/IOTs must confirm the promotion of sustainable development including the 6 principles of "Do No Significant Harm (DNSH)" - climate change mitigation, climate change adaption, the sustainable use and protection of water and marine resources, the circular economy, including waste prevention and recycling, pollution prevention and control to air, water, and land and the protection and restoration of biodiversity and ecosystem. All TUs/IOTs will be encouraged to consider and report on any positive contribution their activities can have in supporting the 6 principles of DNSH.

2.3 Eligible Funding and Allocation of Resources

The funding for each Technology Gateway will be based on their ability to deliver against the overall programme metrics proportional to the funding sought.



Applicants should identify the funding required (including number and category of personnel) to deliver their proposed targets for the 7-year period of the programme. The final approval levels will be at the discretion of the Enterprise Ireland Board and with regard to the amount of European Regional Development Funding (ERDF) available in the region; the allocation and release of funding will be agreed between the Host Institute and the Technology Gateways' Programme Management team and will be based on agreed contractual targets.

Funding for approved Technology Gateways will run for up to seven years, commencing on approval on the Enterprise Ireland Board and finishing no later than the 31st of December 2029. Continuing funding within this seven-year period will be contingent upon the applicant institution's continued achievement of performance metrics as agreed with Enterprise Ireland. As the programme will be co-funded by ERDF, all funding requests shall comply with all relevant ERDF requirements.

As awards made under this programme are ERDF co-financed, they will be included on the list of projects selected for support by the Funds which will be publicly available on a number of national and EU websites.

The programme shall also be subject to a mid-term review carried out by an independent supplier appointed via open tender. The focus of the review will be to ensure that the programme is meeting its objectives as agreed with the Enterprise Ireland Board. Where the programme is found not to be performing then the Board of Enterprise Ireland may recommend corrective actions, up to and including, the orderly cessation of the programme.

Where the total funding requested is higher than the available budget then funding will be allocated competitively based on the proposed metrics and track record of the applicant.

The '**Guidelines on the Performance Evaluation of Technology Gateways**' will be used to determine Technology Gateway performance whereby resources may be added or withdrawn in line with the criteria outlined in the Enterprise Ireland Technology Gateway Programme Grant Agreement.

2.3.1 Eligible Costs

Eligible costs must be detailed and included in section 7 of the application. Each staff member requested in the proposed budget must be linked to the Technology Gateway's industry engagement plan and the number of staff in each cost category (manager, senior, junior) clearly justified. Personnel for whom funding is being sought must be clearly assigned responsibilities in relation to the management and execution of the Technology Gateway's industry engagement and applied research themes.

Note: Where a full salary amount is charged to the Technology Gateway programme that person must allocate 100% of their time to Technology Gateway activities. Any allocation less than 100% must be clearly stated in the application or agreed in writing with Enterprise Ireland if changed at a later point.

The evaluation panel will assess the justification for each assigned cost based on its impact on the identified industrial support base and potential impact on the relevant industrial sector in Ireland. Enterprise Ireland reserves the right to reduce



or disallow proposed funded costs, or to schedule some or all costs in sections over the 7-year term of funding.

Only the following costs, subject to Enterprise Ireland approval, are eligible (costs will only be considered eligible if not incurred prior to approval of the funding application):

Cost category	Maximum funding per category
Technology Gateway Manager	€630,000 over a maximum of 7 years, (to a max Enterprise Ireland contribution of €90,000 per year inclusive of base salary & 11.05% PRSI)
Senior Business Development Staff	€490,000 over a maximum of 7 years (to a max Enterprise Ireland contribution of €70,000 per year inclusive of base salary & 11.05% PRSI).
Junior Business Development Staff	€315,000 over a maximum of 7 years (to a max Enterprise Ireland contribution of €50,000 per year inclusive of base salary & 11.055% PRSI)
Teaching Replacement	€85,000 (over a maximum of 7 years for the cost of providing teaching replacement for the academic researchers.
Domestic Travel	Up to €20,000 per Gateway staff over a maximum of 7 years for the cost of travel to Irish based companies (subject to agreement with Enterprise Ireland)
Foreign Travel	To a max of €14,000 (€2,000 per year, for travel within Europe for approved industry focussed events, unless otherwise specified in application and approved by evaluation panel)
Promotional Activities	To a max of €35,000 (€5,000 per year for the promotion of the Unit's activities to its industry support base and to wider industry sectors) including, inter alia, awareness events, knowledge transfer seminars, promotional material, consumable materials costs used for promotional samples or small demonstration projects for industry (not cost-recoverable).

