



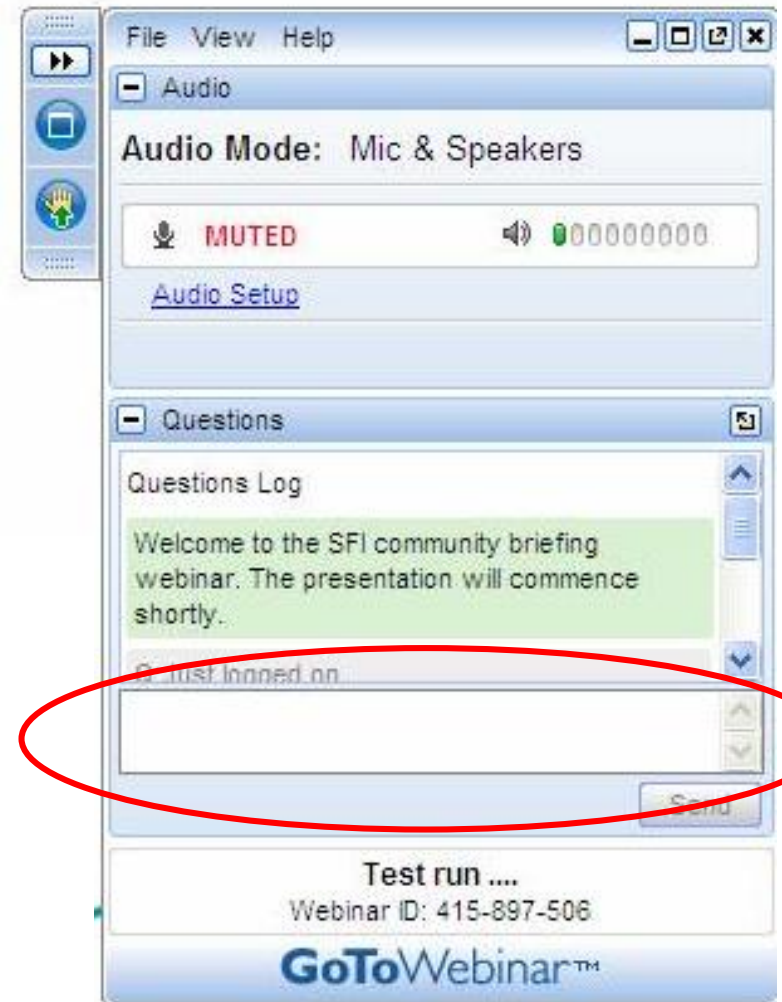
Phase 2 Programme (5 x 2013 RCs) Information Webinar

July 11th 2018

Roisin Cheshire – Head, Pre Award and Grants
Aoife Ryan – Scientific Programme Manager
Aine Duffy - Admin Mgr, Post Award Team

