



Fondúireacht Eolaíochta Éireann

Science  
Foundation  
Ireland

**Science Foundation Ireland  
Grants and Awards Management System – SESAME**

**Dictionary of SESAME Researcher Profile Terms**

**Version: 3.6**

**December 2022**

## Version Control

Version	Date	Changes made
Version 3.6	December 2022	<p><b>Publications:</b> Added 2 fields when researcher selects “Is this publication available in an open access repository?” and “Is this publication available under a Creative Commons Attribution licence (CC BY)?”</p> <p><b>Non-Academic Engagements:</b> provided definition of NGO</p>
Version 3.5	December 2021	<p><b>Team Members:</b> Removed “Include in Snapshot” as no longer active</p> <p><b>Funding Diversification:</b> Added Horizon Europe to Funding Body</p> <p><b>Non-Academic Engagement:</b> Adjusted captions to reflect the broad scope of engagements; Simplified Nature of Engagement field to become single select of 4 options; Removed Rationale for engagement</p> <p><b>Education and Public Engagement:</b> Number of fields removed and other fields repurposed to better capture EPE activity.</p> <p><b>Publications:</b> Addition of field “Does this publication contain analyses or report on a sex and/or gender dimension in this research content?”</p>

Fields labeled in **RED** are mandatory.

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### Education Fields (for CV purposes only - not relevant to Research Outputs Survey)

<b>Overview: The Education section of the profile is not reported on for Research Outputs purposes. Researchers may enter data into this section at their own discretion</b>	
Field/Question	Description
<b>Degree Type</b>	Select the degree type from a drop down list
<b>Year of Award</b>	Please enter the year in which you were awarded this degree
<b>Degree Name</b>	Please enter the specific name of the degree
<b>Institution</b>	Enter the name of the awarding institution. <b>Note: as you type, SESAME will suggest institutions based on what you type. If your required institute is not listed, select "Other Research Body"</b>
<b>Please specify if other</b>	Complete this field if you have selected "Other Research Body" under Institution
<b>Location</b>	Give the location / country of the institution
<b>Years</b>	Enter the years covered by your course of study e.g. 1980-1984
<b>Field of Study</b>	Please describe the field of study

### Employment Fields (for CV purposes only - not relevant to Research Outputs Survey)

The Employment section of the profile is not reported on for Research Outputs purposes. Researchers may enter data into this section at their own discretion.

Field/Question	Description
<b>Institution / Company:</b>	Please enter the institution or company for which you worked. SESAME will autocomplete this field based on what you enter . If your institution / company is not listed, please select "Other Research Bodies"
<b>Please Specify if Other:</b>	This field should be completed if you entered "Other Research Bodies" under Institution / Company
<b>Location:</b>	Please enter the location of the employer
<b>Years:</b>	Enter the years over which your employment contract ran e.g. 1980-1985
<b>Description:</b>	Describe your role for this contract

### Professional Societies (for CV purposes only - not relevant to Research Outputs Survey)

Field/Question	Description
<b>Status</b>	Please select Current / Past
<b>Type</b>	Please select from drop down list
<b>Name of Society</b>	
<b>Start Date</b>	Use the calendar icon to select a date or type in a date in the format yyyy-mm-dd
<b>End Date</b>	Use the calendar icon to select a date or type in a date in the format yyyy-mm-dd. If current, leave blank.
<b>Additional Details</b>	

### Significant Distinctions/Awards

In this section SFI is only concerned with significant distinctions and prizes awarded to a researcher. Prizes such as the Nobel prize, Fields Medal, Wolf Prize, Shaw Prize, Lasker Awards etc. should be entered in this field. Funding awarded such as Horizon Europe funding, Scholarships etc should be entered within the “Funding Diversification” tab.

Field/Question	Description
<b>Year</b>	Enter the Year you received the Distinction / award
<b>Details of Award / Distinction</b>	Give a description of the award / distinction
<b>Awarding Body</b>	Name of the Body that gave the award
<b>First Name of Awardee</b>	Enter the first name of the team member who received the award
<b>Last Name of Awardee</b>	Enter the last name of the team member who received the award

### Funding Diversification

In this section SFI is concerned with additional research funding (excluding capital awards such as PRTL funds) that has been leveraged by SFI’s awardees, either directly (“Primary attribution”), or indirectly through other associated awards (“Secondary attribution”). Here the primary attribution reflects the main award whose outputs and outcomes have contributed to securing a new award. The secondary attribution reflects other sources of funding that have contributed to the same award. Currently active, expired and pending awards can all be reported in this section, however for the purpose of Research Outputs we are only concerned with “current funding”, which relates to Funding Secured. Although potentially relevant for other purposes within SESAME such as grant applications and annual grant progress reporting, the inclusion of “Expired” or “Pending” funding is not required for your year-end Research Outputs return. Funding diversification relates to direct costs only. Please see notes in Appendix 1 relating to EU cofund initiatives and match funding.

Field/Question	Description
<b>Primary Proposal Attribution</b>	Please select the award to which this funding is primarily linked
<b>Secondary Attribution</b>	Please list any other awards that this funding is associated with.
<b>Funding Body</b>	<p>Please select from the drop down list.</p> <p><u>Note</u> New funding secured from Universities may be included under “Other Irish Government Source (please describe).”</p> <p>“Enterprise Ireland – Commercialisation award” includes: Clinical Innovation Awards, Commercialisation Funds, Feasibility Grants, Innovation Partnerships and Innovation Vouchers.</p>