Total individual cost categories **may vary up to 12%** within the overall budget. Actual salaries paid to Gateway staff are the responsibility of the host Institute.

Annex 5 J) of the Enterprise Ireland Technology Programme Grant Agreement states that where a person funded by the programme is paid a gross salary in excess of €90,000 per annum (excluding employer's PRSI and employer's pension contribution) the part of the salary in excess of €90,000 shall not be considered Eligible Expenditure.

In the case of a collaborative submission from a consortium of TUs / IoTs, the above costs will be apportioned across the consortium in accordance with the contractual targets agreed with each consortium member under separate grant agreements. Additional funding sought and agreed for Consortium proposals may be apportioned



against the above cost categories except for the Technology Gateway manager category.

All reasonable direct costs (under the headings outlined above) involved in the implementation of the project are eligible for funding subject to EU and national public procurement regulations and guidance. However, the costs should be realistic and within the norms of the participating institution. A consideration of 'value for money' will generally apply and an unrealistic cost structure may damage the credibility of a proposal.

Institutional overhead costs are paid by Enterprise Ireland on an annual / programme basis and should not be included. Funding for successful proposals will be based on the cost structure in the original application and with any changes made at the time of offer. This final cost structure will be fixed and cannot be changed without prior written agreement by Enterprise Ireland.

A. Personnel

The categories of all staff to be involved with the project together with their time input and cost should be included. Salary costs funded by other sources are ineligible for funding under this programme. Recruitment costs are ineligible.

B. Travel

An outline should be included of relevant travel costs; for example, travel to potential clients, seminars/conferences, to specialist facilities elsewhere in Ireland or abroad where it is essential for the conduct of the activities of the Technology Gateway. Please note that all overseas travel should be identified and **agreed in writing** with Enterprise Ireland **before it is incurred**. Attendance at events at locations outside the EU will only be considered if they are found to be essential to the Technology Gateway.

C. Note on responsibility

Enterprise Ireland strongly believe that the Technology Gateway Managers should have internal control of the Technology Gateway budgets; they should be responsible for and have the authority to use the funding from Enterprise Ireland to ensure the smooth day to day running of the Unit. Where this is not consistent with the Institutions' policies then this authority shall rest with the VP Research or equivalent.

Enterprise Ireland will not agree to the Academic Directors (or academic equivalent) controlling the release of funding to the Technology Gateway Managers.

Note on Capital Equipment and Infrastructure

Capital Equipment and Infrastructure costs are ***ineligible*** in this programme.

2.3.2 State Aid Basis

The support is non-State aid. The support has been specifically designed to comply with the EU Framework for State Aid for Research and Development and Innovation (2014/C 198/01) as a non-State aid support.

Applicants must demonstrate that they meet the criteria determining categorisation as 'Research and Knowledge Dissemination Organisations and/or Research Infrastructures' to be eligible. This will be validated by reference to the State Aid Check List, (State Aid Checklist for the Enterprise Ireland Technology Gateway Programme 2023-2029 Research Organisation and/or Research Infrastructure validation check list, attached as Appendix 2 of the application form).

3.0 Application Process for Technology Gateways

All applications shall be submitted to GA-TechnologyGatewayCall2022@enterprise-ireland.com on behalf of the host Institution and signed off by the Institute's President, VP Research (or equivalent) and Head of Finance.

Any applications received after the closing date will be deemed ineligible and will not be assessed. Unsuccessful applicants may be reinvited to submit an updated application at the recommendation of the assessment panel and the discretion of the Enterprise Ireland Board.

