Science Foundation Ireland
Grants and Awards Management System – SESAME

User Guide – Researcher

Version: 6.13

December 2018

Version	6.1.
Date	December 2018

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Module 1: User Guide Overview

This guide provides an overview of the functionality of SFI's Grants and Awards Management system– SESAME and the detailed instructions on how to use the system to manage your interaction with SFI.

The guide includes details on the preparation and submission of an application to SFI and the management of your contact profile, which contains information on your qualifications and research outputs. These can be used in the compilation of your annual reports following award.

You can use this guide in a number of ways:

- As a **self-paced training guide** to familiarise you with SESAME.
- As a reference guide to the functions within SESAME.

Prerequisites

In reviewing these materials it is important that you have read the related call and policy documentation provided by SFI.

Tips by Einstein in this manual

	Throughout this guide you will find useful tips annotated by Einstein. You will find these tips practical in getting a better understanding of using SESAME.

Module 2: Getting Started with SESAME

Objectives

Upon completion of this module you will be able to:

Login to SESAME.

Describe the Researcher SESAME workbench.

Configure your Personal Settings.

SESAME System Overview

SESAME is a web based system which enables:

- Research Office representatives to set up accounts for researchers associated with their research body.
- Once you have been set up as a contact in SESAME you will be able to:
    - Maintain a comprehensive profile including research outputs to facilitate future annual report preparation. **In order to submit an application to SFI will need to complete basic information only in your profile including contact details, year of PhD etc.**
    - Review current open SFI Programme Calls which are available in SESAME and complete eligibility questionnaires, where applicable.
    - Complete SFI Grant applications. During this process, and where applicable, you will;
    - Provide all mandatory call information through a combination of data entry into text fields and upload of PDF documents
    - Associate co-applicants and collaborators
    - Create a requested budget
    - Associate specific research activities from your profile to support the application including research funding support.
- If your application is awarded then you will use SESAME to manage the active grant with the following activities:
    - Submission of annual scientific reports and financial reports. Research Body Finance Office staff can monitor the payment process through the system and submit financial reports.
    - You will be able to use the system for submission of budget reallocations requests and no cost extension (NCE) requests. Research Body staff must endorse budget reallocation requests and no cost extension (NCE) requests before submission to SFI.

Role of Research Body

Staff in your research body's research and finance office will also use SESAME to perform the following activities:

- Activate your use of the system by creating your basic researcher profile.
- Review and endorse any application you create before submission to SFI.
- Review and endorse reporting required by the grant.
- Review and endorse any budget reallocations and no cost extensions before submission to SFI.

Registration through the Research Office

Your access to SESAME is controlled by your Research Office.

In order to access the system you must first request access through your Research Office. Please follow your internal organisational process to request this access.

Once your profile has been set up by the Research Office, you will receive an email similar to the one shown below containing your username, password, SFI PIN number and SESAME website address.

> Dear Prof X,
>
> You have been registered in SESAME, Science Foundation Ireland's system for Awards Management.
>
> If you have any questions you can e-mail john.smith@uoi.ie or the appropriate contact in your local research office.
>
> Your user name is x.y@uoi.ie and your temporary password is CHALRAEND.
>
> Your SFI PIN number is A826 E5S5 6EAA F27X XXXX X.
>
> If you are a grant applicant, you will need to provide this PIN number to colleagues in order for them to associate you with any application they are preparing, where you will be designated as a co-applicant.
>
> You can click the link below to log into SESAME.
>
> **https://grants.sfi.ie**
>
> Once you log in you will be prompted to change your password.
>
> Welcome to the SESAME community

Previous SESAME User

If you have been previously registered as a SESAME user with another institution then you should inform your current Research Office.

Once authorised, SFI staff can move your existing profile to your current research body.

Logging into SESAME

The SESAME Grants and Award Management System is accessed using the Internet and there is no requirement for the installation of SESAME specific software. You can access SESAME from any computer connected to the Internet from any location. However, the configuration of some browsers and internet infrastructure (popup blockers, firewalls, etc.) can restrict an individual's access to the internet and as a result to the SESAME system. If you are having any such difficulties please contact your internal IT support team in the first instance.

The SESAME system is accessed using the following Internet address:

https://grants.sfi.ie

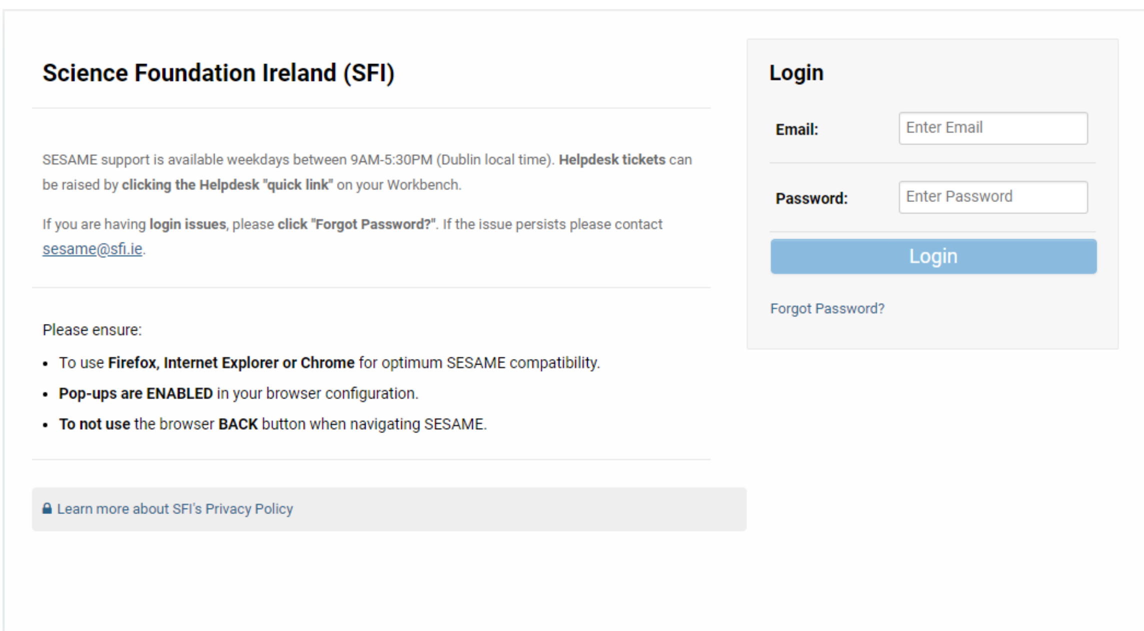
1. Start your **Web Browser**.

	SESAME supports Internet Explorer, Chrome and FireFox. With Mac we recommend that you use either Firefox or Chrome.

2. Type the SESAME **address** into the **address bar** of your browser.

3. Press the **Enter** key or click the **Go To** button.

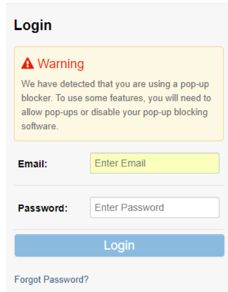
The SESAME login page is displayed.



	It would be a good idea to save this page to your 'favourites', as you will be using this page frequently.

Pop-up Blocker Detection

If your browser has a pop-up blocker enabled the following message is displayed at the top of the SESAME login page.



You must choose the browser option to allow pop-ups from SESAME.

If you do not enable pop-ups when using SESAME, many functions within the system will appear not to function, simply because the associated pop-up window cannot be displayed.

Sometimes you may find your browser will have more than one pop-up blocker installed through various toolbars, spam blockers, virus checkers etc.

All Pop-up blockers need to be disabled when accessing SESAME.

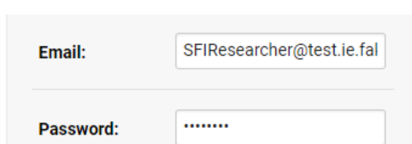
SESAME Login Screen Options

There are four additional options on the login page:

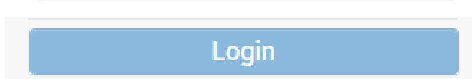
- **Remember Email Address** – if selected the email address you use to log in will be stored on the computer you are using and pre-populated whenever you access the SESAME login pagefrom this computer in the future. The password will not be stored on the computer.
- **Login Full Screen**– when selected the browser toolbars will be hidden when you log in. This provides for more room on the webpage.
- **Forget your password?** – clicking this link and entering your email address will trigger an email to your email address with a new password.
- **Browser Configuration** – displays the configuration of your browser to ensure that all the settings are correct to use the platform.

In order to login you must:

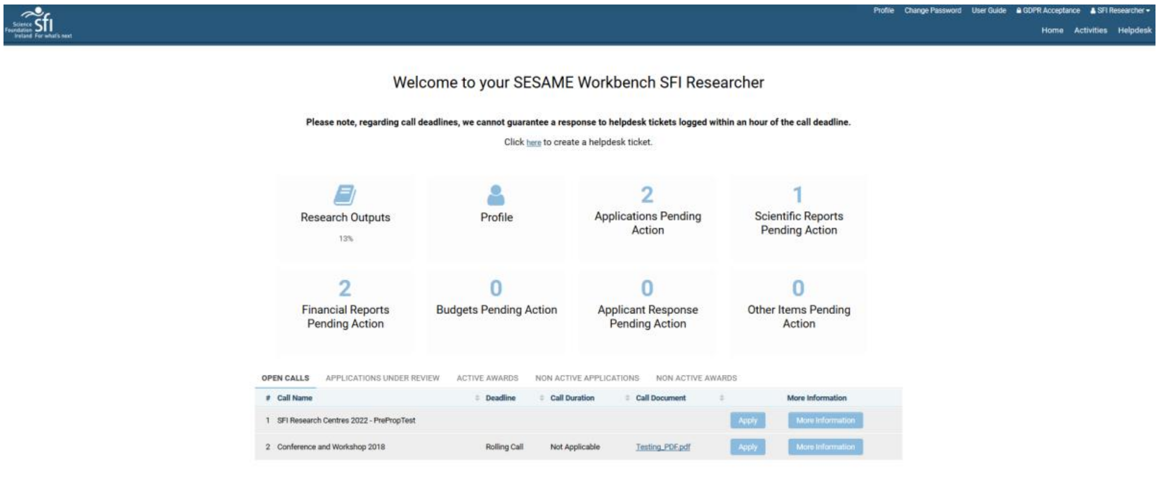
4. Type your **full e-mail address** when prompted for your Username.
5. Type your case-sensitive **password** as previously provided by SFI, in your welcome email.



Click the **Login** button.

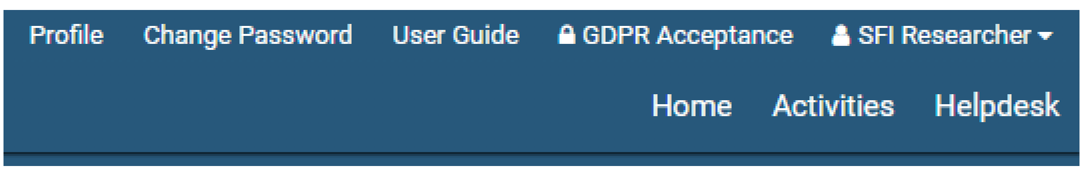


You are logged into SESAME and the Researcher Workbench is displayed.



The workbench is divided into a number of areas.

Workbench Header



The title bar links to the following standard features:

- **Profile** – provides access to your researcher profile details.
- **Change Password** – provides access to change password.
- **User Guide** – access to video tutorials and user guides
- **GDPR Acceptance** – where you can view SFI GDPR Policy
- **Your name** – where you can log out from SESAME.
- **Home** – will return you to the workbench from any screen you are currently viewing.
- **Activities** – where you can view a list of all activities related to applications/awards.
- **Helpdesk** – access to help files and policy documents.

Workbench Text

A basic introduction to the Researcher Workbench is displayed on the left below the Header.

Welcome to your SESAME Workbench SFI Researcher

Please note, regarding call deadlines, we cannot guarantee a response to helpdesk tickets logged within an hour of the call deadline.

Click here to create a helpdesk ticket.

Links to Action Items

The workbench provides a link so you can directly access any action items. The number displayed will change once the activity has been actioned.

Research Outputs 13%	Profile	2 Applications Pending Action	1 Scientific Reports Pending Action
2 Financial Reports Pending Action	0 Budgets Pending Action	0 Applicant Response Pending Action	0 Other Items Pending Action

Open Programme Calls List

All SFI open programme calls are displayed below the action items.

OPEN CALLS | APPLICATIONS UNDER REVIEW | ACTIVE AWARDS | NON ACTIVE APPLICATIONS | NON ACTIVE AWARDS

#	Call Name	Deadline	Call Duration	Call Document		More Information
1	SFI Research Centres 2018 - Phase 2			Test_PDF_wow.pdf	Apply	More Information
2	Starting Investigator Research Grant (SIRG) 2018	TO BE COMPLETED	TO BE COMPLETED	Testing_PDF.pdf	Apply	More Information
3	Conference and Workshop 2018	Rolling Call	Not Applicable	Testing_PDF.pdf	Apply	More Information

- The call list will change reflect when SFI creates and opens a new call in SESAME. Please note: not all SFI calls will be available in SESAME, please see **www.sfi.ie** for a full list of open calls.
- Clicking on the **Apply** link will display the eligibility questionnaire associated with the call.
- Clicking on the **More Information** link will display further details on call deadline/duration etc.

	The only way that you can start a new application is through the use of the Apply button associated with an open programme call.

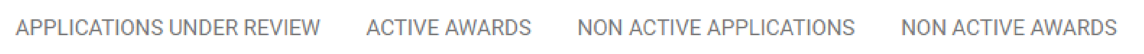
Manage Profile and Change Password

The links on the top menu and and action items provides you with the ability to manage your profile and change your password.

In the next module you will review the Profile features.

SFI Application List

The SFI Application list is displayed at under the action items on your workbench.

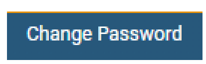


This list provides you with a list of all your applications and awards.

- The **Applications Under Review** tab displays any active applications under review by SFI
- The **Active Awards** tab displays any active awards with SFI
- The **Non-Active Applications** tab displays applications in a status of In Preparation which were not submitted before the call deadline.
- The **Non-Active Awards** tab displays any non-active awards with SFI

Changing your Password

You can change your password directly from the Workbench by clicking the Change Password link.



The Change Password window is displayed.

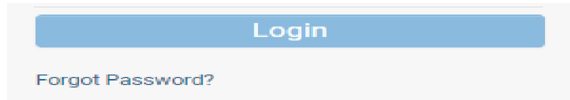

Current Password:
New Password:
Confirm New Password:
Policy: Minimum Characters - 8
Must use at least 2 of the following 4 character sets:
- Upper case alphabetic characters (A-Z)
- Lower case alphabetic characters (a-z)
- Numeric values/digits (0-9)
- Special Characters (!~&`@#$%^&()-+*=_|:<;,?)

Submit

1. Enter your current password (**Old Password**).
2. Enter your new password (**New Password)**.
   The new password must conform to the password policy as described on the screen.
3. Re-enter the new password (**Confirm New Password**).
4. Click the **Submit** button.

Your password is changed and you must use this new password from now on to log into SESAME.

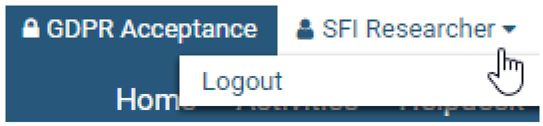
If you forget your password you can request a new password to be sent to your email address from the SESAME login page.



Logging Out

When you are finished using SESAME you should log out from the system.

1. Click your name and select **Logout** button.



You are logged out from SESAME.

SESAME will automatically log you out if you:

- Leave the browser session idle for more that 60 minutes.
- Attempt to navigate away to another site using the same browser window.
- Please be aware that this could cause records to lock (depending on your activity at the time). If this happens, the next time you access the record you will get a 'record locked' message, please contact sesame@sfi.ie for assistance

Module 3: Managing your Researcher Profile

Upon completion of this module you will be able to:

Update your Researcher Profile.

Add Profile Transactions.

Research Profile Overview

The creation and maintenance of your profile simplifies the application process and annual report submission in a number of important ways.

- Your profile is independent of any application but general information including contact details and year of PhD (or equivalent) are automatically associated with your application.
- For the preparation of annual reports you can select entries (called transactions in SESAME) in your profile or you can enter them directly when completing an annual report.

Your Researcher profile consists of two types of information.

- General information ranging from contact information, date of birth, and nationality to detailed information on key achievements and research outputs.
- You can add any number of specific activity-based information such as Publications, Conferences/workshops organised and Professional Society membership, etc. to your profile and then choose which ones to attribute to a specific annual report. Currently research funding support may also be added from your profile in the preparation of applications to SFI programmes submitted on SESAME.

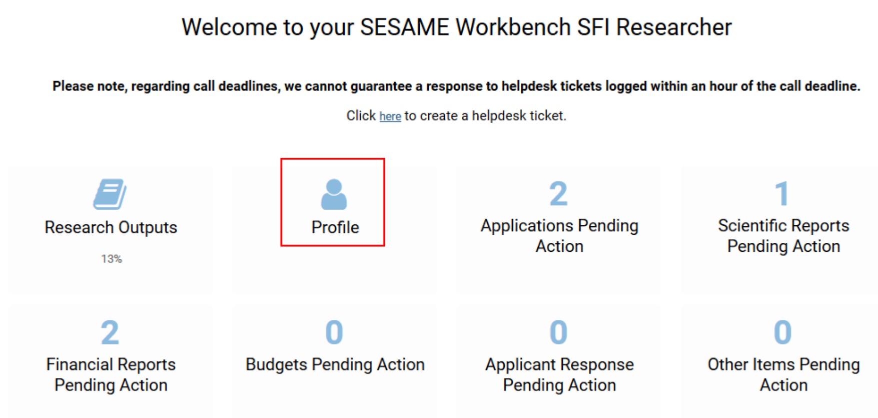
Updating your Profile

A very basic researcher profile will have been created by research office staff when they first add your contact details to SESAME. You will now see how to extend that profile before starting the application process.

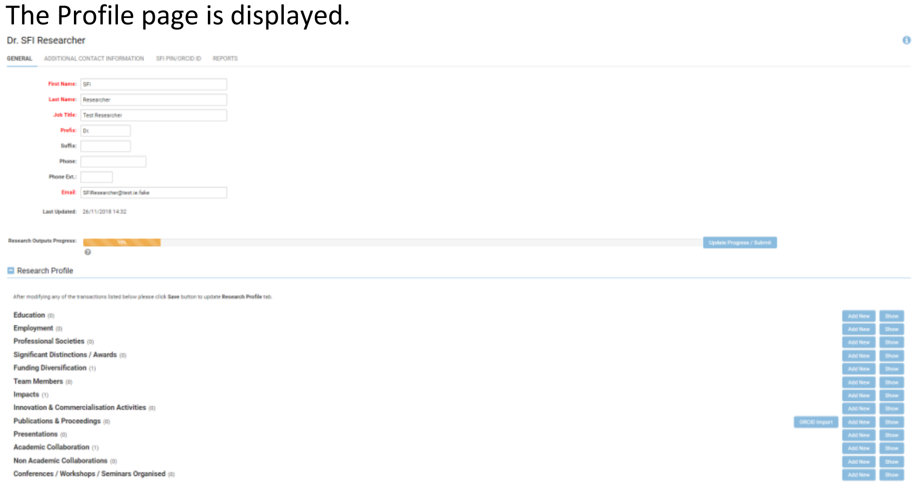
- You do not need to update your profile in any particular sequence nor do you need to complete the process in a single session.
- You can log in as often as you need in order to complete your profile.
- **You can start an SFI application without completing your profile but you should have completed the mandatory fields (shown in red) before submitting the application for review.** Details of research outputs are not needed in your profile to complete an application.

  PLEASE NOTE THAT YOU MUST COMPLETE ALL MANDATORY FIELDS UNDER THE BASIC PROFILE SUBMISSION BEFORE SUBMITTING AN SFI APPLICATION. <u>YOU WILL BE UNABLE TO SUBMIT WITHOUT THIS INFORMATION.</u>
- You should remember to update your profile on a regular basis.

1. Log in to SESAME using the instructions in Module 1 and view your Researcher workbench.
2. You can access your profile by clicking on the “Profile” button in the action items OR “Profile” button on the top right of your workbench (red boxes).



3. The Profile page is displayed.



The profile screen consists of a Generals section, Additional Contact Information section along with access to your SFI PIN/ORCID ID and Reports.

By default, your profile opens with the General section active. This section contains contact details such as name, job title, email etc as well as some personal information such as gender, nationality and year of Ph.D.

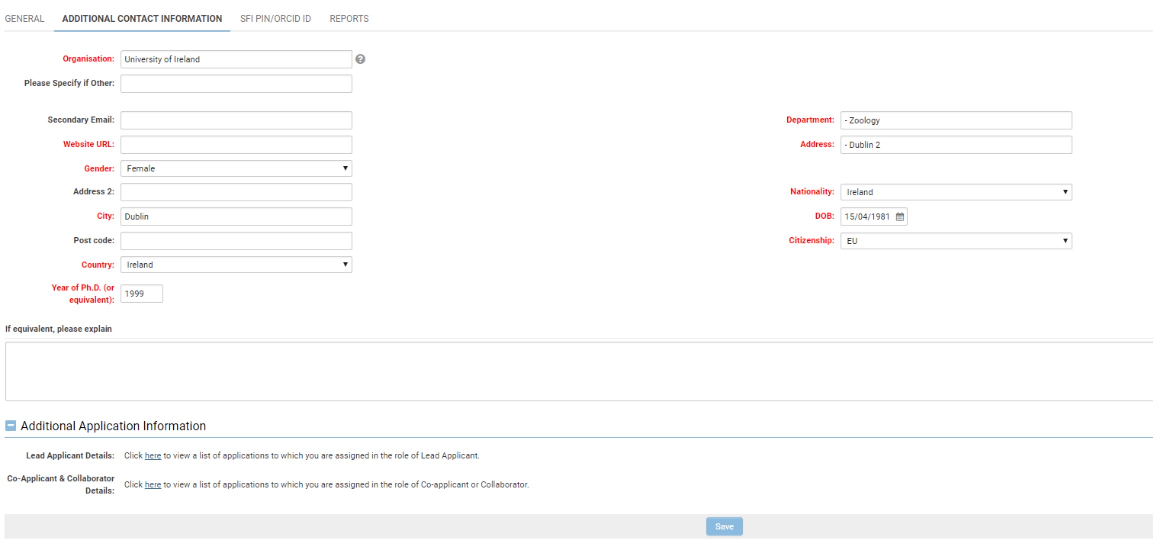
Additional Contact Information

This section contains contact details such as organisation, address etc as well as some personal information such as gender, nationality and year of Ph.D.

Editing Basic Contact Information

To edit your basic contact details, simply click on additional contact information enter the relevant data and Save.

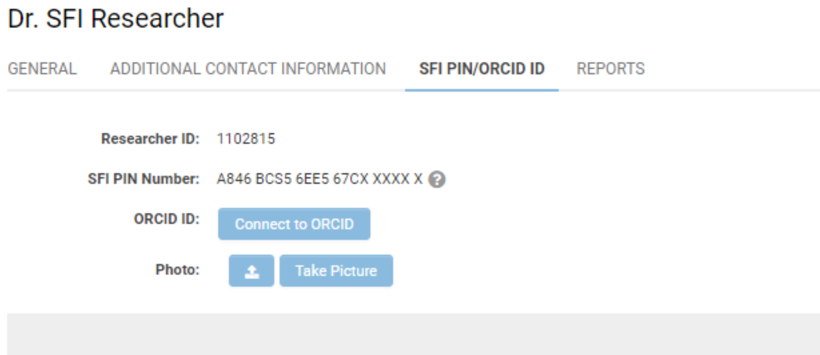
1. Enter your **General Profile details** as appropriate.
   - Mandatory fields are indicated in red, all other fields are optional.
2. <u>Please ensure that any existing information is correct and up to date.</u>



3. Click on **Save**

	Remember, if you change your email address, you should also update your profile. You should then use your updated email address for future logins.

SFI PIN/ORCID ID



Your SESAMEID

This ID is generated by the SESAME system and is your unique identifier for your user account.

SFI PIN Number

Every Researcher registered through their research office is given a unique SFI PIN number.

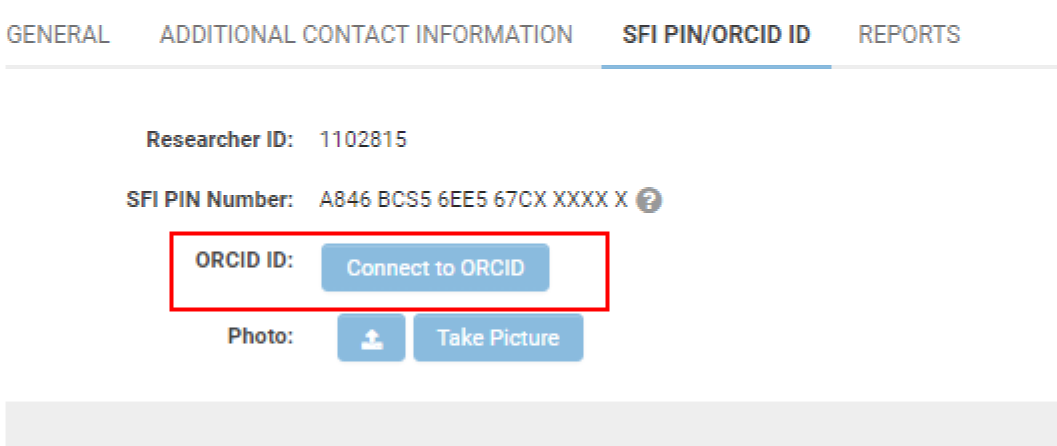
- This unique identifier is used to reference co-applicants when creating an application.
- The purpose of the PIN number is to ensure that you can only associate colleagues to your applications if they have provided you with their PIN number.
- Likewise, only the colleagues with whom you have shared the PIN number can associate you as a co-applicant with their applications.

	If anyone uses your PIN to associate you with an application, you will receive an email to notify you that this has happened.

ORCID ID

From the SFI PIN/ORCID ID tab you may link your SESAME profile to your ORCID ID.

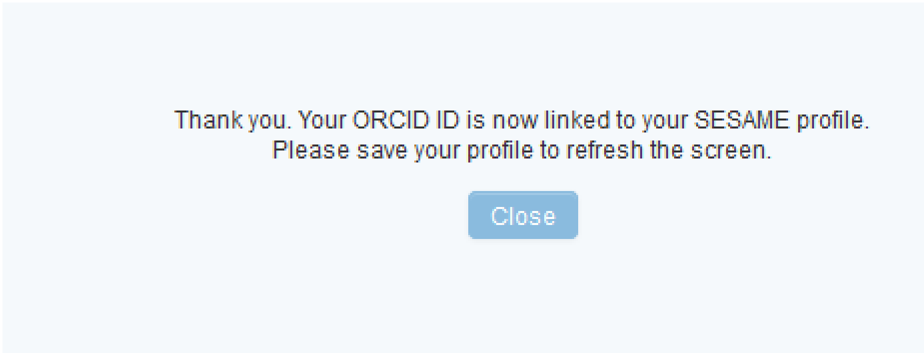
1. Click on Connect to ORCID. Note: if you are already connected to ORCID, your ORCID ID will display and you will not have a Connect button.



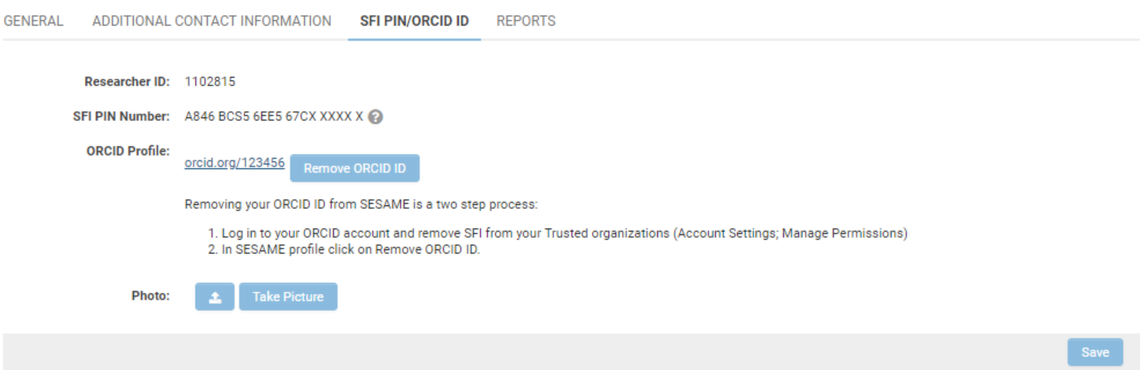
2. This will open a new ORCID window.

3. If you have an ORCID account, log in and click on Authorise. Otherwise, create an ORCID account by clicking on Register.

4. You will get a confirmation message.

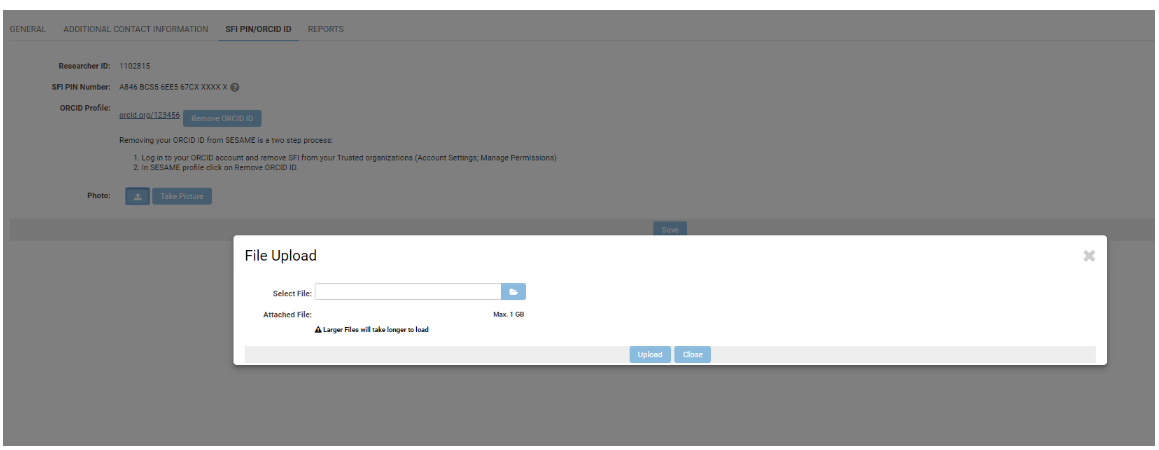


5. Click on Close, then save your profile.
6. Your ORCID ID will show on your profile.



Photo

You may upload a photo to your profile by clicking on the Upload or Take Picture buttons within the Identifiers tab. To Take Picture you must have a webcam enabled. To Upload a Photo, please click on Upload and browse to your hard drive to upload a photo.

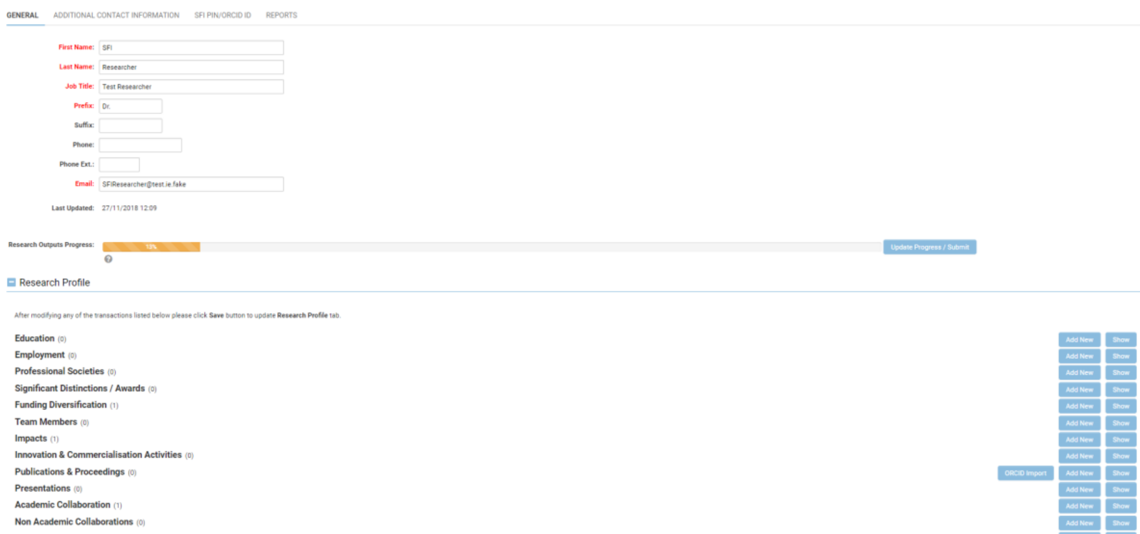


Please note that if you are required to update a Researcher Snapshot your photo will automatically be loaded into your snapshot. Steps for completing the Researcher Snapshot are below.

Overview of the Research Profile Tab

1. The next part of your profile consists of individual research activities such as Education, Employment, Professional Studies and yours and your team's outputs. These activities are also called "transactions" in SESAME.

2. These transactions are featured within the General Tab section.



3. Each output / transaction type has associated Add new and Show buttons next to them. This allows the user to create new transactions and view existing transactions, respectively.

4. A number (in parentheses) next to each heading represents the number of transactions listed under that heading e.g. Funding Diversification (2) indicates that there are two Funding Diversification transactions entered under this heading. The user can either click on the Funding Diversification heading or the "Show" button to view this record. Clicking on the header or the Hide button will hide the details again.

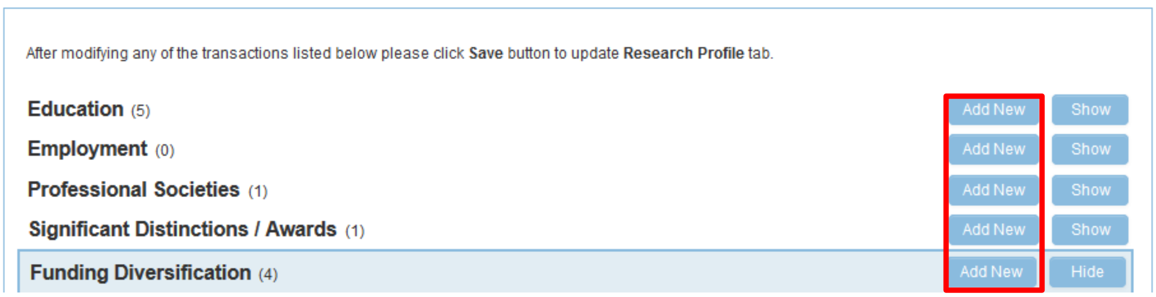
The following transaction types are available.