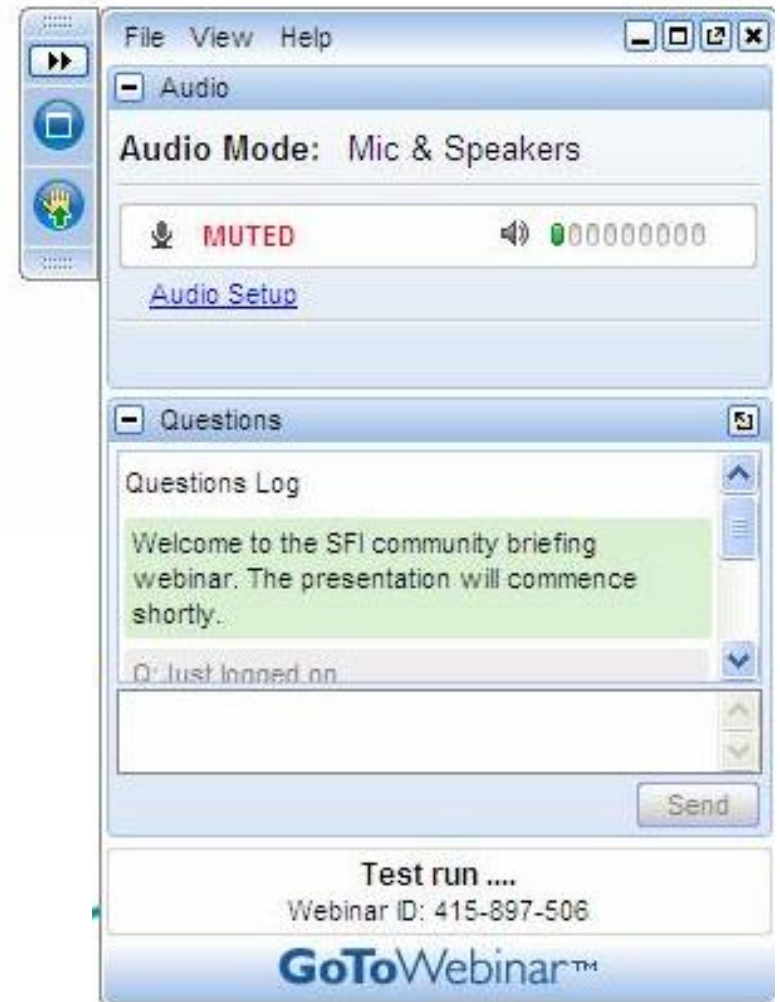
Webinar Instructions

- 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
- The webinar will be linked on the 2018 Phase 2 Programme Call webpage



Webinar Issues

- We will now pause for a short time
- If you are experiencing any audio-visual issues please let us know using the Questions text box



Webinar Overview

- **Introduction**
- **Overview of Call**
- **Submission Process**
- **Q&A**

Overview of Call

Introduction

- The SFI Research Centres Programme was launched in 2012 to achieve a key objective of Agenda 2020 to develop a set of world-leading, large-scale Research Centres that will provide major economic impact for Ireland. [Innovation 2020](#) the recently launched [National Development Plan 2018-2027](#) (Project Ireland 2040) commit to further development and scaling of the network of SFI Research Centres.



- The 5 x 2013 SFI Research Centres were awarded funding to run from January 2015 to December 2020 and now have the opportunity to apply for a second phase of funding (Phase 2) for the period January 2021 to December 2026.
- As the Research Centres move into a second phase of funding, the programme objectives will largely remain the same, however, there will be additional expectations for Phase 2 Centres and there will be a greater emphasis on industry cost share and leveraging of non-exchequer, non-commercial funding.

Overview

<http://www.sfi.ie/funding/funding-calls/sfiresearchcentres-phase2/>

- Applicable to the 5 x 2013 RCs only
- Opportunity to apply for a second phase of funding (2021 - 2026)
- As part of submission process, two key documents are required
 - Progress Report
 - Proposal for Phase 2 funding

Key Dates

- **Call Launch:** 2nd July 2018
- **Deadline for abstract submission:** 30th August 2018, 13:00h Dublin Local Time
- **Deadline for submission of proposals:** 30th November 2018, 13:00h Dublin Local Time
- **Site Reviews:** Q1/Q2 2019
- **Funding Decision:** Q4 2019

Call Document

Call Document Contents

1. Introduction
2. Programme Details
3. Definitions
4. Eligibility
5. Economic and Societal Impact
6. Proposal Review Process and Criteria
7. Funding
8. Submission
9. SFI Policies and Positions
10. Progress Reporting Requirements
11. Further Information

Appendices

Appendices

- A. Abstract Sheet (new)
- B. CV Template (new)
- C. Progress Report template
- D. US-Ireland C2C Partnership Programme Awards
- E. Spokes Programme Awards
- F. Phase 2 Proposal template
- G. Investigator Details tables (new)
- H. Budget Tables
- I. KPI Table
- J. Good Research Practice Statement (new)
- K. Data Management Plan (new)
- L. Checklist

Progress report
template includes
Appendices D
and E

Proposal
template
includes
Appendices G-K

RC Programme Objectives

- Achieve, maintain and enhance research excellence and leadership
- Deliver significant economic and societal impact
- Increase the level of industrial and commercial investment in R&D activities with existing Ireland-based companies, and help to attract FDI
- Spin out new, high-technology start-up companies
- Transfer technology, through licences to companies based in Ireland
- Transfer knowledge, expertise & know-how to companies based in Ireland
- Undertake joint research projects with industry
- Inspire, educate & train future/current STEM students/researchers
- Attract additional non-Exchequer funding
- Engage the general public and equip them to understand and debate STEM
- **To support Ireland's ambition to be among the most entrepreneurial countries in the world.**
- **To improve gender balance at all levels of the SFI Research Centres.**