Proposed Time Frame	
Step	Date
Invitations to submit applications	November 14 th 2022
Applications deadline	Noon, January 4 th 2023
Evaluations of Applications	January 6 th – 20 th 2023
Written feedback to Applicants	January 20 th 2023
Presentations to panel by Applicants	January 30 th to February 9 th 2023
Panel decisions and recommendations	February 10 th 2023
EI Committee & Board approval	February / March 2023
Contract Negotiations	March / April 2023

Post-closing date timing may be subject to change depending on volume of applicants.

3.1 Section 1: Industry Needs Assessment

The objective of this section of the evaluation is to assess whether there is sufficient industry need for the proposed Technology Gateway. In particular, the application must demonstrate that:

- There is a defined need and an industry support base for the proposed Technology Gateway.
- The industry support base has been consulted on, and has shaped and endorsed, the proposed applied technology themes.



- The proposed unique technology themes have clear benefits for the relevant industry support base.
- How the proposed Gateway will ensure the continued alignment with the priorities outlined in Ireland’s Smart Specialisation Strategy.
- A satisfactory industrial steering committee is proposed and that this committee has a majority industry composition and an independent (industry) chair. Applicants are reminded that they should aim for gender balance where possible.

3.2 Section 2: Proposal Description and Budget

Section 2 of the application will include detailed information on the follow topics:

- Detailed description of unique Technology Themes proposed and sectoral focus
- Industry Engagement Strategy
- Proposed Metrics
- Capability and Track Record
- Commitment of the host institution
- Management Structures
- Financial and costing Details

Where an applicant consistently ignores the maximum page limits the assessors are strongly encouraged to stop reading and assigning marks at the maximum page limit threshold.

3.3 Assessment

Prior to assessment, each application will be reviewed against the programme eligibility requirements by the Enterprise Ireland Grants Administration Department. Those applications that fail to meet all eligibility requirements will be deemed ineligible and not be sent for assessment.

The evaluation of applications will be undertaken by a panel comprised of representatives from industry, technology experts drawn from industry or other sources of independent expertise as required, and Enterprise Ireland.

The scoring scheme will rate applicants against the following criteria out of a total of 100 marks:

- | | |
|--|------------|
| • Technology Themes proposed including sectoral focus | (20 marks) |
| • Industry engagement plan – to include alignment with Smart Specialisation Strategy | (15 marks) |
| • Capability and track record of applicant team | (15 marks) |
| • Host commitment and support, to include alignment with Horizontal Principles | (20 marks) |
| • Management structures | (10 marks) |
| • Performance metrics and value for money | (20 marks) |

The final score will be an average consensus score of the panel members.

Scoring of the applicant’s alignment with the National Smart Specialisation Strategy will be as part of the Industry Engagement Plan and scoring against the EU’s Horizontal Principles (Equality and Human Rights and the 6 principles of “Do No



Significant Harm” in ERDF Regional Programmes) will be as part of the Host’s commitment and support.

A threshold mark of 70% is required for the application to be considered eligible for funding.

The evaluation of the application will be undertaken in two parts:

- Panel evaluation of the submitted application
- Question & Answer (Q&A) session (90mins) with the Evaluation Panel.

Evaluation Stage 1: The evaluation panel will be provided with a copy of the application, programme guidelines, assessment form and guidance for evaluators. Using these they will be asked to provide written feedback / questions to the applicants. The collated report from the panel members will be circulated to the applicant and to each evaluation panel member prior to a Questions and Answers meeting.

Evaluation Stage 2: A Questions and Answers (Q&A) meeting takes place between the applicants and the evaluation panel. The Q&A meeting will provide an opportunity for the applicant team to present the proposal directly to the panel and to provide clarification on issues raised by the panel both in advance of the meeting and on the day. It is envisaged that the Q&A meeting will last approximately 1-1.5 hours and will include, but not be limited to, the following agenda points:

1. Host TU / IoT commitment to the successful performance of the Technology Gateway
2. Host college capacity to initiate, manage and develop the proposed Technology Gateway
3. Technology themes and industry support base
4. Capability and track record of the proposal team
5. The Technology Gateway proposal in the context of the host organisation’s Strategic Plan
6. Clarifications to queries raised by the evaluation panel in the written evaluation stage
7. Alignment with the Horizontal Principles and Enabling Conditions² including public procurement legislation, State Aid rules, the Charter of Fundamental Rights of the European Union, the United Nations Convention on the Rights of Persons with Disability, and the 6 principles of Do No Significant Harm.
8. Alignment with the Smart Specialisation Strategy at national and regional level.

