

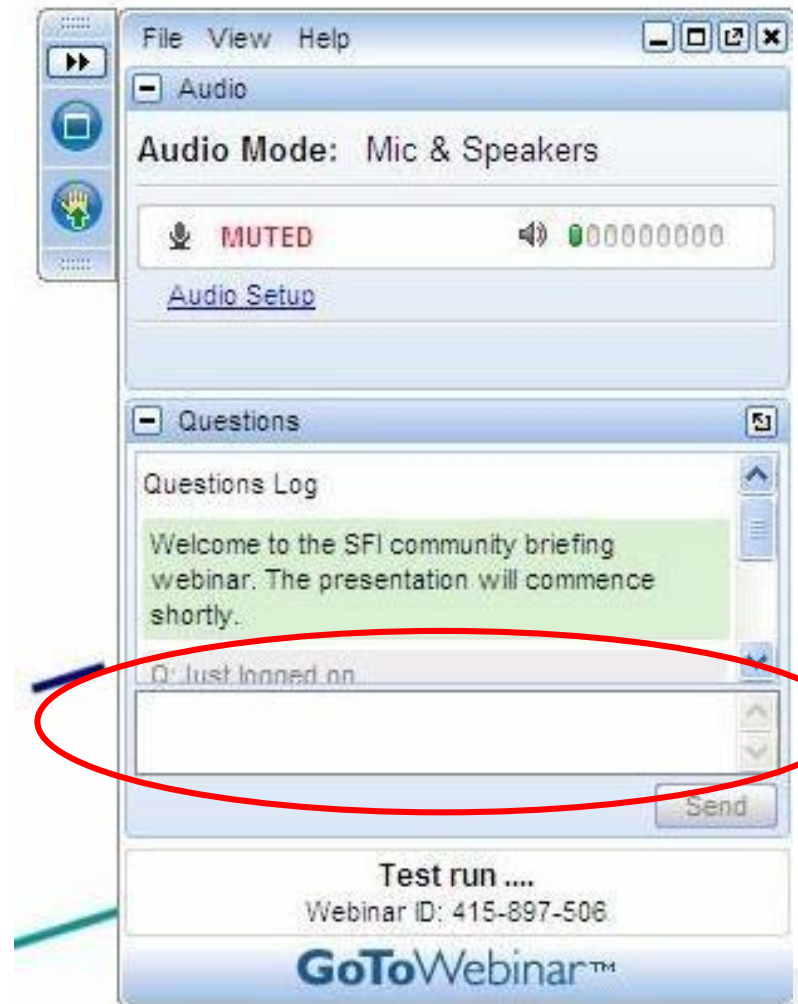
# SFI Spokes Programme 2015 Webinar

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# Webinar Instructions

- This webinar consists of a short PowerPoint presentation with voiceover (1-way!)
- We'll walk you through the presentation and answer questions at the end
- Submit questions by text on the GoToMeeting control panel – be concise
- We will post link to recording of webinar on [www.sfi.ie](http://www.sfi.ie) shortly



# Presentation

- **Overview of Spokes Programme**
- **Programme details**
- Rolling and Fixed Calls
- Remit and eligibility
- Research impact
- Review process
- Grant evaluation
- Intellectual Property Management
- **Application Procedure**
- **Programme Dates**
- **Q&A**



## SFI Research Centres


- SFI has invested over €355m in 12 Research Centres to date
- Expectation that Centres will partner with academic institutes, other Centres and industry to address significant challenges and facilitate technology and knowledge transfer
- Develop a highly interconnected, dynamic ecosystem that can evolve to meet the changing needs of industry and society

## Spokes Programme

- Enable the addition of new industrial and academic partners and projects, allowing the Centre to expand and develop in line with new priorities and opportunities


- Ensure that the Research Centre retains its ability to do cutting edge research and its industrial relevance, and so enhance its sustainability
- Vehicle to link together, in a meaningful and relevant way, different Research Centres
- Operates on both a Rolling and Fixed Call basis
- Minimum industry co-funding requirement