- Education
- Employment
- Professional Societies
- Significant Distinctions/Awards
- Funding Diversification
- Team Members
- Impacts
- Innovation & Commercialisation Activities
- Publications & Proceedings
- Presentations

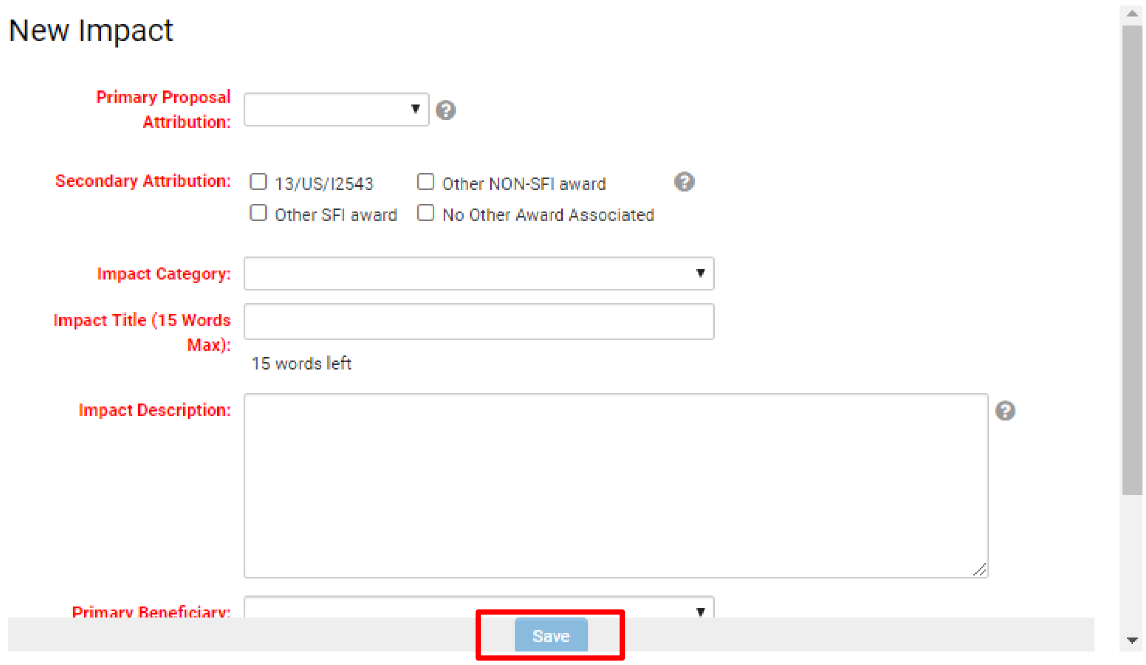
- Academic Collaboration
- Non Academic Collaborations
- Conferences / Workshops / Seminars Organised
- Outreach Initiatives
- SFI Funding Ratio
- Education and Public Engagement (EPE)
- Technical Reports

Adding records to the Research Profile Tab

1. Click on the **Research Profile** tab within your profile.
2. Click on the **Add New** next to whichever Output type you wish to update.



3. This will open a new pop up window in which you can complete the relevant fields for that section.
   - Mandatory fields are indicated in red, all other fields are optional.
4. Complete all relevant fields, scrolling down to the bottom of the window.



5. Click on **Save** and Close the window.

6. While the new transaction is saved, it will not be immediately visible on the Research Profile view. If you want to view your newly added transaction, click on **Save**.

7. For the most part, records are ordered according to a transaction ID; new additions go to the bottom of the list. With categories such as Publications and Proceedings, where you may need to add new transactions periodically, adding the most recent last will keep the list in date order, if so desired. Team members are ordered by Name.

Viewing / Editing Records to the Research Profile Tab

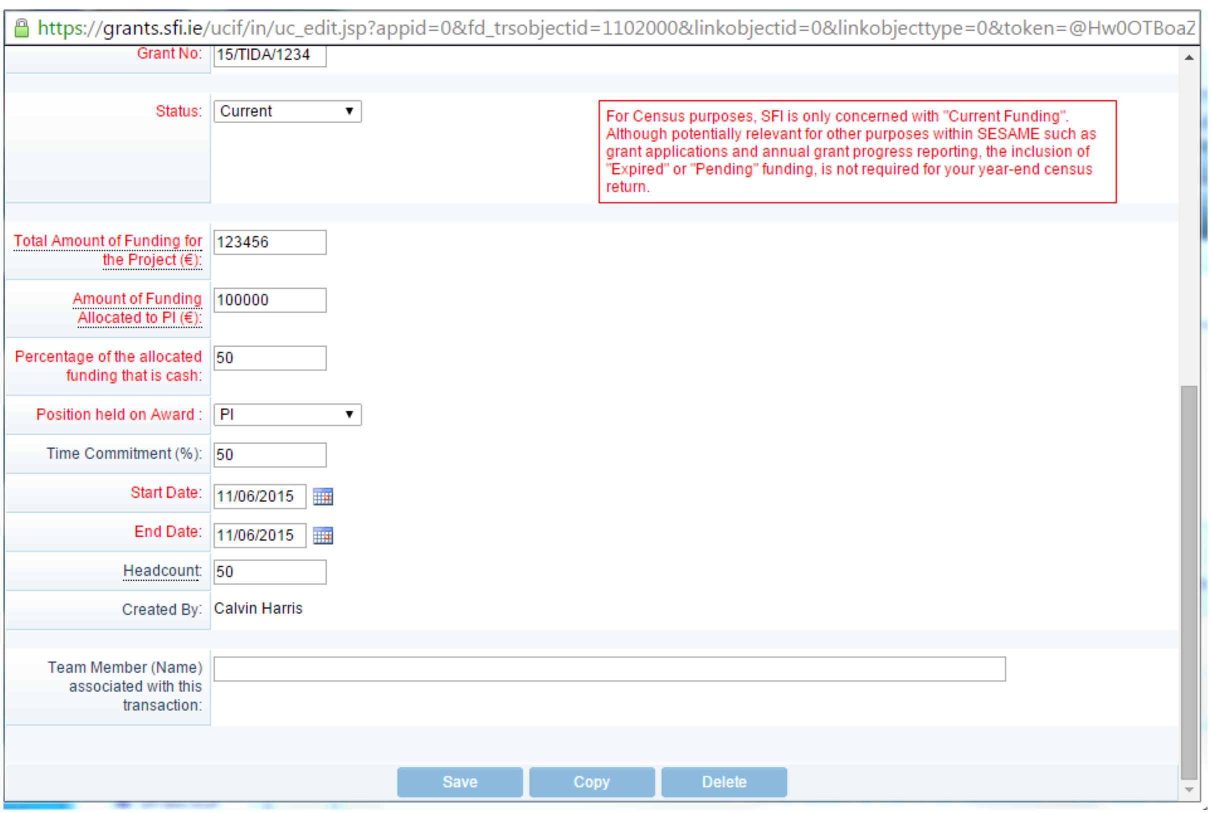
For the most part, updating your profile involves adding new outputs. However, there are some circumstances where you will need to edit existing records to ensure they are up to date. For example, if you have added a publication that is "In press", you will later need to edit this record to show when the status has changed to "published". When team members depart you will need to go back into the relevant record and enter their departure date.

1. To view existing records, click on the **Show** button next to the Output / transaction type you wish to view. This will display a list of all records entered under this section.
2. To edit these records, click on the **Open** button next to the relevant record. This will open the record in a new window.

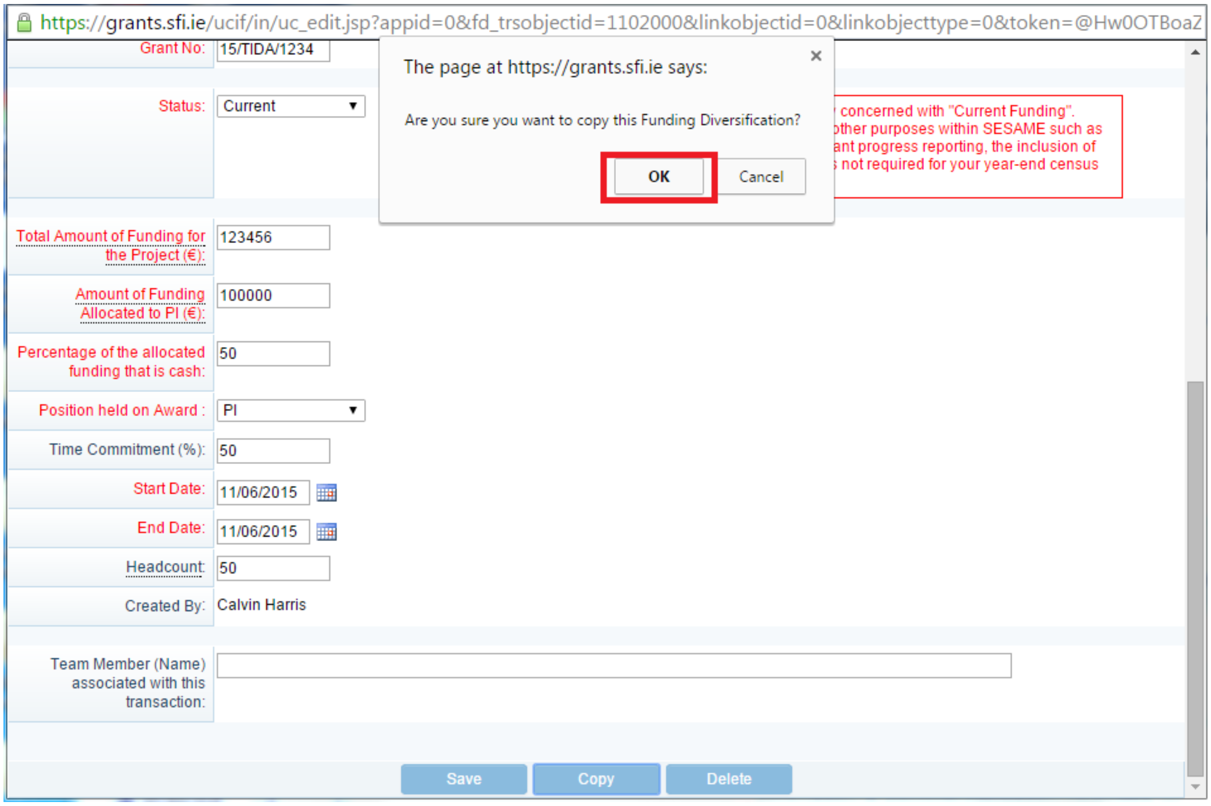
3. Update the relevant fields and click on **Save**.
4. Close the window.

Copying Existing Records in the Research Profile Tab

1. If you wish to create a record that is similar to another, click on the **Open** button next to the relevant record. Click on **Copy**. This will create a new record with all of the details of the original record included.



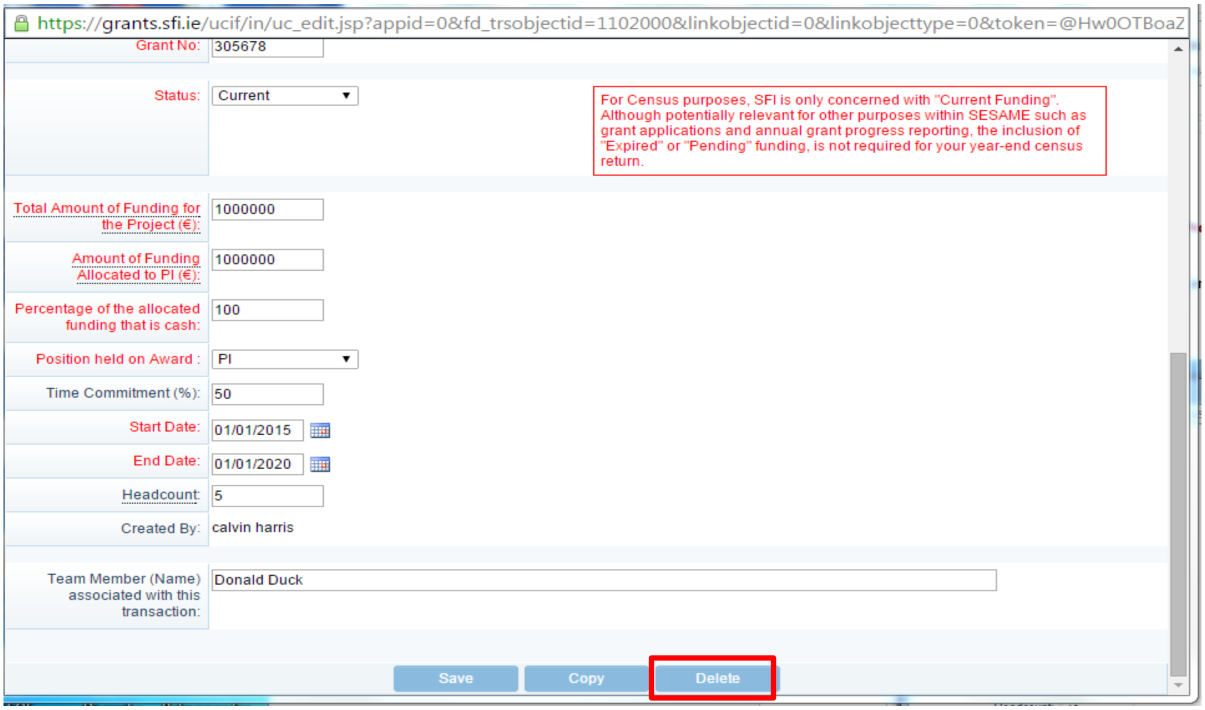
2. When prompted "Are you sure you want to copy this record?" click on **OK**



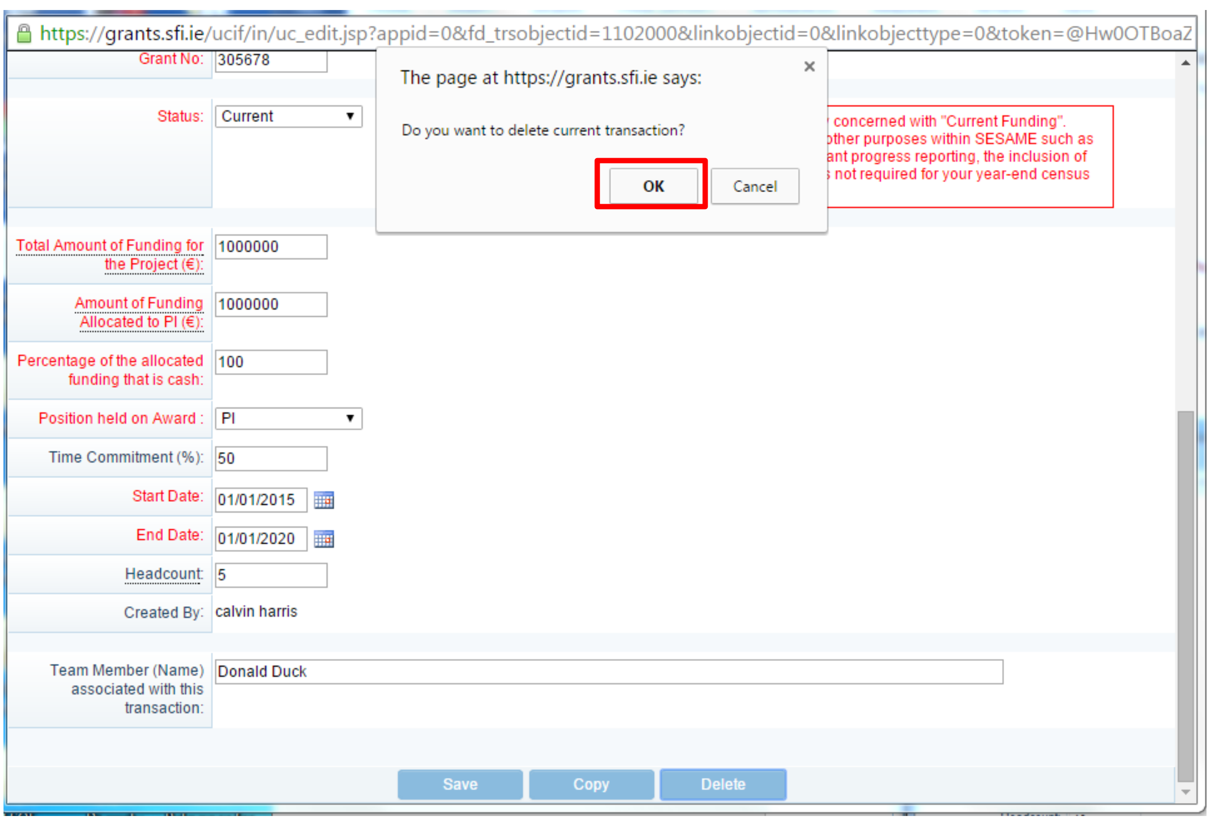
3. Make all the appropriate changes to the new record and click on **Save**.
4. Close the Window.

Deleting Records from the Research Profile (Single Record)

1. If you wish to delete a single record, click on **Open** next to the record you wish to Delete.
2. Click on **Delete**

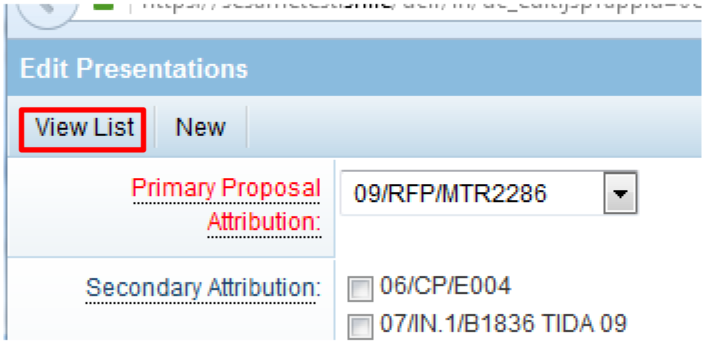


3. A pop up message will appear saying “Do you want to delete the current transaction?” Click on **OK**

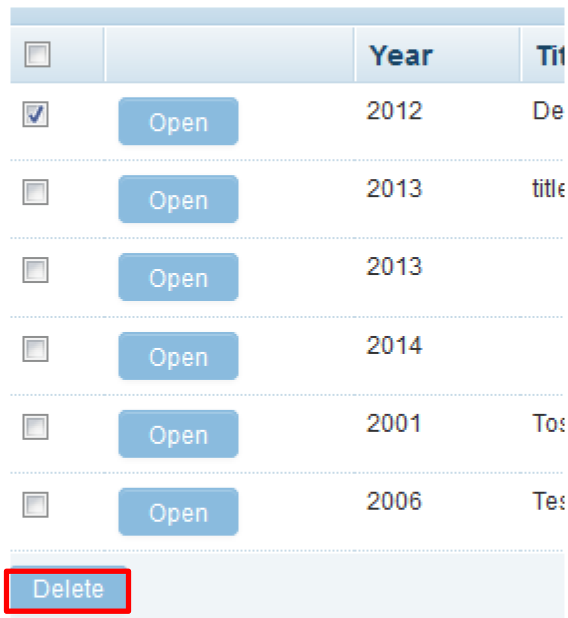


Deleting Records from the Research Profile (Multiple Records)

1. If you wish to delete multiple records of a particular output type from your profile, click on **Open** next to any record within that output type e.g. if you wish to delete multiple presentations, click on **Open** next to any presentation. This will open the presentation for editing. In the top left corner of the window, click on View List.b



2. This will display a list of all of the records of that particular output type.



3. Check the records you wish to delete and then click on Delete (the Delete button will not be visible until at least one item is checked). CAUTION: This cannot be undone.

4. Close the window to return to your profile.

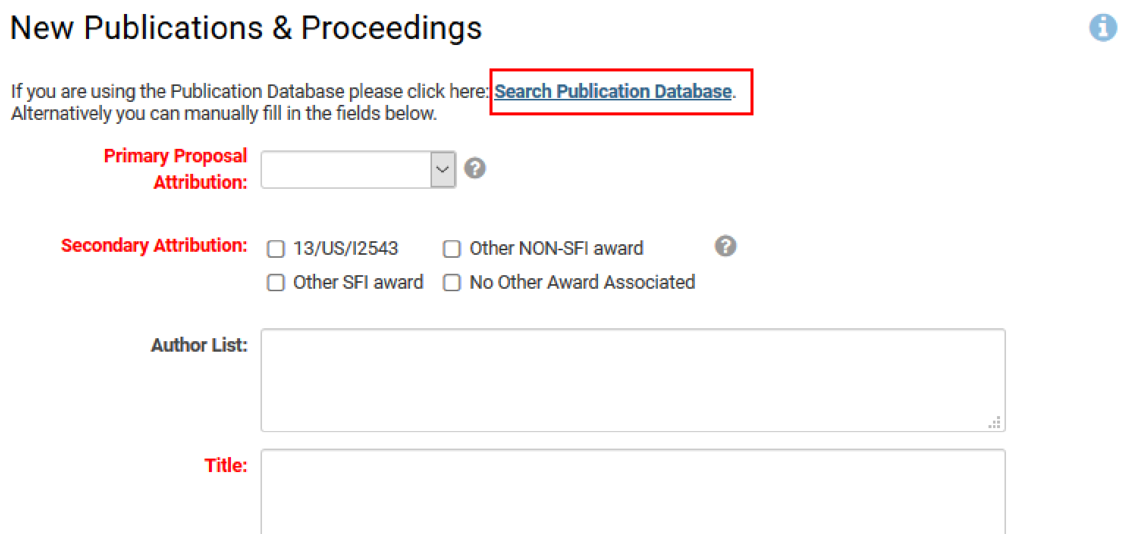
In addition to manually entering publications, there are alternative facilities within SESAME to import publications individually and in bulk from external sources.

It should be noted that only a certain number of fields will be imported. Any remaining fields will have to be manually entered to complete the record.

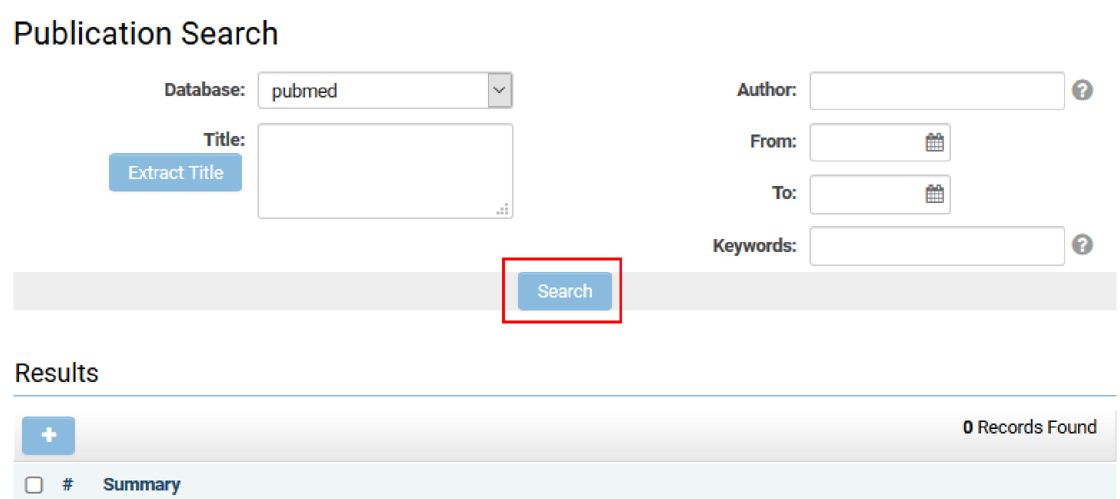
Importing from Pubmed

To import publications from Pubmed:

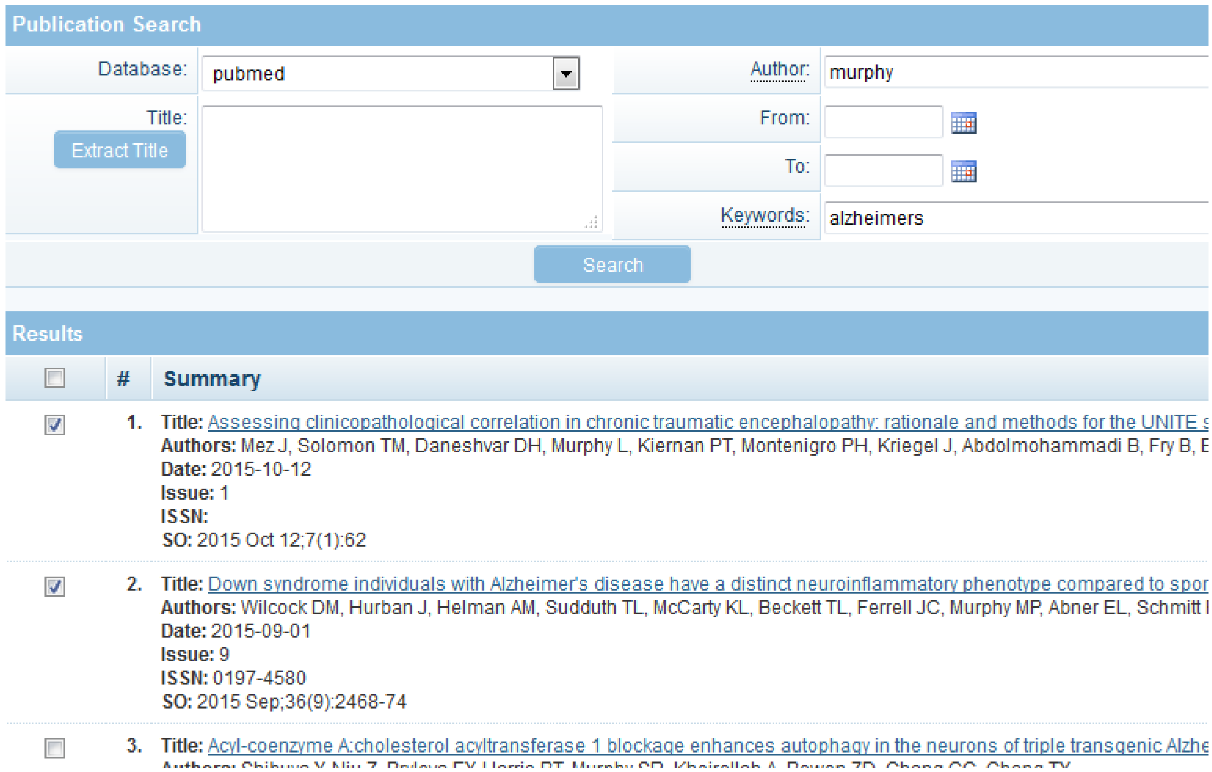
1. Open an existing publication or click on Add New.
2. Click on Search Publication Database



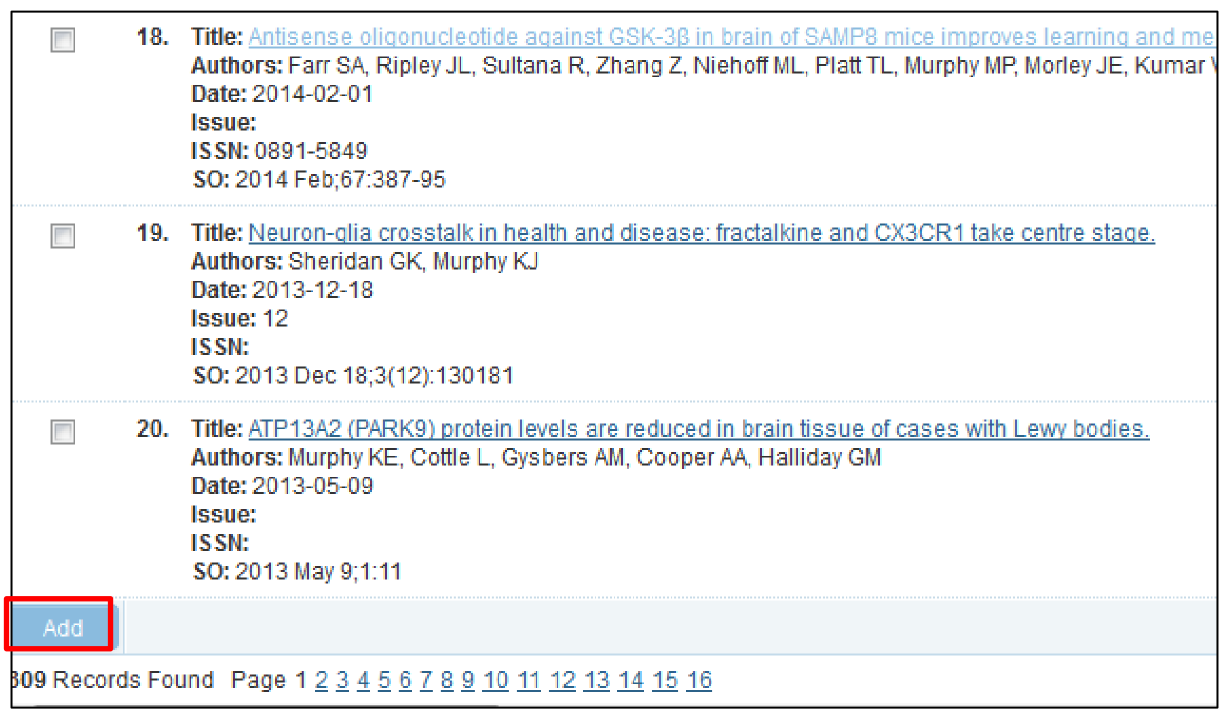
3. Enter criteria to search for records within pubmed and click on Search.



4. A list of publications satisfying the criteria entered will be returned (20 results per page). Click on the check boxes next to the publications that you want to import from the first page of results.



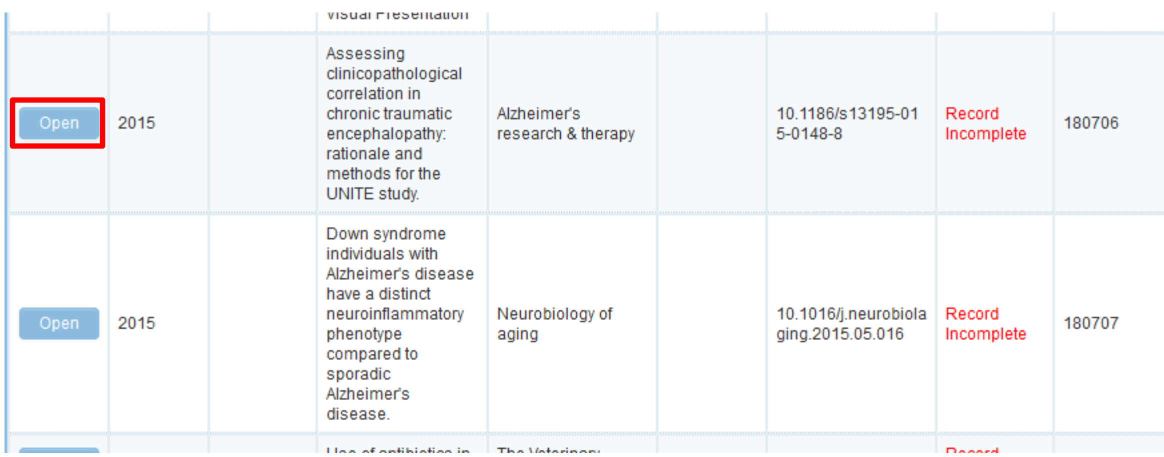
5. Scroll down and click on Add



6. Click on Create Transactions

7. The records will be added and the window will close, bringing you to a list of your current publications. Close the list to return to your profile. To refresh the view and see the new records on your profile, click on Save.

8. The records will be visible on your profile. The record will be marked as incomplete.



Importing Publications from ORCID

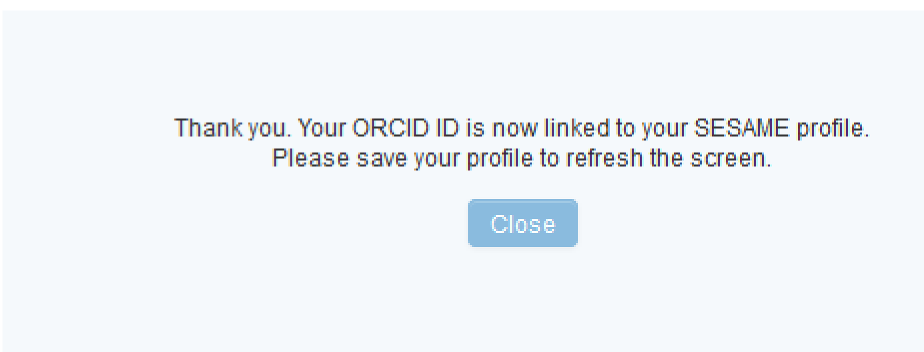
If you have not connected to ORCID from the Identifiers tab as detailed above, clicking ORCID Import will also allow you to secure a connection. Follow these steps to do so.

1. From the Research Profile tab click on the ORCID Import button next to the Publications & Proceedings output type.


Innovation & Commercialisation Activities (14)
Publications & Proceedings (9)
Presentations (1)
Academic Collaboration (1)
Non Academic Collaborations (131)
ORCID Import
Add New
Show

2. This will open a new ORCID window.

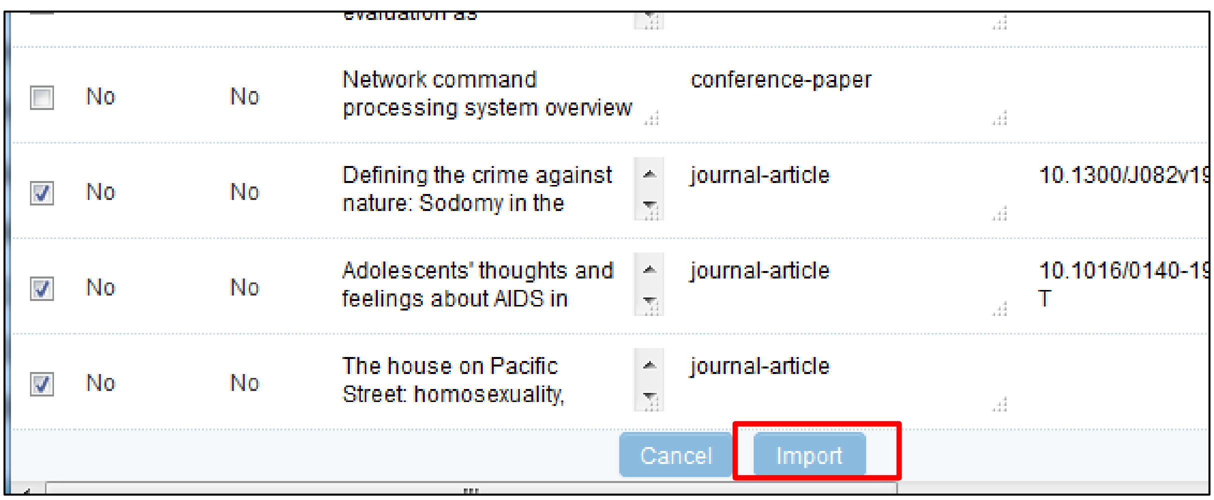
3. If you have an ORCID account, log in and click on Authorise. Otherwise, create an ORCID account by clicking on Register.
4. You will get a confirmation message.



5. Click on Close, then save your profile.
6. Now click on the ORCID Import button again beside the Publications & Proceedings and this will display a list of the publications listed on your ORCID account.