Following the Q&A session, the evaluation panel will meet in closed session to score the proposal and decide on their funding recommendation. The 3 funding recommendation options which the panel can propose are:

- Recommended for funding as presented.
- Recommended for funding subject to a set of specified conditions / clarifications.
- Not recommended for funding.

² Ensuring gender mainstreaming, equality, diversity, inclusion, alignment with Ireland’s Smart Specialisation Strategy, preventing discrimination, respecting the 6 principles of Do No Significant Harm and the positive intervention, activities can have on the 6 principles of Do No Significant Harm.



Recommendations for funding will be submitted to the Enterprise Ireland Board for funding approval pending the recommendation of the Industrial Research Commercialisation Committee.

Appeals

Enterprise Ireland's procedure for dealing with appeals is as follows:

- Potential beneficiaries have the right to contact the Technology Gateway Programme Manager to discuss the committee decisions.
- Potential beneficiaries have the right to appeal to the Secretary to the Board of Enterprise Ireland.
- If an appeal is successful, the application will be invited to reapply.

4.0 Conditions of Funding

4.1 Naming of Technology Gateways

Enterprise Ireland will work with the funded applicants to develop a strategic plan that will maximise industry awareness of individual Technology Gateways and the network. This will include the branding and naming protocol of the network and of individual Technology Gateways. ***Technology Gateways and host institutions will be required to comply with this protocol as a condition of funding.***

4.2 Progress Reports & Performance Metrics

Individual Technology Gateways will be required to submit regular reports on progress, Steering Committee meetings, performance against agreed metrics, performance against the Horizontal Principles and financial details. Reporting requirements will be agreed between Enterprise Ireland & the host Institution. Progress reports will serve as the basis for performance review and will determine the level of continued funding. Such reporting requirements will be included in the grant agreement, which is binding between the host Institution and Enterprise Ireland.

Wherein the Programme is co-funded by the European Regional Development Fund (ERDF), all successful applicants shall comply with all ERDF requirements in terms of reporting and claims and the key requirements listed in Annex XI of the Regulations (EU) 2021/1060. Applicants shall also provide a copy of, or links to, their Equality, Diversity & Inclusion policies (and any other documents requested) as part of their application.

4.3 Annual Review

Each Technology Gateway will undergo an annual review of its activities by the Enterprise Ireland Programme Management Team. The evaluation will review the performance of the Technology Gateway against the targets agreed in the funding contract. An important consideration will be the level of engagement achieved with industry and what benefits have resulted for the companies.

4.4 Location of the Technology Gateway

The research must be undertaken in facilities which are part of, or immediately adjacent to the host Institute.



4.5 Acknowledgment of Funding Agencies

The institution shall ensure that Enterprise Ireland, the relevant ERDF Managing Authority, Irish Exchequer and the EU (in terms of ERDF) are given proper acknowledgement for their support in all reports and publications derived from the Programme. All relevant logos should also be included as part of this acknowledgement. This includes, but is not limited to, all Publicity, Press Releases, Advertising, Promotional Materials, Signage, Websites and other relevant social media platforms. The institution may also be required to collaborate with the ERDF Managing Authority in publicising the outputs of the ERDF supported research at EU level. The institution must consult the ERDF communications guidelines in respect of these requirements. See section 7 for more detail on ERDF requirements.

