

Company Application Form for IDA Ireland's RD&I Grant Support

Part 2 of 3 – Technical Description of Project

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*This form should be filled in by a* ***technical person*** *in the company, ideally the technical lead on the project. The purpose of this from is to provide a detailed* ***technical*** *description of the project and capture the various project planning elements required to successfully deliver the required outcome.*

*You can assume that the audience has a technical background. The level of detail should be appropriate to the complexity of the project. Please include diagrams. The questions below should be treated as prompts. There is no need to repeat anything already covered in form 1 of 3 – Commercial and Strategic Overview.*

# Introduction

|  |  |
| --- | --- |
| **Company Name** | Company Name |
| **Project Title:** | Title |
| **Document Author** | Name  Position  Email  Phone |
| **Date** | Insert Date Here |

# Description of the project

The project must have clearly defined goals. In this section include:

1. The vision, scope and goals of this project.
2. The underlying concepts, methods or platform technologies that are being employed in this project.
3. An evaluation of the facility’s current technical capability required for delivery of this project.
4. Discussion on how this project is innovative?
   1. List and fully describe the scientific or technical advancements/innovations in the proposed solution.
   2. What are the key technical differentiators of the proposed solution V’s the competition.
   3. List the technologies that will be used during the project, and explain whether they are new to this facility/team.
5. Project outputs.

# Project Planning

## Development Activities & Deliverables

In this section detail the clearly defined R&D activities and deliverables associated with this project; include:

1. A list of the high level activities, along with a technical description for each one. (About 10-20 activities is usually appropriate)
2. A list of the expected deliverables with approximate dates.
3. Estimate of the effort involved for each of the activities above (measured in months or person-years as appropriate).
4. A short description your company’s project management approach and change management strategy. (Comment on the approach only, the reader will have a comprehensive understanding of all the various project management methodologies.)

**Note:** Applicants may wish to insert a Gantt chart into this section.

Milestones will be used by IDA Ireland to monitor progress for the purposes of **grant administration.** Please outline a number of clearly defined and easily verifiable milestones with associated completion dates for this project using the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Milestone** |  | **Completion Date** |
| 201X | Milestone A |  | Q1 201X |
| 201X | Milestone B |  | Q1 201X |
| 201X | Milestone C |  | 201X |
| 201X |  |  |  |
|  |  |  |  |

Table - Milestones & Completion Date (easily verifiable & high level)

Provide commentary on each of these key milestones detailing how the overall programme is planned to progress to completion.

## Uncertainties & Technical Risks

In this section, discuss:

1. The uncertainties and technical risks which the company will face in undertaking this project.
2. How the company is taking a systematic approach to addressing uncertainty and technical risk.

## Resourcing

Provide a brief overview of how the project will be resourced, detailing the:

1. Number and type of additional R&D jobs being created.
2. Level of experience and qualifications of the R&D team and their track record of delivering similar projects.
3. Hiring in of outside expertise (e.g. consultancy/contracting), describing their role and why they are needed.

# Technical Collaborations

## University Collaborations

If the project involves collaborations with higher education institutes in Ireland, please detail the:

1. Nature of the proposed collaboration (collaborative research, contract research……etc.)
2. Purpose, objectives and conditions of the intended collaborative research project
3. Depth of collaboration (technology and/or people placements or exchanges)
4. Perceived benefits, expected foreground knowledge and ownership of this knowledge as a result of this collaboration.

## Collaborations with Other Companies

If the project involves B2B collaborations with the Irish operations of other multinational companies, indigenous companies or suppliers located in Ireland, please detail the:

1. Nature of the proposed collaboration (collaborative research, contract research……etc.).
2. Purpose, objectives and conditions of the intended collaborative research project.
3. Depth of collaboration (technology and/or people placements or exchanges).
4. Perceived benefits, expected foreground knowledge and ownership of this knowledge as a result of this collaboration.

# Additional Information

Provide any additional information that you feel relevant to your application, for example:

* **Increasing R&D Capability Within the Company**
  + R&D structure, upskilling of staff, training programmes… etc.