## Specific Objectives

- Increase the number of targeted projects
  - Build new capabilities into an SFI Research Centre
  - Mechanism to allow new industry or academic partners to join the consortium
  - Mechanism to incentivise the commencement of new projects with existing industry partners
- 


- Encourage clusters of SMEs to join the consortium that individually may not otherwise have the financial means to do so
- Link existing Centres and other major Grant Holders and build an integrated, efficient and coherent Research Centre ecosystem
- Allow the Research Centre to develop and evolve dynamically and thereby enhance its sustainability

## Spokes Programme Detail

- Both strands open to applications from all SFI-funded Research Centres
  - Applications must align with, compliment and add value to the current activities of the Research Centre
  - Applications must be made through the relevant Research Centre Director
  - The nominated Spoke Leader(s) will provide the leadership for the Spokes project(s) proposed in the application
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- The Spoke Leader may be the Centre Director, a centre investigator or a new academic partner, all of whom must meet the specific eligibility criteria

## Programme Details – ROLLING CALL

- Open to applications for funding of new collaborative research projects with an industry partner(s) at any time
  - Industry partner (or partners) must make a minimum 50% cash contribution to the collaborative research programme
  - Benefits of Rolling Call
  - Timing of the application submission is determined by the applicants
  - Fast-tracked review process
  - Non-competitive assessment
- 

## ROLLING CALL – Contd.

- Two stage application process
- Stage 1: Expression of Interest
- Stage 2: Successful applicants invited to submit a full proposal (via SESAME)
- No minimum or maximum award size
- Scale of request should be determined by the objectives of the proposed research and by the industry cash contribution (min. 50% cash)
- No limit to the number of applications a Research Centre can submit to the Spokes Rolling Call
- Must make case for strategic relevance and added value of Spoke to Centre



# Programme Details – FIXED CALL

- Open competition with a fixed deadline for applications
- March 10<sup>th</sup> 2016, 13:00 Irish Local Time
- A minimum budgetary contribution of min. 30% cash required from industry partner(s)
- Advanced Manufacturing – min. 10% cash, 20% in-kind, industry cost share
- No minimum or maximum award size
- Each centre will be allowed to submit a **maximum of 5 applications to the 2015 Spokes Fixed Call**
- Must make case for strategic relevance and added value of Spoke to Centre

# FIXED CALL – Advanced Manufacturing

- Aim to develop research capacity in advanced manufacturing within SFI Research Centres
- Detailed definition within Call document (page 8)
- Incentives
- Lower industry cost-share requirement (min. 10% cash, 20% in kind)
- Costs associated with attracting senior researchers on sabbatical
- Costs associated with international collaboration
- Contract manufacturing costs
- SFI will verify eligibility of proposals submitted to this strand and will not advance ineligible proposals to peer review

## Duration – FIXED & ROLLING

- Award duration of between 12 months to 60 months
- May extend beyond the term of the associated Research Centre
- Spokes projects reported as part of the Research Centre
- Director must ensure appropriate reporting frameworks and requisite infrastructure remain in place for the Spokes project, even after the associated Research Centre award has ended

## Remit

SFI legal remit

And



National Research Priority areas, including underpinning platform science and technology area

And/or

Emerging areas of major economic importance where Ireland has an opportunity to lead both in leveraging international funding (e.g. Horizon 2020) as well as in future industrial and economic development

## Role Definitions

- **Lead Applicant**
  - Proposal must be submitted by the holder of an SFI Research Centre Award (i.e., Centre Director is lead applicant)
  - Lead Applicant will ultimately be responsible for the successful management and execution of the Spokes programme, in addition to having full fiduciary responsibility

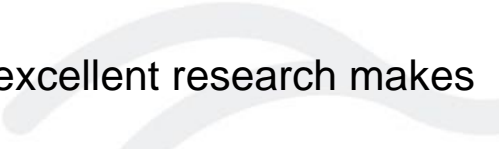
- **Spoke leader**
  - Will direct the research in the Spokes award
  - May be Centre Director, existing Centre PI or new academic partner
  - May be more than one Spoke Leader (reviewed equally)
  - Added as co-applicant(s) within SESAME
  - May be located at a different Research Body than the Lead Applicant (grant administered through the Research Body of the lead applicant only)