4.6 Confidentiality

A condition of funding is that the researchers and the host institution accept that the primary purpose of the programme is to generate applied research results with potential for exploitation in Ireland. Consequently, the protection of intellectual property and/or the ability to exploit the results must never be prejudiced by publication or other disclosure. However, Enterprise Ireland recognises that publication of results is a normal and reasonable aspiration for researchers. It will, therefore, use its best endeavours to ensure that a reasonable balance is maintained between the need to protect IP and the desire to publish. Nonetheless, proposers must accept as a condition of support under this programme that circumstances may arise wherein publication will be necessarily considerably delayed or even indefinitely deferred in the interests of protection of the intellectual property generated and the requirements of successful exploitation, (also see Technology Gateway Programme Grant Agreement).

4.7 Programme Grant Agreement

Enterprise Ireland's Technology Gateway Programme Grant Agreement will be applicable to awards made under this Programme. The Agreement covers in detail the specific requirements relating to confidentiality and the ownership, protection and exploitation of IP. Successful applications may be subject to changes in the project as originally proposed, for example with respect to its cost structure, deliverables and industry engagement plan.

4.8 Payment of Grant

Typically, 15% of the grant will be paid on signing of the grant agreement. Further payment of the grant will be made in instalments specified in an annex to the grant agreement and the instalments will be subject to the satisfactory progress of the project in terms of achievement of metrics, deliverables and milestones reached. Normally 10% of the grant will be retained for payment at the end of the project subject to all obligations with respect to final deliverables.

4.9 Technical / Financial audit

The basis of funding is the amount of the grant approved for the programme or the actual cost, whichever is the lower. As the programme is co-funded by the European Regional Development Fund (ERDF), it is subject to the audit requirements of the European Union, as set out in Reg (EU) 2021/1060, in addition to those of Enterprise Ireland, Therefore, all funded projects will be subject to financial and technical audit at the discretion of Enterprise Ireland and/or any other competent authority including the ERDF Managing Authority, ERDF Audit Authority, European Commission (DG Regio) auditors or the European Court of Auditors. The host institution is obliged to maintain appropriate financial, administrative, and



scientific records to enable any such audits to be carried out. These records must be made available to the relevant competent authorities as required.

4.10 Documenting direct staff costs

Direct staff costs charged to the project will be based on a declaration by the host institution of time allocated to the project by individual members of staff. The host institution shall issue a document for employees setting out the gross employment costs and the fixed percentage of time worked on the project per month. Alternatively, timesheets may be used to record hours spent on the project and charged to the project based on calculated hourly rates. Further details will be set out in the Grant Agreement.

4.11 Document Retention

All material related to the grant award should be retained for audit purposes, including financial, administrative, scientific and communications activities records to enable future audits related to the ERDF Reg (EU) 2021/1060 which requires that documents are retained for a 5-year period from 31 December of the year in which the last instalment of the grant payment is made by Enterprise Ireland.

5.0 Management Structures within the Host Institution

Based on Enterprise Ireland's experiences, the Technology Gateway Manager should report to the Vice President of Research and Innovation (or equivalent). That responsibility shall not be delegated to an academic director without the prior written consent of the Enterprise Ireland Programme Manager which will only be given in exceptional circumstances.

All other Enterprise Ireland funded Technology Gateway staff shall report to the Technology Gateway Manager. This responsibility shall not be delegated.

An Operations Committee shall be established to oversee the running of the Technology Gateway(s) within the host. This committee shall include the VP Research, Head of Human Resources, Head of Finance and the Technology Gateway Manager(s) (in the case of multiple Technology Gateways in an institution). The role of this committee is to facilitate the effective operation of the Technology Gateway(s) within the host institution so other members may be included as necessary. Its primary objective is to ensure the Technology Gateway(s) is / are provided with the necessary supports from the host to achieve its / their industrial collaboration targets. The committee should meet quarterly.

The Technology Gateway Manager should have responsibility for the Technology Gateway budget and the delivery of the metrics agreed with Enterprise Ireland.