Field/Question	Description
	“Enterprise Ireland – Non-Commercialisation award” includes: H2020 Coordinator Supports, IRCSET Postgrad/ Postdoc fellowships, and Travel Grants.
<b>Funding Programme or Company Name:</b>	
<b>Title of Proposal:</b>	
<b>Nature of Project</b>	<p>This field is only visible when “Private Enterprise” is selected within the “Funding Body” field.</p> <p>Please select one of the following from the drop down list:</p> <ul style="list-style-type: none"> <li>• Collaborative - may refer to: <ul style="list-style-type: none"> <li>○ Partially Funded Collaborative Research - partially funded by SFI and the industry partner.</li> <li>○ Wholly Funded Collaborative Research - industry pay the full cost of the project. Industry partner is making an intellectual contribution, the research results can be disseminated and new IP can be generated.</li> </ul> </li> <li>• Contract - a company paying a Research Performing Organisation to deliver a product or service with a definitive outcome.</li> <li>• External Consultancy - contract under which one party agrees to provide advice and other related services to another party, usually in return for a sum of money</li> </ul>
<b>Brief description of proposal including website and names of partners, where available.</b>	Please describe. For pending awards, please also indicate expected decision date. 250 word limit
<b>Grant No:</b>	Grant number of the funding pending/secured
<b>Status (researcher profile only):</b>	<p>Please select the status from the following drop down list:</p> <ul style="list-style-type: none"> <li>• Expired</li> <li>• Current</li> <li>• Pending</li> </ul> <p>(NB: see overview note at the top of this table)</p>
<b>Status (Award Administrator profile only (i.e. Research Centre; Specified Partnership Awards and CRT / CDT awards))</b>	<p>For all awards except those “Private Enterprise” transactions associated with cost share, please select the status from the following drop down list:</p> <ul style="list-style-type: none"> <li>• Expired</li> <li>• Current</li> <li>• Pending</li> </ul> <p>For all “Private Enterprise” transactions associated with cost share, please select the status from the following drop down list:</p> <ul style="list-style-type: none"> <li>• 1. New discussion</li> <li>• 2.1 Scope Discussion</li> <li>• 2.2 Proposal drafting</li> <li>• 3.1 Proposal Submitted</li> <li>• 3.2 Funding allocated</li> <li>• 4.1 In discussion</li> </ul>

Field/Question	Description
	<ul style="list-style-type: none"> <li>• 4.2 In preparation</li> <li>• 4.3 Issued</li> <li>• CRA signed</li> <li>• CRA expired</li> <li>• CRA at risk</li> <li>• CRA terminated</li> <li>• Company withdrawn</li> </ul> <p>Research Centre staff should consult Appendix 2 for notes relating to entering repeat industry collaborative research agreements.</p>
<p><b>Total Amount of Funding for the Project (€)</b></p>	<p>Please include the total funding (in direct costs) for the overall project (excl. PRTL or other Capital Projects).  For example: FP7 project – total funding <b>€1 million</b>  → German partner = €400K  → Belgian partner = €300K  → UK partner = €200K  → Irish partner = €100K  The total amount here is €1,000,000  Please enter the <u>whole</u> numeric value <u>excluding</u> currency symbols i.e. 1000000</p>
<p><b>Amount of Funding Allocated to PI (€)</b></p>	<p>Please include the portion of the overall project funding allocated to your group.  For example: FP7 project – total funding €1 million  → German partner = €400K  → Belgian partner = €300K  → UK partner = €200K  → <b>Irish partner = €100K.</b>  The amount of funding allocated to the PI is €100,000  Please enter the <u>whole</u> numeric value <u>excluding</u> currency symbols i.e. 100000</p> <p>In the case of “Position held on the Award” is “Industry Assist” please include the portion of the overall project funding allocated to the industry partner.</p>
<p><b>Amount of the allocated funding that is "cash"?</b></p>	<p>The funding amounts included may include in-kind and cash contribution. Please specify the amount of the funding allocated to the PI that is “cash”.</p>
<p><b>Position held on Award</b></p>	<p>Please select from the following drop down list:</p> <ul style="list-style-type: none"> <li>• PI – holder of an SFI award</li> <li>• Co-PI – co-holder of an SFI award</li> <li>• Collaborator - co-holder of a non-SFI consortium-type award (e.g. partner in a FP7/ H2020 consortium)</li> <li>• Coordinator - holder of a non-SFI consortium-type award (e.g. coordinator in a FP7/ H2020 consortium, ERC, Marie Curie, etc)</li> </ul>

Field/Question	Description
	<ul style="list-style-type: none"> <li>Industry Assist – where you have assisted an industrial partner in leveraging funding – all the funds have gone to industry partner</li> </ul>
<b>Time Commitment (%)</b>	Please enter a number from 0 to 100. Do not enter the “%” symbol.
<b>Start Date</b>	Use the calendar icon to select a date or type in a date in the format yyyy-mm-dd
<b>End Date</b>	Use the calendar icon to select a date or type in a date in the format yyyy-mm-dd
<b>Headcount:</b>	Please list the number of personnel working on the grant.
<b>MNC/SME:</b>	This field is only visible when “Private Enterprise” is selected within the “Funding Body” field. Please see <a href="https://www.enterprise-ireland.com/en/About-Us/Our-Clients/SME-Definition.html">https://www.enterprise-ireland.com/en/About-Us/Our-Clients/SME-Definition.html</a> for SME definition.
<b>Company Country of Origin:</b>	This field is only visible when “Private Enterprise” is selected within the “Funding Body” field. Please select the country in which the company was originally founded. For example, for an international company such as Intel who have a base in Ireland, the country of origin is the United States and not Ireland.
<b>Is Company Name confidential?:</b>	This field is only visible when “Private Enterprise” is selected within the “Funding Body” field. This column refers to whether or not the interaction with the named company is confidential or not. It does not refer to the details of the contract between the researcher and the company. If ‘Yes’ is selected, SFI will honour the wishes of the company and will not use their name in any PR activities.
<b>Award Type:</b> (Award Administrators of large awards only)	Indicate whether the contract is associated with a platform/target project funded through the original RC (Research Centre Award) or from an award granted through the Spokes Programme (Spokes Award). While target projects associated with the RC may sometimes be referred to as spoke projects, ‘Spokes Award’ in this context refers only to projects funded through the Fixed or Rolling Spokes Programme.
<b>Committed Cost-share (in kind):</b> (Award Administrators of large awards only)	This field is only visible when “Private Enterprise” is selected within the “Funding Body” field. The amount of in-kind contribution to be provided by the company for the duration of the project. Provide the total value of the contract, regardless of the period over which the contract runs.
<b>Overhead on cost-share (cash):</b> (Award Administrators of large awards only)	This field is only visible when “Private Enterprise” is selected within the “Funding Body” field. The amount of institutional overhead provided by the company for the duration of the project. Provide the total



