

Overview of the Researcher Workbench

Introduction

Following the Migration of Historic Awards to the SESAME System in February 2012, there is more information and functionality available on the researcher's workbench than before. Below is a brief overview of what you can expect from your workbench. It should be noted that all awards which were not applied for directly via SESAME will appear as a "Historic" award type e.g. a 2006 PI award will be listed as Historic on the Researcher workbench while a 2011 PI award will be listed as Principal Investigator (see **red outline** in the screenshot below).

The screenshot displays the University College Dublin (UCD) Researcher Workbench interface. At the top, there is a navigation bar with the SFI logo and the text "University College Dublin (UCD) Researcher Workbench". Below the navigation bar, there is a "Welcome" message and a "Welcome to the SESAME Workbench" section. The "Welcome" section includes a brief overview of the workbench's functionality and a "Manage Profile" button. To the right, there is a box labeled "Active Awards" showing a count of 2. Below this, there is a "SFI Open Calls" section. The main content area is divided into tabs: "Current Applications", "Active Awards", and "Non-Active Awards". The "Active Awards" tab is selected, showing a table of awards. The table has columns for "Award" and "Reports". The first award is "Historic" (Start Date: 01-01-2007, Close Date: 31-12-2011) and the second is "Principal Investigator" (Start Date: 01-01-2012, Close Date: 31-12-2016). Both awards have buttons for "Award Details", "Open Budget", "Report Schedule", "Report History", and "Revised Work Programme". The "Historic" award has a "Financial Report" (Draft, Due Date: 01-04-2012) and the "Principal Investigator" award has an "Annual Report" (Draft, Due Date: 14-03-2012). Both reports have an "Open Report" button.

Screenshot 1

1. Current Applications Tab

Any applications currently under review will be visible through the Current Applications tab.

2. Active Awards Tab

Under the Active Awards tab there are a number of buttons associated with each award. Details on these are given below:

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Award Details: Where the application was submitted via SESAME, the final application form will be displayed here. *For “Historic” awards, only basic application details will be displayed.*

Open Budget: This brings you to the budget associated with this award. For application submitted via SESAME, you will also be able to view previous versions of the budget. Where a specific budget relates to a Budget Reallocation Request (BRR) or a No Cost Extension (NCE), clicking on the radio button beside that budget will display the details of those requests. *For “Historic” awards, only the most recently approved budget will be visible. If there is a No Cost Extension against this award, clicking on the radio button beside the budget will display the NCE screen but will be populated only by the duration of the NCE (see screenshot 2 below).*

The screenshot displays the 'University College Dublin (UCD) Researcher Workbench' interface. The page is titled 'Budget History' and shows a table with columns: Budget Type, Status, Created By, Creation Date, Last Modified, and Budget Worksheet. A row is visible with 'Revised' as the Budget Type, 'Current' as the Status, and '18/01/2012 21:25:30' as the Last Modified date. Below the table, the 'Budget Details' section is active, showing 'Budget Revision Type: No Cost Extension'. A sub-section titled 'Request for No Cost Extension' contains a text box with the instruction: 'To create a revised budget please click on Open Budget above and save changes prior to submitting for approval'. Below this are several input fields: 'Extension Duration in months:' with the value '16', 'Projected Funds Remaining after Current Expiration Date:', 'Justification for Extension:', and 'Spend Plan During Period of Extension:'. At the bottom of the form is a 'Create Revised Budget' button. The footer of the page includes the NCP logo, a navigation menu (Home | Profile | Help | Logout), and the copyright notice '© 45 2010'.

Screenshot 2

Report Schedule: This will show a schedule of Financial and Annual reports submitted to date & due for the remainder of the award.

Report History: You will be able to view your all reports submitted via SESAME here. Where a report was not submitted via SESAME (e.g. all reports on Historic Awards submitted by post or email prior to February 2012; annual reports submitted via email for specific programmes listed on the SFI website), a report template will be displayed but it will not contain the specific data submitted.

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Revised Work Programme: The revised work programme will be displayed. For Historic awards the Revised Work Programme will not be available to view.

Reports: Upcoming reports due will be displayed on the right hand side of the screen under the reports header (see [green outline](#) on screenshot 1 above). See the [Researcher User Guide](#) for guidance on submitting reports.

3. Non-Active Awards Tab

Under the Non-Active awards tab you will be able to view all of your awards which have expired. The buttons associated with these awards are as above.