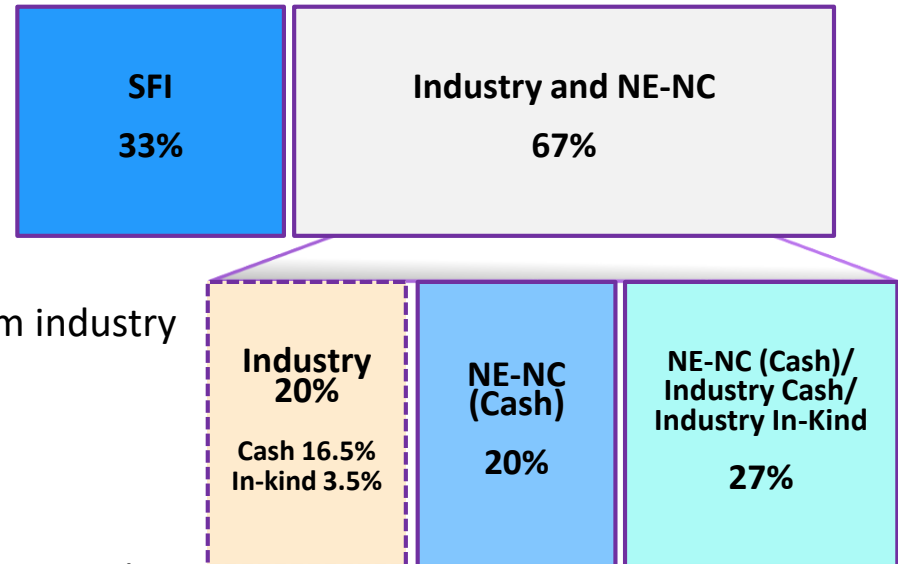
RC Phase 2 Expectations

As the Research Centres move into a second phase of funding the programme objectives will largely remain the same, however, there will be additional expectations for Phase 2 Centres and there will be a greater emphasis on industry cost share and leveraging of non-exchequer, non-commercial funding.

- To move towards a sustainable model with diverse sources of funding.
- To promote engagement with a diverse range of stakeholders, such as governmental, charitable and philanthropic stakeholders, to ensure that the research remains relevant and supports a wide range of economic and societal impacts.
- To develop research collaborations with other centres of excellence both nationally and internationally.
- To become more tightly integrated into the operations of the Host Research Bodies as the Centre evolves towards sustainability.
- To provide sustained funding of centres that can address major research challenges and drive challenge-based Disruptive Technology Initiatives to ensure that the Irish public gains substantial societal and economic benefits from high-risk, high-reward scientific research and innovation.
- To ensure that Education and Public Engagement (EPE) is strategic and embedded within the research culture of the Centre

Funding

- The Phase 2 model depicts an overall Centre Budget which comprises a **33% contribution (direct costs) from SFI with the remaining 67% coming from both industry (cash plus in-kind) and NE-NC sources (cash only).**
- 20% of the total Centre Budget must come from industry sources
- 20% must come from NE-NC sources.
- The remaining 27% can come from either industry cash, industry in-kind or NE-NC sources (direct costs only).
- Of the 20% that is required from industry, **at least 16.5% of the total Centre Budget must be from industry cash.**
- Phase 2 Centres will be required to meet their cost-share requirements by Year 6



There is no limit to the amount of funding that can be requested for Phase 2. However, the scale of request will be considered as part of overall assessment, with consideration to value for money and the Centres track record to date in securing industry and non-exchequer, non-commercial (NE-NC) funding.