Field/Question	Description
	value of the overhead amount, regardless of the period over which the contract runs.
<b>Completion Date of Contract:</b> (Award Administrators of large awards only)	This field is only visible when “Private Enterprise” is selected within the “Funding Body” field. The date that the contract is signed (if not yet signed, provide the expected or estimated date on which the contract will be signed).
<b>IP Arrangements:</b> (Award Administrators of large awards only)	This field is only visible when “Private Enterprise” is selected within the “Funding Body” field. Please select from the dropdown list, indicating where the IP Arrangements are “Default”, as per the <a href="#">National IP Protocol</a> , or whether other arrangements exist.
<b>Industry Collaboration Form</b> (Award Administrators of large awards only)	When “Private Enterprise” is selected under Funding Body, this form should be downloaded, completed and reuploaded here.  Further details in relation to this form are available here: <a href="https://www.sfi.ie/funding/sfi-policies-and-guidance/state-aid/SFI-Industry-Collaboration-Form- V2-FINAL-.docx">https://www.sfi.ie/funding/sfi-policies-and-guidance/state-aid/SFI-Industry-Collaboration-Form- V2-FINAL-.docx</a>  ICF FAQ: <a href="https://www.sfi.ie/funding/sfi-policies-and-guidance/state-aid/ICF-FAQs-V2-FINAL.pdf">https://www.sfi.ie/funding/sfi-policies-and-guidance/state-aid/ICF-FAQs-V2-FINAL.pdf</a>
<b>Comments:</b>	This field is only visible when “Private Enterprise” is selected within the “Funding Body” field.

### Team Members

It is important to keep track of team members, especially after they have left the team. This can be done within the “Current/New Position (Where the team member is now working)” field. This enables SFI to track the movements of researchers and facilitates a broader understanding of career paths.

Field/Question	Description
<b>Primary Proposal Attribution</b>	Please select the award to which this team member is primarily assigned i.e. the award from which the salary is primarily paid. In the case of academics, please select their primary source of research funding.
<b>Secondary Attribution</b>	Please list any other awards that this team member is associated with.
<b>Position within the Team</b>	The options available are broadly self-explanatory. However, the following may be useful for clarifying some positions: <b>SFI Principal Investigator:</b> An SFI Principle Investigator (PI) is an independent researcher who holds a research award from SFI.

	<p><b>For SFI Research Oupputs purposes, this individual is responsible for completing the Researcher Profile. There is no need to include the Principal Investigator in the list of team members</b></p> <p><b>SFI Co-Principal Investigator:</b> An SFI Co-Principal Investigator (co-PI) is an independent researcher who co-holds an award from SFI under any of the following SFI programmes: Principal Investigator, Investigator Award, Partnerships or Centres award. <b>For SFI Research Outputs purposes please include these individuals in the “Co-Principal Investigator” category.</b></p> <p><b>SFI Approved Funded Investigator:</b> An SFI Approved Funded Investigator (FI) is an independent researcher who is undertaking a management role in a research project within a Partnership or Centre. It is anticipated that SFI Funded Investigators have budgetary responsibility for a research project within an SFI Centre. SFI Funded Investigators will serve under the direction of the lead applicant (PI) or one of the co-applicants (co-PIs). <b>For SFI Research Outputs purposes please include these individuals in the “Funded Investigator” category.</b></p> <p><b>Collaborator:</b> A Collaborator is an individual who is committed to providing a focused contribution for a specific task. The collaborator will serve under the direction of the Lead Applicant, and may or may not, receive funding through the award. Collaborators are not designated as SFI-funded researchers. <b>For SFI Research Outputs purposes please include these individuals in the “Other” category.</b></p> <p><b>If a team member changes position within the team, please create a new record. The first record can show that the person has departed this position with their First Destination listed as “Moved to another position within the team”. The second record should reflect the person’s new position.</b></p>
<b>First name</b>	
<b>Last name</b>	
<b>Gender</b>	Please select from the following drop down list: <ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> </ul>
<b>Prior affiliation of Team Member</b>	Please select from a drop down list
<b>Nationality</b>	Please select from a drop down list of Nationalities
<b>Highest Degree</b>	Please select from the following drop down list: <ul style="list-style-type: none"> <li>• BSc</li> <li>• BA</li> <li>• MSC</li> </ul>

	<ul style="list-style-type: none"> <li>• PhD</li> <li>• DPhil</li> <li>• MD</li> <li>• Other</li> </ul>
<b>Start Date with the Team</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd. The start date should not pre-date the award to which the team member is primarily attributed.
<b>Masters Graduation Date</b>	This is particularly relevant if the individual receives a Master’s degree during their period with the team. Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Expected / Actual PhD Graduation Date</b>	This is particularly relevant if the individual receives a PhD during their period with the team. It is mandatory when the position within the team is Postgraduate (PHD) Student. Where the student has not yet graduated, we ask that you estimate their date of graduation. Use the calendar icon to select a date or enter the date in the format dd/mm/yyyy.
<b>Has this person departed the position?</b>	Select from list: Yes / No
<b>Expected / Actual Departure Date (from the team)</b>	Mandatory field. Use the calendar icon to select a date or enter the date in the format dd/mm/yyyy. <ul style="list-style-type: none"> <li>• If the team member has departed, this should be the approximate date that they departed.</li> <li>• If they have not yet departed, please provide an estimated date. This may be the end date of the grant that they are attributed to.</li> </ul>
<b>First Destination Position (on departure)</b>	This is to capture where team members go directly after leaving the team (First Destination). Please select from a drop down list.
<b>Location of First Destination</b>	Please select from drop down list of countries
<b>Current/New Position (Where the team member is now working)</b>	This may be the same as the “First Destination” or in time, may change. If you know if departed team members have changed position, then please complete this. This is to assist us in capturing 2 <sup>nd</sup> plus career destinations. Please select from a drop down list.
<b>Location of Current Position</b>	Select from drop down list of countries
<b>ORCID (of team member)</b>	Non-mandatory field <a href="http://orcid.org/">http://orcid.org/</a>
<b>Email address (of team member)</b>	While non-mandatory, it would be helpful to include an email address for the individual leaving the team, with their permission, so that SFI may request them to keep in contact, e.g. via the SFI Alumni page on LinkedIn
<b>LinkedIn Address (URL)</b>	While non-mandatory, it would be helpful to include a link to the LinkedIn profile of the individual leaving the team, with their permission, so that SFI may request them to keep in contact, e.g. via the SFI Alumni page on LinkedIn