## Eligibility Criteria – Spoke Leader

- Employment Status
  - A member of the academic staff of an eligible Research Body or
  - A contract researcher with a contract that covers the period of the grant or
  - An individual who will be recognised by the Research Body upon receipt of the SFI grant as a member of the academic staff or as a contract researcher as defined above

- PhD or equivalent for at least 8 years by the proposal deadline (Fixed Call) or at the time of submission (Rolling Call)
- Senior author on at least 10 international peer reviewed articles
- Demonstrated research independence through securing at least one independent research grant as a lead investigator or as co-investigator
- Proven prior experience, capability and authority to mentor and supervise postgraduate students and team members

## Research Impact

- For the Spokes Programme, scientific excellence is both necessary and paramount, but is not sufficient; applications must also demonstrate potential impact
  - Impact can be described as the demonstrable contribution that excellent research makes to economy and society
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- Further information on impact can be found at

<http://www.sfi.ie/funding/award-management/research-impact/>

- Requirement for a 3 page Impact Statement to allow applicants to articulate the planned and potential impact of the proposed research
- Impact is a key review criterion
- Should be written primarily in lay, non-technical language, be as specific yet comprehensive as possible, and cover potential economic and societal impacts by answering the following overarching questions:
  - **Who will benefit from this research?**
  - **How will they benefit from this research?**
  - **Over what timeframe might the benefits from your research be realised?**
- Applicants are encouraged to consider SFI's Agenda 2020, the NRPE report, Innovation 2020 and other relevant national strategies

# Review Process 1. Eol for ROLLING CALL

- Applicants to the Rolling call must submit an Expression of Interest (Eol) prior to submission of a full application
- Eols will be reviewed internally within SFI
- Credentials of the applicant team
- Strategic benefit of the collaborative project to the Research Centre and Industry Partners
- Potential impact (economic and societal) of the co-funded initiative
- Successful Eols will advance to full application, which will be evaluated by international peer review






# Review Process – 2. Full proposals to FIXED and ROLLING

- During the postal review process, the following review criteria will be applied:
- *Quality, significance, and relevance of the recent research record of the proposed investigator(s), taking into account the career stage of the applicant(s), and the applicant's record of securing non-exchequer funding*
- *Quality, significance, and relevance of the proposed research, including value for money and the potential to advance knowledge and understanding within its own field or across different fields*
- *Quality, significance, and relevance of the proposed research's potential contribution to demonstrably support and underpin enterprise competitiveness and societal development in Ireland*
- *Alignment/value add of the proposed project(s) with the current objectives of the SFI Research Centre*
- Applicants will have the opportunity to respond to the anonymised postal reviews


## Review Process – FIXED

- A Panel will be convened to assess the inputs of the postal peer reviews, applicant response and the overall merit and priority of applications
  - Members with broad scientific and programmatic experience and will cover a broad range of research areas
  - Certain panel members with expertise in research translation and commercialisation will have the responsibility of assessing the potential impact of the proposed research
  - The Panel will rank proposals and make recommendations for certain application to be given consideration for funding by SFI
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## Review Process – Rolling

- No panel meeting as all applications to the rolling call are considered in their own right and are NOT in competition with other applications
- The postal reviews and the applicants response will be considered by the SFI Executive Committee
- SFI reserves the right to schedule a pre-award site visit in advance of a funding decision, particularly for larger award requests and/or where discrepancies arise among postal reviews

## Intellectual Property Management

- **IP arrangements in line with those for Research Centres**
  - **Must be in accordance with national guidelines**
  - **Targeted projects**
  - RPO ownership is preferred option for jointly developed IP
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- IP licensed to industry partner on preferential terms
- For preferential access, industry partner must contribute at least 30% of full cost of project prior to commencement (exact min contribution depends on whether submitting to Fixed or Rolling)
- **Contract & IP agreements should be executed within 90 days of the project start date**
- **TTOs empowered to pursue most advantageous commercial arrangement**

<http://www.sfi.ie/funding/sfi-policies-and-guidance/national-policies-sfi-positions/index.xml>


