



TT Guideline No.5 Project Management Support for Projects involving Industry

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

Post award project management support for projects involving industry.

Context:

Building meaningful engagements, collaborations and partnerships with industry requires efficient project management, activation and execution processes. The “post award” experience is considered hugely influential in determining whether or not an industry partner will renew and expand their engagement with RCSI. This so called “repeat business” is a KPI under government initiatives such as the Technology Strengthening Initiative (TTSI). This document sets out the level of post award support on Industry projects the Industry Liaison Manager will provide:

Project Activation:

- The Industry Liaison Manager shall inform the PI when negotiation on the project agreements has concluded and a fully executed agreement has been received from industry party.
- The PI shall raise GAIS and GR forms on the Research Database as appropriate.
- The Industry Liaison Manager shall approve GAIS and GR form on behalf of RCSI ORI for projects involving industry.
- The Industry Liaison Manager shall maintain contact with the PI during the remainder of the Grant Registration process to ensure it is efficiently concluded and, where necessary, shall ensure the PI is supported by existing resources within ORI, RCSI Finance and RCSI HR.
- Project Activation progress shall be reported at weekly meetings with Head of Innovation.

Project Implementation:

- The Principal Investigator shall be responsible for managing and directing the research projects
- Where possible, the Industry Liaison Manager will attend formal mid-project review meetings with the industry party.
- The Industry Liaison Manager will maintain both formal and informal contact with the PI and the industry party over the course of the project to ensure: (a) the agreed project reporting and industry contribution schedules are met; and (b) communication channels remain open and active between the Parties.

Project close out:

- The Industry Liaison Manager will meet with the PI and the industry party towards the end of the project to explore opportunities to deepen and develop the relationship through new projects.



Invoicing for Industry Party Cash Contribution:

- The Industry Liaison Manager shall work with PI and Finance to ensure, where possible, that a single invoice request form is raised by the PI at the start of the project so that invoices are automatically generated as payments fall due as set out in the project agreement.

Capturing Industry Party in-kind contribution:

- Fields for “In-kind Contribution”, “Cash Contribution” and “Total Contribution” (“All Budget Fields”) have been added to Grant Registration e-forms (“GR Form”) on the Research Database.
- The PI shall complete All Budget Fields when submitting GR Forms
- The GR form shall be approved by the (a) Industry Liaison Manager who checks to ensure in-kind contribution has been correctly recorded; and (b) by Finance who note the value of the in-kind contribution associated with that project on Agresso.
- The Industry Liaison Manager and Finance (Barry) meet every quarter to ensure value of in-kind contribution recorded on Agresso matches in-kind contribution recorded on Research Database.
- The Industry Liaison Manager will ensure an in-kind contribution payment form (similar to in-kind contribution payment form prescribed under the EI Innovation Partnership Programme) is issued to the industry party in accordance with the in-kind payment schedule set out in relevant project agreement.
- The industry party completes the in-kind payment form in a manner that describes the nature and value of the in-kind contribution made within the relevant reporting period.
- After completing and signing the in-kind payment form, the industry party returns the completed form to the Industry Liaison Manager. On receipt of the form, the Industry Liaison Manager will liaise with the PI to obtain confirmation (evidenced through PI signature) that RCSI’s has received the in-kind contribution described therein.
- The Industry Liaison Manager shall inform Finance when in- in-kind payment forms have been fully executed and ensures the fully executed in-kind contribution payment form is stored in the “Additional Documents” field within the relevant Grant Registration Form in the Research Database.
- Finance will ensure that receipt of industry in-kind contribution is recorded as Industry research expenditure on Agresso.
- Finance and Industry Liaison Manager to review process described after 12 months and modify if required.

Resourcing:

This process will be driven by the Industry Liaison Manager with support from other members of the ORI team.