## Innovation and Commercialisation Activities

### Generic

Field/Question	Description
<b>Primary Proposal Attribution</b>	Please select the award to which the activity is primarily attributed
<b>Secondary Attribution</b>	Please list other awards to which the activity can be attributed
<b>Type</b>	There are 6 types of innovation / commercialisation activities that should be added here and they can be selected from the following drop down menu: <ul style="list-style-type: none"> <li>• ICT Standards/ Specifications</li> <li>• Invention Disclosures</li> <li>• Licensed Technology</li> <li>• Patent</li> <li>• Spin-Out Companies</li> <li>• Start-up Companies</li> <li>• Assignments</li> </ul>

### ICT Standards/Specifications Header

Field/Question	Description
<b>Year</b>	Please enter 4-digit year
<b>Name of the standard/specification contributed to during the reporting period</b>	
<b>Standard/specification number</b>	
<b>Standard approved/ratified?</b>	Please select Yes/No
<b>Name of the standard/specification body</b>	
<b>Name of the working/sub-group</b>	
<b>Role within the working/sub-group</b>	Please select from the following drop down menu: <ul style="list-style-type: none"> <li>• Chair</li> <li>• Member</li> </ul>

### Invention Disclosures Details

Field/Question	Description
	<b>This relates to Invention Disclosure Forms (IDFs) that you have submitted to your Technology Transfer Office (TTO). The TTO must have checked and accepted the signed and completed IDF for it to be included in your reporting. The Invention Disclosure Form (IDF) is the first step in a process that could potentially lead to commercialisation of technology. It is a written, dated record of an invention. It contains basic information which helps to evaluate, subsequently protect and potentially commercialise the intellectual property associated with an invention.</b>
<b>Title of the Invention Disclosure</b>	
<b>Invention Disclosure number, assigned by TTO</b>	This is a unique number for the invention, assigned by the Technology Transfer Office (TTO)
<b>Inventor(s)</b>	
<b>Invention Disclosure Status</b>	<p>Please select from following drop down list:</p> <ul style="list-style-type: none"> <li>• Under Evaluation</li> <li>• Active Commercialisation</li> <li>• Abandoned</li> <li>• Licenced</li> </ul> <p>Under Evaluation: Submitted and under review by the TTO who will decide if the Invention will be taken forward</p> <p>Active Commercialisation: The Invention is being pursued as an ongoing commercial concern by the TTO or Business Development office</p> <p>Abandoned: The Invention is no longer being pursued</p> <p>Licenced: IP contained within the IDF is licenced to a Spin out or Extant company</p>
<b>Affiliation</b>	
<b>Disclosure Date</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Proceeding to Patent Application</b>	Please select Yes/No/Under Review
<b>Enterprise Ireland (EI) Identifier Number</b>	<p>It has been agreed with Knowledge Transfer Ireland (KTI) to use the same reference number on pre-commercial outputs.</p> <p>This Enterprise Ireland (EI) Identifier Number is available from the Technology Transfer Office (TTO).</p> <p>Please enter the number in the following format: Begin with a year, followed by an alphanumeric value e.g. 2014-UCC-0012</p>

Field/Question	Description
	<b>Licences and Assignments are agreements between a public research organisation and one or more commercial undertakings, whereby IP rights are transferred to that undertaking for the purpose of commercialisation. This includes Non-Exclusive Royalty Free (NERF) licences. Specifically a licence is a grant of rights for the purpose of commercialisation of IP. The number of licences reported here must equate to the number of licences reported to and approved by the TTO.</b>
<b>Licence Agreement Date</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Licensing Agreement Description</b>	
<b>Licensing Agreement Partner</b>	
<b>Time Period of Agreement</b>	
<b>Revenue Associated with License</b>	Please enter a whole number with no non-numeric characters e.g. for €100k please enter 100000 without commas or currency symbol.
<b>Patent number linked to this commercialisation (if applicable)</b>	
<b>Invention Disclosure number linked to this commercialisation (if applicable)</b>	
<b>Enterprise Ireland (EI) Identifier Number</b>	It has been agreed with Knowledge Transfer Ireland (KTI) to use the same reference number on pre-commercial outputs. This Enterprise Ireland (EI) Identifier Number is available from the Technology Transfer Office (TTO). Please enter the number in the following format: Begin with a year, followed by an alphanumeric value e.g. 2014-UCC-0012

#### Patent Details

Field/Question	Description
<b>Patent Title</b>	The title of the patent describes the subject matter in the patent
<b>Inventor(s):</b>	Name of the Inventor included in the Patent
<b>Affiliation(s):</b>	The university associated with the inventor(s). This is of specific interest to centre-type awards (SFI Research Centres, CSETs and/or SRCs) with multiple research bodies.
<b>Patent Application Number (assigned by patent office)</b>	When a patent application is filed, the patent office assigns a serial number to the application
<b>Filing Date</b>	This is the date that the patent application was filed. The filing date is usually also the priority date.
<b>Status:</b>	Please select from the following drop down list: <ul style="list-style-type: none"> <li>• Filed and Pending</li> <li>• Awarded</li> <li>• Exploited</li> </ul>

<b>Patent Awarded</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Patent Number</b>	The patent number is assigned when the patent is granted/awarded
<b>Patent Exploited</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd. (Mandatory if status is Exploited)
<b>Please describe how patent has been exploited</b>	If relevant, give a brief description of how the patent has been exploited. This field is mandatory if the Status is Exploited.
<b>Patent Office</b>	For example, Irish, European, US
<b>Enterprise Ireland (EI) Identifier Number</b>	It has been agreed with Knowledge Transfer Ireland (KTI) to use the same reference number on pre-commercial outputs. This Enterprise Ireland (EI) Identifier Number is available from the Technology Transfer Office (TTO). Please enter the number in the following format: Begin with a year, followed by an alphanumeric value e.g. 2014-UCC-0012