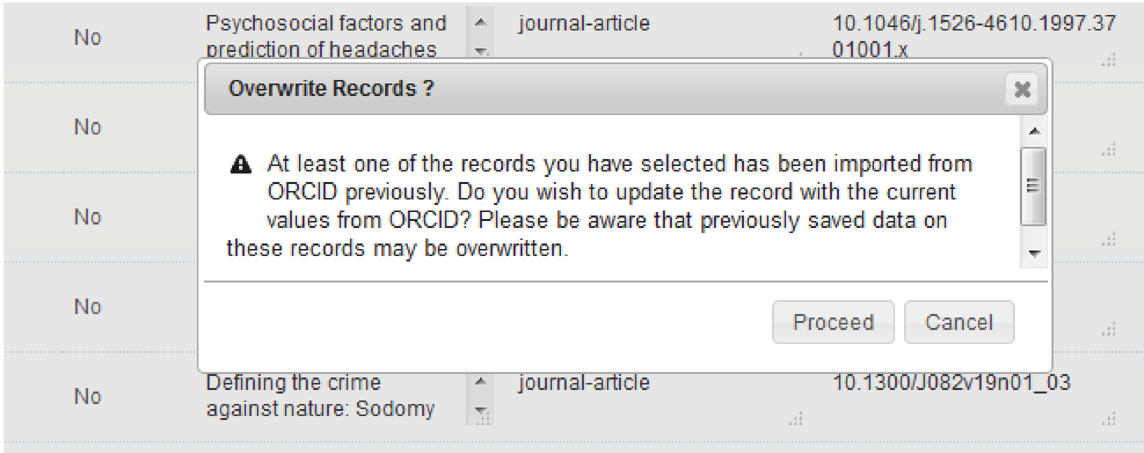
	Publication Exists	Previously Imported from ORCID	Title	Publication Type	DOI	Journal
☐	No	Yes	The utility of Whole Genome Sequencing of	journal-article		
☐	No	Yes	Cognitive and attentional functioning in	journal-article		
☐	Yes	Yes	The Atlantic Multidecadal Oscillation without a role	journal-article	10.1126/science.aab3980	Science
☐	Yes	Yes	Commercialized biomarkers: New	journal-article	10.1586/14737159.2015.101 1622	Expert Rev Diagnosti
☐	Yes	Yes	Bahamian speleothem reveals temperature	journal-article	10.1016/j.epsl.2015.08.035	Earth and Letters
☐	Yes	Yes	Simulated changes in atmospheric dust in	journal-article	10.1002/2013PA002550	Paleocear
☐			Linkage analysis and	journal-article	10.1111/epi.12730	Epilepsia

7. If a publication is already on your profile, it will be flagged with a red "Yes" under the Publication Exists (if there is a record with this DOI on your profile) or Previously Imported from ORCID (if you have previously imported the record from ORCID – details are in the right most column of this window).
8. Select the records you want to import to your SESAME profile and click on **Import**.

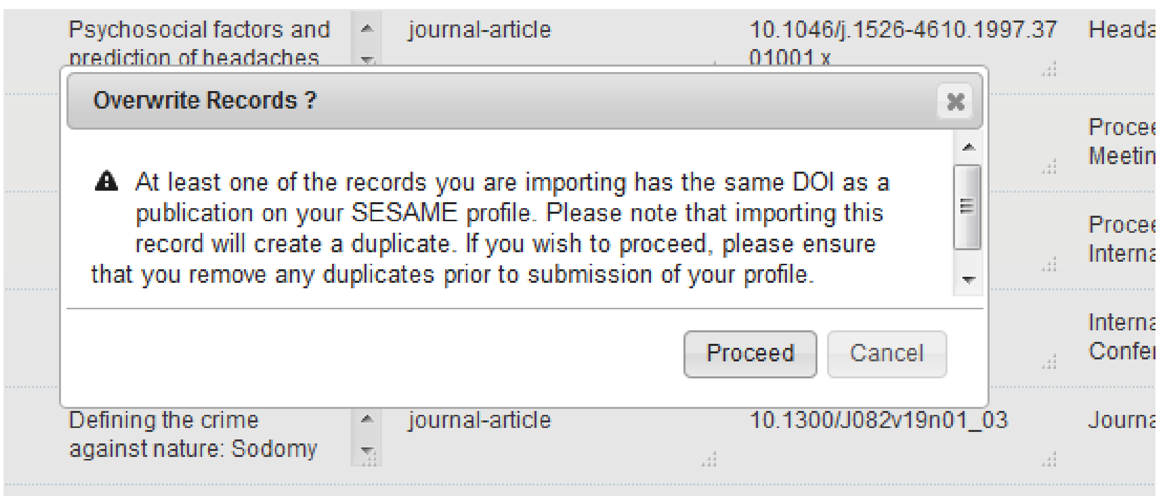


☐	No	No	Network command processing system overview	conference-paper	
☑	No	No	Defining the crime against nature: Sodomy in the	journal-article	10.1300/J082v19
☑	No	No	Adolescents' thoughts and feelings about AIDS in	journal-article	10.1016/0140-19 T
☑	No	No	The house on Pacific Street: homosexuality,	journal-article	

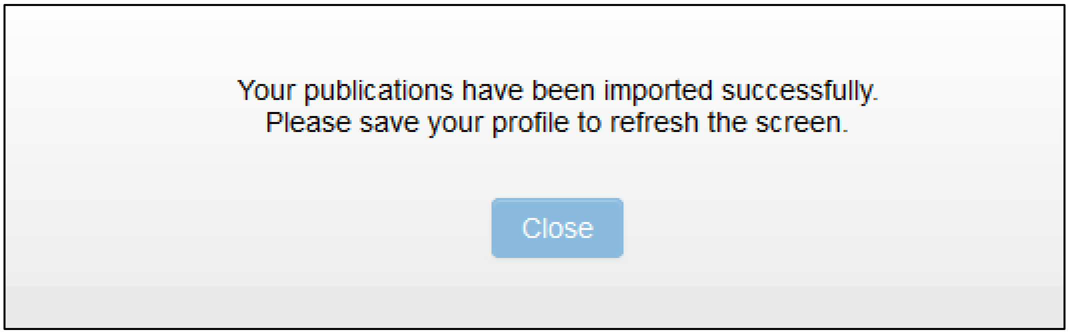
9. If you select a record that already exists on your profile, you will get a caution.



10. If you choose to import records that already exist on your profile, the import will overwrite some key fields with the values on ORCID. If you wish to re-import the records, click **Proceed**. Otherwise, click on Cancel and then uncheck any items you do not wish to reimport. Then click Import again.
11. If you have a publication on your ORCID ID that has a matching DOI on an existing transaction on your profile, you will see a "Yes" below the Publication Exists column. If you select one or more of these records and then click the Import button on the ORCID Import window, you will get an warning message to indicate that a transaction already exists with the same DOI.



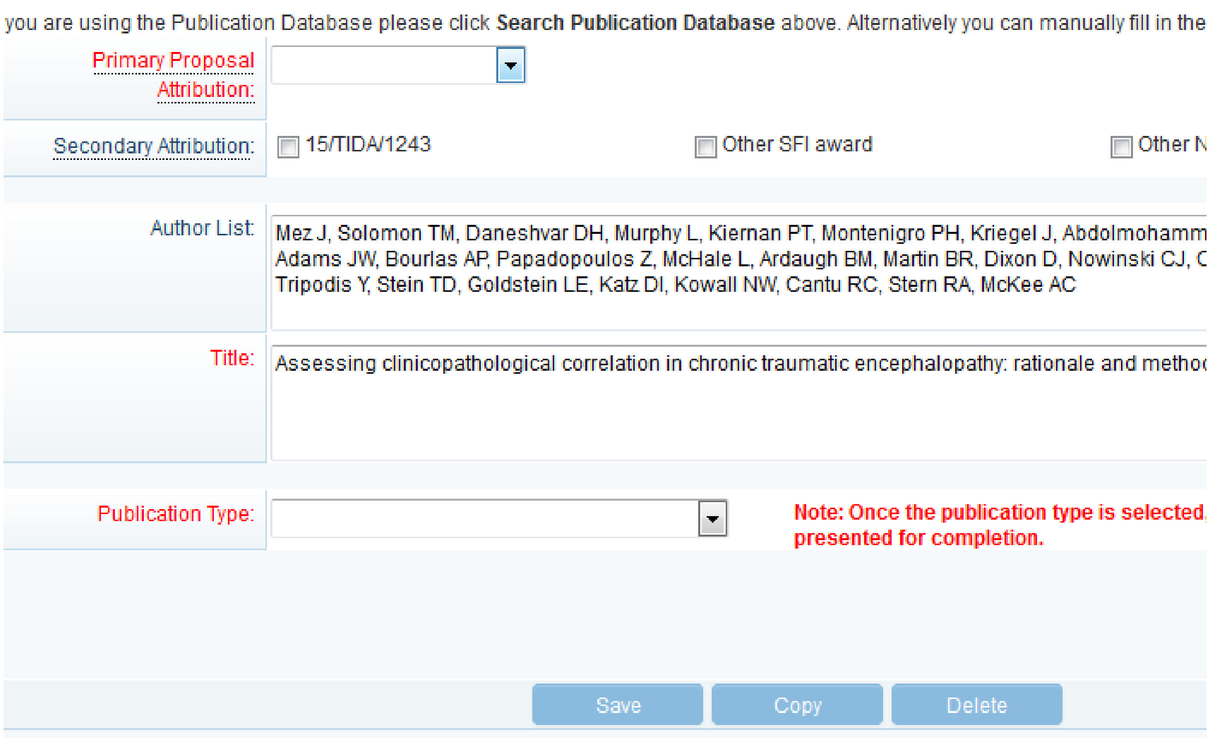
12. If you click on Proceed, this will create a duplicate record on your profile. Please ensure to remove any duplicates prior to submission. Otherwise, click on Cancel and uncheck any items you do not wish to re-import. Then click Import again.
13. The checked records will be imported.



14. Save your profile to refresh the publication list.

Completing Imported Records

1. When records are imported from external sources, only certain fields imported, depending on the source data, so the record will be flagged as incomplete. Add any remaining data by clicking on Open.

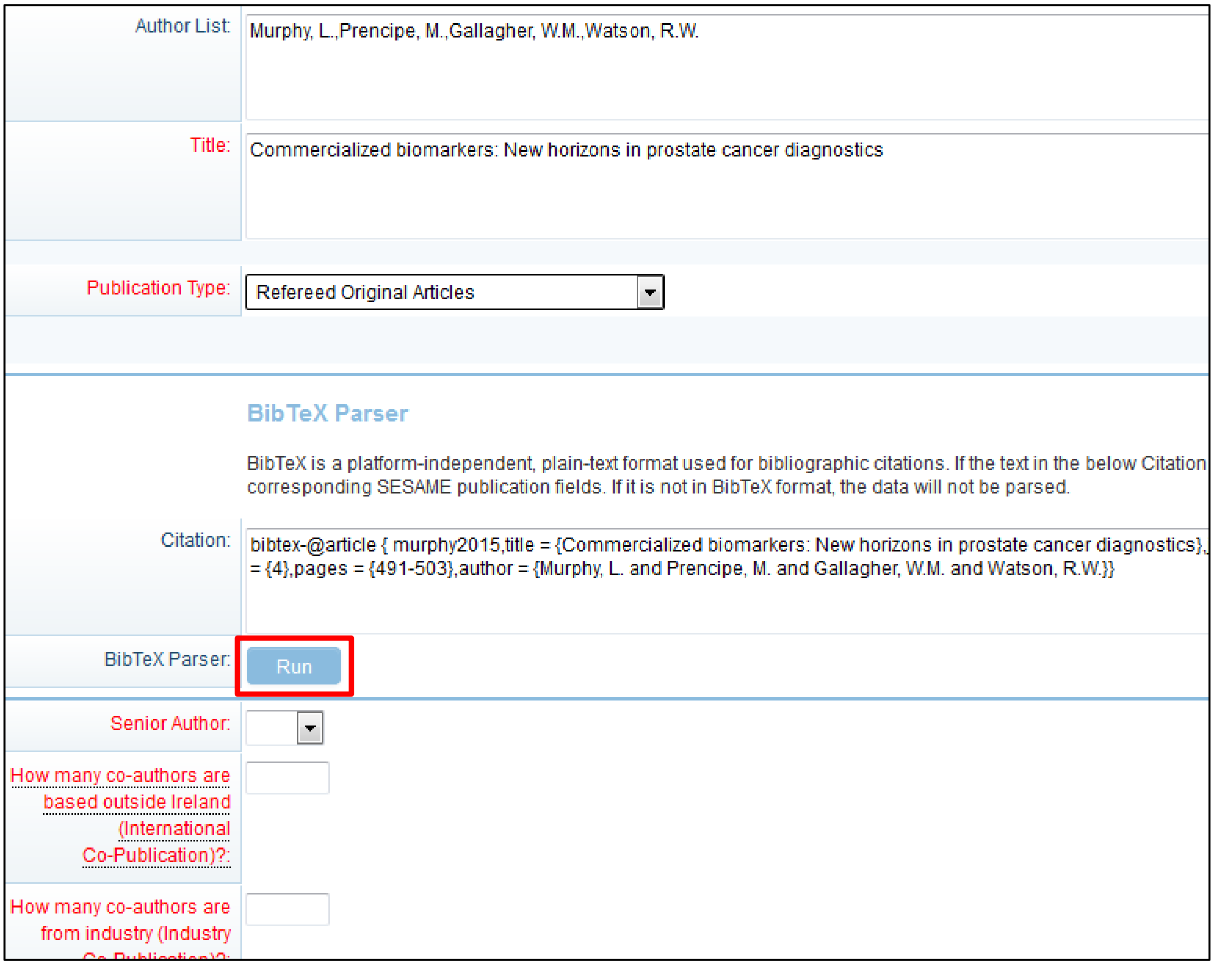


2. Click on Publication Type to select the type of publication the item is. Once the type is selected, the relevant fields will be displayed. All mandatory fields should be completed. Click on Save.

BibTex Parser

1. Some ORCID records contain a bibtex citation of the publication fields which may contain more details of the publication than was directly imported from ORCID. This data is stored in the Citation field of the BibTex Parser section of the publication record.

2. To parse the bibtex citation into the existing record, click on Run. If the citation is not in BibTex format, the data will not be parsed.



Module 4: Updating your Researcher Snapshot

Upon completion of this module you will be able to:

Update your Researcher Snapshot

Submit your Snapshot to SFI

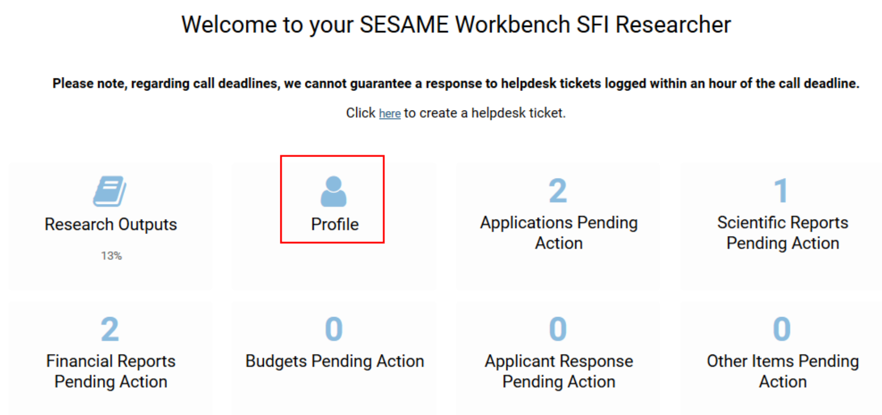
Extract your Approved Snapshot

These completed snapshots are used by the Foundation to inform third parties about the work being carried out by SFI researchers, with particular emphasis on communicating their work to industry.

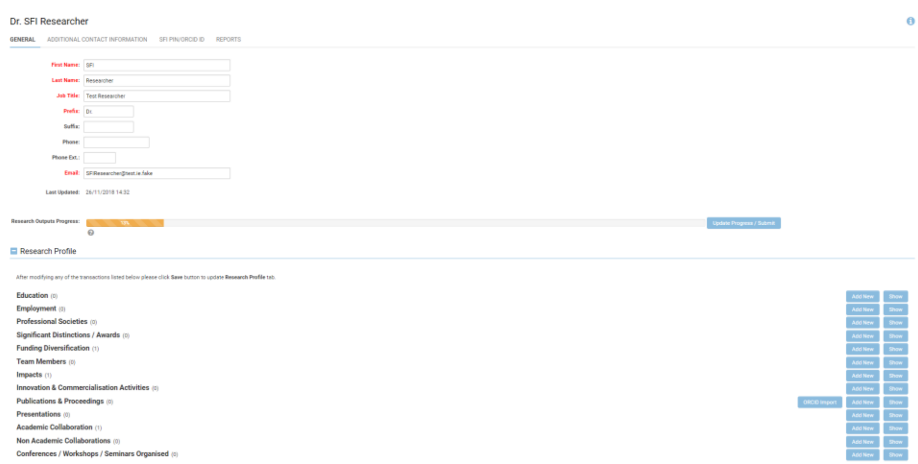
The Researcher Snapshots will be generated from information entered into your profile by you such as your basic contact details, photo and other details completed by you in the Research Profile section. You will be able to fully review and modify your snapshot before submitting to SFI for approval.

Updating the Researcher Snapshot

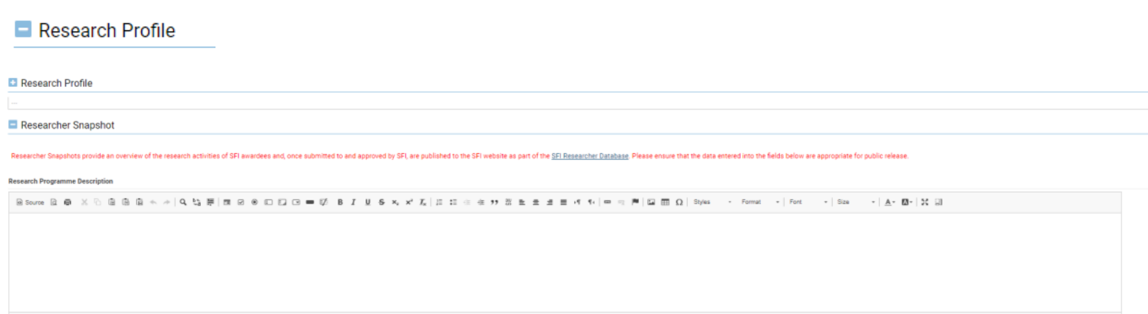
1. Log in to SESAME using the instructions in Module 1 and view your Researcher workbench.
2. You can access your profile by clicking on the “Profile” button in the action items OR “Profile” button on the top right of your workbench (red boxes).



3. The Profile page is displayed.



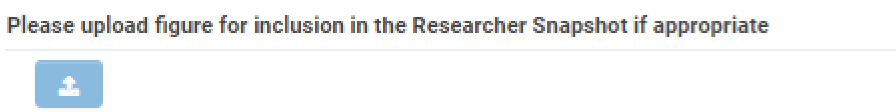
4. Your Researcher Snapshot is below your Research Profile.
   Click the (–) beside this to go directly to the Researcher Snapshot or scoll to the end ofthe page:



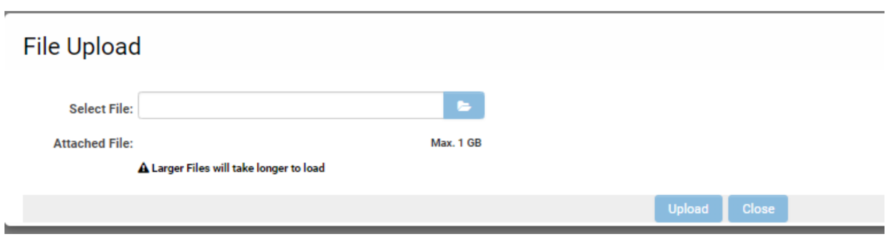
5. The following text fields will be displayed under this tab:
   Research Programme Description
   Expertise
   Infrastructure
   Key Highlights and Impacts Arising From Research

6. Complete these fields as required. If you wish to use text formatting please use the formatting tools on each of the fields you are completing. **Please refrain from copying and pasting already formatted text into these fields.**

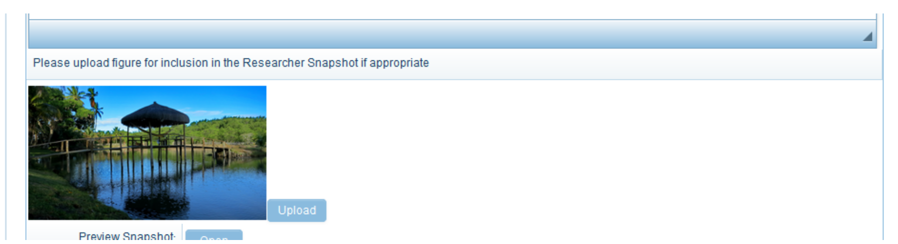
7. Researchers may also add a figure to their snapshot by uploading a picture in .jpg or .img format to the following field by using the **Upload** button beside "Please upload figure for inclusion in the Researcher Snapshot if appropriate".
   This figure will appear under your Key Highlights and Impacts Arising from Research section on the completed snapshot.



8. Click on **Upload** below the field and then click on **Browse** to select the file from your hard drive before clicking **Upload** again.

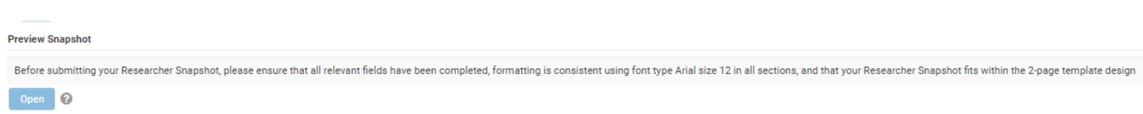


9. By clicking **Save** on the main page, this will display the figure on the page and the snapshot.



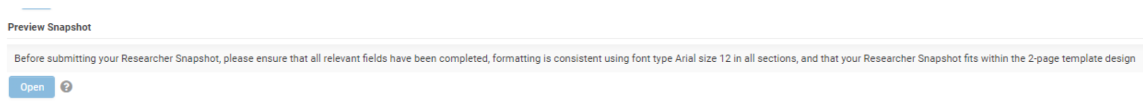
10. Should you need to update or delete this figure, click on the **Upload** button beside it and click **Delete** or **Browse** to find another file and follow the steps above.

11. You can also preview your snapshot at any time in the process before submitting by clicking on the **Open** button beside **Preview Snapshot**.

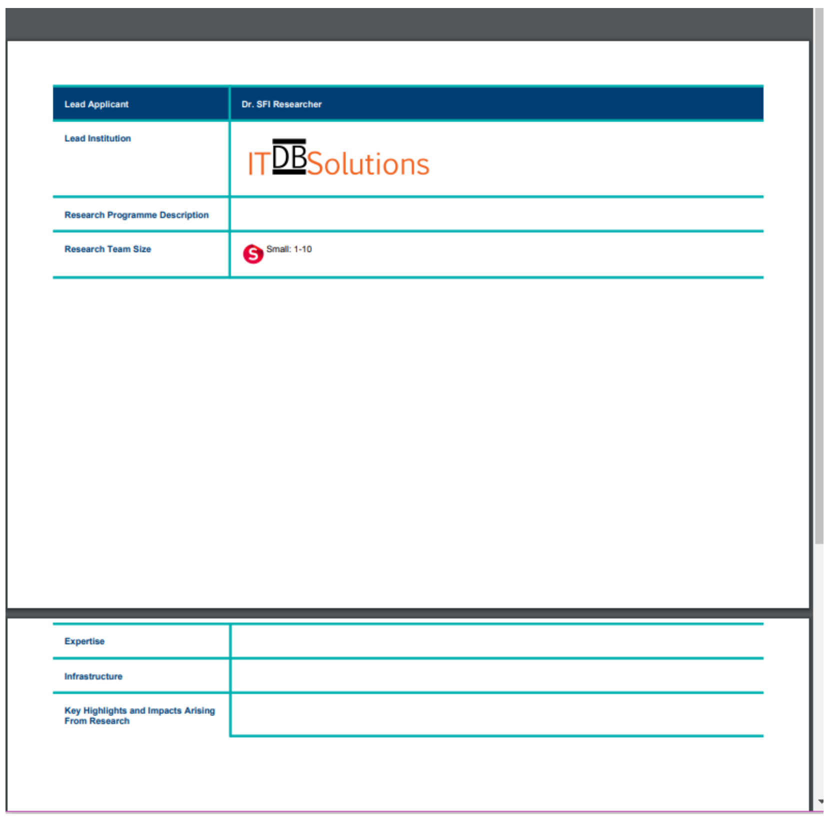


Previewing and amending the Researcher Snapshot before submission

Your Researcher Snapshot will also pull information from other sections of your Profile and you will need to update and review these sections ahead of submission. You can preview your Researcher Snapshot by clicking on **Open** beside the **Preview Snapshot** section within the Researcher Snapshot tab.

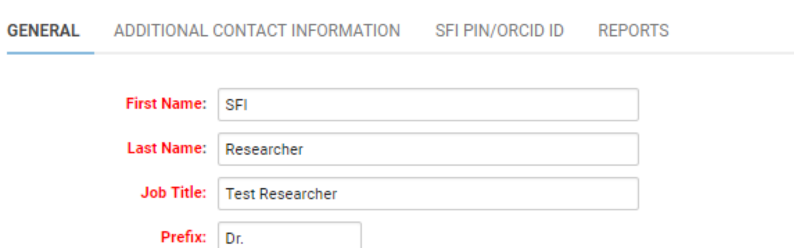


This will open a PDF version of your snapshot. This is only a draft version of your snapshot and can be amended by going into the fields as specified below. After making changes across your profile, click the **Save** button at the bottom of the profile before opening the PDF in the **Preview Snapshot** section.



Lead Applicant

Your name will be pulled from the Edit Contact section of your Profile. Please ensure this is completed correctly. It will be extracted in the format of Prefix_First Name_Last Name



Lead Institution Logo and Researcher Photo

1. The standard logo for your Research Body will appear on the Researcher Snapshot PDF beside the Lead Institution section. This logo will be added by SFI and will appear automatically.
2. Under the Identifiers section of your profile you will be able to upload your photo which will display on the completed snapshot. This is detailed in Module 1 of this guide.

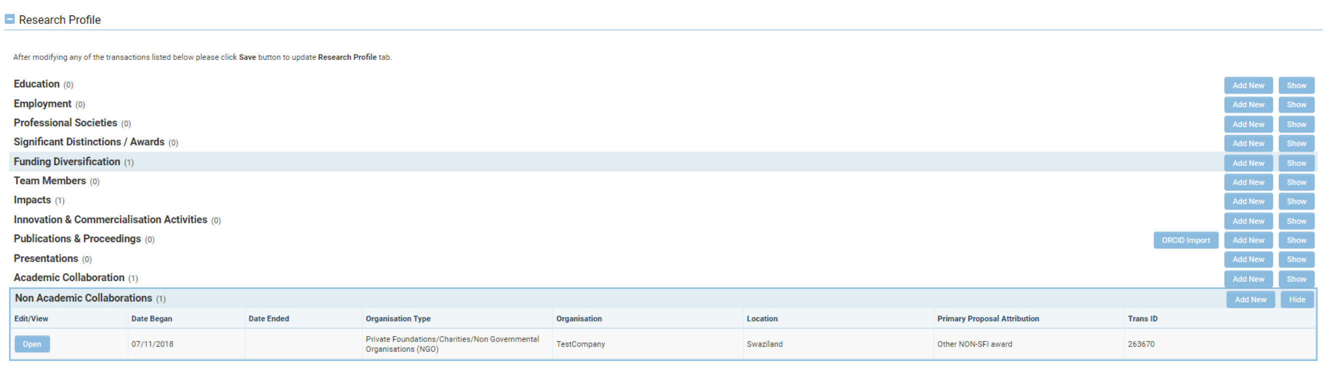
Research Programme Description

This section pulls from the Research Programme Description text section under the Researcher Snapshot tab.

Industry Partners (Collaborators)

1. A list of industry collaborators will automatically be included from the Non Academic Collaborations section of your SESAME Research Profile. If you do not wish for an industry collaborator's name to appear on your public Researcher Snapshot, you must specify this for the relevant industry collaborator in the Non Academic Collaborations section of the Researcher Profile. If on review of your snapshot, you are satisfied that the companies listed are interactions that you may make public, you do not have to take any further steps.
2. If you wish to amend visibilty of any interactions you have previously included as part of your Research Profile, you can follow the steps below:

    a. Navigate to the Research Profile tab of your profile, and show the Non Academic Collaborations section.



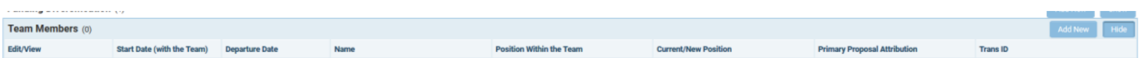
    b. Click on Open beside the specific record.

    c. This will open the record. After ensuring that all other mandatory fields are completed, go the bottom of the record and review the field “Are you happy to share the information on this collaboration externally. Click here for information:”. By clicking on the link you will be able to review how SFI will use this information.
    d. Select Yes and the company name will be automatically added to your snapshot on SESAME. If you select No, the company name will not be added to the snapshot.

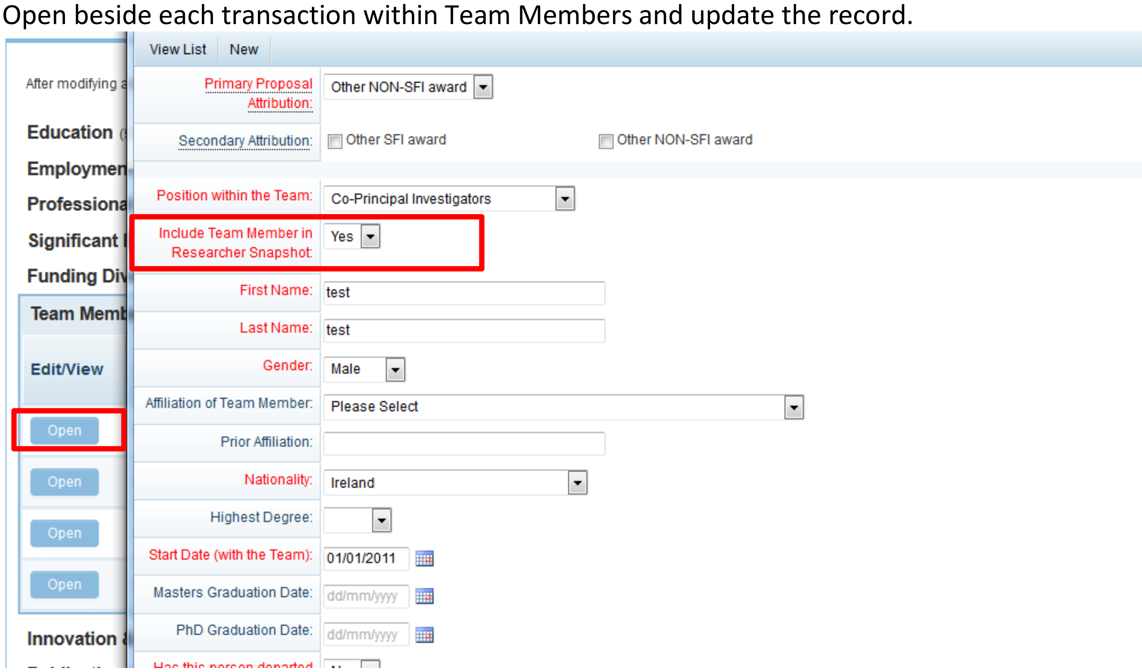
3. If you are creating new records for Non Academic Collaborations, follow the steps above and ensure to review each entry to approve that the company name may be used by selecting Yes or No as in step 2(d) above.

Research Team Size

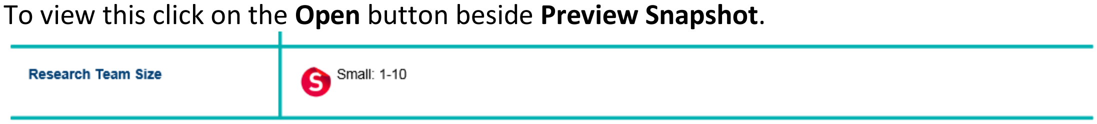
1. For each team member you have added under the Research Profile **Team Members** section you will have to confirm if you wish them to be included in your Researcher Snapshot as part of the **Research Team Size**.
2. To include team members on your snapshot please click on the Team Members section on your Research Profile tab.



3. Please note: For previously created transactions, you must go into each record and confirm whether the team member should be included or not. To do this please click on Open beside each transaction within Team Members and update the record.



4. If you have selected Yes on the "Include Team Member in Researcher Snapshot" section, this number will be counted and updated on your combined Researcher Snapshot document. This is calculated as you being one team member, and every additional team member is added to this calcultion. These will be displayed on the Team Member Size section of the snapshot with the following logic: Small: 1-10; Medium: 11-25; Large: 25+
5. To view this click on the **Open** button beside **Preview Snapshot**.



Expertise

This section pulls from the Expertise text section under the Researcher Snapshot tab.

Infrastructure

This section pulls from the Infrastructure text section under the Researcher Snapshot tab

Key Highlights and Impacts Arising from Research

This section pulls from the Key Highlights and Impacts Arising from Research text section under the Researcher Snapshot tab

Figure

If you have uploaded a figure to the "Please upload figure for inclusion in the Researcher Snapshot if appropriate" section, this will display below the Key Highlights and Impacts Arising from Research section on the PDF

Contact Details

Your contact details will be automatically pulled from your SESAME profile on to your Researcher Snapshot in the following format:

Name:

Telephone

Email

Web:

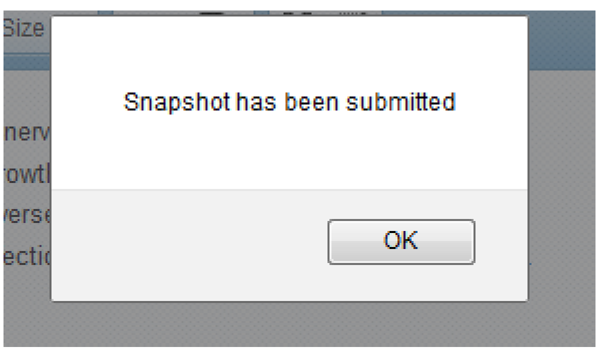
Please ensure that these details are correct on the basic contact details and the **Additional Contact Details** before submitting your snapshot.

Submitting your Researcher Snapshot

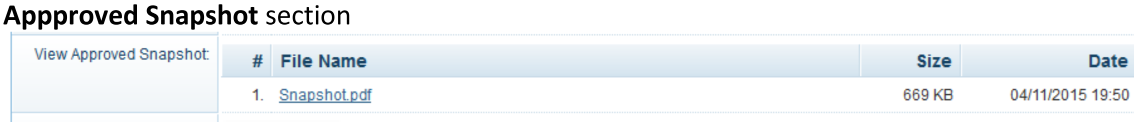
Once you have completed and reviewed all sections of your Researcher Snapshot, you can then submit the snapshot to SFI for review.

1. Click on the button **Submit to SFI** under the **Researcher Snapshot** tab.

2. You will get a pop up to confirm that the snapshot has been submitted.



3. Please click **Save** to view the history of the submitted snapshot
4. This will show the current snapshot under the **View Current Snapshot** section.
5. SFI will receive notification once you have submitted your snapshot. SFI may request revisions or updates to your snapshot. You will be able to make amendments to your snapshot and resubmit by clicking on the **Submit to SFI** button once gain.
6. Once SFI has approved your snapshot, you will be able to see it under the **View Appproved Snapshot** section



Module 5: Creating and Editing an SFI Application

Upon completion of this module you will be able to:

Review current SFI open calls

Complete an Eligibility Questionnaire

Complete an application form

Upload supporting documents

Overview of Application Process

The application process is as follows:

- Determine your eligibility to a specific programme through an Eligibility Questionnaire, where applicable.
- Provided you have successfully completed the Eligibility Questionnaire, where applicable, you can create an application for the specific SFI programme call.
- Submit your application to your Research Office for endorsement prior to submission to SFI.

The application is completed in a number of steps.

- **Completion of Field Level data** including text boxes and drop down boxes.
- **Uploading of Related Documents** in PDF format, adhering to page limits.
- **Preparation of Requested Budget** (where applicable. Please see relevant Call Document).
- **Association of Co-Applicants and Collaborators** – if you are applying for funding with co-applicants you will need to associate them with the application and they will gain access to the application. If there are collaborators participating in the application you will need to add their details, but they will not gain access to the application.
- **Submission Process**– once complete, you submit the application to your Research Office for review and endorsement.