Phase 2 Centre Budget

- **Operations**
 - Maximum of 20% of the SFI and projected industry cash cost share contributions to the Centre Budget
 - Personnel costs e.g. Centre Manager, EU Grant Manager
 - Director's Discretionary Fund – must be strongly justified
 - Governance committee costs can be included.
- **Platform**
 - Expected to fund core research activities or technologies that are necessary or valuable to the mission of the Research Centre
 - Applicants may define an appropriate split between Platform Research and Targeted Projects – cap of 30% of the overall budget has been removed
- **Targeted Projects**
 - Total budget allocation to the Centre Spokes is flexible and will depend on the funds allocated to other aspects of the Centre Budget

Eligibility

It is assumed that the Lead Applicant and Host Research Body for the Phase 2 proposal will be the current Centre Director and current Host Research Body respectively – if this is to change, SFI should be informed a minimum of 3 months before submission deadline

Summary of eligibility criteria*			
Applicant type	Senior Author Publications	PhD Duration	Involvement in other RCs – what is permitted
Lead Applicant (Director)	≥ 10	≥ 8 years	<ul style="list-style-type: none"> - Not eligible to serve as Director or Co-PI in other RCs - Eligible to serve as an FI in other RCs subject to assessment of current workload and commitments - Minimum time commitment 40% to RC award
Co-Applicant (Co-PI)	≥ 10	≥ 8 years	<ul style="list-style-type: none"> - Not eligible to serve as a Director in other RCs - Eligible to serve as co-PI in 1 additional RC - Eligible to serve as an FI in other Centres subject to assessment of current workload and commitments
Funded Investigator (FI)	≥ 3	≥ 3 years	<ul style="list-style-type: none"> - Eligible to serve as Director in 1 additional Centre - Eligible to serve as Co-PI in up to 2 additional Centres but overall time commitment will be assessed

***For a full description of the eligibility criteria for Lead/Co-Applicants and FIs, see section 4.2-4.4 of the call document. The above table does not describe the research funding, mentoring and employment status criteria.**

Key changes to call document*

- **Additions to RC programmatic objectives and the expectations for Phase 2 RCs**
 - Objectives – addition of gender and entrepreneurship objectives
 - Expectations – a section on Phase 2 expectations has been included
- **Review process details**
 - The review process is summarised in main body of call document and an overview chart of the process is provided on the website.
- **Time Commitment**
 - Lead applicant (Director) - Minimum time commitment of 40% is specified
 - For the Lead and Co-Applicants - as part of the new CV template, a statement on current commitments is to be provided as Section 3 of the CV (max 1 page, to also include conflict of interest statement, where relevant)
- **CV template**
 - Max 7 pages (1 page increase to allow for inclusion of time commitment and COI statement – Section 3))
- **KPI table (progress report)**
 - Validated H1 2018 KPI data must be provided as an appendix to progress report
 - The validated H2 2018 data will be provided to the review panels in advance of the SVs. RCs can discuss H2 2018 results up to full proposal submission within the main body of the progress report.

Key changes to call document (contd.)*

- **Tables for Investigator Details (new)**
 - Include as an appendix to the proposal document using templates provided
 - High level information – to cover eligibility criteria
- **Proposal template and appendices**
 - **Research programme - extended page limit to 40 pages**; details on exemplar projects are to be provided
 - **Business plan** – the section has been **merged with the commercialisation plan** (cost-share and commercialisation sections within the business plan). The overall page limit will remain the same (max 25 pages total).
 - **KPI table and budget tables (proposal)** - these tables must be included as appendices to the proposal document using table templates provided. These are not mandatory to be included in main body of proposal document.
 - **Data management plan (new)**
 - Max 2 pages
 - Include as appendix to proposal
 - **Good research practice statement (new)**
 - Max 1 page
 - Include as appendix to proposal

**Note: This is not an exhaustive list of changes from the previous iteration of the Phase 2 call (7 x 2012 RCs). It is the responsibility of the applicant to review the call document in its entirety and use the templates provided as part of the 2018 call.*