#### Spin-Out Companies

Field/Question	Description
<b>A spin-out is an incorporated entity with a business plan, dependent on the exploitation of specific intellectual property rights of the HEI and in which the HEI holds equity and/or has executed a licence to the relevant IPR (Intellectual Property Right) on which the company is founded.</b>	
<b>Company Name</b>	
<b>Registered Address</b>	
<b>Company registration number</b>	Issued by the Company Registration Office (CRO)
<b>Main Shareholders</b>	
<b>Nature of Business Incl. Current Trading and Product Development</b>	
<b>Date Incorporated</b>	
<b>Revenue</b>	Please enter a whole number with no non-numeric characters e.g. for €100k please enter 100000 without commas or currency symbol.
<b>FTE Employees</b>	
<b>Patent number linked to this commercialisation (if applicable)</b>	
<b>Licence number linked to this commercialisation (if applicable)</b>	
<b>Enterprise Ireland (EI) Identifier Number</b>	It has been agreed with Knowledge Transfer Ireland (KTI) to use the same reference number on pre-commercial outputs. This Enterprise Ireland (EI) Identifier Number is available from the Technology Transfer Office (TTO).

Field/Question	Description
	Please enter the number in the following format: Begin with a year, followed by an alphanumeric value e.g. 2014-UCC-0012

#### Start-up Companies

Field/Question	Description
<b>A start-up is an incorporated entity providing or offering an innovative product, process or service but does not need to be dependent on the exploitation of specific intellectual property rights.</b>	
<b>Company Name</b>	
<b>Registered Address</b>	
<b>Company registration number</b>	Issued by the Company Registration Office (CRO)
<b>Main Shareholders</b>	
<b>Nature of Business Incl. Current Trading and Product Development</b>	
<b>Date Incorporated</b>	
<b>Revenue</b>	Please enter a whole number with no non-numeric characters e.g. for €100k please enter 100000 without commas or currency symbol.
<b>FTE Employees</b>	

#### Assignments

Field/Question	Description
<b>Licences and Assignments are agreements between a public research organisation and one or more commercial undertakings, whereby IP rights are transferred to that undertaking for the purpose of commercialisation. Specifically, an assignment is a grant ownership of IPR (Intellectual Property Rights) for the purpose of commercialisation of IP.</b>	
<b>Assignment Agreement Date</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Assignment Agreement Description</b>	
<b>Assignment Agreement Partner</b>	
<b>Time Period of Agreement</b>	
<b>Revenue Associated with Assignment</b>	Please enter a whole number with no non-numeric characters e.g. for €100k please enter 100000 without commas or currency symbol.
<b>Patent Number linked with this commercialisation (if applicable)</b>	
<b>Enterprise Ireland (EI) Identifier Number (available from the TTO office)</b>	It has been agreed with Knowledge Transfer Ireland (KTI) to use the same reference number on pre-commercial outputs.



Field/Question	Description
	This Enterprise Ireland (EI) Identifier Number is available from the Technology Transfer Office (TTO). Please enter the number in the following format: Begin with a year, followed by an alphanumeric value e.g. 2014-UCC-0012

### Publications and Proceedings

In this section SFI is concerned with peer-reviewed publications that are searchable on bibliographic databases through a DOI. The latter definition also applies to conference proceedings that are published in refereed journals. Please note that conference presentations whose abstracts are published in conference compendia, but do not result in a searchable publication and do not have a DOI, should be listed under “Presentations” and not in this section.

Field/Question	Description
<b>Please do not include publications that are in preparation or under review. Only include publications in which you are a fully named author, not just acknowledged. The DOI is mandatory if available (very recent e-published articles may not have been assigned one yet).</b>	
<b>Primary Proposal Attribution</b>	Please select the award to which the publication is primarily attributed
<b>Secondary Attribution</b>	Please list other awards to which the publication can be attributed
<b>Author List</b>	
<b>Title</b>	
<b>Publication Type</b>	Please enter the following publication types here: <ul style="list-style-type: none"> <li>• Refereed Original Articles</li> <li>• Refereed Review Articles</li> <li>• Refereed Conference/Meeting Proceedings</li> <li>• Edited Conference/Meeting Proceedings</li> <li>• Books</li> <li>• Book Chapters</li> </ul>
<b>Senior Author</b>	Please select Yes or No
<b>How many co-authors are based outside Ireland (International Co-Publication)</b>	
<b>How many co-authors are based in industry/private enterprise (Industry Co-Publication)</b>	

Field/Question	Description
<b>Digital Object Identifier (DOI)</b>	The DOI is a standard for the unique identification of publications. A DOI name is permanently assigned to an object to provide information about where the object may be found on the internet. While information about an object may change over time, its DOI will not change. Every published article has a DOI number. See attached: <a href="http://www.crossref.org/guestquery/">http://www.crossref.org/guestquery/</a> <a href="http://www.doi.org/demos.html">http://www.doi.org/demos.html</a> Enter the DOI in the format “10.” followed by an alphanumeric number
<b>ISBN</b>	Only applicable to Book and Book Chapters
<b>Is this publication available in an open access repository?</b>	Please select Yes or No
<b>If yes:</b> Please provide link to the document	Mandatory if Open Access = Yes is selected
Is this publication available under a Creative Commons Attribution licence (CC BY)?	Mandatory if Open Access = Yes is selected
Does this publication include Rights Retention Wording?	Mandatory if Open Access = Yes is selected
<b>If No:</b> Publications arising from research funded wholly or in-part by SFI, must be made openly available. Please describe how and when you expect this publication to be made openly available	Mandatory if Open Access = No is selected Please outline your plan for making the publication openly available
<b>Does this publication contain analyses or report on a sex and/or gender dimension in this research content?</b>	Is sex as a biological variable, or gender as a socio-cultural factor, taken into account in the research design, methods, analysis, interpretation and/or dissemination of the findings in this research output? Please select Yes or No
<b>ISSN</b>	Not applicable to Conference Proceedings
<b>Is SFI specifically acknowledged or accredited (e.g. through grant number)?</b>	Please select Yes or No
<b>ESSN</b>	This is the ISSN for online journals
<b>Publication Status</b>	Only applicable to Refereed Original Articles & Refereed Review Articles where an article may be Published or In Press. All other publication types are assumed to be “published”.
<b>Date accepted for publication</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Conference Name</b>	Only applicable for Conference Proceedings
<b>Proceedings</b>	Only applicable for Conference Proceedings