5.1 Industry Led Steering Committee

It is critical that the Technology Gateways are industry led and responsive. A vital component in achieving this objective is the empowerment of the Industrial Steering committee. The main role of the committee is of governance in terms of the Technology Gateway's applied research strategy. Other items for consideration are:

- The majority membership of the Steering Committee should be from industry, (a minimum of 6 industrial members is strongly recommended)
- Each Technology Gateway is encouraged to have a minimum of 40% female representation on the steering committee



- An independent industry chair should be appointed, subject to agreement of all relevant stakeholders, (Enterprise Ireland, host & Industrial Representatives on the Committee)
- The Technology Gateway Manager will report on the Technology Gateway's progress against targets to the Industrial Steering Committee. The committee should have oversight on the development of the applied research strategy and technology themes, key milestones and deliverables, pipeline of future industrial projects and funding proposals, and IP transactions
- The Steering Committee, the Technology Gateway manager and the host will ensure that Intellectual Property procedures, conflict of interest and other relevant procedure are upheld
- The Industrial Steering Committee should meet on a quarterly basis. Notes from the meeting along with the Technology Gateway's quarterly report should then be forwarded to the Enterprise Ireland Programme Management team
- Progress reports to Enterprise Ireland should be accepted and endorsed by the Steering Committee
- A conflict-of-interest policy in relation to all steering committee members should be in place
- A Non-Disclosure Agreement should be signed by all committee members prior to taking their place on the committee. All steering committee members should be clearly briefed on their role as a member of the Industrial Steering Committee.

5.2 Project Management

This refers to the day-to-day management of the Technology Gateway which is performed by the Technology Gateway Manager. The project team includes the Enterprise Ireland funded Technology Gateway Manager and other Technology Gateway staff. A fuller description of these roles is given below.

5.3 Role of the Technology Gateway Manager

The Technology Gateway will be managed by a Technology Gateway Manager, who is appointed and funded under this programme. He / she will ideally have:

- Business Development experience and a track record of dealing with a range of customers
- Experience of running a team
- Significant experience working in a relevant industrial setting

The role of the Manager is primarily that of Business Development; they will also have line management responsibility for the other staff funded under this programme. The manager is responsible for the promotion of the Technology Gateway and the development of industry leads to fulfil the targets agreed with Enterprise Ireland. The Manager is also responsible for managing client relationships and ensuring projects are delivered on time and on budget.

The Manager will oversee the implementation of the technology themes for the industry supports base. He / she will report on a regular basis to the Industry Steering Committee on the performance of the Technology Gateway. The Manager will attend the Quarterly Technology Gateway Managers' meetings, provide Enterprise Ireland with agreed reports, and attend review meetings as required by Enterprise Ireland to monitor the progress of the Technology Gateway.



5.4 Role of Technology Gateway Staff

The additional Technology Gateway staffs' role is to support the Technology Gateway manager in the delivery of the agreed targets. They will assist in the promotion of the Technology Gateway and in management of client relationships. Where relevant, they will also contribute to the ongoing development of the applied research and technology themes which will serve the industry support base.

5.5 Role of Academic Director(s)

The Academic Directors' role is to underpin the agreed applied research and technology themes of the Technology Gateway and to contribute to the development of the required technology capabilities for the benefit of the industry support base. This may be achieved through funded activities such as Enterprise Ireland funding or EU funding programmes. They will contribute to the ongoing development of the Technology Gateways' technology work programme for the benefit of the industry support base.

6.0 Institutional Commitment

6.1 Role of the Institute

All applications made to the Programme are made in the name of the host institution. In that respect, Enterprise Ireland expect a high level of commitment by the Institution's senior management team to ensure the successful operation of the Technology Gateway(s).

6.2 Policies & Procedures

The application should clearly demonstrate how the host currently implements the EU's Horizontal Principles on Equality and Non-discrimination and the 6 principles of Do No Significant Harm. Copies of these policies and procedures will be required as part of the application process, failure to include them will deem the application as ineligible.

The Institution should also have in place policies and procedures necessary to deal with the unique nature of the Technology Gateway, such as a Conflict of Interest Policy that is reviewed on an annual basis.

Delays in the hiring of staff have the potential to impact on the Technology Gateway's ability to meet its targets with Enterprise Ireland. In applying for Technology Gateway funding the Institution commits to putting in place HR policies that support the unique resource requirements of the Technology Gateways.