You must click “save draft” before you can complete the following:

- Uploading of Related Documents
- Attribution of Research Funding and other outputs (e.g. publications) if required
- Preparation of Request Budget
- Association of Co-Applicants and Collaborators

In this module you will review application activities associated with; Completion of Field Level data and Uploading of Related Documents.

Later modules will discuss in detail Preparation of Request Budget, Association of co-applicants and collaborators and the Submission process.

Reviewing a Programme Call and Completing an Eligibility Questionnaire

All open programme calls are displayed under the action items at the end of the Researcher Workbench.

The Eligibility Questionnaire for each call is accessed by clicking “Apply”.

OPEN CALLS APPLICATIONS UNDER REVIEW ACTIVE AWARDS NON ACTIVE APPLICATIONS NON ACTIVE AWARDS

#	Call Name	Deadline	Call Duration	Call Document		More Information
1	Starting Investigator Research Grant (SIRG) 2018	TO BE COMPLETED	TO BE COMPLETED	Testing_PDF.pdf	Apply	More Information
2	Conference and Workshop 2018	Rolling Call	Not Applicable	Testing_PDF.pdf	Apply	More Information

Locate the **SFI programme** you may wish to apply to.

1. Click the **More Information** link.
2. Additional details of the programme are displayed.

More Information

Deadline: TO BE COMPLETED

Programme Name : SFI Starting Investigator Research Grant (SIRG)

Call Name: Starting Investigator Research Grant (SIRG) 2018

Call Description: TO BE COMPLETED

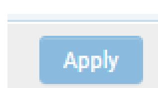
Call Duration: TO BE COMPLETED

Call Amount: TO BE COMPLETED

Eligibility Criteria: TO BE COMPLETED

Deadline: TO BE COMPLETED

3. Exit out of the description.
4. Click the **Apply** button.



Eligibility Questionnaire

The introductory text of the Eligibility Questionnaire is displayed. (Note: not all Programmes or Programme calls will require an Eligibility Questionnaire).

1. Review the Eligibility Questionnaire Introduction.
2. Confirm eligibility.
3. Once completed, click the **Submit** button.

If you are eligible then the following message will be displayed and you can now begin to complete the application.

> **Thank you. You have successfully completed the questionnaire.**
>
> **Please click here to start the application process**

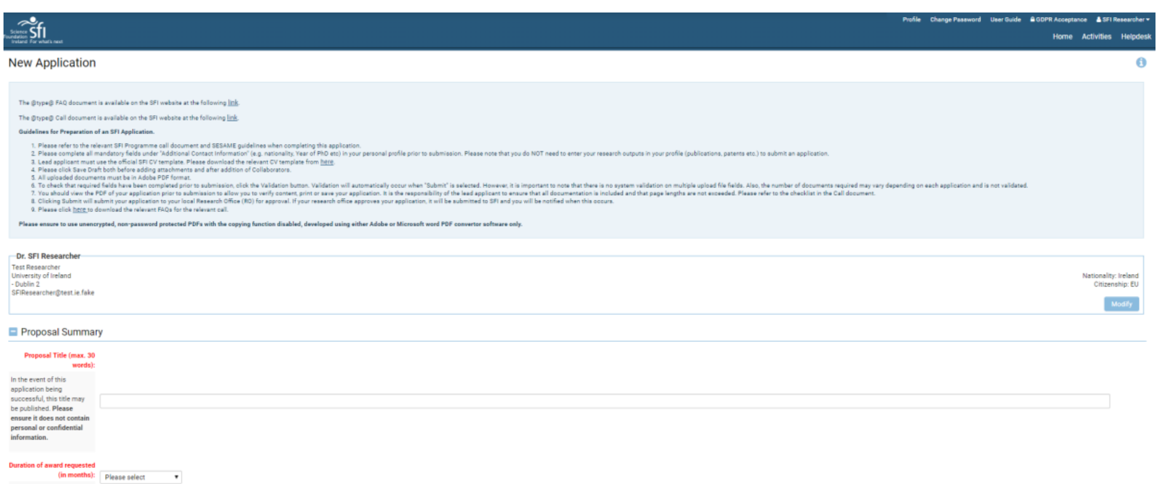
If you are ineligible then the following message will be displayed, and you can choose to retry the Eligibility Questionnaire again or to return to your Home Page.

> **Your answers would indicate that you are not eligible to apply to the SFI PI Programme, please revisit the eligibility criteria in the PI call document.**
>
> **Would you like to retry the questionnaire?**
>
> **Please click here to retry the questionnaire.**
>
> **Please click here to return home.**

	There may be an imposed limit as to the number of times you can attempt to complete the Eligibility Questionnaire. Once the limit of unsuccessful attempts is reached, the Researcher is prevented from applying to the Programme.

5. If you have successfully completed the Eligibility Questionnaire then click the **link** to start the **application process**.

The Programme application form is displayed.



Saving the Application

If you wish to immediately save the application:

1. Complete required fields
2. Scroll to the bottom of the page.
6. Click the **Save Draft** button.

All the fields and functions will then be available, including the Submit button allowing submission of the application. Until you have saved the application in draft mode, only the proposal title will be visible and available to you.

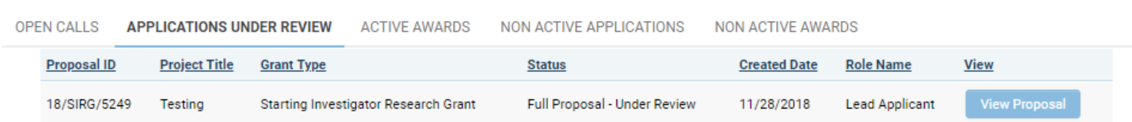
Application Save Options

Once you have saved the application, three buttons will be displayed at the bottom of the page – Save Draft, Validate and Submit.

Each of these buttons performs a different function.

- **Save Draft** – saves the application but **no** validation is performed on any value other than a check that the Proposal Title field is populated. You will not be informed if you have not completed other mandatory fields etc.
  - *Using the Save Draft button is useful in the early stages of preparation.*
- **Validate** – saves the application and performs the application validation. You will be informed if there are any mandatory fields that you have not completed or if any other submission criteria have not been met. It is important to note that validation of page length does not occur for multiple upload fields including collaborator CVs, Application documents and Co-applicants CVs. There is also no system-validation on research funding.
  - *Using the Validate is useful in the later stages of preparation when you want to ensure your application is ready for submission.*
- **Submit to RO**– saves the application, performs all the application validations and submits the application to your Research Office for review. If the application fails the validation it will not be submitted for review. The submit button will not be displayed until certain key data is provided.
  - *Using the Submit button is the final step in preparing the application. Once you submit the application you will not be able to edit the application again, unless the Research Office requests revisions.*

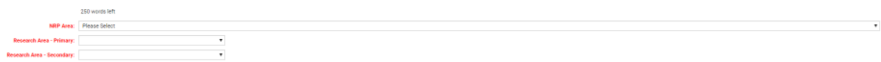
The application will remain listed under the applications pending action action item on your workbench but, once submitted to SFI, will be available under the applications under review tab. By clicking the View Proposal button a read only view of the application will be presented.


OPEN CALLS APPLICATIONS UNDER REVIEW ACTIVE AWARDS NON ACTIVE APPLICATIONS NON ACTIVE AWARDS

Proposal ID	Project Title	Grant Type	Status	Created Date	Role Name	View
18/SIRG/5249	Testing	Starting Investigator Research Grant	Full Proposal - Under Review	11/28/2018	Lead Applicant	View Proposal

Completion of Field Level Data

1) Complete the **field level information** associated with the application – completion of text boxes and selection from drop down lists.



Uploading of Application Related Documents

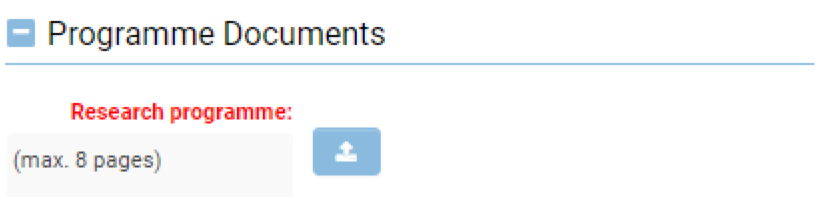
Part of the application process will include the uploading of documents to the application. There are some general SFI rules about documents that are uploaded to support your application.

- Each call will specify which documents are required and the relevant page limit
- The validation as to the number of pages will only take place when you use the Submit or Validate button
- All documents must be in PDF format unless otherwise stated
- Please ensure to use unencrypted, non-password protected PDFs with the copying function disabled, developed using either Adobe or Microsoft word PDF convertor software **ONLY**.

Uploading a File to the Application

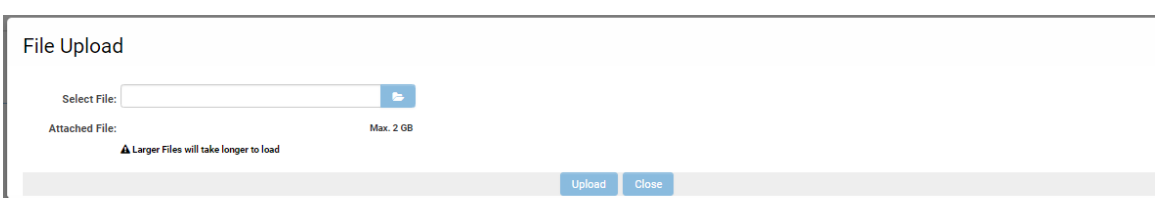
The basic process for uploading any documents for the application is the same. Use the following steps, which describe how to upload the description of the proposed research project, as a worked example.

1. Locate the **Upload** button.



2. Click the button.

The Attach File window is displayed.

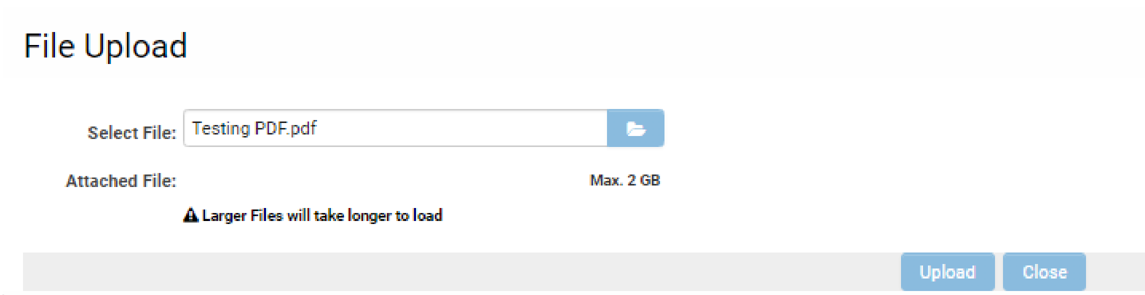


3. Click the **Browse** button.

4. Locate the **file** on your computer.

5. Click the **Open** button.

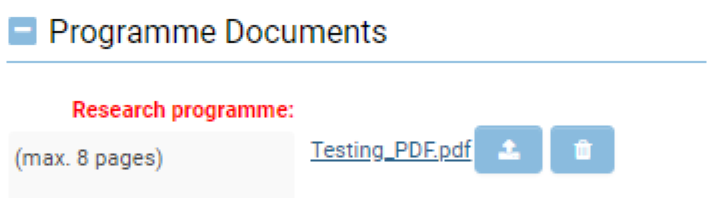
The document file is displayed in the Select File field.



6. Click the **Upload** Button.

The document is added to the application and the name document is displayed adjacent to the application field.

7. Click the **Save Draft** Button to refresh the page and view the attachment.



A similar process will be used for uploading other documents required as part of the application.

Attribution of Research Funding / Outputs from Profile

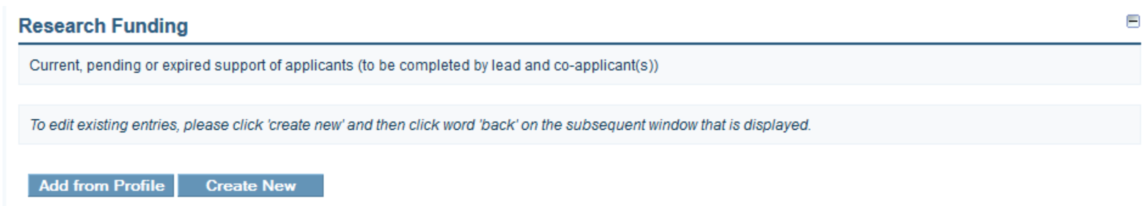
Note: When funding / output records are attributed to your application, they will not be displayed until you click on Save Draft.

Creation of individual research outputs / activities in your profile has been detailed in Module 3 of this document. During the application process you can link Research Funding activities and research outputs from your profile to your application to strengthen the application. You can also create these activities directly from the application form and these will simultaneously be saved to your application and your profile. However, it should be noted that while you are editing the application, other co-applicants (if relevant) will be locked out of the application. Therefore, where a number of new funding records need to be created, it may be more convenient to create them via the profile and link them later to the application.

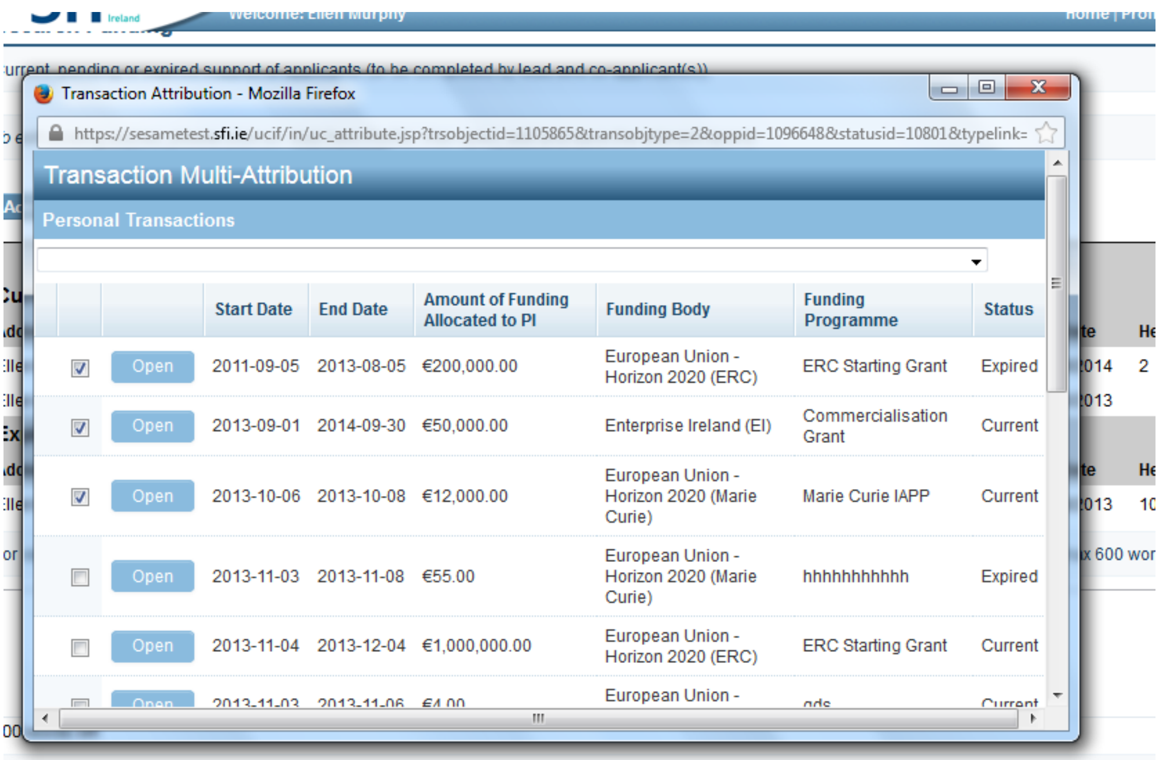
Attributing Funding / Outputs that are already on your profile

Use the following steps to link Research Funding activities to your application.

1. Scroll to the **Main Body of Proposal** section and then click on the appropriate button to link your Research Funding activities.



2. If you select the **Add From Profile** button, the Research Funding Attribution list is displayed. This will include all Research Funding details that have previously been entered against your profile.



For each Research Funding activity that you wish to associate click the check box in the first column.

3. When you have selected all the activities, click the **Attribute button** at the bottom of the window and then the Close the window.
4. 

5. Close the attribution window.
6. The records have been attributed but <u>will not display</u> until the application is saved. Scroll down the application page and click on **Save Draft**.

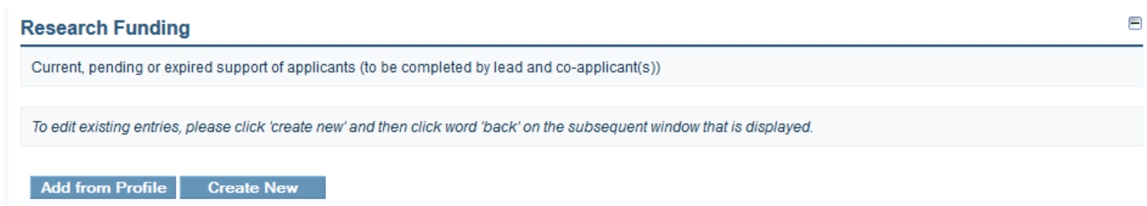
This feature is also to be used by all co-applicants to add research funding activities to the application.

If your application is approved you will use a similar technique to link other research activities to the award as part of your annual report. This will be discussed in the relevant section later in this document.

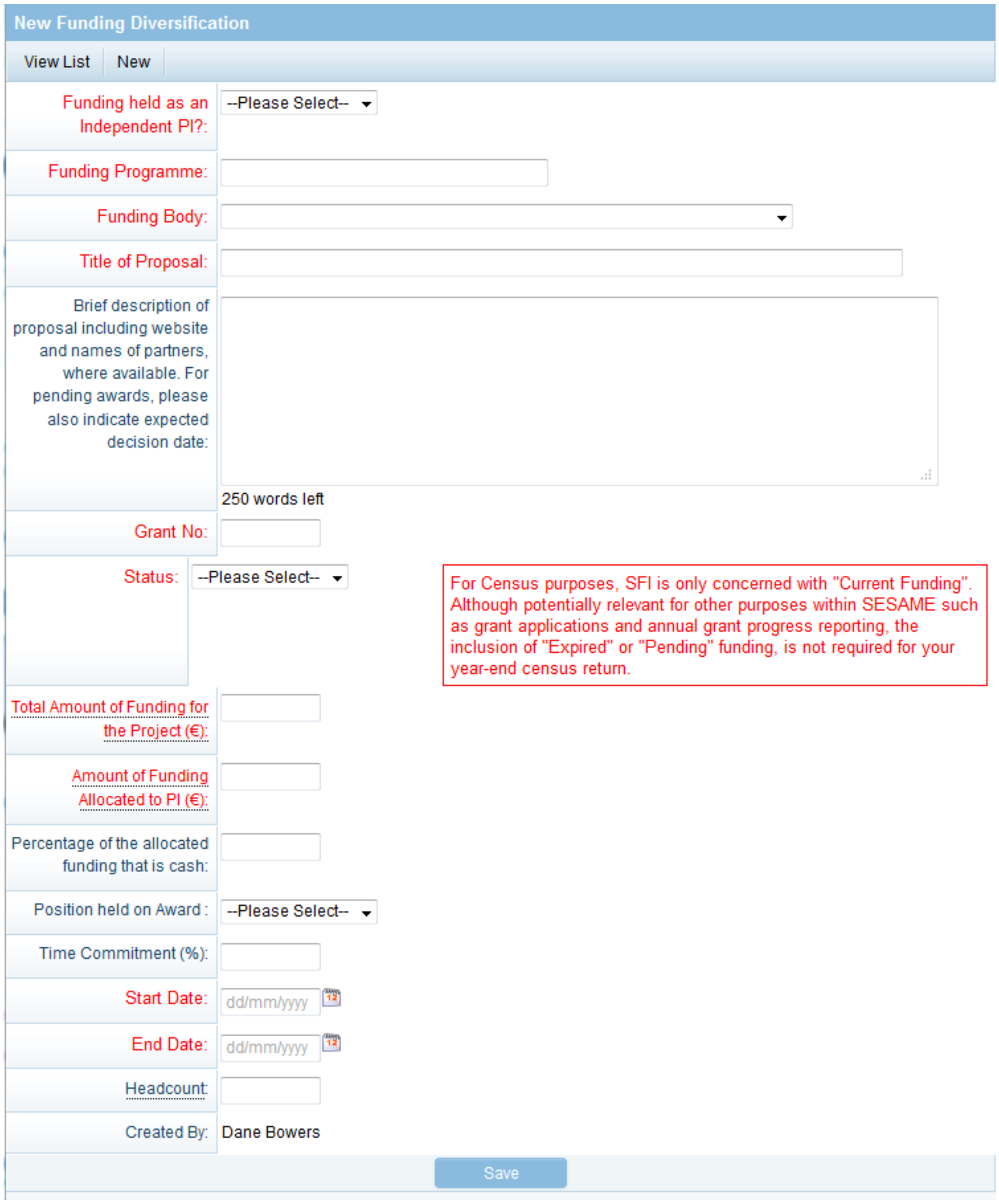
Create new Funding / Output activities

If funding / outputs have not yet been added to your profile, you can either add them in your profile (see module 3) and then attribute them to the application (as described above); OR you can create new records directly from your application, which will automatically save the record to your profile AND your application. However, remember that while you are editing your application, co-applicants will be locked out. They will not be locked out of the application while you are updating your profile.

1. Click on the **Create New** button

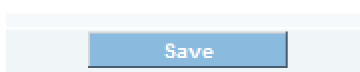


2. Complete all relevant fields.

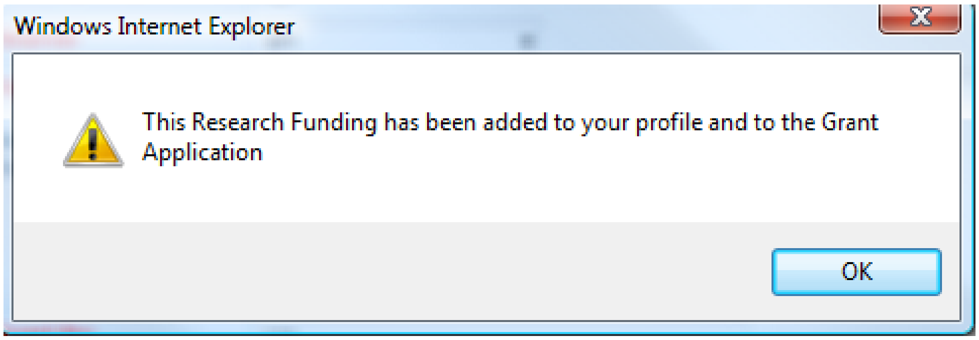


Mandatory fields are marked in red and must be completed if you are to store these new Research Funding details against the current application.

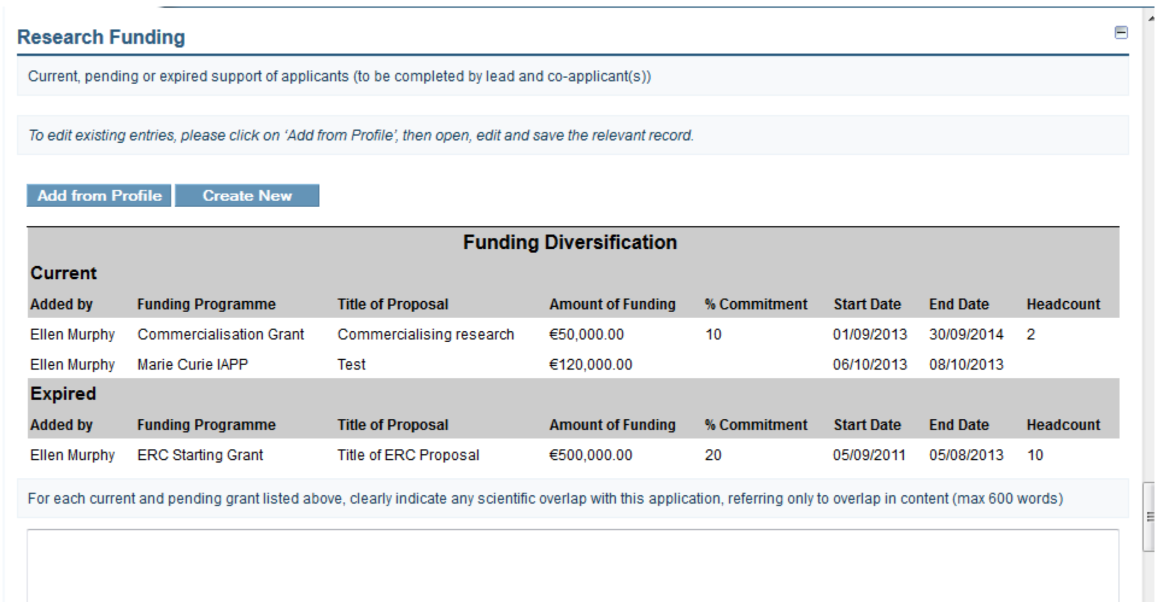
3. Once you have finished entering these details then click on the **Save** button



4. You will be presented with a pop-up as shown below. Click **OK** to proceed.



5. When you subsequently click **Save Draft** against the application then you will see the associated Research Funding listed in a table against the application.



Funding Diversification							
Current							
Added by	**Funding Programme**	**Title of Proposal**	**Amount of Funding**	**% Commitment**	**Start Date**	**End Date**	**Headcount**
Ellen Murphy	Commercialisation Grant	Commercialising research	€50,000.00	10	01/09/2013	30/09/2014	2
Ellen Murphy	Marie Curie IAPP	Test	€120,000.00		06/10/2013	08/10/2013	
Expired							
Added by	**Funding Programme**	**Title of Proposal**	**Amount of Funding**	**% Commitment**	**Start Date**	**End Date**	**Headcount**
Ellen Murphy	ERC Starting Grant	Title of ERC Proposal	€500,000.00	20	05/09/2011	05/08/2013	10

Removing Research Funding / Outputs from your application

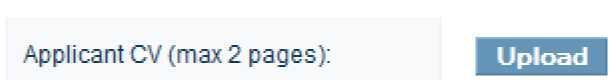
If you have attributed research funding or a publication etc from your profile to the application and you wish to remove it, follow the same steps that you followed to attribute the record (described in the above section "Attribution of Research Funding / Outputs from Profile") except in step 3, de-select the record that you wish to remove.

Creating / Uploading a CV

Uploading a CV

Some Calls require that the applicant / co-applicant upload a CV in a specified format. In this case, a CV must be loaded for each applicant and co-applicant associated with the application.

For the Lead Applicant the corresponding Upload field will be clearly labeled as the Lead Applicant CV.



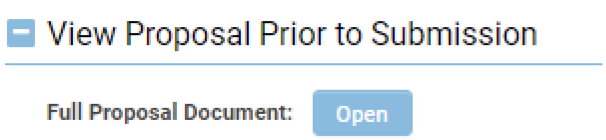
Co-applicants will select the Upload CV button

CV Generated from Profile

In some Calls, rather than asking the applicant to upload a CV, the applicant's CV is generated from data attributed from the researcher's profile. In that circumstance, the applicant is asked to attribute education, employment, publication etc records from their profile (see "Attribution of Research Funding / Outputs from Profile" above) to their application.

Once the application is saved, the attributed records will appear in tables in the application form. This data will be converted to CV format once the application is submitted.

You may preview your application at any time prior to submission by scrolling down to the end of the form and clicking on the Open button under the heading "View Proposal Prior to Submission".



Applicants should take care to read their CV carefully to ensure it reads as expected e.g. if an employer name has been added to the profile in upper case letters, that is how it will appear on the CV; if special characters appear in a publication title, they may not be recognised by the system and be may appear on the CV as a series of symbols. Before submission, you may still return to your profile and edit these records so that they appear in a reasonable format on your CV.

	At any time while you are completing the application form, you can click on the  button (on the right hand side of the screen –next to each of the section headings) to minimise a section so that it will be easier to navigate through the remaining sections.

Module 6: Assigning Co-Applicants and Collaborators

Upon completion of this module you will be able to:

Assign Co-Applicants to your application.

Assign Collaborators to your application.

Remove Co-Applicants from your application

Editing and removing Collaborators from your application

Introduction

You can associate colleagues with your application in one of two roles; as co-applicants or as collaborators.

Co-Applicant Overview

- A co-applicant applying for funding <u>will receive equal evaluation to the lead applicant</u> and will hold equal accountability for the delivery of the proposed research objectives.
- All issues of eligibility apply equally to the lead applicant and co-applicant
- For the purposes of reviewing and monitoring, a co-applicant receives the same evaluation as the lead applicant and holds equal accountability for the delivery of the proposed research objectives.
- Co-applicants must complete their section (profile, declarations, etc.) before the application can be submitted.
- However, co-applicants cannot submit the application to their Research Office. Submission can only be carried out by the lead applicant.
- Within SESAME, co-applicants must be registered in SESAME by their respective Research Body and maintain a Researcher profile in the system.
- Co-applicants are associated with the application by the lead applicant by use of the co-applicant's SFI PIN number.
- Co-applicants must attach their CV to the application in a similar way as the applicant, although they are uploaded into the specific co-applicant field.
- Research Funding (current and pending support) must be completed by both the lead and co-applicants.

Co-Applicant SFI PIN Number

Every researcher registered in SESAME receives a SFI PIN number. This unique identifier is used by the lead applicant to reference co-applicants when creating an SFI application.

As lead applicant, you can only associate colleagues to your applications, in the role of co-applicant, if the colleagues have provided their PIN number(s).

Likewise, <u>only</u> colleagues with whom you have shared your PIN number can associate your profile with their applications.

Collaborator Overview

A collaborator is an individual who is committed to providing a focused contribution for a specific task.

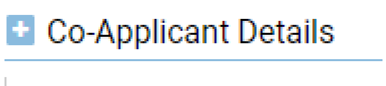
- The collaborator will serve under the direction of the Lead Applicant, and may or may not, receive funding through the award.
- The requirements for collaborators vary from programme to programme but typically they must provide a Letter of Support with the application and this must clearly outline the role of that collaborator in the programme of research proposed (see call document for details).
- Within SESAME, collaborators need not be previously registered by a Research Body and the lead applicant can add collaborators to their application as required.
- Collaborators do not have access to your application within SESAME.

You can only assign co-applicants and collaborators once you have saved a draft of your application. Until then, the buttons to assign individuals in these roles will not be visible.

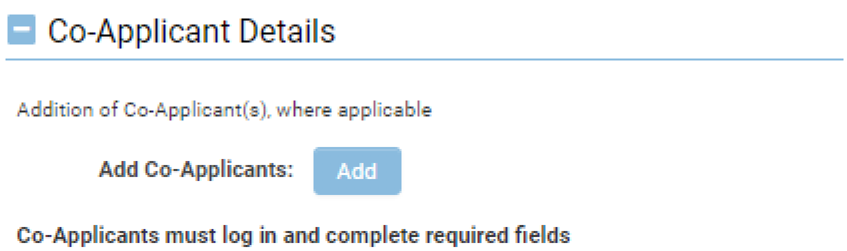
Assigning Co-Applicants

Use the following process to assign co-applicants.

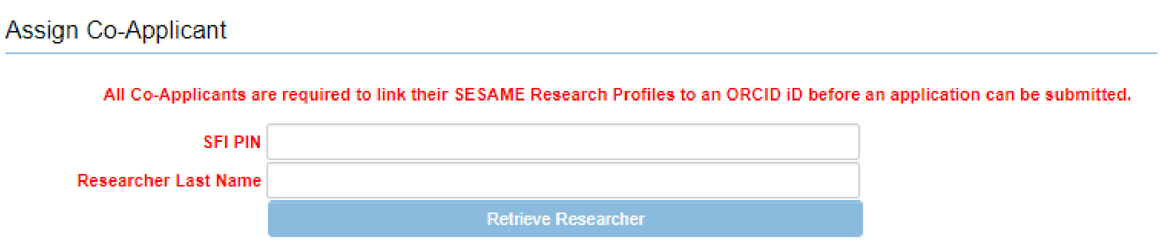
1. Scroll to the **Co-Applicants** section of the application. Ensure that the section is expanded by clicking on the **'+'** sign on the right hand side of the screen (if necessary).



2. Click the button labelled **Add** adjacent to the **Add Co-Applicants** text.



The Assign Co-Applicant page is displayed.

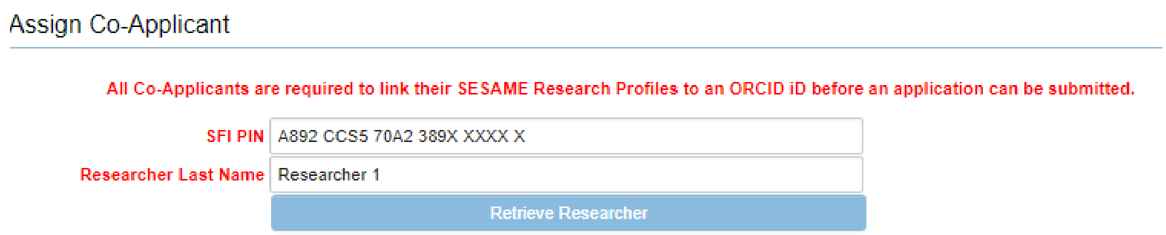


1. You will use assignment screen to add each co-applicant.
2. In order to add a co-applicant you must have available the SFI PIN number of each co-applicant and their last name.
3. If either the PIN number or Researcher Last Name is incorrect you will not be able to assign the co-applicant.

In these circumstances you should contact the co-applicant directly to confirm these details.

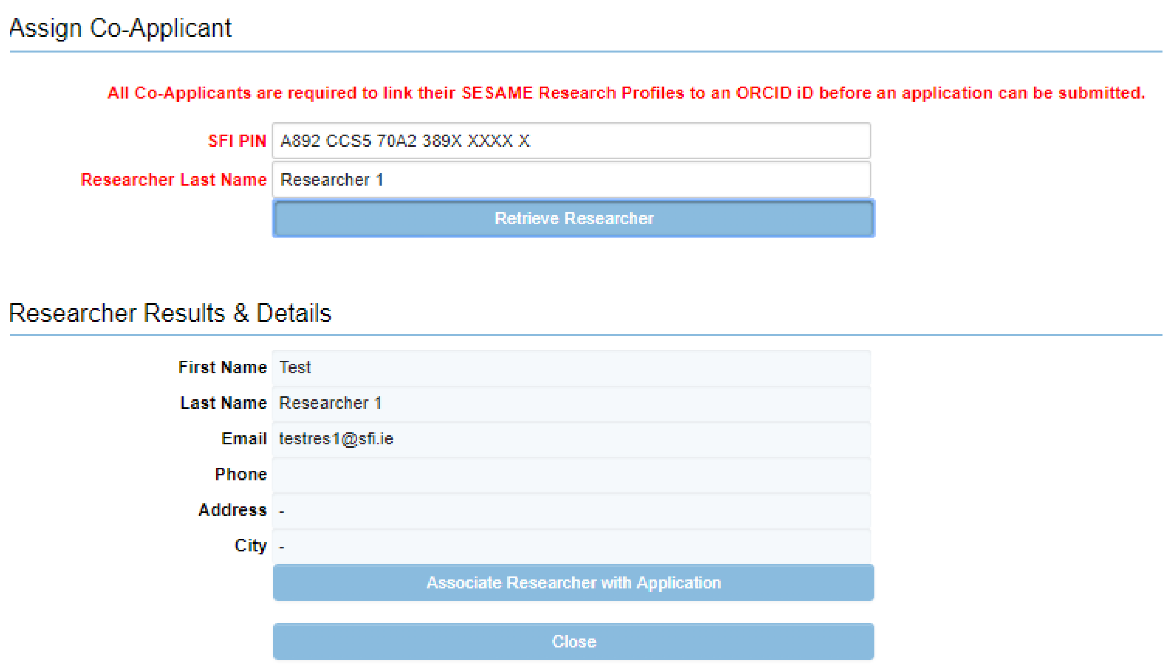
If the co-applicant is not registered with SESAME then they will need to register through their respective Research Body before you can proceed.