## Post-Award Evaluation

- Scientific reporting on the progress of a Spokes award will be included in the reporting requirements for the Research Centre into which it is integrated
- However, separate financial reporting will be required on the Spokes award

- Further information will be provided to successful applicants

# APPLICATION PROCEDURE

## Expression of Interest

- Rolling Call Only – EoI must be submitted by email to [spokes@sfi.ie](mailto:spokes@sfi.ie)
  - EoI's must contain the following information:
  - Title of proposal
  - Name, position and institution of the Centre Director and Spoke Leader(s)
  - Name of SFI Research Centre (title and award code)
  - Outline of budget (including industry partners intent to co-fund the project)
  - Description of the proposed research programme (max. 1 page)
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- Description of the alignment of proposed research with the current Centre objectives and the added value of the proposed Spoke to the Research Centre (max. 1 page)
- Description of research commercialisation plan (max. 1 page)
- CVs of the Spoke Leader(s) (short 2 page CV, no template)



# Proposal Submission



- SESAME is SFI's online grants and awards management system
- Full proposals to the Spokes 2015 Call will accepted through SESAME only
- Access to SESAME is controlled by Research Office staff - Follow your internal organisational process to request access
- Once registered, the applicant will receive:
- Username, Password and SFI PIN number
- SESAME is accessed via web browser - <https://grants.sfi.ie>



# Proposal Submission

Note: Access to the Spokes Call template on SESAME to be provided within the next two weeks

- **Submission of a proposal involves:**
  - Entry of information directly into fields in SESAME application form
  - AND
  - Upload of files – all files should be uploaded in PDF format, except for the Budget (see later)
- **Proposal info divided into a number of sections**
- **Proposal Summary**
  - Proposal Title (max. 30 words)





# Proposal Submission



- Name of Research Centre
- Duration of award requested (12 - 60 months)
- NRP Area (or 'other')
- Research Area (Primary)
- Research Area (Secondary)
- Description of alignment with SFI's legal remit (max 250 words)

## ● Proposal Summary

Proposal Title (max. 30 words):	<input type="text" value="Test Application"/>
Proposal ID:	15/SP/2600
Name of Research Centre:	<input type="text" value="please select"/>
Duration of award requested (in months):	<input type="text" value="48"/>
NRP Area:	<input type="text" value="Please Select"/>
Research Area - Primary:	<input type="text"/>
Research Area - Secondary:	<input type="text"/>
Please describe how your proposal is aligned with SFI's legal remit (max 250 words):	

# Proposal Submission

- **Lead Applicant (Centre Director) Details**
  - The Lead Applicant must be the Centre Director
  - Location of Lead Applicant at time of Submission
    - Upload Lead Applicant CV – max 2 pages
  - Add publication and supervisory experience details

## ● Lead Applicant Details

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NB\*\* The lead applicant is defined as the Research Centre Director of the SFI Research Centre submitting the Spokes application. \*\*

Location of Applicant at time of Submission:

Applicant CV (max 2 pages):

Upload

## • Spoke Leader/Co-Applicant Details

- Spoke Leader(s) should be added under Co-Applicant field

# Proposal Submission

- Click 'add' Co-Applicant, enter their Surname and SESAME SFI PIN (PIN available in 'additional info' section of Co-App profile)
- They are now associated with the proposal
- The Spoke Leader(s) then add their details (% time commitment, publication & supervisory experience) and upload their CV (max 5 pages, use template provided)

● **Co-Applicant Details**

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**NB\*\* Spoke Leaders should be added into SESAME under the co-applicant field.\*\***

Addition of Co-Applicant(s), where applicable

Add Co-Applicants:

Note: Concurrent access to a proposal is not possible on SESAME!