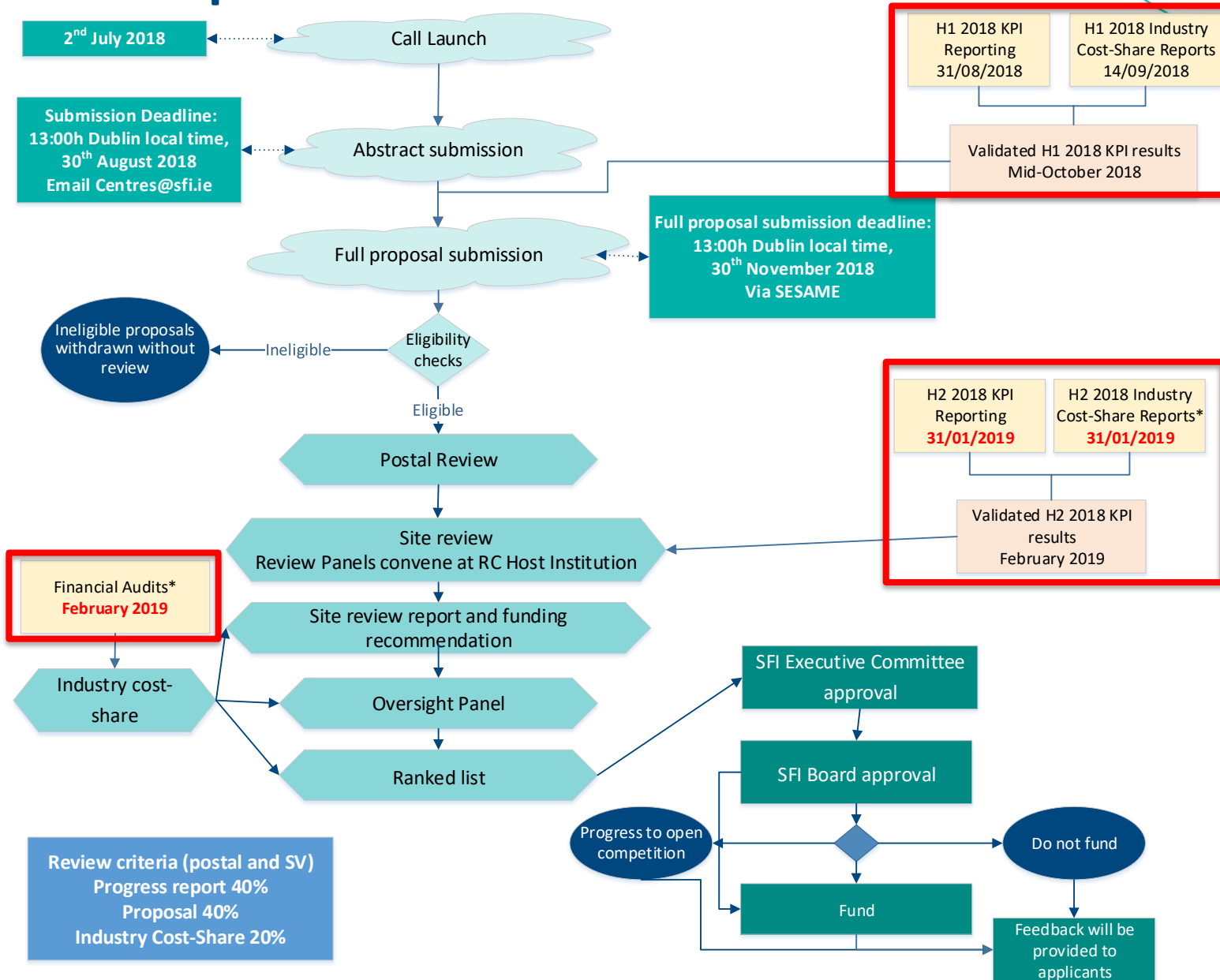
Note - Error in checklist

Main Body of Full Proposal (SESAME fields)

- **Word limits specified are incorrect:**
 - **Scientific Abstract/Technical summary – should be 200 words, not 250 words**
 - **Lay abstract – should be 100 words, not 150 words**
 - **Section 8.4.5 of call document has the correct word limits**
 - **Updated checklist to reflect the correct word limits for these fields will be uploaded to Phase 2 webpage**

Application and review process

Review process overview



Evaluation Criteria



Progress Report Evaluation Criteria	Phase 2 Proposal Evaluation Criteria
The performance of the Research Centre management team , investigators, governance and support structures	Quality, significance and relevance of the Research Centre management team , investigators, governance and support structures which will lead the Centre into Phase 2
The scientific excellence of the research that has been undertaken by the Research Centre to date	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
Progress of the Research Centre in meeting or exceeding its KPI targets	Quality, significance, and relevance of the plans for execution and delivery of the Research Centre Business Plan
The impact being made by the Research Centre to date	The potential for the proposed Centre to deliver direct, measurable economic and societal impact
The quality of the Education and Public Engagement (EPE) programme of the Research Centre to date	The potential for the Centre to stimulate public understanding, interest and involvement in science, technology, engineering and maths (STEM) through its education and public engagement (EPE) programme