- Enter a valid **SFI PIN number** and **Researcher Last Name**.

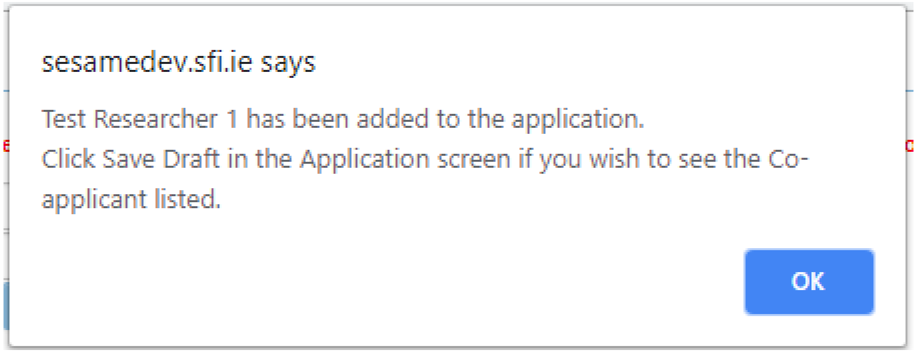


- Click the **Retrieve Researcher** button.

The Researcher details will be displayed.

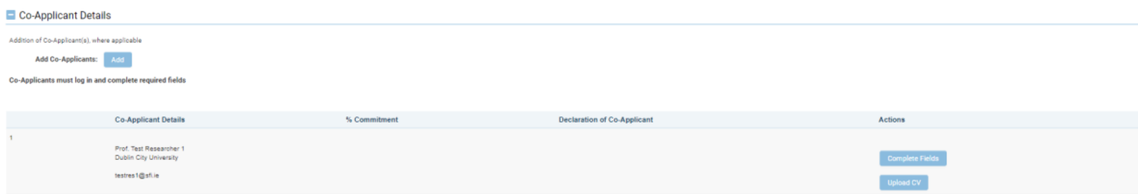


- If you are satisfied this is the correct person, then click on the **Associate Researcher with Application** button and repeat the above steps for each co-applicant to be associated.
- The resulting pop-up will inform you that the Researcher has been added and that you must click Save Draft to have the co-Applicant listed against the application.

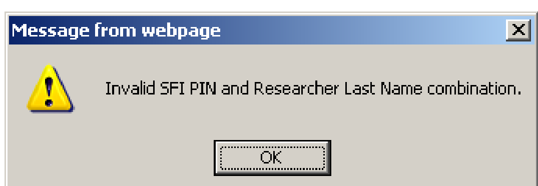


- Click OK.
- Click the Close button.

Once you have clicked the **Save Draft** button the page is refreshed and the co-applicant will be listed.



If the Co-applicant does not exist in SESAME or the PIN or Last name is incorrect the following message will be displayed.



Email Alert to Co-Applicant

Once you assign a co-applicant to an application, the system will:

- Send an email to the co-applicant providing them with login instructions. An example of this email is included below.

View Message

From: noreply@sfi.ie **To:** testres1@sfi.ie

CC: **Created:** 2018-11-28 08:56

Subject: SFI Programme - Co-Applicant Assignment Notification

Dear Prof. Test Researcher 1

You have been assigned as a Co-Applicant to the following proposal:

Proposal Title: Testing
Proposal ID: 18/RC/5244
Research Body: University of Ireland
Lead Applicant: SFI Researcher

Please log on to SESAME at the following URL https:, to view the proposal.

You are required to complete the fields under the Co-application section before an application can be submitted. Under the section "Co-applicant" please complete required fields by clicking the button "Complete Fields".

Please note that only the lead applicant is able to submit an application.

Should you have any questions or concerns regarding the above please contact the lead applicant or your local research office.

Regards,
Science Foundation Ireland

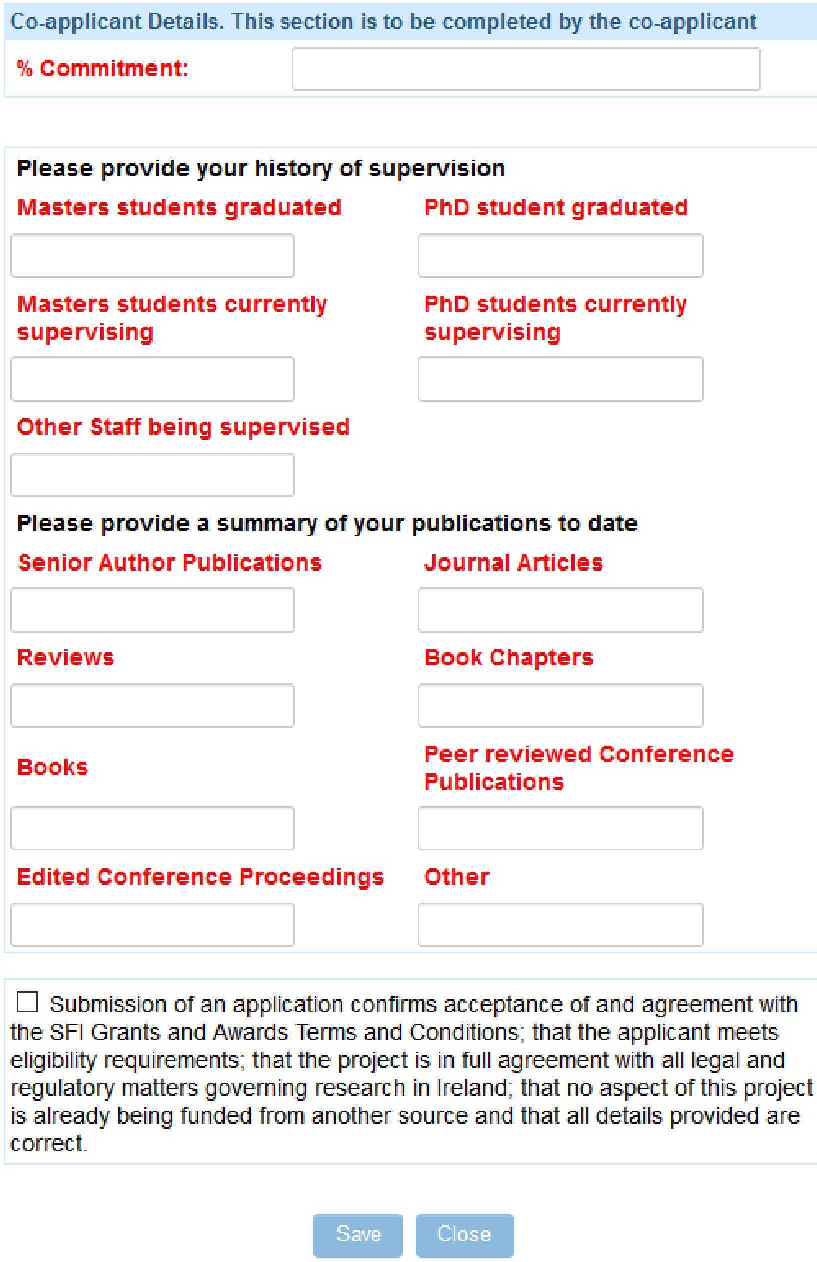
Co-Applicant Activity

The co-applicant must log in to SESAME and provide information within the application on their specific involvement (e.g. % Commitment) by clicking on the **Complete Fields** button. They must also add details of their research funding to an application.

The co-applicant must complete the following steps:

1. Open the application from the applications pending action list.
2. Scroll to the Co-Applicants section and click on the Complete Fields button.

	Co-Applicant Details	% Commitment	Declaration of Co-Applicant	Actions
1	Prof. Test Researcher 1 University of Ireland testres1@sfi.ie			Complete Fields Upload CV


Co-applicant Details. This section is to be completed by the co-applicant

% Commitment:

Please provide your history of supervision

Masters students graduated

PhD student graduated

Masters students currently supervising

PhD students currently supervising

Other Staff being supervised

Please provide a summary of your publications to date

Senior Author Publications

Journal Articles

Reviews

Book Chapters

Books

Peer reviewed Conference Publications

Edited Conference Proceedings

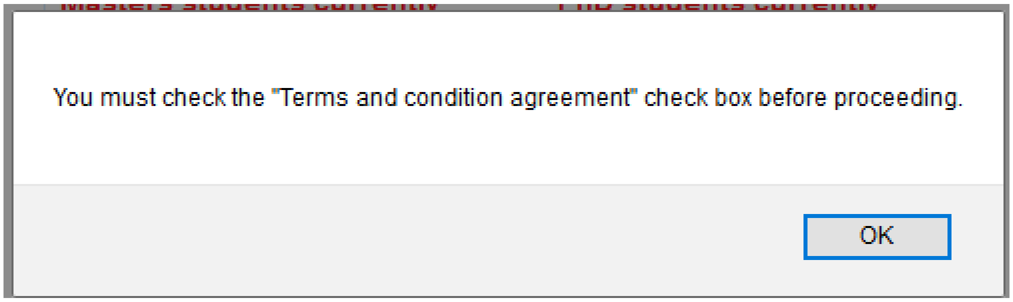
Other

☐ Submission of an application confirms acceptance of and agreement with the SFI Grants and Awards Terms and Conditions; that the applicant meets eligibility requirements; that the project is in full agreement with all legal and regulatory matters governing research in Ireland; that no aspect of this project is already being funded from another source and that all details provided are correct.

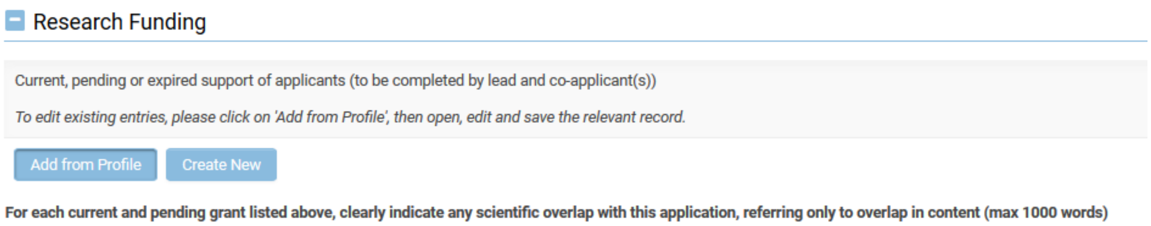
Save Close

3. The fields in red are mandatory and must be completed. Failure to complete any of these fields will result in an appropriately worded pop-up appearing, requesting that the missing information is entered.

4. The co-applicant must also indicate that they accept the terms and conditions by checking the corresponding box at the bottom of the screen. Failure to do so will result in the following pop-up appearing.



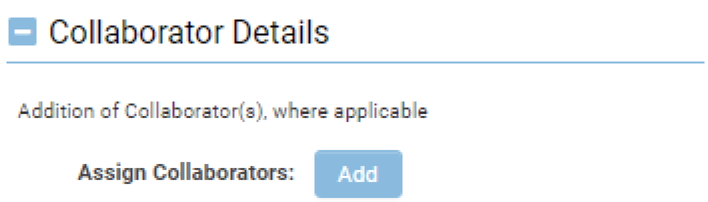
5. The co-applicant must also add details of their current and pending support to the application.



Assigning Collaborators

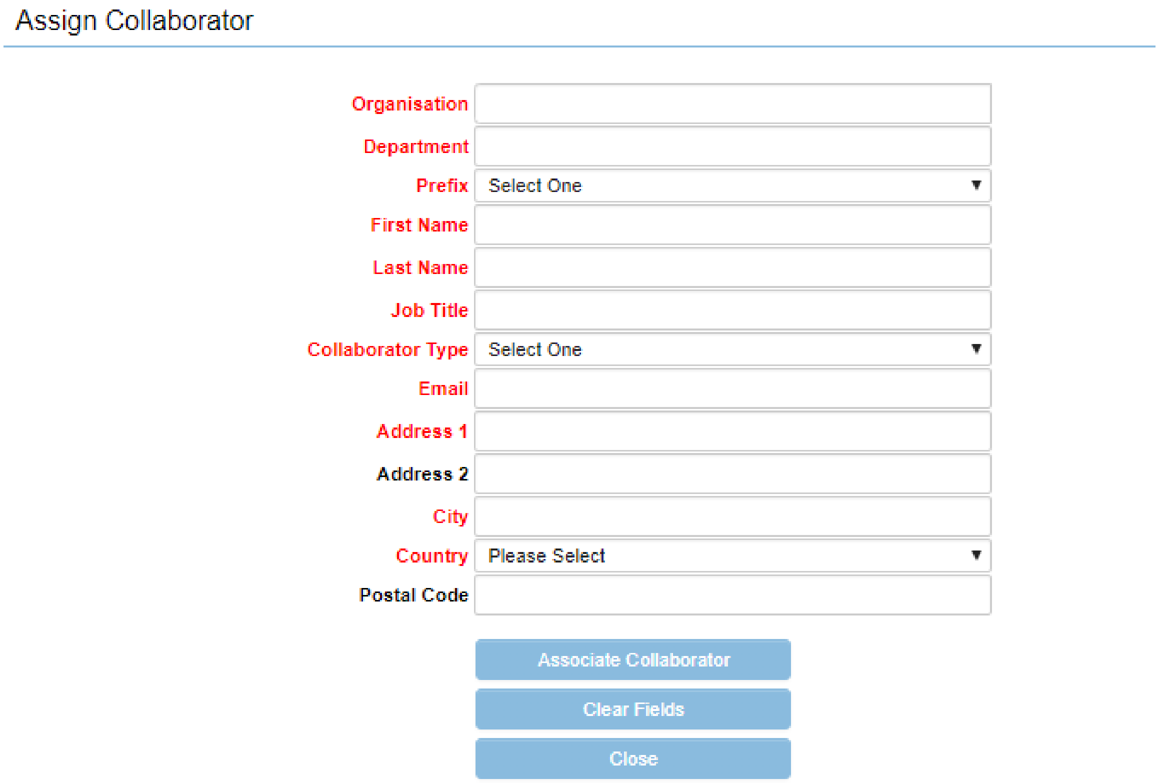
Use the following process to assign collaborators.

1. Open the **application** from the **application list**.
    - Scroll to the **Addition of Collaborator(s) where applicable**section of the application.



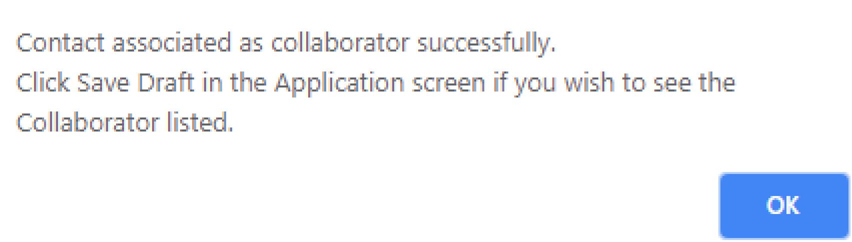
    - Adjacent to the **Assign Collaborators field**, click on the **Add** button.

The Assign Collaborator page is displayed.



2. You will use this screen to add each collaborator.
3. The organisation, department, prefix, first name, last name, email, and country are required fields.
   - Enter the **collaborator** details.
   - Click the **Associate Collaborator** button.

The collaborator is added to your application and the following message displayed.

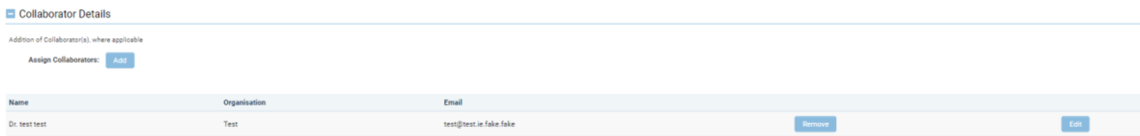


   - Click the **OK** button.

If you need to add additional collaborators you can click the **Clear Fields** button and enter the next collaborator details.

- When complete click the **Close** button.

Once you have clicked **Save Draft** then the page is refreshed the collaborator will be listed.

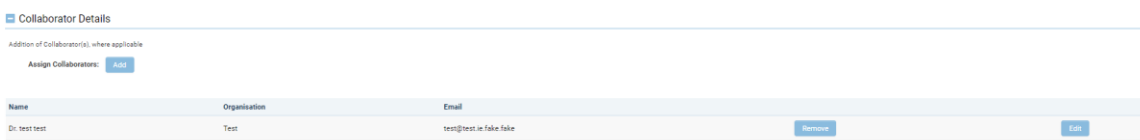


4. Unlike Co-applicants, no email is sent to the collaborator and no access is granted to the system.
5. The collaborator's CV and related information (including the Letter of Support) will be uploaded to SESAME by the lead or co-applicants (where applicable. Please see relevant Call Document).

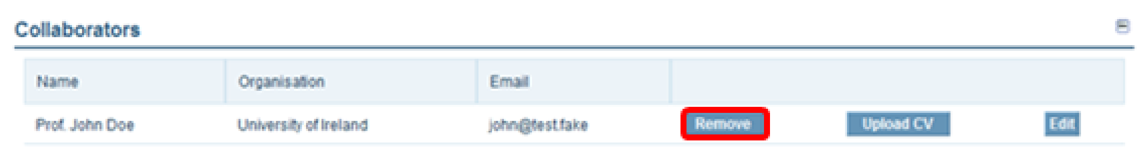
Removing Co-Applicants or Collaborators

When a co-applicant is added to an application and you would like them removed from the application, please raise a helpdesk ticket.

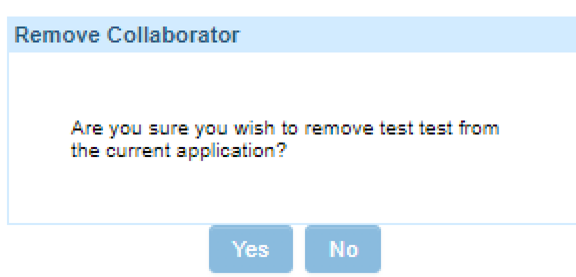
When a collaborator is added to an application, a **Remove** button is displayed adjacent to each of the records within the **Collaborator** section.



- To remove a co-applicant or collaborator, click the **Remove** button to the right of the record to be removed.



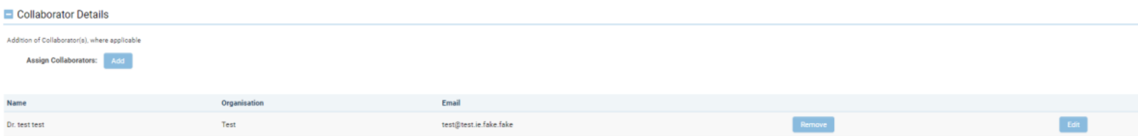
- Click the **Yes** button on the popup.



The collaborator will be disassociated from the application.

Editing collaborator details

1. If you have entered some collaborator details in error, you may edit the record. To do this click on **Edit** against the collaborator record to be changed.



Module 7: Preparation of the Application Request Budget

Upon completion of this module you will be able to:

Describe the different SFI budget types.

Create a Request Budget.

SFI Budgets – Overview

You will encounter a number of different types of application and award budgets when using SESAME. However, these budget types can be categorised into one of two primary styles: notional and calendar budgets.

Initially you will create your budget based on the number of years required for the project, this is known as a notional budget. The budget column headings will refer to year 1, year 2, etc.

Once the proposal is offered subject to revisions, the applicant is required to prepare a calendar budget based on the actual years during which the project will take place. The budget column headings will refer to 2011, 2012, etc.

Requested Budget

The request budget works as follows:

1. The Requested Budget is prepared online and submitted with the rest of the application (this is dependent on the application stage – please consult the relevant call document) and outlines the requested funds for the project.
2. The layout of the budget is predefined by SFI in order to provide consistency across all applications and to help ensure that budget items are categorised correctly.
3. You can modify the requested budget at any time prior to submission as long as it is in a status of Draft. To do this simply click the **Save** button each time you amend / add to the budget until you are satisfied with the overall content.
4. You can continue to modify the budget details until you submit the overall application for Research Body approval.
5. If,during the review of the overall application, the Research Office requests changes you can further modify the budget and resubmit to the Research Body.
6. If SFI request revisions to the budget during the Full Proposal – Offered Subject to Revisions stage you can once again modify the budget and resubmit to the Research Body.

Award Budget

If your application is approved by SFI and you accept the award, you can create the applicant pre award budget, and specify a start date, from which an annual budget will be generated and used for the Letter of Offer.

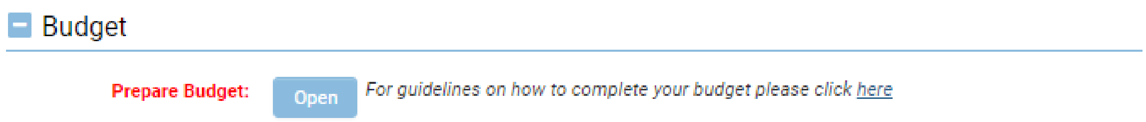
Post Award Budgets

1. During the life of the award you can request a budget reallocation / no cost extension within SFI policy guidelines.
2. Post award budgets will be discussed in a later module.

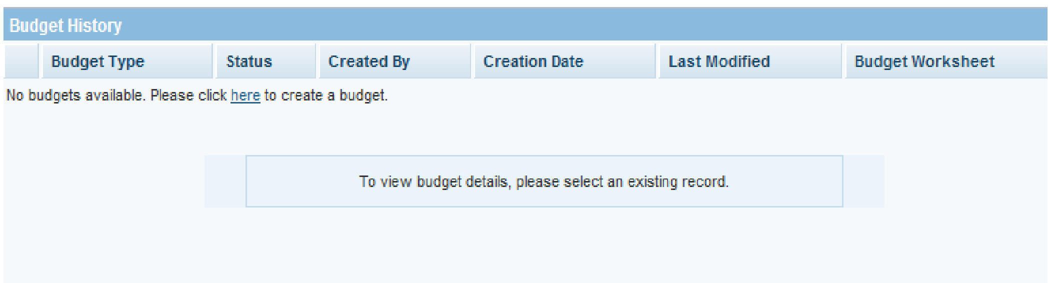
Creating a Requested Budget

To create a Requested Budget , use the following steps.

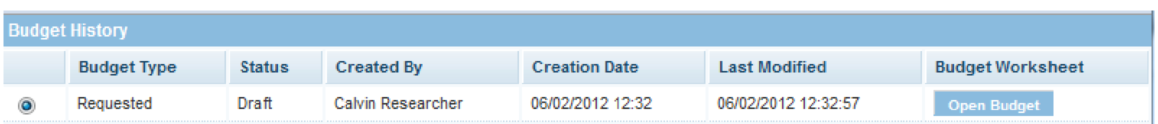
1. Click on the **Open** button in the Budget section of the proposal form.



2. As this is the first time that a budget has been prepared for this application, the following screen will be displayed.



3. Click on the 'here' link to view the budget history screen and in the resulting screen, click on the **Open Budget** button adjacent to the **Requested** budget type. (When revisiting this screen ensure that the radio button beside the **Requested** budget is checked).



The **Requested** budget is displayed.

REQUESTED BUDGET	0	(IN EUROS)
LAST MODIFIED: 06/11/2012 15:44		
APPLICATION START DATE: 06/11/2012		
LEAD APPLICANT: DAVINA MCCALL		
PROPOSAL ID: 12/IP/1812		
RESEARCH BODY REF:		
EXPORT AS PDF: Open		

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Staff	0	0	0	0	0	0
Equipment	0	0	0	0	0	0
Materials	0	0	0	0	0	0
Travel	0	0	0	0	0	0
Direct Costs	0	0	0	0	0	0

STAFF

DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Total	0	0	0	0	0	0

+

EQUIPMENT

DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Total	0	0	0	0	0	0

+

The budget sheet is organised into sections as follows:

4. **Requested Budget (IN EUROS)** – this value represents the total amount requested and is calculated from the values you enter.
5. **Summary Budget** – this section represents the amounts required by category over the requested term of the project.
6. **Staff, Equipment, Materials and Consumables and Travel** – these sections represent the four allowable categories of expense in the budget.

The following buttons are available when working with the budget sheet.

+	-
Add a New Row	**Delete** Current Row

- Clicking the **Add** Row button will add a new row to the relevant category.
- Clicking the **Delete** Row button will remove an existing row from the relevant category.

The budget is separated into four categories:

- Staff Expenses
- Equipment Expenses
- Materials and Consumables Expenses
- Travel Expenses

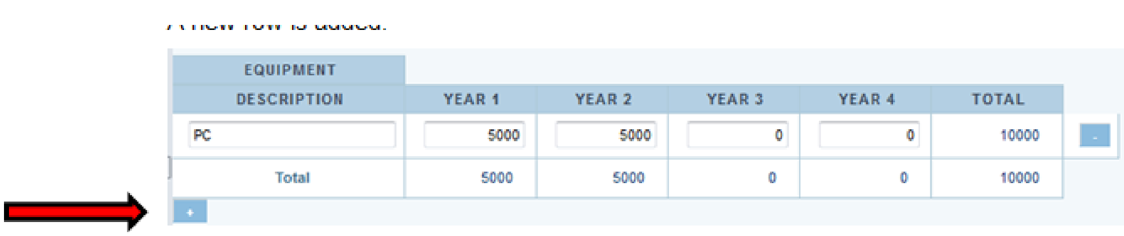
Adding Staff Budget Records

Before adding staff budget records, please note:

- SFI makes a contribution to the overall salary budget for the programme. Please *note* that the submission of an application by the host research body must only take place once salaries requested have been approved and justified.
- Some SFI grants do not fund the core salary or benefits of either the lead or co-principal investigator. Contributions to team-member salaries and fees and stipends for postgraduate students may be requested. **Refer to relevant call document for allowable eligible costs.**

Click the **Add** Row button for the **Staff** category.

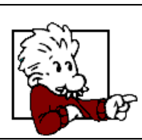
A new row is added.



EQUIPMENT					
DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	TOTAL
PC	5000	5000	0	0	10000
Total	5000	5000	0	0	10000

The staff section of the budget provides for freetext descriptions of the classes of staff that can be attached.

Details are provided in the SFI Grant Applications Budget Policy (GABP)

	You can move from cell to cell in the budget by using the **tab** key.

Complete the **Staff** section as required.

STAFF DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL	
New Post-Doctoral Resea							-
Total	0	0	0	0	0	0	

\+

As you enter data the summary section and total budget are updated.

REQUESTED BUDGET	3600.00	(IN EUROS)

LAST MODIFIED: 06/11/2012 15:44
APPLICATION START DATE: 06/11/2012
LEAD APPLICANT: DAVINA MCCALL
PROPOSAL ID: 12/IP/1812
RESEARCH BODY REF:

EXPORT AS PDF: Open

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Staff	1800.00	1800.00	0	0	0	3600.00
Equipment	0	0	0	0	0	0
Materials	0	0	0	0	0	0
Travel	0	0	0	0	0	0
Direct Costs	1800.00	1800.00	0	0	0	3600.00

Adding Equipment Budget Records

Before adding equipment budget records, please note:

- Details of all requested equipment necessary for the research programme should be itemised. Small equipment, of a value of **less than €2,000,** should be included in the materials and consumables section.
- The exception to this is for computers/laptops, which should always be listed in the equipment section regardless of cost.
- For an equipment item in excess of €50,000, the quote number and cost must be included in the budget justification section. The documentation supporting this quotation must be fully auditable and any supporting documentation, in addition to the budget justification document, must be available to SFI on request. Please refer to the relevant call document for full details.

Complete the **Equipment** section, adding rows, as required.

EQUIPMENT						
DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	TOTAL	
PC	5000	5000	0	0	10000	-
Other Equipment	50000	0	0	0	50000	-
Total	55000	5000	0	0	60000	
+						

Adding Materials and Consumables Budget Records

Before adding material and consumables budget records, please note:

- An outline of all materials and consumables that will be used in the course of the research programme should be entered into this section.
- *Note* these may include access to facilities and services not available in the host research body, such as the costs associated with accessing international databases or commissioning specific experiments in other laboratories.

Complete the **Materials and Consumables** section, adding rows, as required.

MATERIALS AND CONSUMABLES						
DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	TOTAL	
Supplies	200	200	2000	200	2600	-
Total	200	200	2000	200	2600	
+						

Adding Travel Budget Records

Before adding travel budget records, please note:

- Only travel costs for journeys directly related to the progress of the research programme may be requested as a direct cost on the research grant.
- The budget justification should outline the details of travel expenses directly related to conferences, scientific collaboration on the research programme, or learning special research techniques and should indicate the number of team members participating in each event.
- Where possible, supply the conference name and location.
- In the case of working visits, the rates sought for subsistence and other allowances may be no more than those which the Research Body's permanent staff may claim.

Complete the **Travel** section, adding rows,as required.

TRAVEL					
DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	TOTAL
Conference	500	0	0	5440	5940
Total	500	0	0	5440	5940

Saving the Budget

Once complete, you must save the budget.

1. Click the **Save** button.

Save

The request budget is saved and associated with your application with a status of draft.

2. Click the **Close** button.

Close

You are returned to the **Budget History** screen

The **Requested** budget does not have to be completed in a single session and will be saved in this draft form until the application is submitted to the Research Body for approval.

In conjunction with this completed Requested budget, the field level data, and supporting documentation, the application is now ready for submission to the Research Body for endorsement.

Module 8: Submitting your Application

Upon completion of this module you will be able to:

Determine if your application is complete and ready for submission.

Submit your application to the Research Office for review.

Respond to any Research Office review requests.

Review feedback from reviewers

Provide response to reviewer feedback

Introduction

Once you are satisfied that your application is complete you can submit your application to your Research Office for review.

The following rules and logic exist around the submission process.

- Only the lead applicant can submit the application. The Submit button will not be available on the application form to any co-applicant.
- When a call deadline is reached, the Submit button will no longer be available and therefore submission of the application will not be possible.
- If the deadline passes while the lead applicant is accessing and updating the application, then when they click Submit then they will be presented with an appropriately worded pop-up message and, after this point, the Submit button will no longer be available for the lead applicant.
- When the application is submitted all validation rules are applied to the application and the application will not be submitted if any of these validations fail. You will be prompted as to each validation issue.

  Remember, you can check the validation status of the application by clicking the **Validate** button at any time before submission. If you know that the application will fail validation, but wish to save your work to that point in time, click the **Save Draft** button, which will not validate or submit the application but will save the current application information.
- Validation will also automatically occur when "Submit" is selected. However, it is important to note that there is no system validation on multiple upload file fields, application documents and letters of support, where required. The number of documents required may vary depending on each application. There is also no system validation on the addition of funding support.
- Once submitted and reviewed, there may be feedback from the Research Body that will require you to modify the application.
- Once the Research Body has endorsed the application it will become visible to SFI staff and the SFI review process will commence.
- There may be feedback from the SFI review processes that will require your involvement. You will be notified at the appropriate time.

Submission Checklist

Before submitting the application you should review the check lists included within the Call documentation. Applications at Pre-Proposal and Full Proposal statuses will have different requirements.

Below are sample questions, but there may be specific submission requirements for particular programme calls.

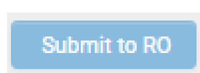
- **Are all mandatory fields complete?** – You will NOT be prompted for mandatory fields if you have only used the Save Draft feature.
- **Have all the required documents been uploaded?**
- **Are any Co-applicant(s) linked to the application?**
- **Have you and each of the co-applicants uploaded your CVs (where required)? Or, where CVs are generated from profile data, have you previewed your CV to ensure the format is as expected?**
- **Have you and each of the co-applicants uploaded any other required documentation?**
- **Are any Collaborators linked to the application?**
- **Has required documentation been uploaded for every collaborator linked to the application?**
- **Has the Requested Budget been completed?**
- **Have any required declarations been checked off?**

Submitting the Application

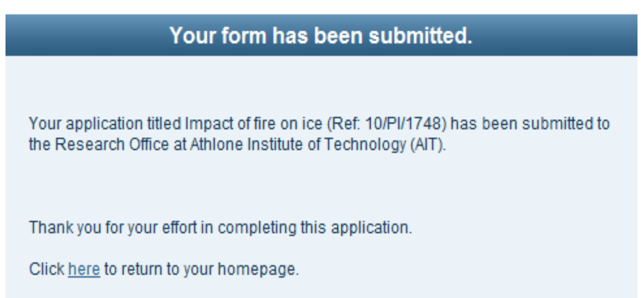
Once you are satisfied that the application is complete you can submit.

1. Scroll to the **bottom** of the **application** form.

2. Click the **Submit** or **Submit for RO Review** button.



If there are no validation issues, the application is submitted to the research office for review, at both the pre and full proposal stages, and the following page displayed.



3. Click the **Home** button to return to the **Research Workbench**.

The application is listed under Applications Pending Action with the status of (full or pre proposal) Pending RO approval.

Proposal ID	Project Title	Lead Applicant	Grant Type	Status	Created Date
18/RC/5244	Testing	SFI Researcher	Research Centres Phase 2	Full Proposal - Pending RO Approval	28/11/2018 05:37
18/SIRG/5249	Testing	SFI Researcher	Starting Investigator Research Grant	Full Proposal - In Preparation	28/11/2018 08:37

Research Body Process Overview

Once you have submitted your application to the research office no further action unless the research office request revisions.

The Research Office has three options.

- **Endorse** – approves the Application from a research office perspective and makes the application visible to SFI staff.
- **Request Revision** – returns the application to a status of **In Preparation** with relevant notes allowing you and your co-applicants to further modify and resubmit the application to the research body, once the deadline has not passed.
- **Decline Proposal** – moves the application to a **Declined** status. The application will not be submitted to SFI and you cannot make any further modifications.

You will be informed by email that the application status has been reviewed, and you can log in to SESAME in order to determine the status of the application and any notes regarding the review process.

- If the application has been endorsed then no further action is required until instructed by SFI.
- If revisions are required then you can log into the Researcher Workbench and make appropriate changes. The Requested budget will have been assigned a status of Requires Revisions, which will allow for any updates or amendments to be made as requested.
- If the application is declined then no further action is required.

Module 9: Submitting an Applicant Response

Upon completion of this module you will be able to:

Accessing Review Feedback

Submit a response to Review Feedback

Accessing Review Feedback

During the review process, SFI will release Review Feedback to Applicants on the SESAME workbench. Applicants can then respond to Review Feedback within a specified timeline on the SESAME workbench.

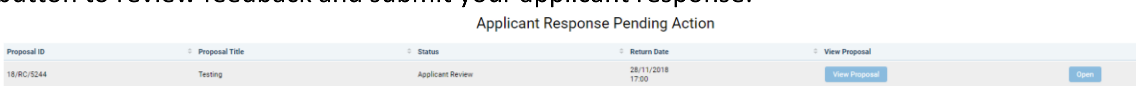
Please note that the Review Feedback button will only display from the time specified by SFI (usually agreed with the Applicant beforehand). You will only be able to submit your feedback within the specified time. After you have submitted your feedback, it will remain visible against your application for the lifetime of the application.