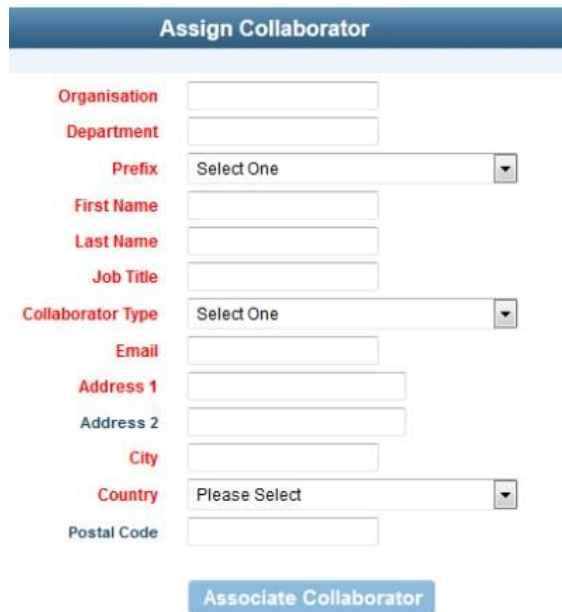
## • Collaborator Details

- Click 'add' Collaborator



# Proposal Submission

- Enter the requested contact details Click ‘Associate Collaborator’
- Upload their CV (max 2 pages, use template provided)



The screenshot shows a web form titled "Assign Collaborator". The form contains the following fields:

- Organisation: Text input field
- Department: Text input field
- Prefix: Dropdown menu with "Select One" selected
- First Name: Text input field
- Last Name: Text input field
- Job Title: Text input field
- Collaborator Type: Dropdown menu with "Select One" selected
- Email: Text input field
- Address 1: Text input field
- Address 2: Text input field
- City: Text input field
- Country: Dropdown menu with "Please Select" selected
- Postal Code: Text input field

At the bottom of the form is a blue button labeled "Associate Collaborator".

Note: Under ‘Collaborator Type’, please do not select ‘Funded Investigator’ or ‘Mentor’ options

## Body of Proposal

- Keywords (max. 15)

## • Main

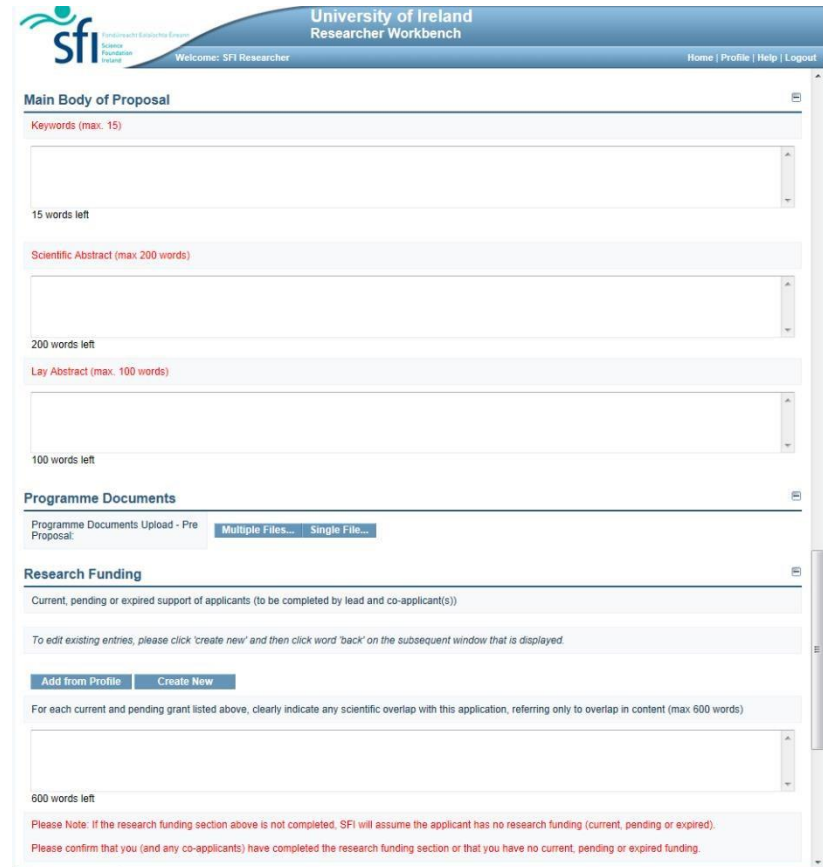


# Proposal Submission

- Scientific Abstract (max. 200 words)
- Lay Abstract (max. 100 words)
- **Proposal Programme Document (see template)**
- Research Funding History
- Details of Scientific Overlap

