

SFI RESEARCHER SNAPSHOT GUIDELINES

From December 2015, SFI awardees are required to submit a Researcher Snapshot through SESAME. Researcher Snapshots provide an overview of the research activities of SFI awardees and are published to the SFI website as part of the SFI Researcher Database. For detailed guidelines on the Researcher Snapshot submission process on SESAME please see Module 4 of the Researcher User Guide for SESAME Award Management System.

The Researcher Snapshot template contains the following information:

Lead Applicant: This is populated directly from the lead applicant name on SESAME. Please ensure that a photo is uploaded to your SESAME profile as this will also be included on your Researcher Snapshot.

Lead Institution: This is populated directly from the host institution name on SESAME. Institutional logos will automatically be included on your Researcher Snapshot.

Research Programme Description: Please provide a brief description of the research activities carried out by you and your SFI-funded team, ideally in the form of a bullet-point list (approx. 100 words).

Industry Partners (Collaborators): 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 Research Profile.*

Research Team Size: The team size is calculated directly from the "Team Members" section of the Research Profile. For each team member in this section of the Research Profile, you must select whether or not they should be included in the Researcher Snapshot.

Expertise: Please provide a brief list of the main expertise areas relating to you and your SFI-funded team.

Infrastructure: Please provide a brief list of any infrastructure available to you and your SFI-funded team.

Key Highlights and Impacts Arising From Research: Please provide an overview of the key highlights and impacts arising from your research activities. A figure may be uploaded for inclusion in this section. Multiple figures must be combined into a single figure before being uploaded. Please ensure that all labels and text in the figure are clearly visible when previewing the Researcher Snapshot.

Contact Details: Your contact information is populated directly from your SFI profile. Please ensure that you have completed the relevant fields, including web page address.

Please ensure that you use font type Arial size 12 in all sections to ensure consistent formatting of the Researcher Snapshot.

It is possible to save a working draft of your Researcher Snapshot at any time. The template is designed to fit within two pages. The first page contains the following fields: *Lead Applicant*, *Lead Institution*, *Research Programme Description*, *Industry Partners (Collaborators)* if relevant, and *Research Team Size*. The second page contains the following fields: *Expertise*, *Key Highlights and Impacts Arising From Research*, and *Contact Details*.

Before submitting your Researcher Snapshot, please ensure that all relevant fields have been completed, all formatting is consistent and that your Researcher Snapshot fits within the 2-page template design. Once the Researcher Snapshot has been approved by SFI, it will be published to the SFI website.

Researcher Snapshots can be updated at any time and re-submitted for approval on SESAME. However, SFI awardees are asked to confirm by 31st January each year that the current Researcher Snapshot is up-to-date and accurate.

Researcher Snapshots for awards of scale, such as Research Centres, CSETs and SRCs, will not be submitted through SESAME.

Awardees with previously completed Researcher Snapshots:

Many awardees have previously submitted Researcher Snapshots to SFI by email. In these cases, this information has been automatically uploaded to the following fields: Research Programme Description; Expertise; Infrastructure; Key Highlights and Impacts Arising From Research. These fields may be edited before re-submission of the Researcher Snapshot. Formatting of this text has not been transferred to SESAME and so the information in these fields may require re-formatting, such as the inclusion of bullet points. Images, such as photos and research figures, have not been transferred to SESAME and must be uploaded separately.