Follow these instructions to access and respond to review feedback.

1. Log into the **SESAME Researcher Workbench**.

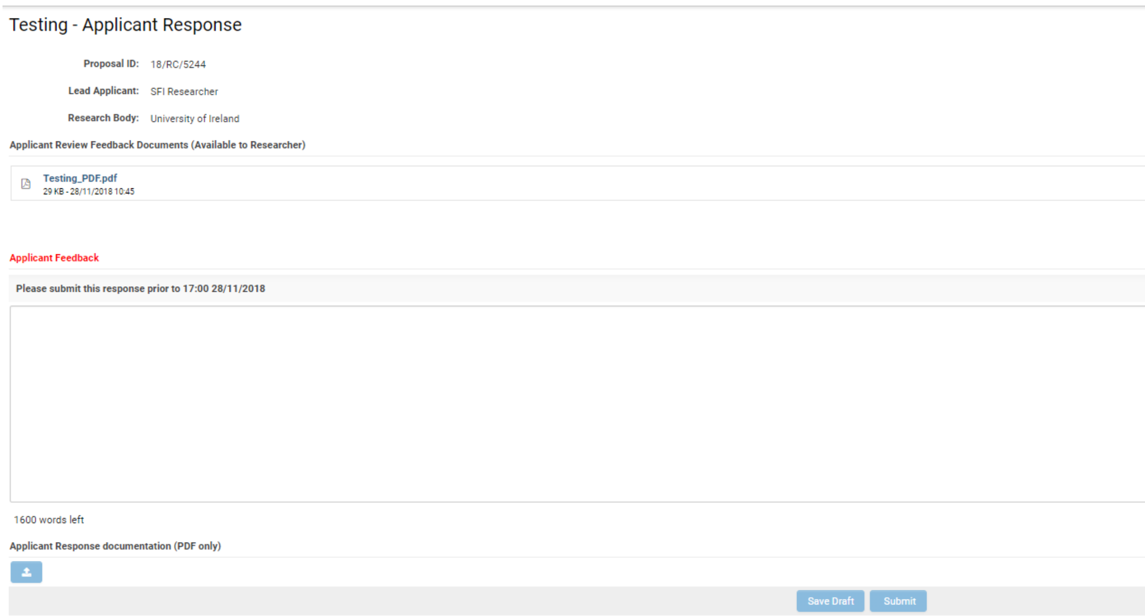
2. Click on the Applicant Response Pending Action action item

3. This will open a view of your application and the relevant applicant response. Click the Open button to review feedback and submit your applicant response.


Applicant Response Pending Action

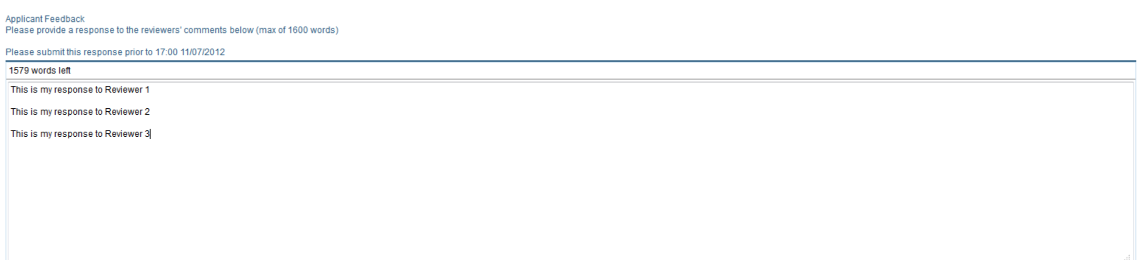
Proposal ID	Proposal Title	Status	Return Date	View Proposal	
18/RC/5244	Testing	Applicant Review	28/11/2018 17:00	View Proposal	Open

4. The Applicant Response window will open. From the **Applicant Review Feedback Documents:** section you may open any **Review Feedback** sent by SFI.



Submit a response to Review Feedback

1. The Applicant may then complete their response by completing the 1600 word text box by typing straight into the text box. The word count will count down the words as they are typed.

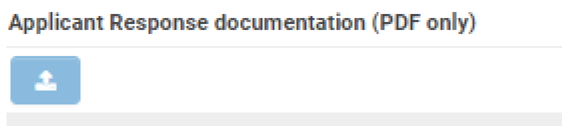


2. As you are completing your response, please ensure to click **Save Draft** to save your work.

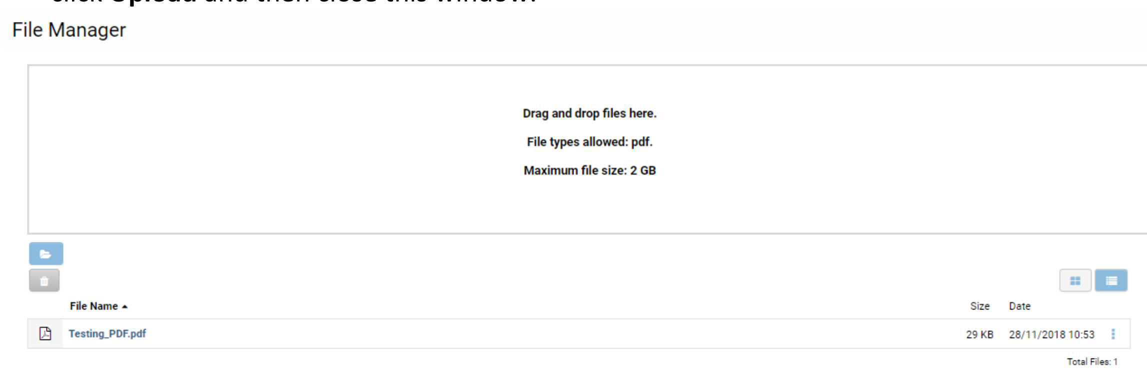
3. **If you are copying text from another source, please ensure to use only True Type Font and NO symbols or bullet points.**

4. SFI guidelines may also allow for submission of an attachment with the applicant response. **Please ensure to consult with the programme team over your application regarding guidelines for completing your response.**

5. An attachment may be uploaded by using the upload buttons at the bottom of the Applicant Response window.

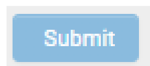


6. Click on **Upload File** buttons and search for the file you wish to upload. **Browse** for the file, click **Upload** and then close this window.

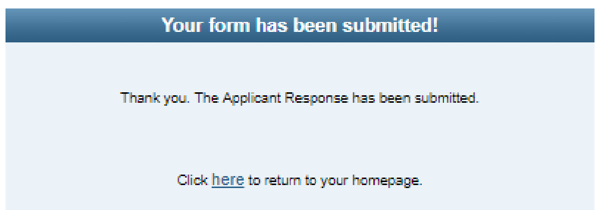


7. Click Save Draft to displays the attached document on the Applicant Response window.

8. Once you have completed your response and uploaded any necessary documents, you may then click the **Submit** button to submit your response to SFI.



Please note that you cannot submit your response after the Return Time and Return Date have expired.



9. Once you have submitted the response, you will no longer be able to edit this page. Please click the Here button to close the page.

10. You will be able to review your response to feedback by clicking on the Activities from the top menu bar.

Module 10: Managing the Award Process

Upon completion of this module you will be able to:

Update your request budget based on SFI conditions

Submit the Revised budget for approval

Upload your revised workplan and budget justification based on SFI conditions.

Update Requested budget based on revision requests

If the SFI has requested revisions to your budget and you wish to proceed with the award process, you need to modify your requested budget to meet any changes outlined.

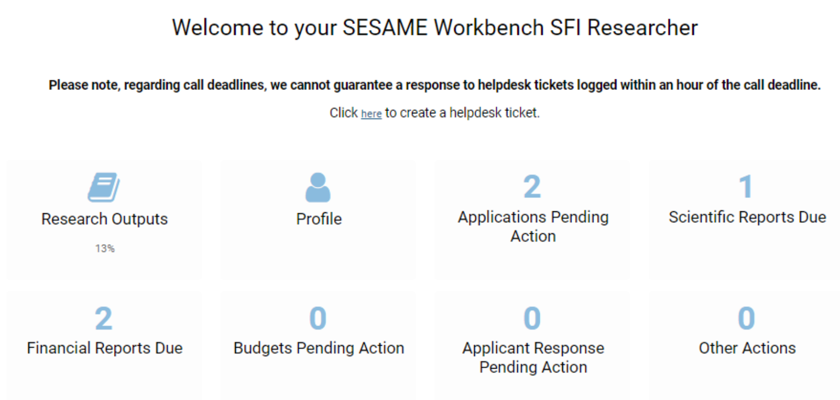
Create Applicant Pre-Award based on SFI Conditions

If your application is at the status of offered subject to revisions, and you wish to proceed with the award process, you will be required to create an Applicant Pre-Award budget in calendar year format. Any changes outlined as part of the approval conditions should be incorporated into this budget.

Follow these instructions to create an Applicant Pre-Award budgets.

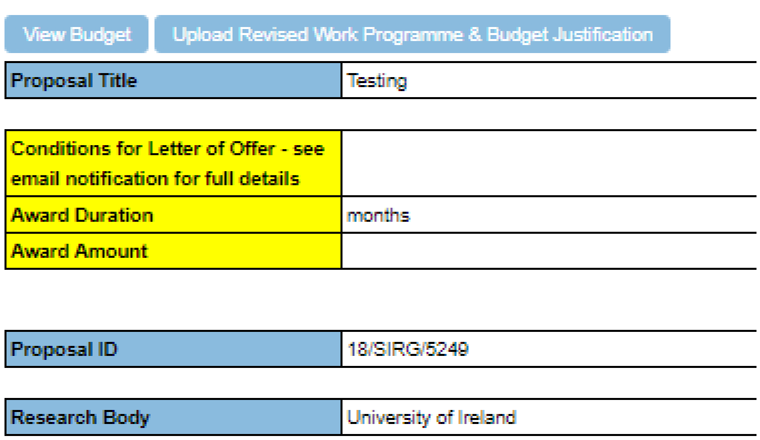
1. Log into the **SESAME Researcher Workbench**.

   Your application will be listed under **Applications Pending Action**.



2. Click on the **View Proposal** button for the application.

The details associated with the application are displayed along with a number of buttons.



Proposal Title	Testing
Conditions for Letter of Offer - see email notification for full details	
Award Duration	months
Award Amount	
Proposal ID	18/SIRG/5249
Research Body	University of Ireland

3. Click on the **View Budget** button to display the budget history for the application.

4. Ensure that the checkbox adjacent to the budget with a status of Current is selected and then clicked on the button labelled **Create Application Pre-Award Budget**.

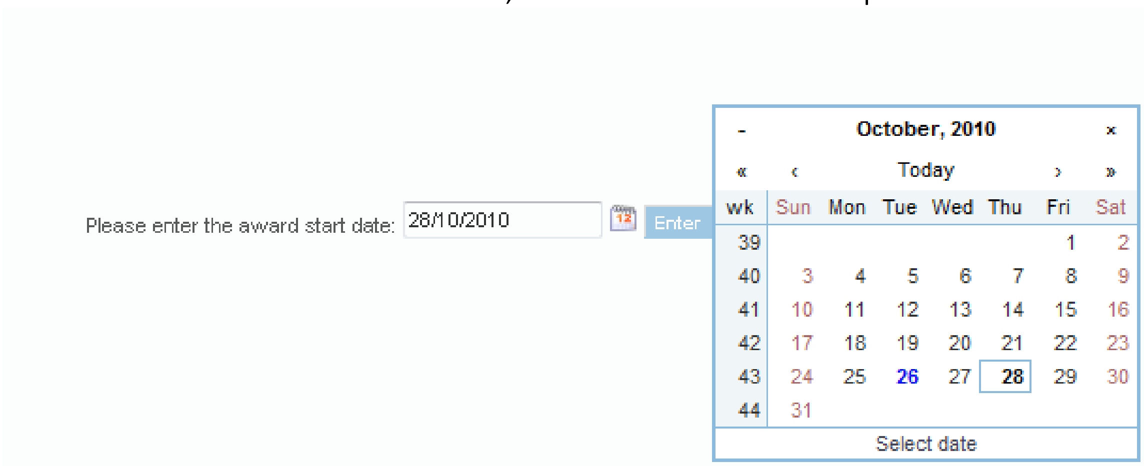
Budget History

	Budget Type	Status	Created By	Creation Date	Last Modified	Budget Worksheet
◉	Requested	Current	New Reviewer	26/10/2010 17:07	26/10/2010 22:09:22	Open Budget

Submission confirms acceptance and agreement with the SFI Grants Terms and Conditions, and that the institution ensures the applicant meets eligibility requirements, and that the project is in full agreement with all legal and regulatory matters governing research in Ireland, and no aspect of this project is already funded from another source and all details provided are correct.

Create Applicant Pre-Award Budget

You must enter a Start Date for the Award, then click Enter in the subsequent screen.



You will then see a new Applicant Pre-Award budget listed in the Budget History screen.

Budget History

	Budget Type	Status	Created By	Creation Date	Last Modified	Budget Worksheet
◉	Applicant Pre-Award	Draft	New Reviewer	26/10/2010 17:16	26/10/2010 22:17:15	Open Budget
○	Requested	Current	New Reviewer	26/10/2010 17:07	26/10/2010 22:09:22	Open Budget

If there are no associated buttons appearing when the Applicant Pre-Award checkbox is populated then you will need to populate a checkbox with one of the other budgets and then re-click on the Applicant Pre-Award checkbox.

You can edit the budget by clicking on the Open Budget button across from this budget.

You will be presented with the same Budget entry screen as shown in Module 6. The Applicant Pre-Award budget that you have created is a copy of your Requested Budget. You can amend the Applicant Pre-Award Budget, aligning it to the amount scecified by SFI along with any conditions.

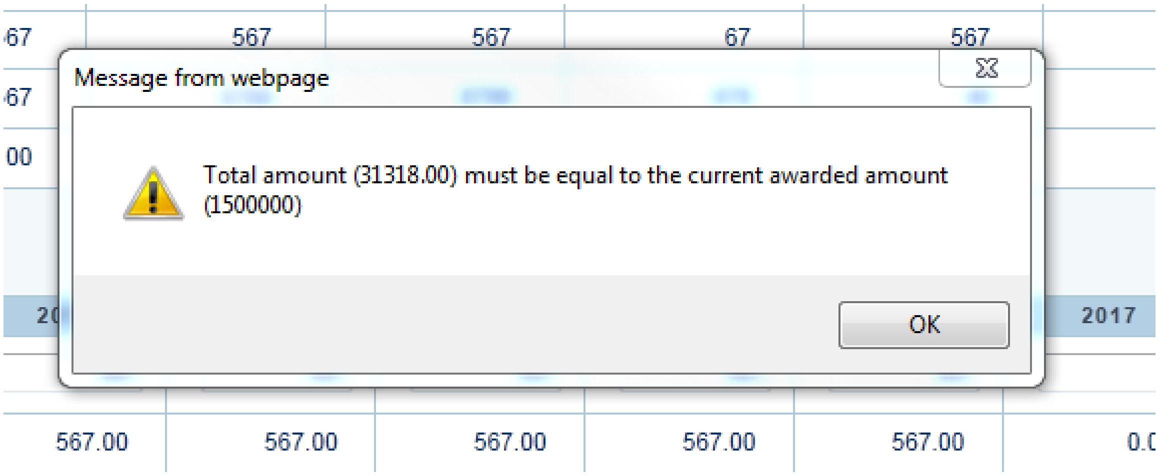
5. Enter or update the Staff, Equipment, Materials and Consumables, and Travel costs.

6. You may make changes to the budget, and click Save Draft to save any draft changes before you are ready to submit for approval.

Save Draft

7. Clicking the **Save** button will validate your budget against the amount set by SFI. If there is a difference in the amount entered in your budget, you will receive a warning message as below.

Save



Once you have aligned your amount to the correct figure, click on Save and the revised budget is saved and associated with your application with a status of draft.

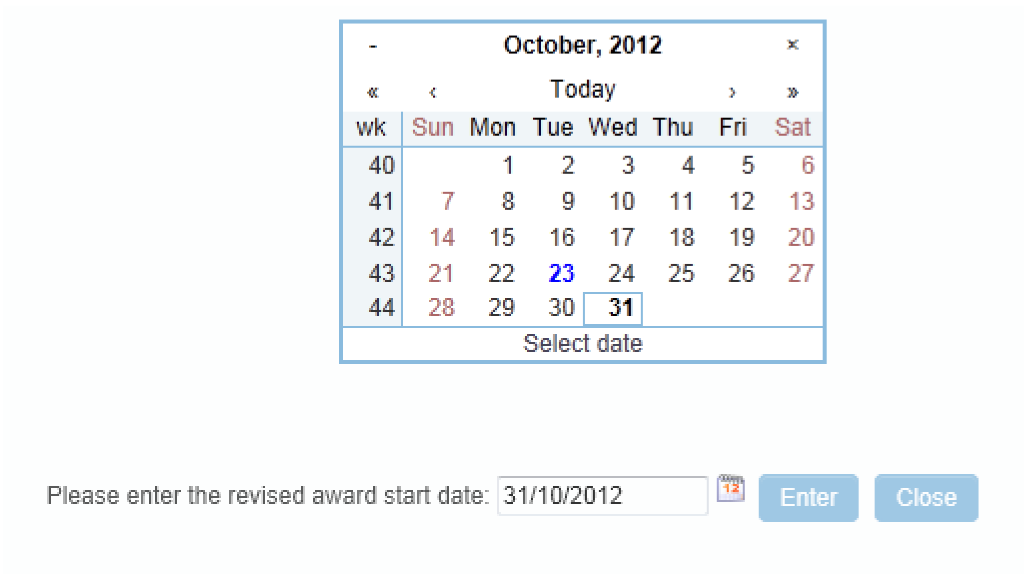
7. Click the **Close** button.

Revise Start Date

If you are required to revised your start date, you may do this while the budget is either in Draft or at Requires Revisions. It cannot be done when the budget is in the process of being approved or after it is approved.

1. In the **Budget History** window, click on the radio button beside the Applicant Pre-Award Budget and then click on **Revise Start Date.**

2. Enter the revised start date and click **Enter**.



3. This will amend your award start date. The start date can be revised as many times as necessary ahead of the budget being approved.

4. Once the budget is complete, click on the **Submit to FO** button, which will update the status of the budget to **For FO Approval**.

You have now completed the revised version of the budget, and the application is submitted to the Research Body for endorsement.

	If you wish to restart the process, including removing the entered Applicant Pre-Award budget then you also have the option to Delete the budget by clicking on the button labelled **Delete Budget** while the budget is in Draft or Requires Revisions.

Update Applicant Pre-Award budget based on revision requests

If your Research Body or SFI has requested revisions to your Applicant Pre-Award budget, you may need to modify your budget to meet any changes outlined as part of the approval conditions.

Follow these instructions to create a revised budget.

1. Log into the **SESAME Researcher Workbench**.

   Your application will be listed under **Applications Pending Action**.

2. If the Research Body or SFI has requested revisions to the Applicant Pre-Award Budget then the status of the application should remain at Full Proposal – Offered Subject to Revision and the Lead Applicant will be notified by email of the need to revise the budget.
3. Click on the **View Proposal** button for the application.

Applications Pending Action

Proposal ID	Project Title	Lead Applicant	Grant Type	Status	Created Date	View/Edit
18/SIRG/5249	Testing	SFI Researcher	Starting Investigator Research Grant	Full Proposal - Offered Subject to Revisions	28/11/2018 08:37	View Proposal

The details associated with the application are displayed alongside a number of buttons.

Starting Investigator
Research Grant Full Proposal

View Budget | Upload Revised Work Programme & Budget Justification

Proposal Title	Testing
Conditions for Letter of Offer - see email notification for full details	
Award Duration	48 months
Award Amount	€400.00

4. Click on the **View Budget** button to display the revisions requested details.

Budget History

	Budget Type	Status	Created By	Creation Date	Last Modified	Budget Worksheet
◉	Applicant Pre-Award	Requires Revision	SFI Researcher	28/11/2018 11:56	28/11/2018 12:01:02	Open Budget
○	Requested	Current	Caroline Coleman	28/11/2018 11:13	28/11/2018 11:21:33	Open Budget

Please see revisions below:

Revision Request details: Looking for revisions

Submission confirms acceptance and agreement with the SFI Grants Terms and Conditions, and that the institution ensures the applicant meets eligibility requirements, and that the project is in full agreement with all legal and regulatory matters governing research in Ireland, and no aspect of this project is alr being funded from another source and all details provided are correct.

Submit to FO | Delete Budget | Revise Start Date

You can edit the Applicant Pre-Award budget by clicking on the Open Budget button across from this budget.

You will be presented with the same Budget entry screen as shown in Module 6, and will follow the same process to Save the budget details.

5. Enter or update the Staff, Equipment, Materials and Consumables, and Travel costs.

6. Click the **Save** button.

The revised Applicant Pre-Award budget is saved but remains associated with your application with a status of Requires Revision.

Once it is complete, click on the **Submit to FO** button, which will update the status of the budget to **For FO Approval**.

Update your revised work programme based on SFI Conditions

If your application is offered subject to revisions by SFI and you wish to proceed with the award process, you will be required to upload revised work programme and budget justification documents.

The following process is used to upload the revised workplan document.

1. Log into the **SESAME Researcher Workbench**.

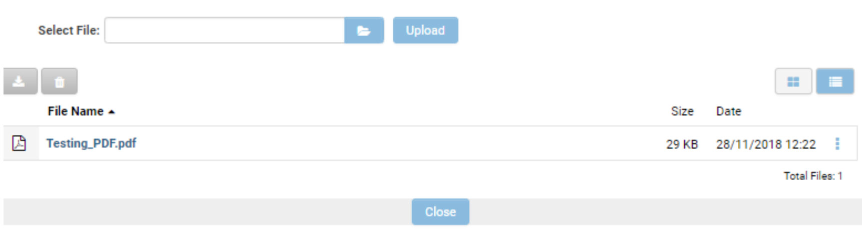
   Your application will be listed in **Applications Pending Action**.

2. Click on the **View Proposal** button for the application.
3. Click on the **Upload Revised Work Programme & Budget Justification** button at the top of the screen.

The Attach File window is displayed.

4. Locate the **file** on your computer.

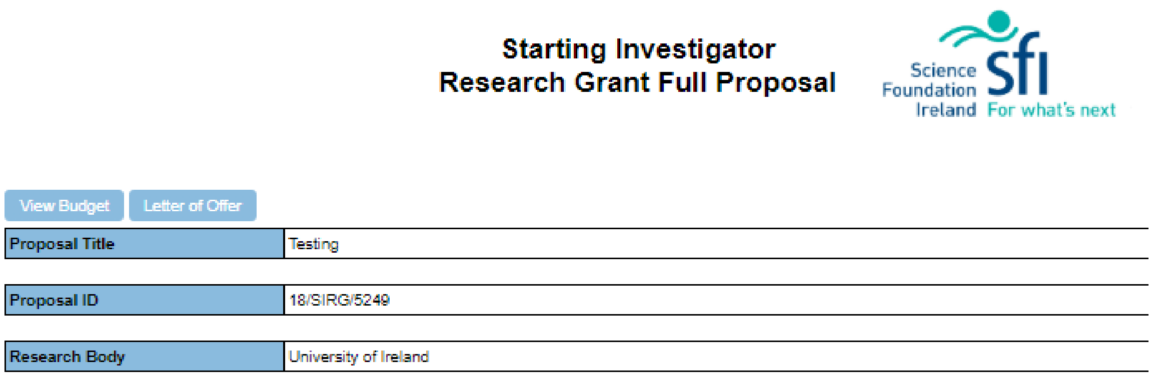
6. Click the **Upload** Button to upload the file.Close the Attach File window.



Viewing the Letter of Offer

After accepting the requested revisions and updating your applications. the award may be formally offered by SFI. An SFI Staff member will generate the Letter of Offer, Payment Schedule and Award Reporting Schedule and the overall status of the Application will move to Full Proposal - Offered.

1. As Lead Researcher, you will receive a workflow email to notify you of the change in status and the availability of the Letter of Offer.
2. Log into the SESAME portal.
3. Click on **Applications Pending Action**.
4. Access the appropriate Application by clicking on the View Proposal button. The Application will have a status of Full Proposal – Offered.



5. You will be presented with an overview of the Research Proposal plus buttons labeled as follows:

   - **Letter of Offer**: click this to download or print a copy of the Letter of Offer.
   - **View Budget:** click this to view budget details.

6. Click on the **Letter of Offer** button and then on the **Export as PDF** button to convert the document to a PDFand save a copy locally or to Print a copy straight away.

7. The document will need to be signed by the Research Body contact and scanned onto their machine so that it can be uploaded against the application.

Module 11: Reporting and Updating your Award

Upon completion of this module you will be able to:

View Active Award Details

Update and Submit Annual reports.

Access Annual Report Revision Requests

Approve Financial reports.

Submit Surveys

Introduction

During the life of the award you are required to update your project progress on a regular basis. The frequency of these reports will be determined at the time of offer and will vary from award to award.

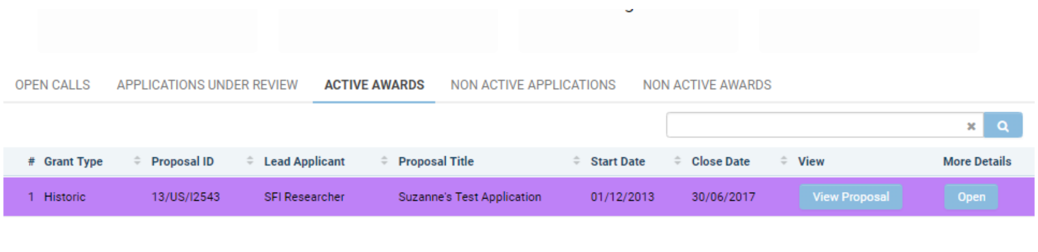
Updating the award consists of three types of activities:

- Preparing and / or approving **Financial** and **Annual Reports** including a budgetary update. It is important to note that award payments are based on completed reports. When the award is first established each reporting milestone is created by SFI and linked to the project.
- Attributing **Specific Research Outcomes** to the award (e.g. publications, patents, funding leverage etc). Although the Financial and Annual reports must be completed as per the reporting schedule, you can create and attribute research outcomes at any time and subsequently link them to a specific report.
- Preparing the **Final Report -** this report is only required at the end of the final year of the award and is similar to the annual report but includes a summary of all activities for all years of the award.

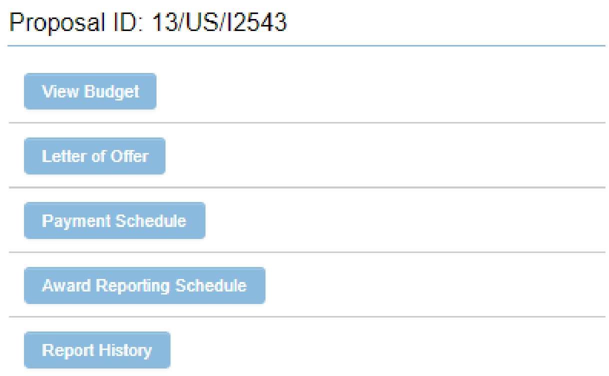
In this module you will see how to review the list of reports, complete an annual report, and create and attribute research outcomes.

View Active Award Details

1. Login into your Sesame workbench.
2. Click into the **Active Awards** tab under the action items.



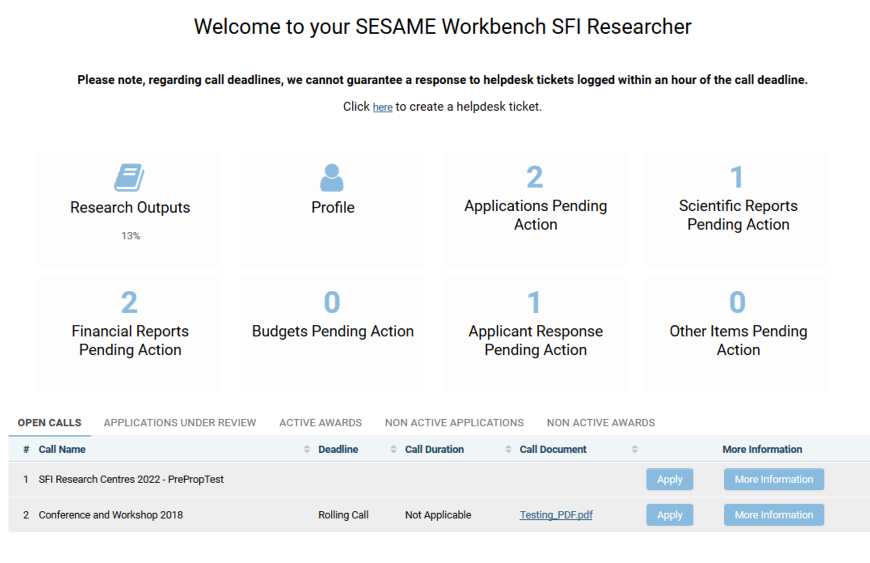
3. To view the associated information on this award, click Open.



Updating and Submitting Annual Reports

The key difference between a Lead and a Co-Applicants for these processes is that while both types of applicants can complete their profile, add transactions to the reports, and completed various sections, only the Lead Applicant can submit the completed report to SFI.

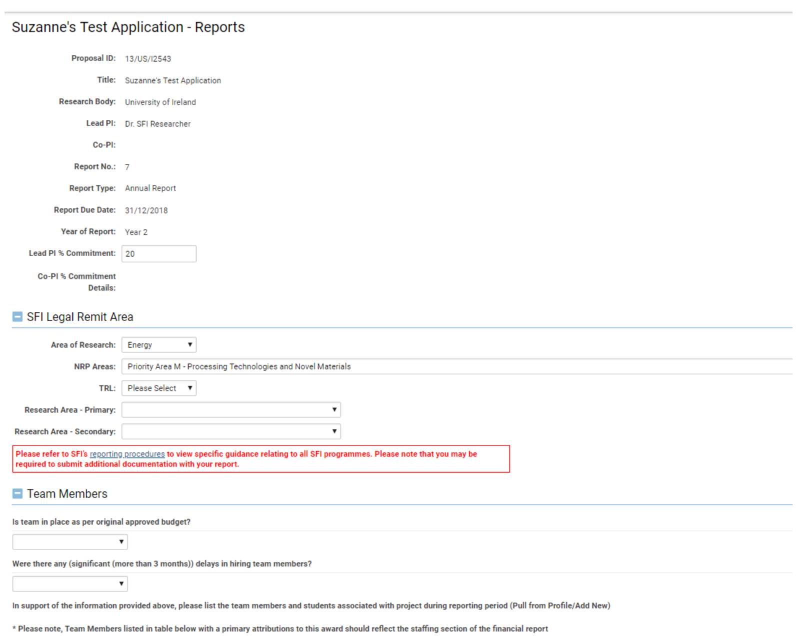
1. Login to your SFI workbench.
2. You can update your profile with any new research activities that are relevant to the annual report using the same process as outlined in Module 3 (Adding Research Activities) and in the separate "Guidelines for completing and submitting your profile on SESAME for Census purposes". Alternatively, you can add the research activities to your profile, while you are preparing the report (this option will be discussed in this section)
3. If a report is due, it will be clearly evident for action either in **Scientific Reports Due**. Click in to action these.



4. Locate the report that requires preparation.

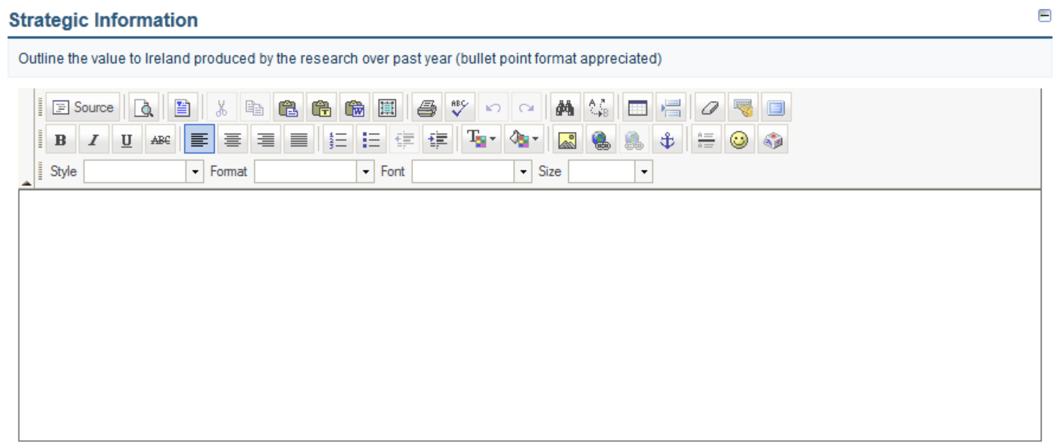
5. Click the **Open Report** button.

   The Report is displayed.

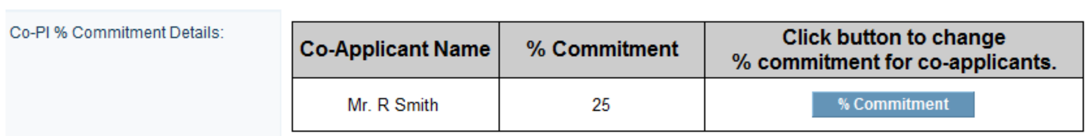


(Note: Depending on the report type selected, the screen presented will differ from those shown below. This example uses the most common type of report that you will have to complete – the Annual Report.)

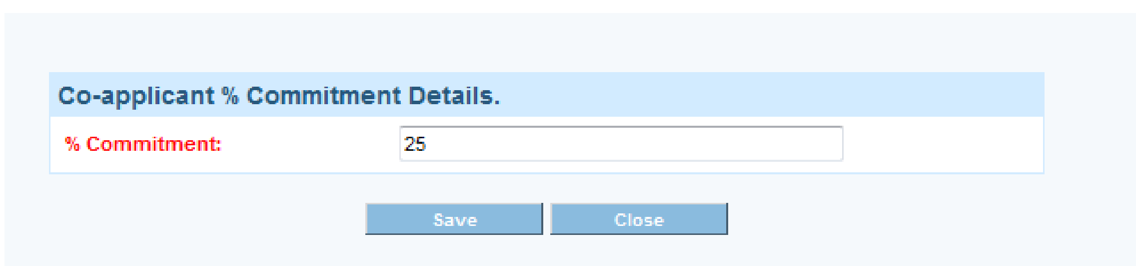
6. There are a number of different annual report templates depending on the programme. More detailed guidelines in relation to these templates can be found on the SFI website at http://www.sfi.ie/funding/sfi-reporting-procedures/
7. The individual sections comprise a number of elements/questions.
8. Text fields exist to allow entry and capture of basic reporting information



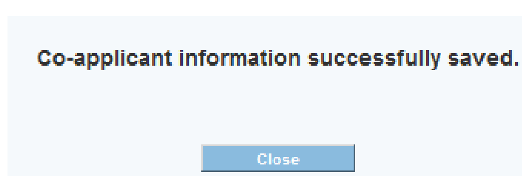
9. If there are associated co-applicants associated with the Award, they will be listed in the Co-PI % Commitment Details section.



10. This section will also include a button labelled **% Commitment** adjacent to each Co-applicant. Click on this button if you wish to add or update the % Commitment for the co-applicant. The following screen will appear.