## Proposal Programme Document

- Proposal programme document constitutes a significant portion of the proposal – template provided



The screenshot shows the 'University of Ireland Researcher Workbench' interface. The main section is titled 'Main Body of Proposal' and contains four text input fields with word count indicators:

- Keywords (max. 15):** 15 words left
- Scientific Abstract (max 200 words):** 200 words left
- Lay Abstract (max. 100 words):** 100 words left
- Programme Documents:** Includes buttons for 'Multiple Files...' and 'Single File...'
- Research Funding:** Includes a section for 'Current, pending or expired support of applicants' and a '600 words left' indicator.

At the bottom, there are instructions: 'Please Note: If the research funding section above is not completed, SFI will assume the applicant has no research funding (current, pending or expired). Please confirm that you (and any co-applicants) have completed the research funding section or that you have no current, pending or expired funding.'

- 6 Sections (upload as one document in PDF format):

# Proposal Submission

- Research Programme (max. 15 pages)
- References (max. 5 pages)
- Impact Statement (max. 3 pages)
- Intellectual Property (max. 1 page)
- Industry Partner Overview (max. 1 page per partner)
- High Level Budget (see next slide)

SFI Spokes Programme 2015



## SFI Spokes Programme 2015 Spokes Proposal Programme Document

### Contents

Research Programme	2
References and Citations	3
Impact Statement	4
Intellectual Property (IP)	5
Industry Partner Overview	6
High Level Budget	7

**NOTE:** Please ensure that you update the table of contents (TOC) before you save this document in PDF format. If you do not, the TOC will not provide correct page number information. The TOC may be updated by right-clicking on Contents above and following the instructions provided.

## Budget – 3 components

### 1) Budget Template in Excel (SFI Request + Industry Commitment)

- Excel template provided, enter values in white cells only
- Upload to ‘Programme Documents’ in Excel format

# Proposal Su



## 2) High Level Budget (SFI Request + Industry Commitment)

- Copy and paste tables from the Excel file into 'Proposal Programme Document' in the appropriate place

## 3) Budget Template in SESAME (SFI Request only)

- Details of the requested SFI contribution to Spokes project, broken down into staff, equipment, materials & travel

- **Budget Justification**

- 3 page budget justification section – refer to Call Document for specific details
- Upload into 'budget justification section' in SESAME



# Proposal Submission

- **Excluded Reviewers**

- Option to nominate up to 3 reviewers who will be excluded from reviewing the proposal for reasons of competition or confidentiality
- Direct text entry into SESAME
- **Letters of Support**
- Each industry collaborator
- Each academic collaborator
- The Host Research Body of the Centre Director
- The Host Research Body of each Spoke Leader (if different from above)
- HR Department of home institution of an international researcher (only for proposals to Fixed Call in area of Advanced Manufacturing,



# Proposal Submission

where salary costs for attracting a senior researcher on a temporary basis are requested)

- Note: Please refer to the 'Letter of Support' section of the Call Document for guidance on the specific details to be included within each letter



# Key Programme Dates

- **Fixed Call**
- Deadline for full proposal submission: 10<sup>th</sup> March 2016, 13.00  
Dublin, Ireland, local time
- **Rolling Call**
- No deadline – Eol's can be submitted at any time
- Must be invited by SFI to submit a full proposal
- **Notification of funding decisions**
- Fixed Call: September/October 2016
- Rolling Call: turnaround of applications within ~4 month time  
frame from submission of full proposal

# If you have a question...

- Q&A session now
- Consult the Spokes Programme FAQ's
- Contact your Research Office
- Subsequently, email [spokes@sfi.ie](mailto:spokes@sfi.ie)

## Q&A

- **We may put voice on 'mute' for a few minutes while we gather questions – please be patient**



- Submit your text-based questions via the GoToMeeting control panel
- We will deal with as many of these as we can, verbally
- We will post a link to [www.sfi.ie](http://www.sfi.ie), along with webinar recording shortly