Field/Question	Description
Conference Location	Dropdown list of countries
Detail of Publication	
Publication date	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
Journal	Not applicable to books or book chapters
Volume	Not applicable to books or book chapters
Issue	Not applicable to books or book chapters
Pages	Not applicable to books or book chapters

### Presentations

Field/Question	Description
<b>This refers to presentations, posters or talks given by you or by a member of your team</b>	
Primary Proposal Attribution	Please select the award to which the presentation is primarily attributed
Secondary Attribution	Please list other awards to which the presentation can be attributed
Date	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
Title of Presentation:	
Organising Body	
Event Type	Select from the following drop down list: <ul style="list-style-type: none"> <li>• Conference</li> <li>• Workshop</li> <li>• Invited Seminar</li> <li>• Seminar</li> </ul>
Presentation Type	Select from the following drop down list: <ul style="list-style-type: none"> <li>• Keynote talk - an address designed to present the issues of primary interest to an assembly. The keynote establishes the framework for the following programme of events or conference agenda and it will also flag up a larger idea. Increasingly the word “keynote” is being used as a synonym for “plenary talk” (see separate definition).</li> </ul>
	<ul style="list-style-type: none"> <li>• Plenary talk - usually refers to a session in a conference which is open to all attendants. Plenary sessions are typically scheduled both near the start of a conference, and in the latter half. Prominent speakers often give opening or closing plenary speeches. During these sessions, typically all other activities are suspended, or exhibit halls closed, to allow everyone to attend the plenary talks.</li> </ul>

Field/Question	Description
	<ul style="list-style-type: none"> <li>Invited speaker - A talk delivered to a conference audience after being asked by the conference organizers to give an invited talk. Usually invited speakers do not pay conference registration fees and their expenses are covered by the conference.</li> </ul>
	<ul style="list-style-type: none"> <li>Paper - A talk delivered to a conference audience after a researcher/student submits an abstract to the conference organizers, and this is accepted. Usually conference speakers pay conference registration fees. Papers, or paper abstracts, are usually published in the conference compendium. A paper, or its abstract, may or may not result in a publication, in which case it would appear in the published conference proceedings with a DOI, and would be searchable on bibliographic databases. The word "paper" can be used as a synonym for "oral presentation" (see separate definition).</li> </ul>
	<ul style="list-style-type: none"> <li>Poster - A poster presented at a conference after a researcher/student submits an abstract to the conference organizers, and this is accepted. Usually poster speakers pay conference registration fees.</li> </ul>
	<ul style="list-style-type: none"> <li>Oral Presentation - A talk delivered to a conference audience after a researcher/student submits an abstract to the conference organizers, and this is accepted. Usually regular conference speakers pay conference registration fees. Presentations, or their abstracts, are usually published in the conference compendium. An oral presentation, or its abstract, may or may not result in a publication, in which case it would appear in the published conference proceedings with a DOI, and would be searchable on bibliographic databases.</li> </ul>
<b>Event</b>	
<b>Venue</b>	
<b>Location</b>	Select from the drop down list

### Academic Collaboration

Field/Question	Description
<b>Primary Proposal Attribution</b>	Please select the award to which the collaboration is primarily attributed

<b>Field/Question</b>	<b>Description</b>
<b>Secondary Attribution</b>	Please list other awards to which the collaboration can be attributed
<b>Name of Institution</b>	Institution with which you are collaborating
<b>Department within Institution</b>	Department where your collaborating partner works
<b>Name of Collaborator</b>	
<b>Location (where collaborator is based)</b>	Select from drop down list of countries
<b>Frequency of interaction</b>	Please select from the following drop down list: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Once per week</li> <li>• Once per month</li> <li>• Less than once per month</li> </ul>
<b>What is the Primary Objective of the collaboration</b>	Please select from the following drop down list: <ul style="list-style-type: none"> <li>• Joint publication/Research</li> <li>• Access to/provision of material, Equipment, Software, Data</li> <li>• Training and Career &amp; Professional Development (CPD)</li> <li>• Licence Development</li> <li>• Start-up Development</li> <li>• Building networks &amp; relationships</li> </ul>
<b>Detailed Nature of the Collaboration</b>	
<b>Date Collaboration Began</b>	Use the calendar icon to select an (approximate) date that the collaboration began. This was previously (pre Nov 2015) recorded as the Year only. With this change all existing records were amended to 1/1/YYYY.
<b>Date Collaboration Ended (if applicable)</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.

## Non-Academic Engagements

It is not expected to list all partners in large consortia-type grants (e.g. EU grants), where there is no considerable collaboration/contact with the partner. Please only provide information here on material collaborations.

Field/Question	Description
<b>Primary Proposal Attribution</b>	Please select the grant to which this engagement has the strongest link.
<b>Secondary Attribution</b>	Please list other awards to which the engagement is linked.
<b>Parent Organisation</b>	Please select from a drop down list. For example: Intel Corporation If the parent organisation is not in the list, please select – Organisation not listed--. Please ensure you have reviewed the drop down list to ensure your company is not listed before selecting this option. If you select this option, you will be presented with another field to enter the company name.
<b>Subsidiary Organisation</b>	For example: Intel (Ireland).
<b>Organisation Type</b>	Choose from the drop down list.  - Multinational Corporation (MNC): A multinational corporation is a business enterprise that retains direct investments overseas and that maintains value-added holdings in more than one country. A multinational firm sends abroad a package of capital, technology, managerial talent, and marketing skills to carry out production in foreign countries. For the purposes of SFI Reporting, any company with greater than 250 employees is considered a MNC.  - Small Medium Enterprise (SME): SMEs are described as enterprises, which employ fewer than 250 people and whose turnover does not exceed €50 million per annum.  - Government Departments or Semi-State Bodies  - Private Foundations/Charities/Non Governmental Organisations (NGOs) A non-governmental organization (NGO) is a non-for-profit, voluntary citizens' group, which is organized on a local, national or international level to address issues in support of the public good.
<b>Department within Organisation</b>	
<b>Country of Origin of Organisation</b>	Please select from a drop down list of countries
<b>Name of Primary Contact</b>	
<b>City where primary contact is based</b>	