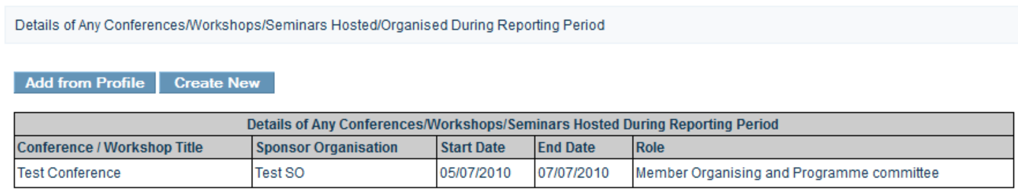
11. Update or enter a value and then click Save. The following screen appears.



12. Click Close button to exit the screen and return to the Annual Report screen. You will have to click Save Draft to see the new % Commitment value appear within the report itself.

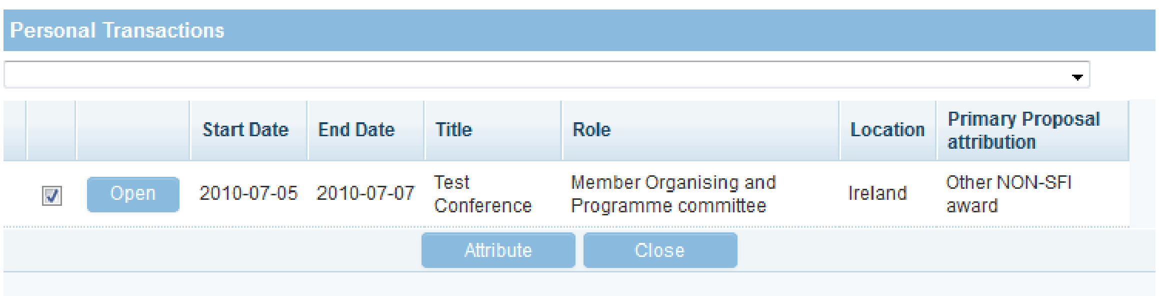
Attributing Transactions from your Profile

1. You have access to buttons to launch Transaction Attribution screens – this allows you (as Lead Researcher or co-applicant) to associate information from your Profile to the Annual Report.
   (Note: Depending on the particular section, the specific screens and fields can vary. The example shown below is based on the 'Conferences / Workshops Organised'.)



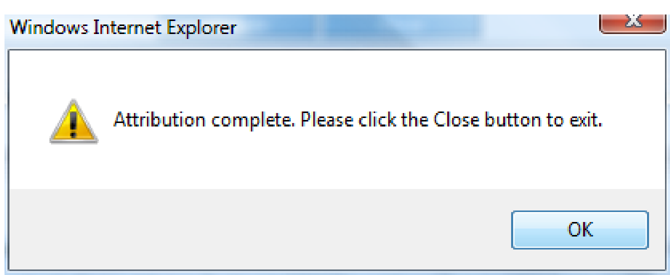
Details of Any Conferences/Workshops/Seminars Hosted During Reporting Period				
Conference / Workshop Title	Sponsor Organisation	Start Date	End Date	Role
Test Conference	Test SO	05/07/2010	07/07/2010	Member Organising and Programme committee

2. Simply click on the appropriate **Add from Profile** button and you will be presented with a screen similar to the one shown below.

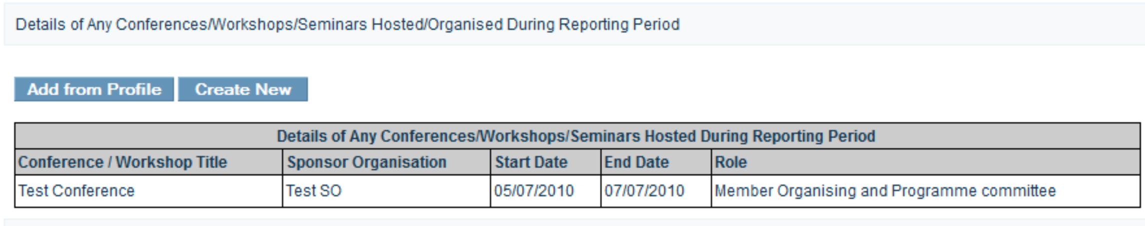


		Start Date	End Date	Title	Role	Location	Primary Proposal attribution
☑	Open	2010-07-05	2010-07-07	Test Conference	Member Organising and Programme committee	Ireland	Other NON-SFI award

3. Check the box(es) beside the transaction(s) you wish to associate with the report and click on the button labelled **Attribute.**
4. Click **OK** in the subsequent screen



5. Click **Close** on the Transaction Attribution screen when complete.
6. If you wish to see the information appear against the actual report then click **Save Draft** at the bottom of the Report. The attribution transaction information will now appear in a table within the report.


Details of Any Conferences/Workshops/Seminars Hosted/Organised During Reporting Period

Add from Profile | Create New

Details of Any Conferences/Workshops/Seminars Hosted During Reporting Period				
Conference / Workshop Title	Sponsor Organisation	Start Date	End Date	Role
Test Conference	Test SO	05/07/2010	07/07/2010	Member Organising and Programme committee

Removing attributed transactions

1. If you wish to remove an attribution of a transaction, you may do this by clicking on **Add from Profile** button against the relevant section.
2. The list of transactions attributed to your report will display with tickboxes. If you wish to remove a transaction, untick the transaction and click Attribute.


Transaction Multi-Attribution

Personal Transactions

		Start Date	End Date	Title	Role	Location	Primary Proposal attribution
☑	Open	2010-07-05	2010-07-07	Test Conference	Member Organising and Programme committee	Ireland	Other NON-SFI award
☐	Open	2013-11-26	2013-11-28	AITZA Test	Member Organising and Scientific committee	Ireland	Other NON-SFI award

Attribute | Close

3. Click **OK** on the following message. Only the selected transactions will display on the report, once **Save Draft** is clicked.

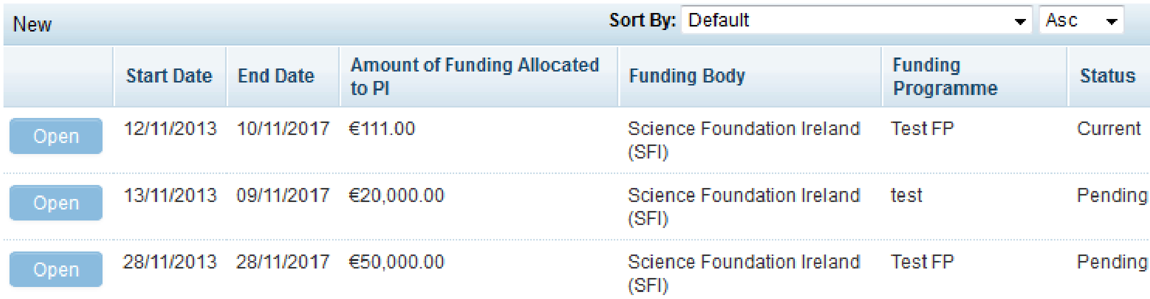
Creating New Transactions

1. Alternatively, click on the **Add New** button to add new transactions to this report and to your Profile. (Again, the specifics will vary depending on the type of transaction.
2. Enter the relevant details and click **Save.**
   This report, and your Profile, will be updated with the details of the new transaction.
3. Close the transaction window and click on **Save Draft** to view the details on the report.

Editing Profile Transactions

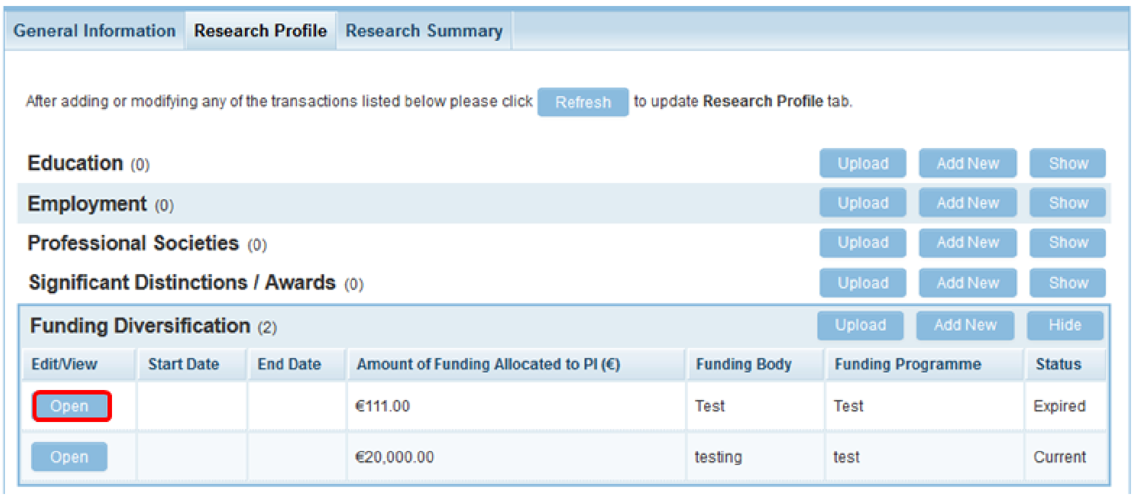
4. While completing your annual report you may wish to edit a transaction that has already been created against your profile. To do this, click on **Create New**, and then

the View List. This will give you a list of any transactions created against the relevant section.



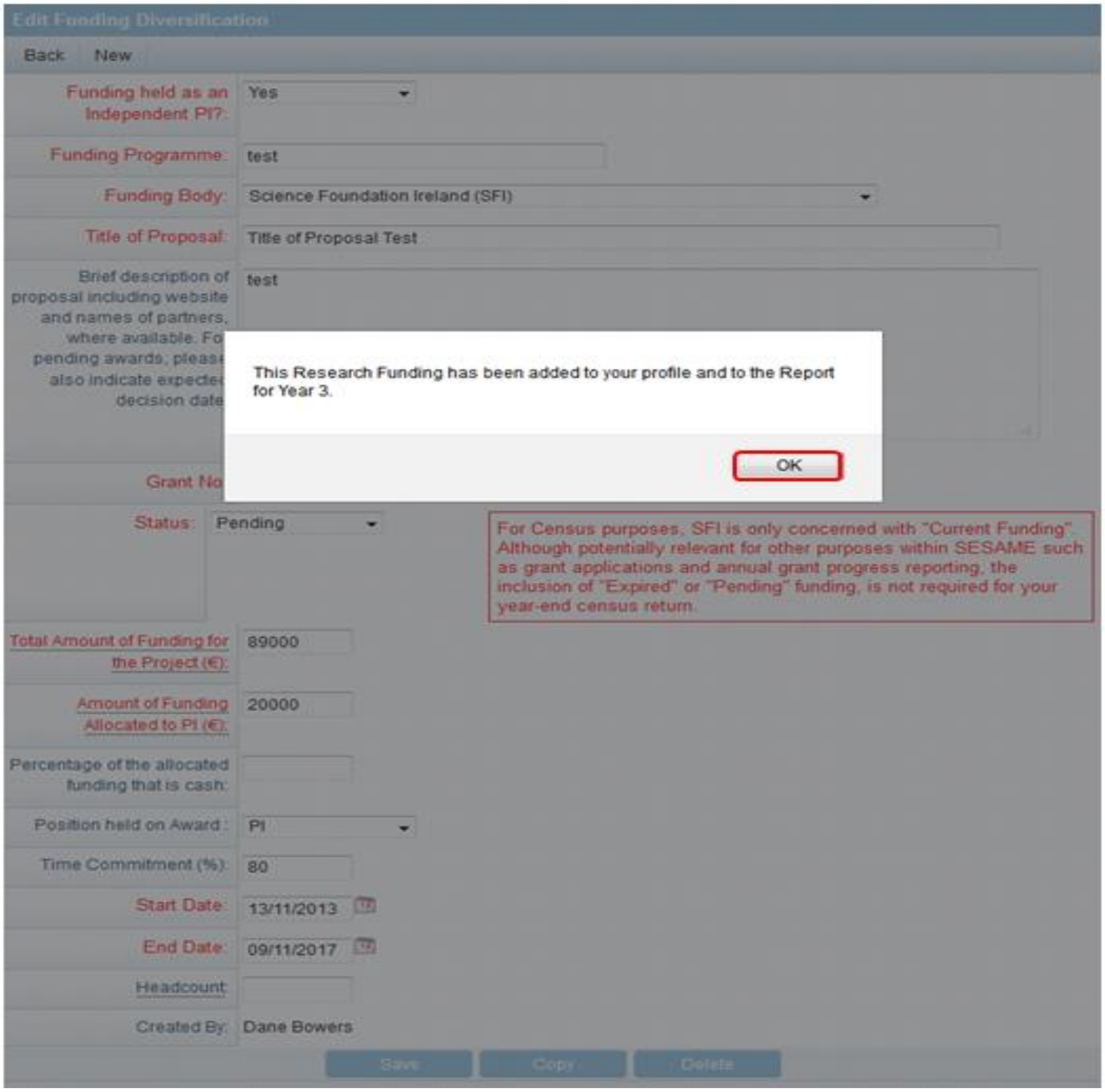
	Start Date	End Date	Amount of Funding Allocated to PI	Funding Body	Funding Programme	Status
Open	12/11/2013	10/11/2017	€111.00	Science Foundation Ireland (SFI)	Test FP	Current
Open	13/11/2013	09/11/2017	€20,000.00	Science Foundation Ireland (SFI)	test	Pending
Open	28/11/2013	28/11/2017	€50,000.00	Science Foundation Ireland (SFI)	Test FP	Pending

5. Click on the Open button beside the relevant transaction

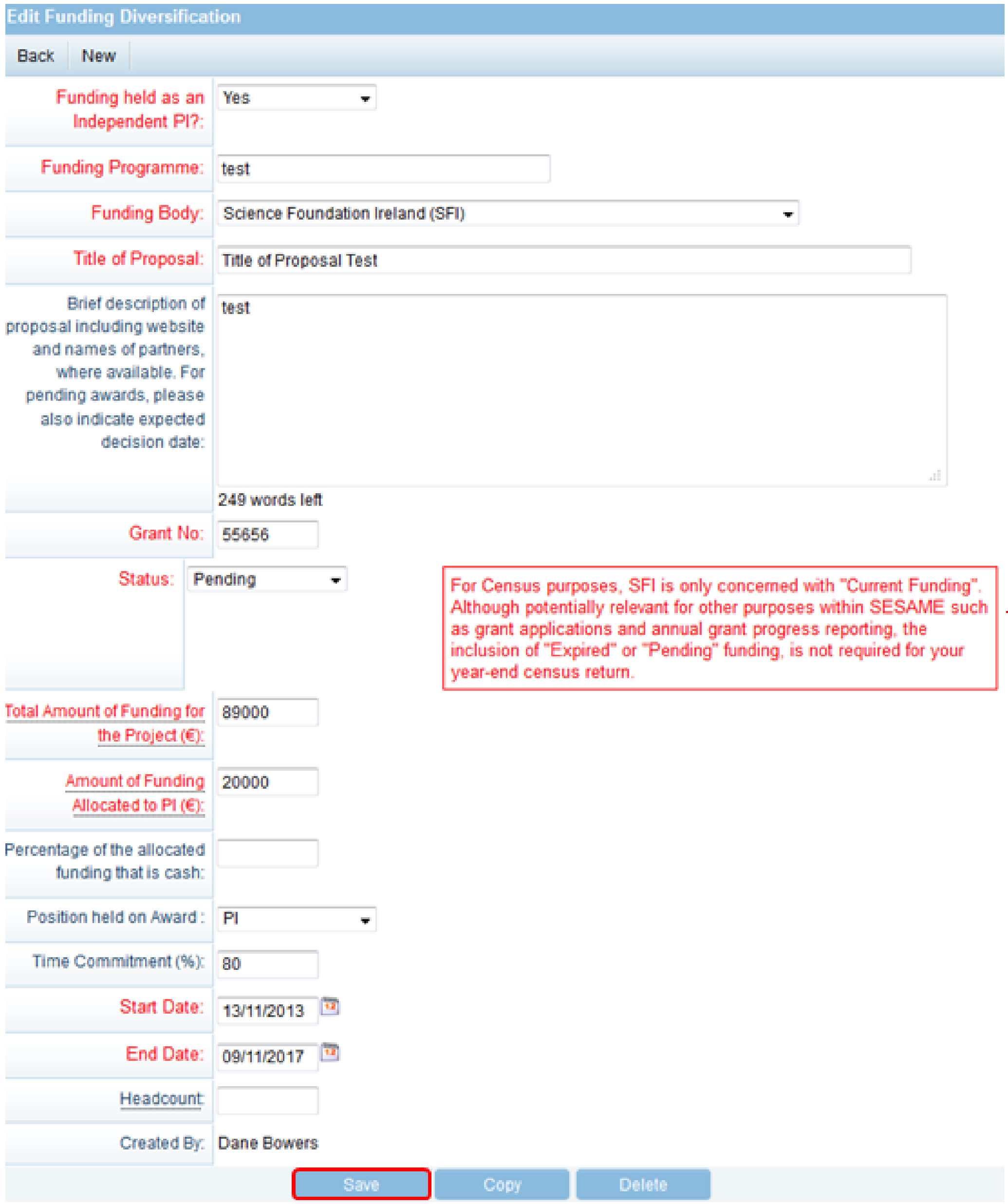


Edit/View	Start Date	End Date	Amount of Funding Allocated to PI (€)	Funding Body	Funding Programme	Status
Open			€111.00	Test	Test	Expired
Open			€20,000.00	testing	test	Current

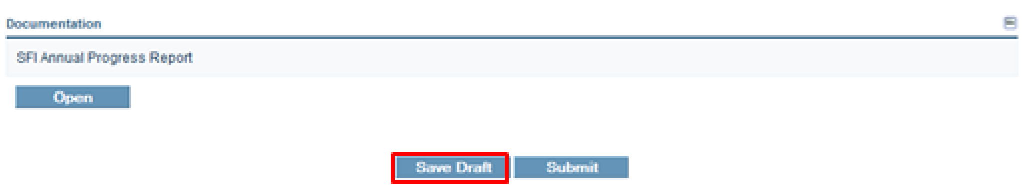
6. Relevant section will be fully displayed. Click OK on the message.



7. You may then edit as required and click **Save** and **OK**. You may now exit this screen.



8. To display this transaction on your report, click **Save Draft** at the bottom of the page.



9. These transactions may also be modified directly in your profile after they have been attributed to the report. To view changes, click on **Save Draft** on the annual report form.

Deleting Profile Transactions

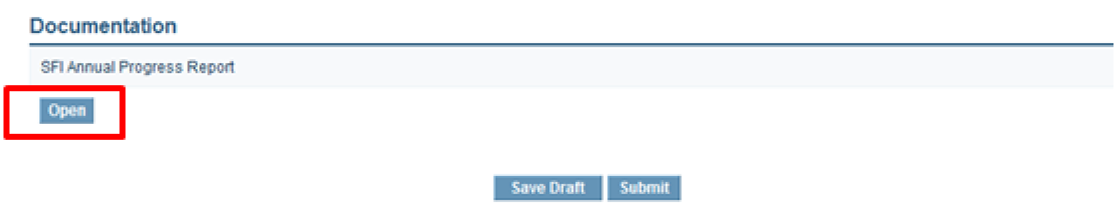
1. If you have created a profile transaction in error, you may delete the transaction. This will remove the transaction from your profile and your annual report.
2. Either from **Manage Profile** or from the **Create New** buttons against each section. Open the transaction by clicking on the number.
3. Once you have selected the number of the transaction, you will see the details along with the **Save**, **Copy** and **Delete** buttons.
4. Click the **Delete** button. If you are sure you want to delete the transaction, you may click **OK**, or **Cancel**.

Viewing and Submitting the Report

1. If you are the Lead Researcher, you should also contact the co-applicants and have them complete their updates before you click on **Submit** – to submit the completed report to SFI. However, the Lead Applicant will also have the option to update these fields if required.

2. Remember, only the Lead Applicant will be able to **Submit** the report.

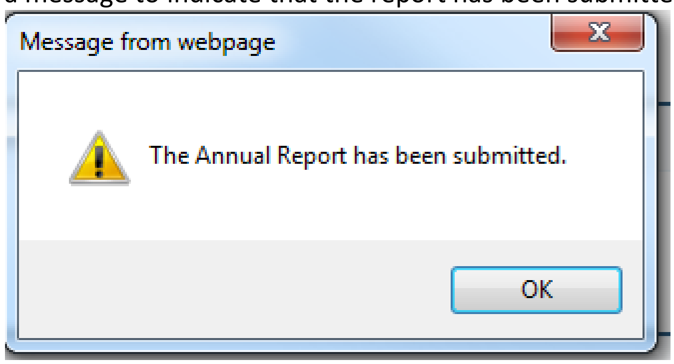
3. Ahead of submitting the report, you may view a web page view, exportable to PDF of the by scrolling to the end of the web page and clicking **Open** beneath the **SFI Annual Progress Report** section.



4. The report will open in a separate window. Click on Export as PDF to export as a PDF document and save to your machine or print.

5. Once you are ready to Submit click on the Submit button at the bottom of the page.

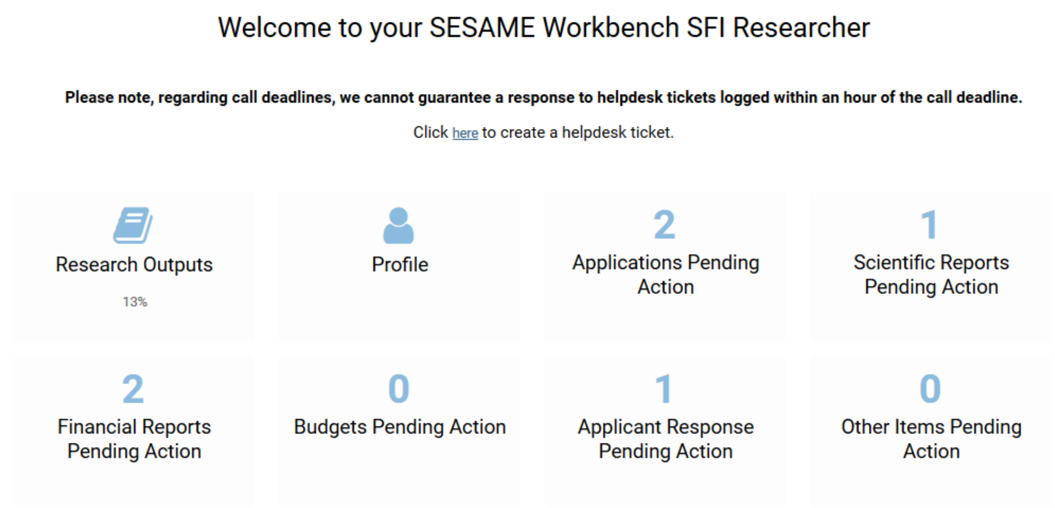
6. You will receive a message to indicate that the report has been submitted.



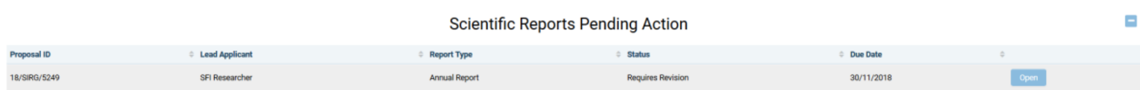
Accessing Annual Report Revision Requests

Once the Annual Report has been submitted it then undergoes a review process. At any stage in this process an SFI Staff member may request revisions to the report.

1. If this happens then when the Applicant logs into the system and clicks on the **Scientific Reports Pending Action** icon they will see an Annual Report with a status of Requires Revision.

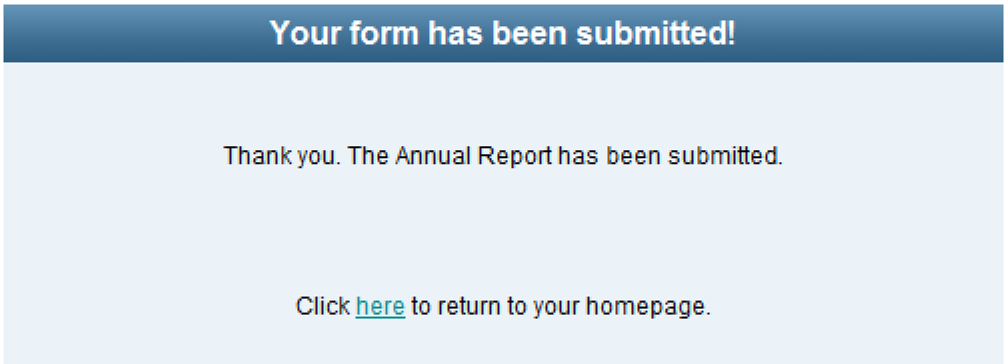


2. The Applicant should click on the Open Report button to view the report details.



3. The details of the revisions that have been requested will be shown at the top of the Report.

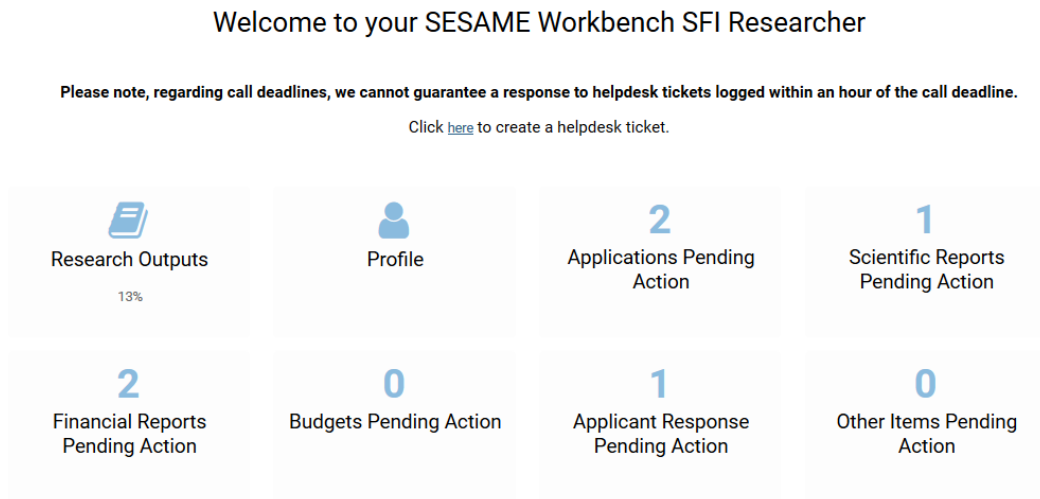
4. The applicant can make the necessary changes using the same process as when entering the initial details.
5. They then click the Submit button and click OK on any subsequent pop-up alerts.
6. They will be presented with the following screen, informing them that the report has been submitted, and can return to their homepage by clicking on the appropriate link.



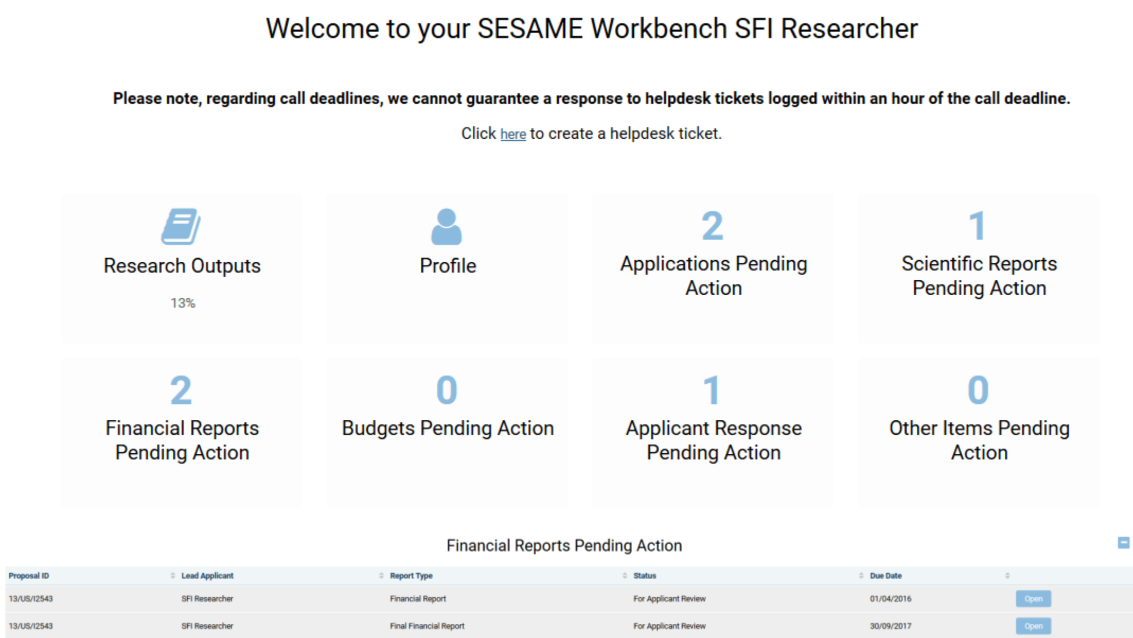
Approving Financial Reports

Responsibility for the creation and submission of the Financial Reports rests with the Research Body Finance Officer. However, once these have been submitted then the Lead Researcher will be notified via a workflow email that a Financial Report requires approval before final approval by the Finance Officer. If you are the Lead Researcher, please follow this process in order to approve the Financial Report.

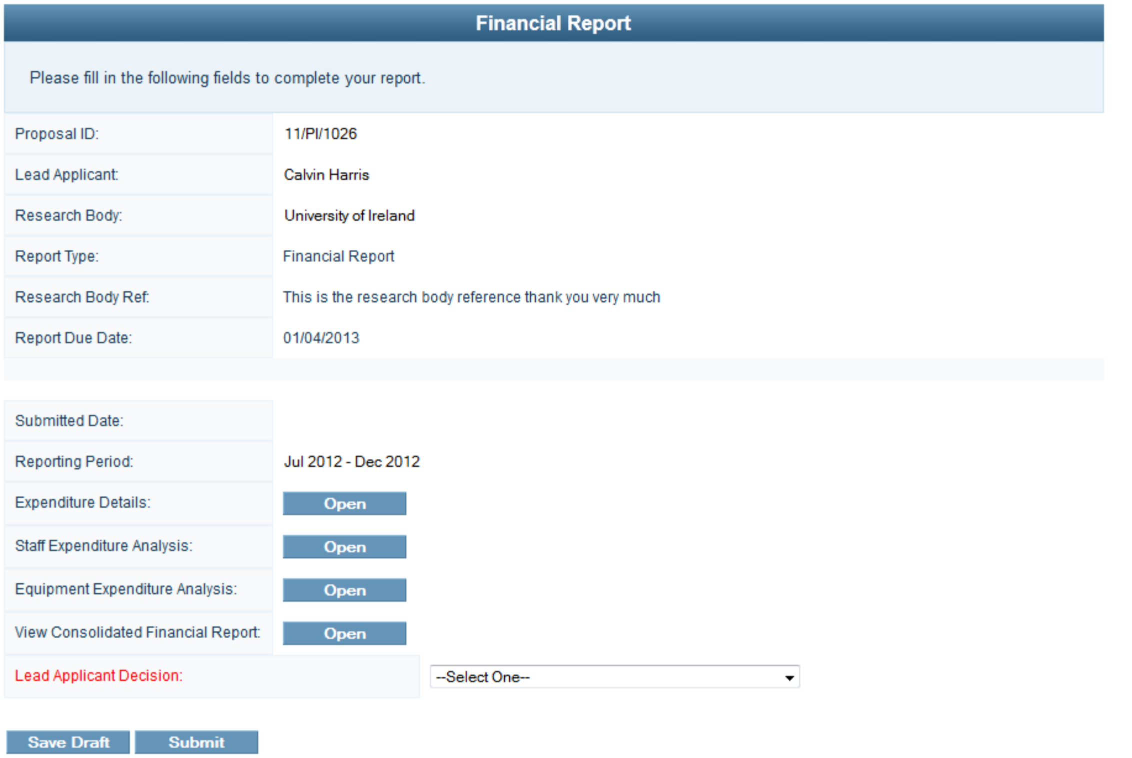
1. Log into your SESAME portal and click on the **Financial Reports Pending Action** icon.



2. Click on the **Open Report** button against the Financial Report you wish to review. This report will have a status of **For Applicant Review**.

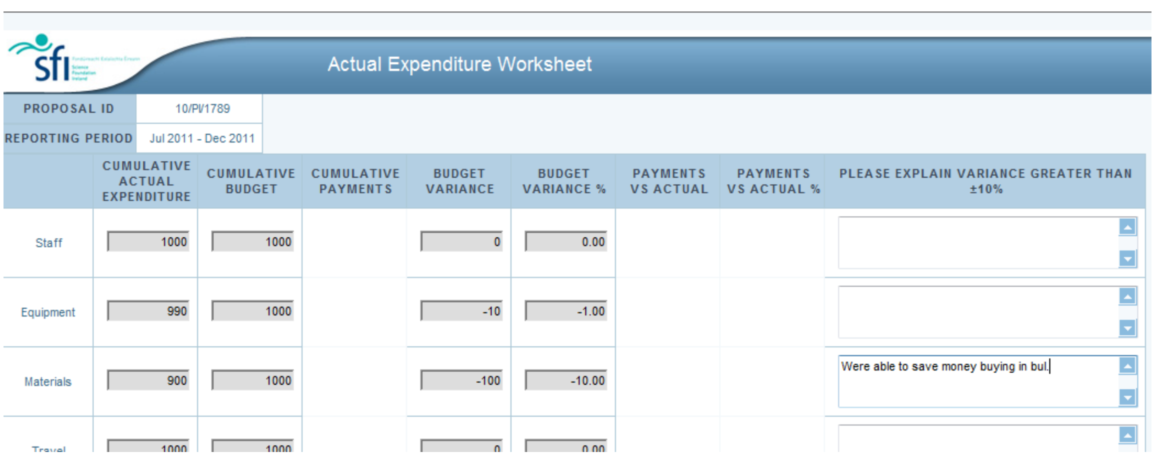


3. An overview of the Financial Report details is displayed for Review along with access to the individual analysis worksheets.



4. To access the individual analysis worksheets then click on the button labeled Open across from the section you wish to complete.

5. You can then provide updates in the text fields where an explanation of variances is required. All other sections of the worksheet cannot be modified.



6. You then click Save and Close to return to the overall Financial Report screen.

7. If you want an overview of the report then you can click on the **Open** button to the right of the View Consolidated Financial Report in order to see further details of the report.

Export as PDF

Principal Investigator Programme
Long Form Financial Claim

Research Body:	Trinity College Dublin (TCD)
SFI Principal Investigator:	New Reviewer
Research Programme No.:	10/PI/1789
Start Up Date:	27/10/2010
End Date:	26/10/2013
Reporting Date:	01/04/2011
Reporting period:	Jan 2011 - Jun 2011
Report No.:	2

	Cumulative Actual Expenditure to end reporting period.	Cumulative Budget to end reporting period.	Cumulative Payments to end reporting period.	Budget v Actual Expenditure Overspend / Underspend	Percentage Overspend / Underspend	Payments v Actual Expenditure
Staff Remuneration	€1,000.00	€1,000.00	€0.00	€0.00	0.00	-€1,000.00
Equipment	€1,000.00	€1,000.00	€0.00	€0.00	0.00	-€1,000.00
Materials	€1,000.00	€1,000.00	€0.00	€0.00	0.00	-€1,000.00
Travel	€1,000.00	€1,000.00	€0.00	€0.00	0.00	-€1,000.00
Miscellaneous	€1,000.00	€0.00	€0.00	€1,000.00	0	-€1,000.00
Sub Total	€5,000.00	€4,000.00	€0.00	€1,000.00	25.00	-€5,000.00
Overhead 30% MTDC	€1,200.00	€900.00	€0.00	€300.00	33.33	-€1,200.00
Total	€6,200.00	€4,900.00	€0.00	€1,300.00	26.53	-€6,200.00

STAFF ANALYSIS

Table below provides an overview of actual salary and fees expenditure up to end reporting period.