6.3 Hiring of Staff

Where vacancies arise, job adverts for the role of Technology Gateway Manager shall be agreed with Enterprise Ireland in advance of publication and shall be advertised nationally. The Enterprise Ireland Programme manager (or delegate) shall be invited to sit on the interview panel for all Technology Gateway Manager positions.

The criteria for short listing and interview shall reflect the unique Business Development nature of the Technology Gateway roles and shall be adapted accordingly. The interview rating criteria shall also be adapted to reflect the same.

As the Technology Gateway staff are business development professionals, no Enterprise Ireland Technology Gateway funded position shall stipulate a master's degree or Doctorate as a minimum requirement.

6.4 Operations Committee

The Institution will ensure that an Operations Committee is established and properly attended as per these guidelines, and that it meets on a quarterly basis to discuss Technology Gateway related topics.

7.0 European Regional Development Funding

7.1 Communications Requirements

As beneficiaries of the ERDF Programme 2021-27, all Technology Gateways shall adhere to the communications requirements set out in the Guidelines for Beneficiaries for their relevant region, summarised below. Non-compliance can result in a loss of up to 3% of ERDF financial support. For a complete up to date copy of the relevant regional guidelines, please refer to your Managing Authority's Communications Officer.

7.1.1. Programme Logos and Funding Statement

The EU emblem, the Government of Ireland, Managing Authorities and Enterprise Ireland logos must be used by beneficiaries under the ERDF Programme 2021-27 - either in horizontal or vertical presentation.

Below is a sample including the logos of both Managing Authorities. Individual Technology Gateways shall include the Managing Authority logo applicable to them.



If other logos are displayed with the Programme logo strip, they must be at least the same size (in height or width) as the biggest of the other logos. The logo strip must be prominently displayed on all printed and digital products, websites, social media channels and other communication products related to your ERDF co-financed project.

The logos must be in colour on websites and wherever possible on other materials related to the co-funded project. Only use greyscale when colour is not possible. The logo strip must be used in the format supplied and must not be recreated or modified in any way.

Beneficiaries must include the funding statement (relevant to their Managing Authority) with use of the Programme logo strip.

"The Enterprise Ireland Technology Gateway Programme is co-funded by the Government of Ireland and the European Union through the ERDF Northern & Western / Southern, Eastern & Midland Regional Programme 2021-27".

7.1.2 Websites

All beneficiaries must create a webpage on their main website to highlight the ERDF co-funded project, including the project title (Enterprise Ireland Technology



Gateways), a brief outline of the activity (aims and results), and displaying the Programme logo strip and funding statement. The logo strip and Programme reference must be readily seen inside the viewing area of digital devices without needing to scroll down the page. The MA will link this page to the Programme and other relevant websites.

Information on the programme activities will be supplied to successful applicants prior to commencement of programme funding.

7.1.3 Social Media

Individual posts specifically related to your ERDF co-funded project must acknowledge the EU support with the Programme logo strip and funding statement (it is recommended that these posts are presented visually to accommodate this). These posts must include the hashtag #euinmyregion.

7.1.4 External Documents intended for the Public or Participants

Documents and printed material related to the implementation of the ERDF co-funded project intended for the public or participants must display the logo strip and funding statement. These include, but are not limited to approval letters or contracts, brochures, project updates in corporate annual reports, booklets and leaflets, certificates, invitations, presentation slides.

7.1.5. Advertising, Press Releases and other Promotional Materials

The following must acknowledge the ERDF when directly related to the co-funded activity:

- Print advertising, including advertorials or job advertisements must display the logo strip alongside the funding statement,
- Radio advertising must, at a minimum include the funding statement,
- Television advertising must, at a minimum, include logos at a size and for an appropriate time period in which it can be read and the funding statement,
- Press releases, speeches, presentations and information directed to local, regional and national media (press, radio or television) must reference the ERDF support in the body of the main text, not just the note to editors,
- Project spokespersons must be briefed to mention the ERDF support when speaking to the media.
- Any promotional material used to communicate the ERDF activity, such as display stands or giveaway items, should include the Programme logo strip and funding statement where possible.
- Videos must include the Programme logo strip at size that can be read and appropriate time period in which it can be read with the funding statement.