<b>Field/Question</b>	<b>Description</b>
<b>Country where primary contact is based</b>	Please select from a drop down list of countries
<b>Is there a legal agreement in place?</b>	Please select Yes or No
<b>Frequency of Interaction</b>	Please select from the following drop down list: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Once per week</li> <li>• Once per month</li> <li>• Less than once per month</li> </ul>
<b>Nature of Engagement</b>	Select one of: <ul style="list-style-type: none"> <li>• Collaboration;</li> <li>• Contract Research;</li> <li>• Consultancy;</li> <li>• Building Relationships</li> </ul>
<b>Additional Details on Engagement</b>	
<b>Date Engagement Began</b>	Use the calendar icon to select an (approximate) date that the collaboration began. This was previously (pre Nov 2015) recorded as the Year only. With this change all existing records were amended to 1/1/YYYY.
<b>Date Engagement Ended (if applicable)</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Are you happy to share the information on this engagement externally?</b>	<p>Please select from the drop down:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>The information that is submitted here is very pertinent and is invaluable to SFI. It helps to reinforce the need for continued support for investment in research and development and to communicate the positive outputs of research in Ireland. Examples of how this information is used externally:</p> <ul style="list-style-type: none"> <li>• Providing the IDA with information on collaborations with companies that do not already have a presence in Ireland. This is a vital means for the IDA to make contact with these companies.</li> <li>• Providing the IDA &amp; EI with information on collaborations with companies that already have a presence in Ireland. This is used to strengthen the existing relationship with these companies.</li> <li>• Providing the Department of Business, Enterprise and Innovation and the Department of Foreign Affairs with information on international collaborations. These may be used in briefing documents for State or Ministerial visits abroad.</li> </ul>

Field/Question	Description
	<p>We would appreciate it, therefore, if you could give us permission to share information on the companies that you are collaborating with. Please note that SFI will never inform any third party of the details of the research that is being undertaken, simply the fact that a collaboration exists between both parties.</p> <p>Fields that we may share: Company Name, Company Location, SFI Researcher  Fields that we will not share: Contact Name, Department, Legal Agreement, Nature, Objective, Lay person's description of the work being undertaken.</p>

### Conferences/Workshops/Seminars Organised

Field/Question	Description
<b>Primary Proposal Attribution</b>	Please select the award to which the collaboration is primarily attributed
<b>Secondary Attribution</b>	Please list other awards to which the collaboration can be attributed
<b>Start Date</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>End date</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Conference / Workshop Title</b>	
<b>Event Type</b>	Please select from the following drop down list: <ul style="list-style-type: none"> <li>• Conference</li> <li>• Workshop</li> <li>• Seminar</li> </ul>
<b>Sponsor Organisation</b>	
<b>Role</b>	Please select from the following drop down list: <ul style="list-style-type: none"> <li>• Convenor</li> <li>• Co-organiser</li> <li>• Member Organising committee</li> <li>• Member Scientific committee</li> <li>• Member Organising and Scientific committee</li> <li>• Member Organising and Programme committee</li> <li>• Host</li> </ul>
<b>Location</b>	Please select from a drop down list of countries

### SFI Funding Ratio

Field/Question	Description
<b>Year</b>	PLEASE CREATE ONLY ONE NEW RECORD FOR EACH REPORTING YEAR



Field/Question	Description
<b>What percentage of your annual spend (i.e. not multi-annual commitment) was from SFI?</b>	The percentage of a group's spend that is from SFI. For centre-type awards (SFI Research Centres, CSETs & SRCs) this will include all SFI awards that make up a group's activity for the year. Approximate percentages acceptable. Select from the drop down list: 0-20; 21-40; 41-60; 61-80; 81-100%

### Education and Public Engagement (EPE)

Field/Question	Description
<b>Education and Public Engagement (EPE) encompasses a variety of ways in which the activity and benefits of higher education and research can be shared with the public. Engagement is by definition a two-way process, involving interaction and listening, with the goal of generating mutual benefit. In this section please include all activities which you have participated in over the past year which have resulted in increasing the general public's awareness of STEM higher education and research e.g. school visits, researcher's night events etc.</b>	
<b>Primary Proposal Attribution</b>	Please select the award to which the EPE activity is primarily attributed
<b>Secondary Attribution</b>	Please list other awards to which the EPE activity can be attributed
<b>Name of EPE Project</b>	
<b>What date did the activity take place on?</b>	The date on which the event / activity took place. If the event spanned multiple days, please enter the start date of the event.
<b>Describe the EPE activity (and your role in it) in one or two short sentences</b>	Brief description of the event and what your / your team member's specific role was in this event.
<b>What category best describes your activity in terms of its target audience?</b>	Select from: <ul style="list-style-type: none"> <li>Formal Education (e.g. an in-class activity)</li> <li>Public / Stakeholder Engagement (e.g. a festival or event)</li> </ul>
<b>Select the specific target audience</b>	If Formal Education selected above, choose from: <ul style="list-style-type: none"> <li>Primary Students (age 4 to 12)</li> <li>Second Level Students (age 12 to 18)</li> <li>3<sup>rd</sup>/4<sup>th</sup> Level Students (age 18+)</li> <li>Teachers</li> </ul> If Public / Stakeholder Engagement selected above, choose from: <ul style="list-style-type: none"> <li>Children</li> <li>Adults</li> <li>Families (adults and children together)</li> <li>Policymakers</li> <li>Other</li> </ul>