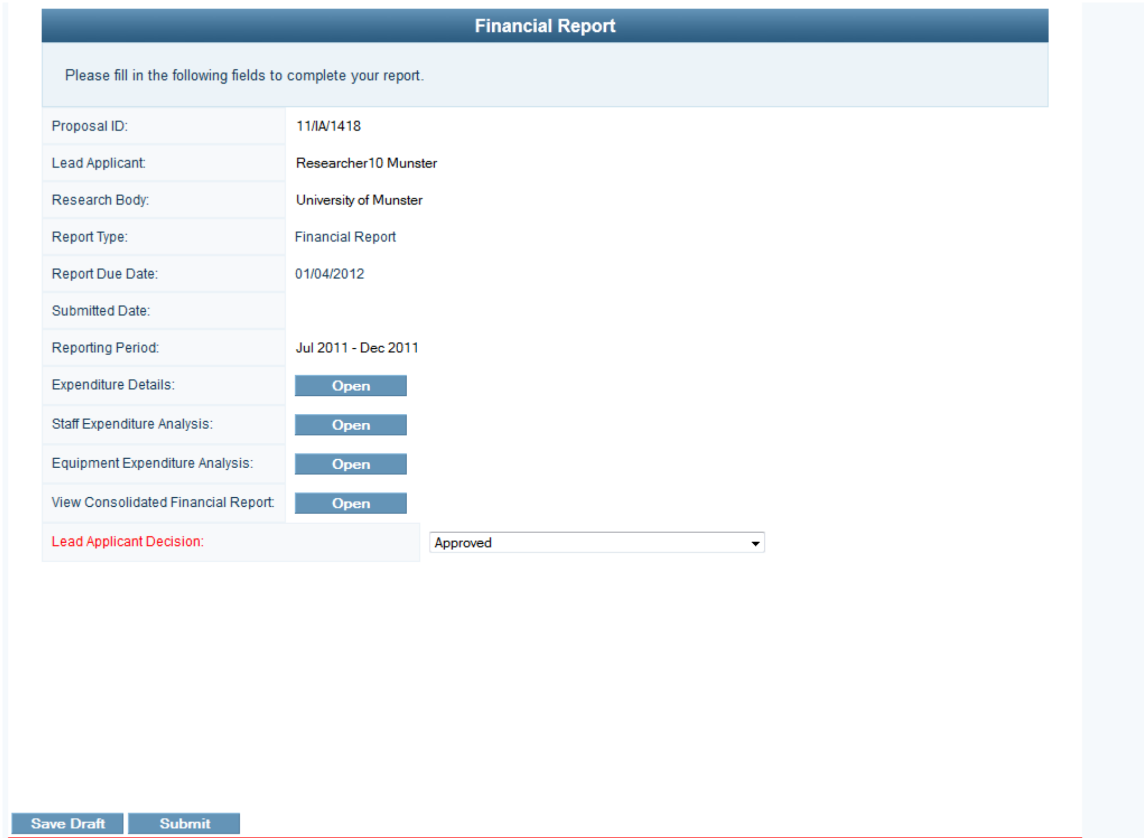
Title	Name	Staff / Student No.	Position	Gender	Start Date	Finish Date	Annual Salary	Salary Paid to Date	Fees Paid to Date	Salary and Fee
Dr.	First Last	123456	Research Assistant (Level 1) Point 2	Male	01/01/2010	31/12/2010	€15,000.00	€12,500.00	€1,000.00	€13,500.00

8. After reviewing the report content, return to the original report form (close the consolidated report screen) and indicate your decision to approve (or request revisions from your Research Body – Finance Office) by selecting the appropriate value from the Lead Applicant Decision drop-down list.

Lead Applicant Decision: --Select One--

--Select One--
Request Revision
Approved

9. If you select **Request Revisions** you will have the opportunity to describe these revisions and your reasoning in a text field.
10. Once you have provided a decision, click the **Submit** button.
11. The Financial Report will be locked, preventing you from changing it further.
12. The Research Body will be notified if there is a need for revisions or clarifications.
13. Once the Finance Officer has made these revisions, they will once again submit for the Researcher's approval. This process can be repeated as many times as necessary.
14. If you are satisfied that the report is complete and should be submitted back to the Finance Officer for submission to SFI, select **Approved** and click **Submit**

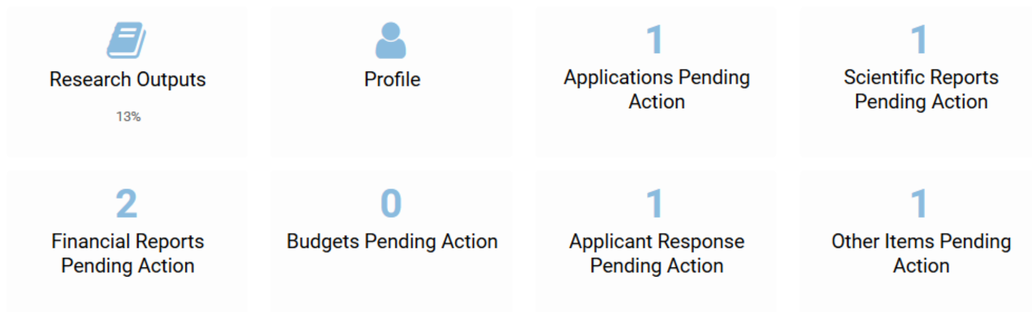


15. The Finance Officer will then be able to submit to SFI.

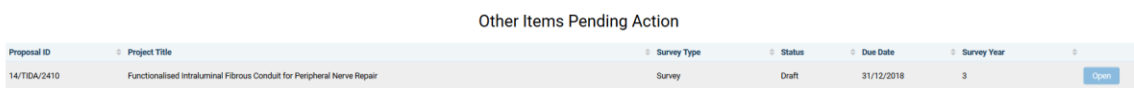
Updating and Submitting Surveys

Some awards require an annual survey to be completed and returned to Science Foundation Ireland. If your award requires a survey return you will be sent a reminder to complete the survey on your workbench. Please follow the guidelines below for completing surveys.

1. Login to your SFI workbench.
2. Click on the **Other Items Pending Action** icon.



3. Click on the **Open Survey** button to complete the survey



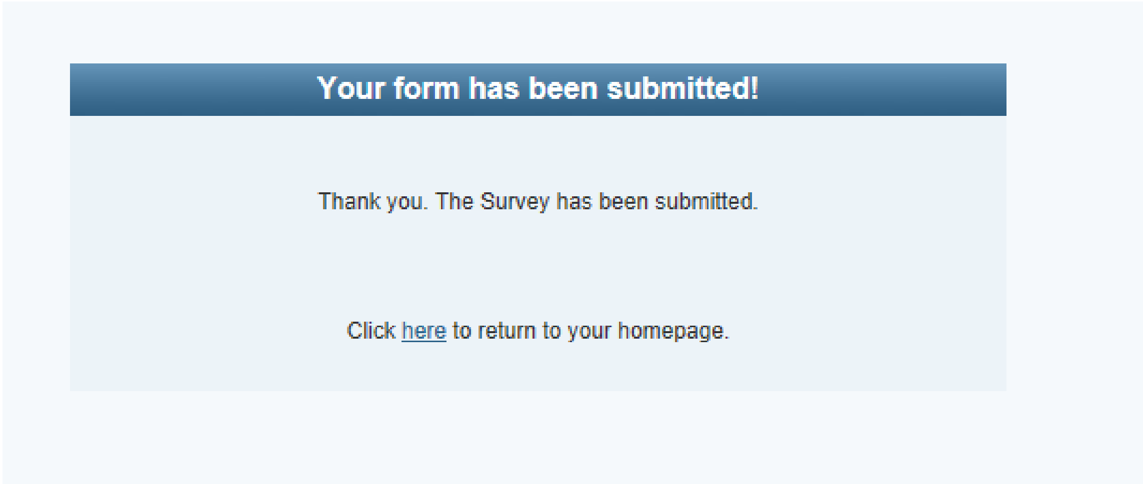
4. The survey is a combination of text fields and information from your research profile. Text fields can be completed by typing straight on the form or you may also copy and paste unformatted text (without bullet points) into these text fields.

5. If you wish to review how to attribute, edit, remove and delete transactions to your survey please review these sections above in the Annual Report **section**.

Viewing and Submitting the Survey

1. The survey may be completed over different sessions. Once you are ready to Submit click on the Submit button at the bottom of the page.

2. You will receive a message to indicate that the survey has been submitted.



3. Once submitted the Programme Manager within SFI will review the survey results. If they wish to clarify any section they may Request Revisions. You will receive an email to confirm that revisions are required. At this time you will be able to revise the sections required and click on Submit once more.

Module 12: Applying for a No Cost extension or Budget Reallocation

Upon completion of this module you will be able to:

Apply for a No Cost Extension

Apply for a Budget Reallocation.

Introduction

At any time during the award you can request a budget modification. This process is similar to an award application with the budget and requests being reviewed by your Research Body prior to being submitted to SFI.

This module describes the process to request a no-cost extension or a budget reallocation.

- You prepare the rationale for the request and, in the case of a budget reallocation; you prepare a new budget based on the latest approved budget.
- You submit the request to your research body.
- If your Research Body endorses the request then it is passed to SFI for review.
- If approved by SFI, then the modification is granted and the submitted budget becomes the approved budget.

Applying for a No Cost Extension

1. Login to Sesame.
2. Click the **Active Awards** tab.

   All active awards are displayed.
3. Click the **Open** option beside the appropriate award and click **View Budget**

   The Budget History page is displayed.
4. Check the radio button next to the version of the budget with the status of Current and then click the **Create Revised Budget** button.

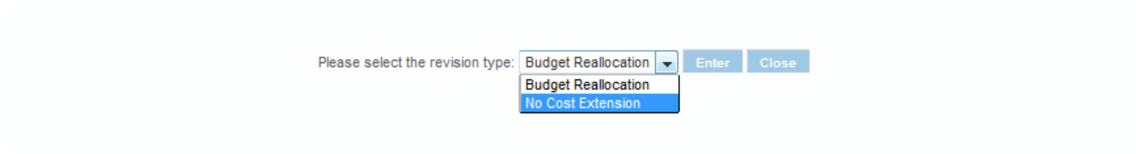
Budget History

	Budget Type	Status	Created By	Creation Date	Last Modified	Budget Worksheet
◉	Final Approved	Current	Alexandra GAM	29/11/2011 10:04	29/11/2011 10:04:37	Open Budget
○	Applicant Pre-Award	Historic	Researcher10 Munster	29/11/2011 10:00	29/11/2011 10:04:36	Open Budget
○	Requested	Historic	Researcher10 Munster	25/11/2011 19:44	25/11/2011 19:44:45	Open Budget

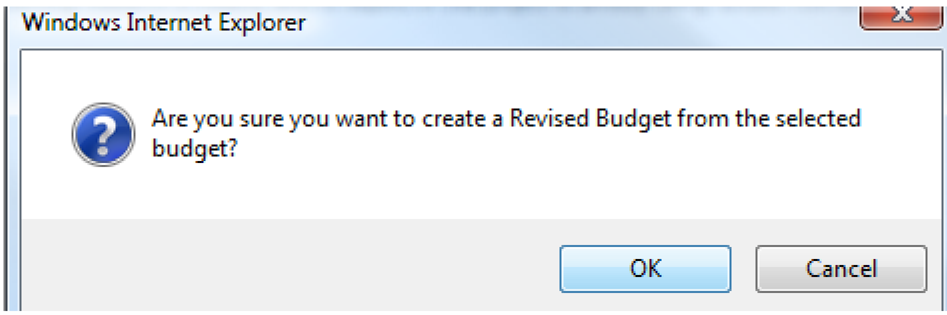
Submission confirms acceptance and agreement with the SFI Grants Terms and Conditions, and that the institution ensures the applicant meets eligibility requirements, and that the project is in full agreement with all legal and regulatory matters governing research in Ireland, and no aspect of this project is already being funded from another source and all details provided are correct.

Create Revised Budget

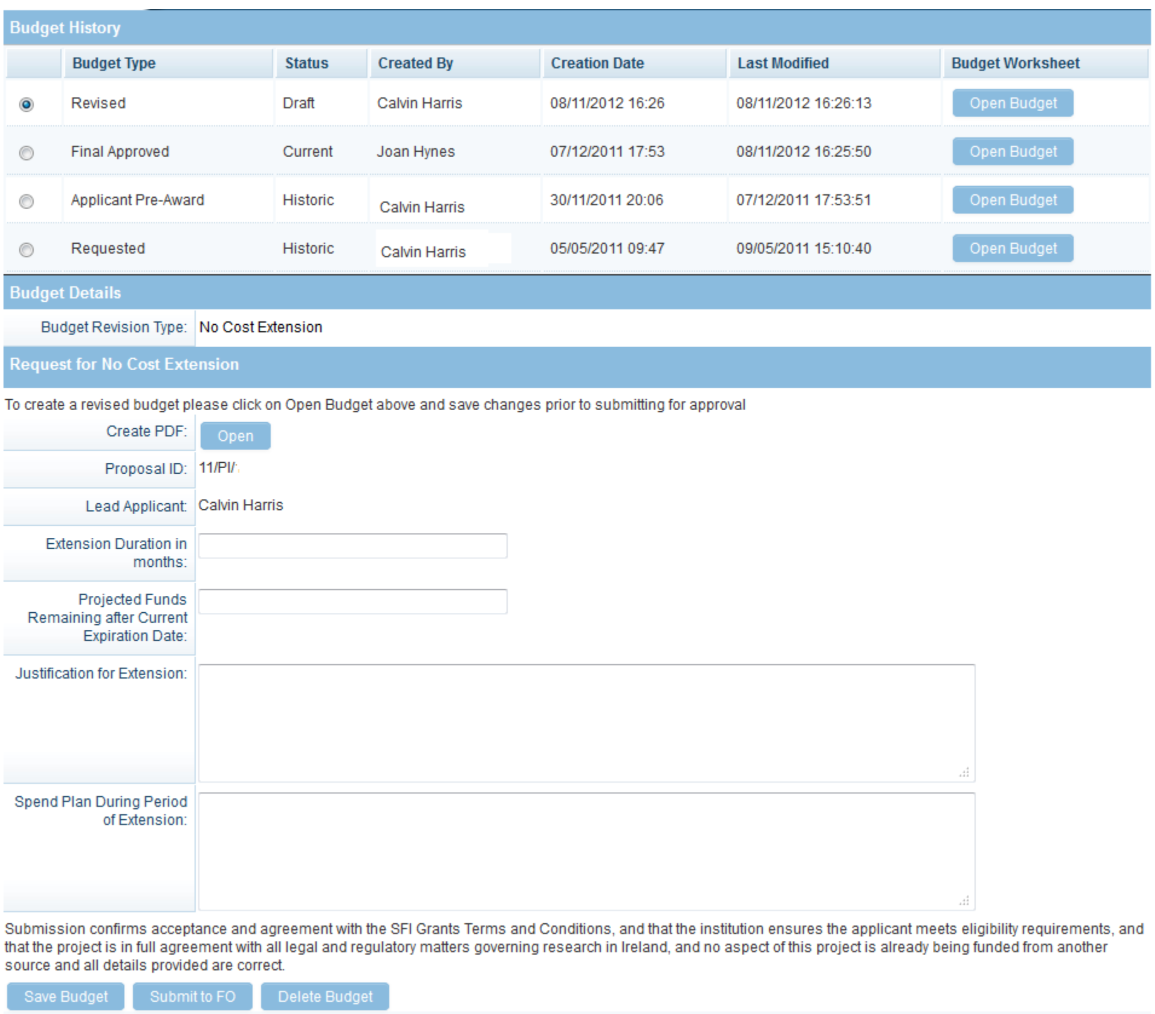
5. In the next screen select the No Cost Extension as the type of revised budget you are requesting from the drop-down list.



6. Click Enter and then click OK on any subsequent pop-ups that appear.



7. This will create a new Revised budget with a status of Draft
8. Ensure that you have the radio button for this new Draft version of the budget selected.



9. Complete the details in the fields provided if required and ensure to click on Save Budget to save changes.

10. Click the Submit to FO button to submit the request to your Finance Office.

Save and Submit

As with the original application, the request needs to be submitted to the Finance Office before it's submitted to the Research Body for endorsement before being reviewed by SFI.

Next Steps

The Research Body will review the request and, if endorsed, it will be passed to SFI for further review.

Applying for a Budget Reallocation

If the cost structures around the project have changed, you must apply for a budget reallocation.

SESAME provides for an automated process for the submission of a budget reallocation. If you wish to apply use the following steps.

1. Login Sesame.
2. Click the **Active Awards** tab.

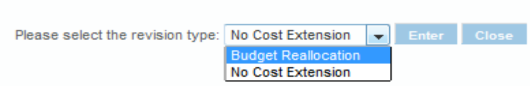
   All active awards are displayed.

3. Click the **Open Budget** option beside the appropriate award.

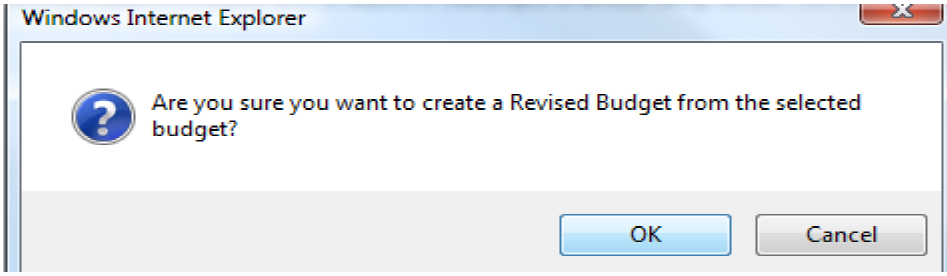
   The Budget History page is displayed.

4. Check the radio button next to the version of the budget with the status of **Current** and then click the **Create Revised Budget** button.

5. In the next screen select the Budget Reallocation type of revised budget you are requesting from the drop-down list.

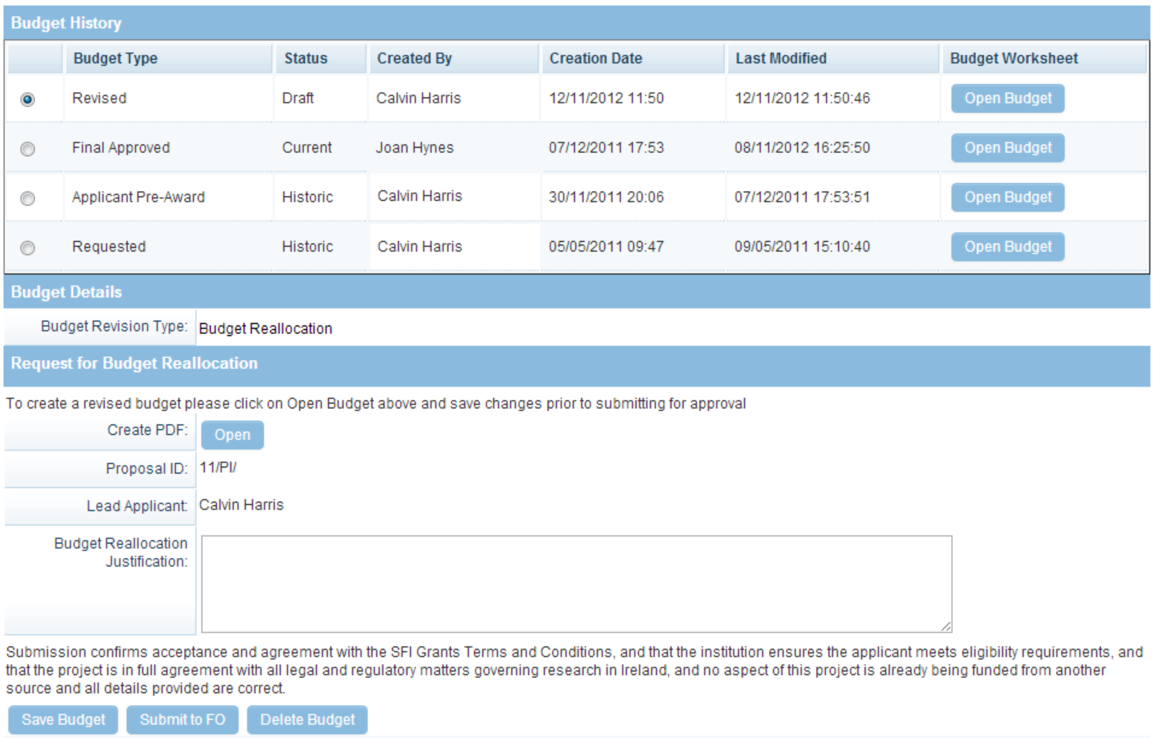


6. Click Enter and then click OK on any subsequent pop-ups that appear.



7. This will create a new **Revised** budget with a status of **Draft.**

8. Ensure that you have the radio button for this new draft version of the budget selected.



9. Click the **Open Budget** button to the right of this "Revised" budget.

10. The budget presented on this screen allows for entry of new budget details as required.

11. Complete the budget details and click **Save** and then **Close**.

12. On the Budget History screen simply click the **Save Budget** button to retain a copy of the Budget in Draft status, or click Submit Budget to change the status to For FO Approval.

Save and Submit

As with the original application, the request needs to be submitted to the Research Body for endorsement before being reviewed by SFI.

Once you are satisfied with the reallocation details you submit it for approval.

- Click the **Submit to FO** button.

- If the reallocation is eligible, it will be saved and submitted to your Research Office – FO for review.

Next Steps

The Research Body will review the request and, if endorsed, it will be passed to SFI for review.

Module 13: Submitting Site Review Feedback

Upon completion of this module you will be able to:

Accessing Site Review Feedback

Submitting a response to Site Review Feedback

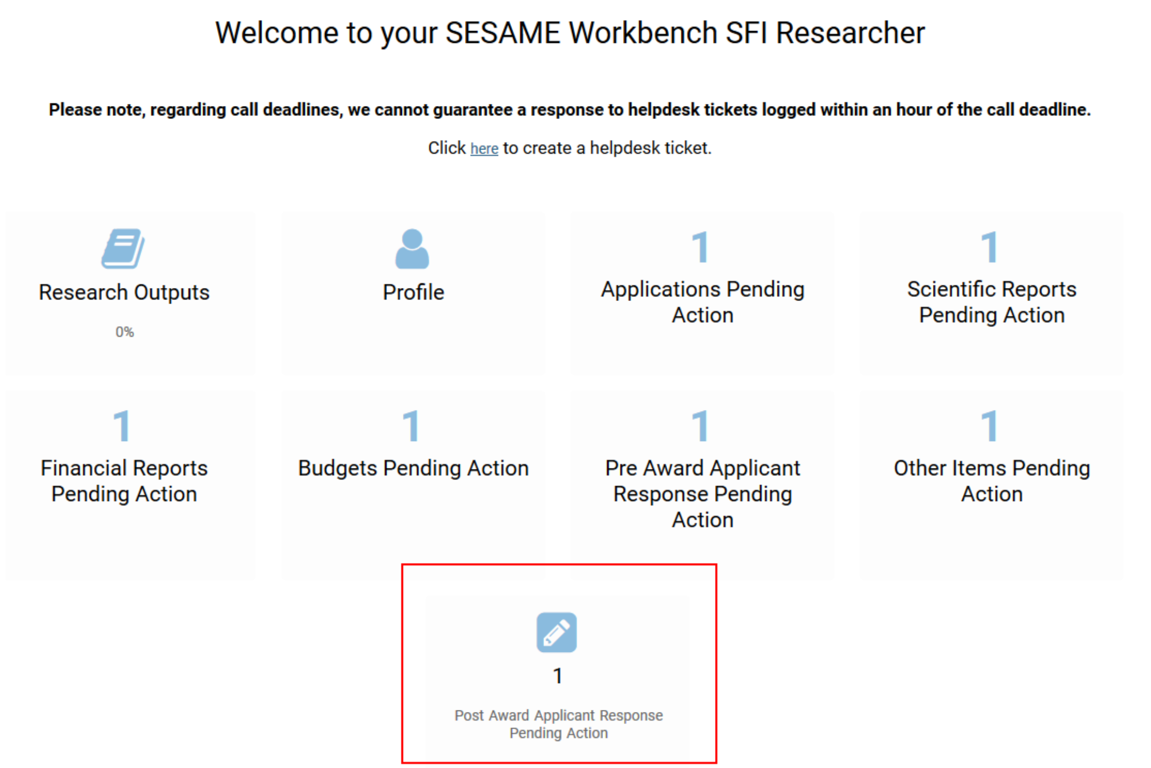
Accessing Site Review Feedback

After the Site Review has been completed on your award, SFI will release Site Review Feedback to Researchers on the SESAME workbench. Researchers can then respond to Site Review Feedback within a specified timeline on the SESAME workbench.

Please note that the Post Award Applicant Response Pending Action button will only display from the time specified by SFI. After you have submitted your feedback, it will remain visible against your application under the Activities tab for the lifetime duration of the award.

Follow these instructions to access and respond to Site Review Feedback.

1. Log in to the **Researcher Workbench** and click on the Post Award Applicant Response Pending Action icon.

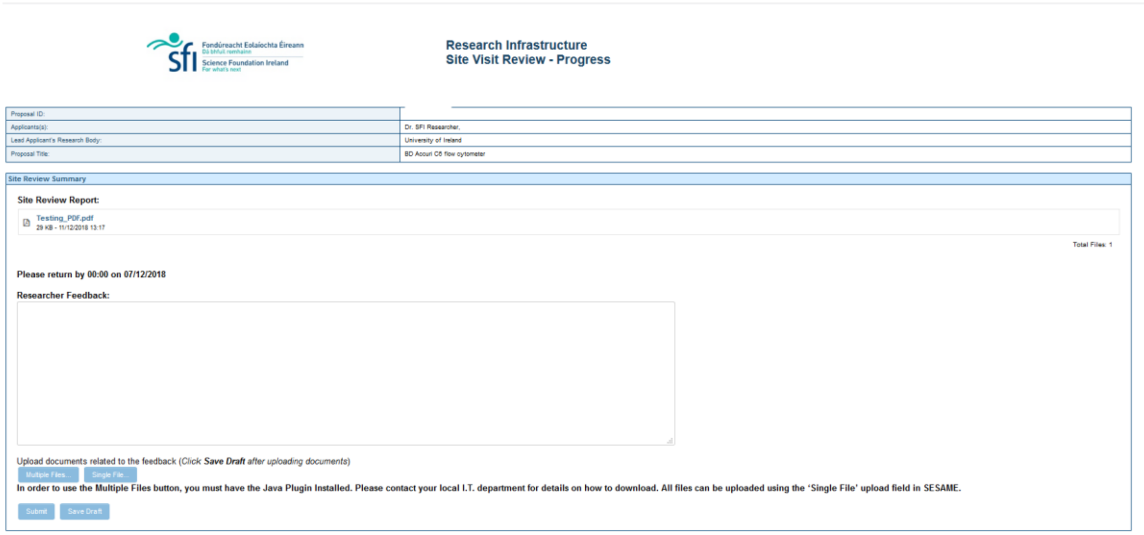


2. Click into the **Site Reviews** button

Post Award Applicant Response Pending Action

Proposal ID	Review Type	Site Review - Submitted Feedback?	Applicant Response Deadline Date	Site Review Researcher Summary
	Site Visit Review - Progress	New	07/12/2018	Site Reviews

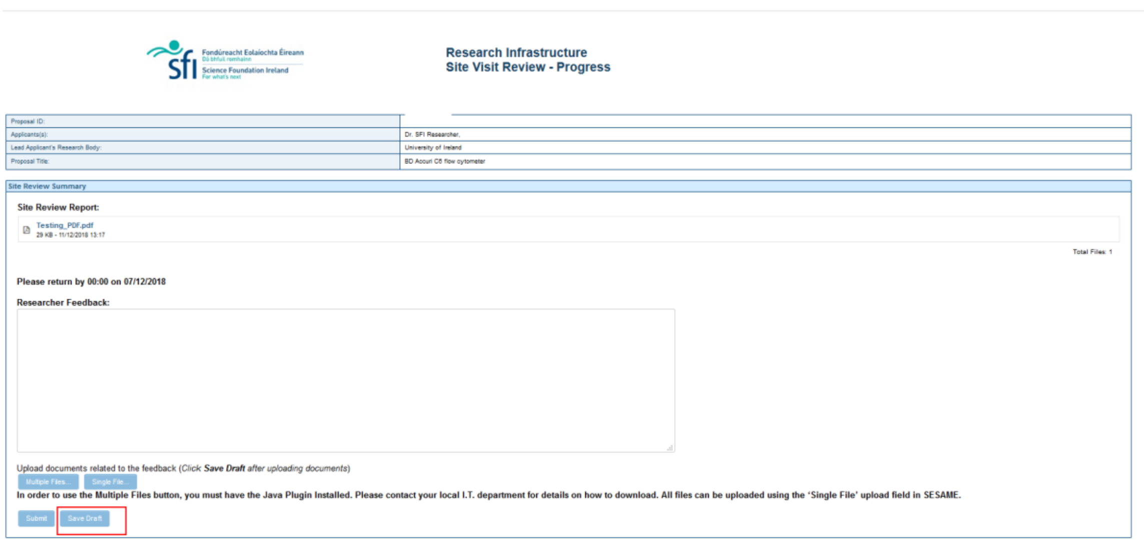
3. When you click this button, this opens a new window where you can access the Site Review documentation and provide your Researcher feedback.



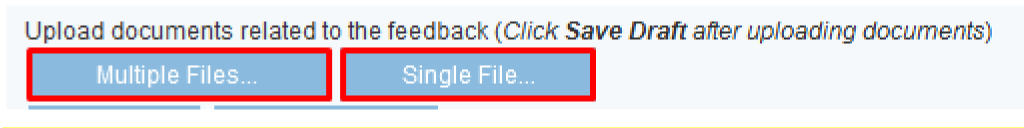
Submitting a response to Site Review Feedback

1. Once you have downloaded your feedback, you may complete your response in the Researcher Feedback text box. Please note the return date and time will be available on the top part of this form.

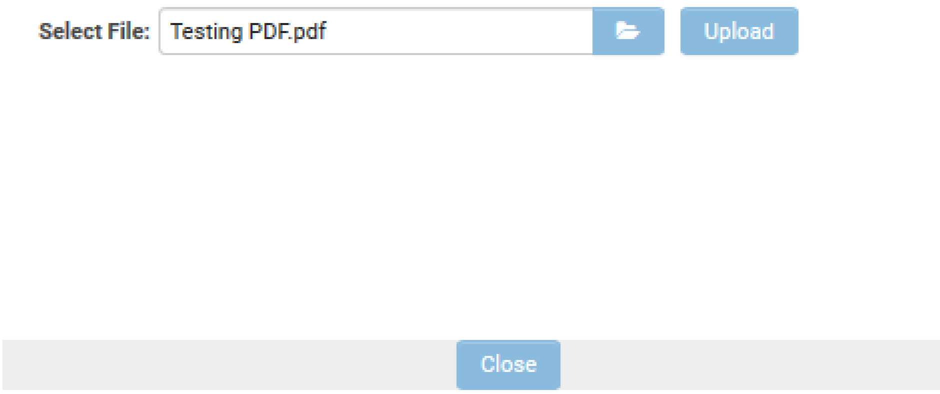
2. Ensure to click on Save Draft to save your progress.



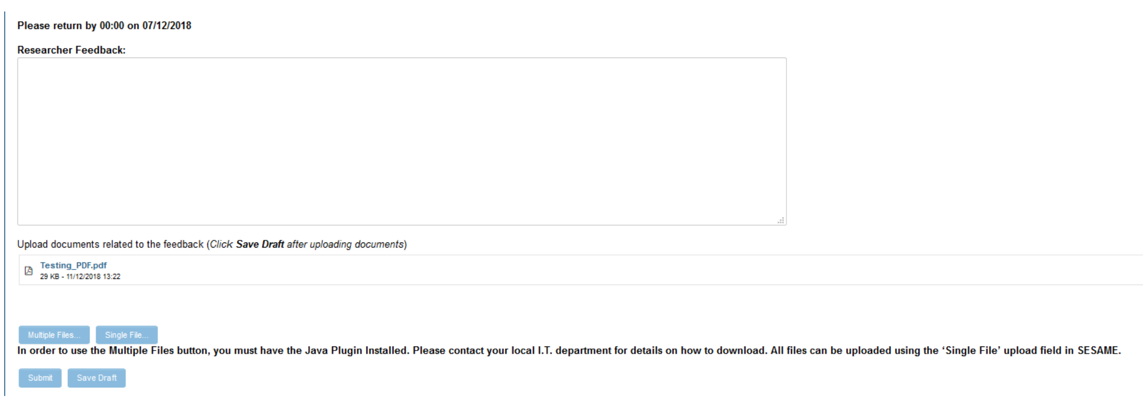
3. You may also upload documents to be submitted with your response by clicking on either the Multiple Files…. or Single File…. buttons. (Please be aware that when using the Multiple Files button you must have Java installed. Please contact your I.T. department. Single File upload does not need Java).



4. Located the document you wish to upload, and click on Upload.

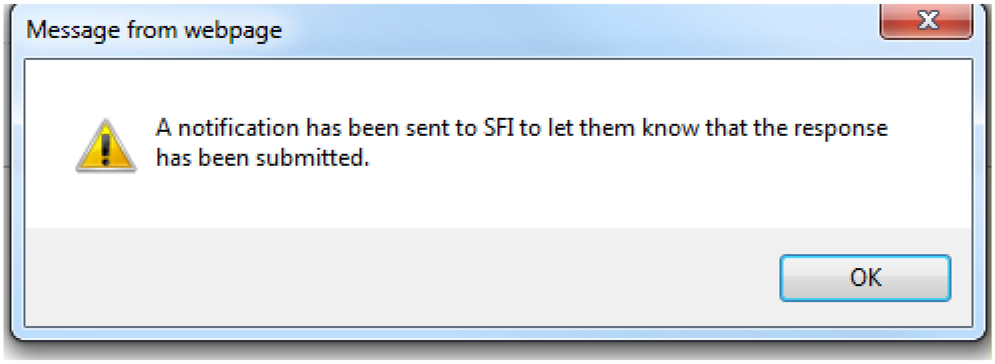


5. Close this window and click on the Save Draft button to display your uploaded document(s).

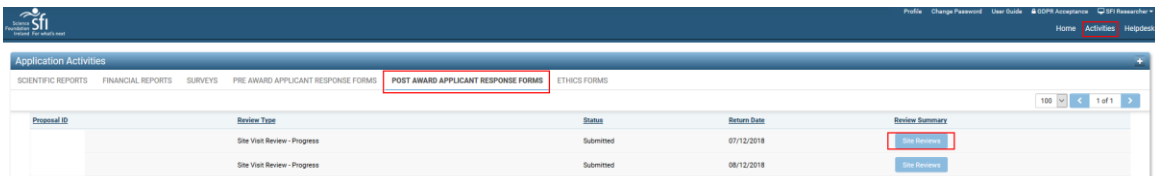


6. Once you have completed your Site Review Feedback you may submit to SFI by clicking the Submit button.

7. You will receive a message to confirm that your feedback has been submitted.



8. You will be able to review your feedback afterwards by clicking on the Activities tab – Post Award Applicant Response Forms button



9. Once received by SFI they may required revisions to feedback submitted. You will be notified by email of any revisions required and can then resubmit your response as above.