Field/Question	Description
<b>Did/does the project specifically target any of the following groups?</b>	Select any that apply from the following options: <ul style="list-style-type: none"> <li>• Women/girls</li> <li>• Disadvantaged/Minority groups</li> <li>• Adults aged 30 - 55 (attending without children)</li> <li>• First time attendees at a STEM event</li> <li>• None of the above</li> <li>• I don't know</li> </ul>
<b>Please provide details of the specific target audience if appropriate</b>	Further detail in relation to the above selection can be provided here.
<b>Target Geographical Area</b>	Please select from drop down list of counties and / or national / international.
<b>Is this project funded or part-funded under the SFI Discover Programme?</b>	Select from Yes; No; I don't know
<b>Approximately how many people were engaged with by the activity (best estimate)?</b>	Please enter a whole number with no non-numeric characters. An approximate value is acceptable.
<b>If you would like to add further clarification in relation to this estimate, do so here</b>	Optional – if you would like to further expand on the above estimate
<b>Where possible, provide evidence of the activity</b>	Optional – you can share social media links, name of school, meeting name etc here

### Technical Reports

Field/Question	Description
	<b>A technical report is a document written by a researcher detailing the results of a project and submitted to the private or public sponsor of that project. Technical reports are not peer reviewed unless the report is separately published as peer-reviewed journal literature. Technical reports are usually not considered a research output in international peer-reviewed research evaluations. Annual SFI reports may not be included in this category. Some sponsors may make technical reports available via the internet.</b>
<b>Primary Proposal Attribution</b>	Please select the award to which the report is primarily attributed
<b>Secondary Attribution</b>	Please list other awards to which the report can be attributed
<b>Author list</b>	
<b>Title</b>	
<b>Sector that consigned the report</b>	Please select from the following dropdown list: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> <li>• Not For Profit</li> </ul>
<b>Organisation that consigned the report</b>	Please enter the name of the public, private or not-for-profit organisation that consigned and funded the technical report.

Field/Question	Description
<b>Publication date</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Digital Object Identifier (DOI)</b>	The DOI is a standard for the unique identification of publications. A DOI name is permanently assigned to an object to provide information about where the object may be found on the internet. While information about an object may change over time, its DOI will not change. Every published article has a DOI number. See attached: <a href="http://www.crossref.org/guestquery/">http://www.crossref.org/guestquery/</a> <a href="http://www.doi.org/demos.html">http://www.doi.org/demos.html</a> Enter the DOI in the format “10.” followed by an alphanumeric number.
<b>Volume</b>	
<b>Is this report available publicly?</b>	
<b>URL</b>	

## Impacts

Details on how SFI monitors and reports impact may be found in the [Research Impact](#) section of our website.

Field/Question	Description
<b>This section may be used to record impacts arising from your research.</b>	
<b>Primary Proposal Attribution</b>	Please select the award to which the impact is primarily attributed
<b>Secondary Attribution</b>	Please list other awards to which the impact can be attributed
<b>Impact Category</b>	The Impact category aligns with the SFI Impact Declarations. Select from: <ul style="list-style-type: none"> <li>• Leveraged International Funding</li> <li>• Creating / Expanding Company</li> <li>• Attracting Business</li> <li>• Attracting Talented People</li> <li>• Affecting policy or public sector efficiency</li> <li>• Enhancing quality of life / health</li> <li>• Contributing to environmental conservation</li> <li>• Engaging the Public</li> <li>• Developing Ireland’s international reputation</li> <li>• Producing a highly educated and relevant workforce</li> <li>• Other</li> </ul>
<b>Impact Title</b>	This is simply a short (max 15 words) description of the impact
<b>Impact Description</b>	Provide a detailed description of this impact

Field/Question	Description
<b>Primary Beneficiary</b>	Please select the group that was the main beneficiary of this impact. Select from: <ul style="list-style-type: none"> <li>• General Public</li> <li>• Government</li> <li>• Industry</li> <li>• Policy Makers</li> <li>• Education Sector</li> <li>• Other</li> </ul>
<b>Other please specify</b>	If you selected Other from the Primary Beneficiary, please provide details of the beneficiary
<b>Impact Maturity Level</b>	What stage is this impact at? Select from: <ul style="list-style-type: none"> <li>• Early</li> <li>• Mid</li> <li>• Advanced</li> <li>• Impact Realised</li> </ul>
<b>Upload supporting documentation</b>	You may (optionally) upload any supporting documentation of this impact e.g. press release, policy document etc)

## Appendix 1

### EU Funding

#### Joint Programming/ COFUNDS

Horizon 2020 supports a number of cofund initiatives in which the Commission “supplement individual calls or programmes funded by entities, other than Union bodies, managing research and innovation programmes”. These mechanisms include:

- Joint Programming Initiatives (JPI’s)
- European Research Area Networks (ERA-Nets)
- PCP/PPI Cofund
- Marie-Skłodowska-Curie Cofund
- Interreg

These mechanisms require co-funding to be provided by Member States and the financial contribution offered by the Commission for each instrument varies, and can also vary within each scheme. For the purposes of SESAME reporting, it is important to only report the non-exchequer portion of the funding received. You may need to contact the organisation managing Ireland’s engagement (SFI, EI, HRB) who are will be able to indicate how much of the funding is coming from the Commission.

#### Match Funding

Within Interreg funded projects partners receive a contribution of 85% of the project costs from the programme and the remaining 15% national contribution has to be provided by the partner organisations themselves. Therefore, only 85% of the total project costs is leveraged EU funding and if listed as “Funding Body” = “European Union (Other)” only should be only 85% of the total project costs should be reported in the “Total Amount of Funding for the Project (€)”.

## Appendix 2

### Private Enterprise Funding – Research Centres only

#### Repeat industry Collaborative Research Agreements

- If a company already engaged with the centre wishes to undertake a new project (i.e. work not covered in the previous collaborative research agreement (CRA)) then this should be entered as an additional transaction – with dates and costs/ commitments for this specified work clearly defined from previous CRAs with the same company.
- If, however, the company wish to have a costed extension to the project that is covered by the original Statement of work/ CRA then, when agreed and signed off by all partners, the additional cash commitments and revised project end date can be updated on the original transaction – SFI check these columns against previous months to ascertain if there have been any costed extensions but a note can also be included in the comments section to clarify that this is the case.
- If there is to be a NCE to a CRA then please just update the “Project End Date” in the original.