Application and review process overview

Key Dates

- **Call Launch:** 2nd July 2018
- **Deadline for abstract submission:** 30th August 2018, 13:00h Dublin Local Time
- H1 2018 KPI reporting deadline – 31/08/2018
- H1 2018 Industry cost-share reports (5 x 2013 RCs) – 14/09/2018
- **Deadline for submission of proposals:** 30th November 2018, 13:00h Dublin Local Time
- H2 2018 KPI reporting deadline (5 x 2013 RCs) – 31/01/2019
- H2 2018 Industry cost-share reports (5 x 2013 RCs) – 31/01/2019
- Financial audits (5 x 2013 RCs) – February 2019
- Final agendas from RCs – 4 weeks in advance of site review
- Presentations from RCs – 3 weeks in advance of site review
- **Site Reviews:** Q1/Q2 2019
- **Funding Decision:** Q4 2019

Abstract

Deadline for abstract submission: 30th August 2018, 13:00h Dublin Local Time

- Lead Applicant to submit completed abstract to centres@sfi.ie using the template provided
- Template provided in Appendix A of call document – word format available for download <http://www.sfi.ie/funding/funding-calls/sfiresearchcentres-phase2/>

The abstract has 2 parts:

1. Cover sheet

- List of current and prospective investigators (both FIs and PIs) to be provided as part of abstract submission
- Excluded reviewers (up to 3 individuals) to be provided as part of abstract submission

2. Technical abstract

- Max 2 pages which provides an overview of the research programme for Phase 2
- This abstract will be used for SFI planning purposes only
- Submit as one document in PDF form

Note, in advance of the abstract submission deadline, please contact your SPM to inform them of new research directions and/or new researchers who will be added to your Centres team.

Full Proposal Submission

Deadline for submission of full proposals: 30th November 2018, 13:00h Dublin Local Time

- **Documents can be prepared offline**
 - Lead and Co-Applicant CVs (**new template**)
 - Progress Report (**new template**)
 - Phase 2 Proposal (**new template**)
- For the above documents, the templates provided must be used and these are available to download in word format at <http://www.sfi.ie/funding/funding-calls/sfiresearchcentres-phase2/>
- For the 5 x 2013 Research Centres Phase 2 Programme (2018 Call) full proposal submissions will only be accepted through SESAME, SFI's grants and awards management system.
- All uploads to SESAME must be in PDF
- Allow enough time for Co-Applicant section completion and Research Office review
- Late and incomplete submissions will not be reviewed

Full Proposal Submission - Requirements

- Completed fields on SESAME
- Ethical Table (PDF), where relevant
- Add Co-Applicants, FIs, industry partners and collaborators to application on SESAME
- Upload **completed CVs** for each Lead/Co-Applicant using CV template (Appendix B) – (PDF)
- Research Funding for each Lead/Co-Applicants
- **Progress Report (PDF)**
- **Phase 2 Proposal (PDF)**
- **Checklist available on call webpage – please consult**

All text should be provided in Times New Roman font or similar, with minimum font size of 12, and at least single-line spacing as well as a minimum margin size of 2.5cm. Text in diagrams may be in any clearly legible font.

Uploads in SESAME must be submitted in Adobe or Microsoft PDF format only.

The number of pages in uploads must not exceed the specifications for any given section.

Appendices or other unsolicited documentation are not permitted.

The currency to be used is the Euro (€).

Full Proposal Submission

Progress Report and Phase 2 Proposal

Progress report, inclusive of:

- Completed sections of progress report template (sections 1-12)
- US-Ireland C2C partnership award reports, where relevant
- Spokes awards reports, where relevant
- KPI table, validated up to end H1 2018

Phase 2 proposal inclusive of:

- Completed sections on proposal template (sections 1-13)
- Investigator details tables
- Budget Tables
- KPI Table
- Good Research Practice Statement
- Data Management Plan
- Research Bodies Letters of Support (guidance provided in section 14 of template)

Progress Report and Phase 2 Proposal templates must be used

Download at <https://www.sfi.ie/funding/funding-calls/sfiresearchcentres-phase2/>

CV template (Appendix B)

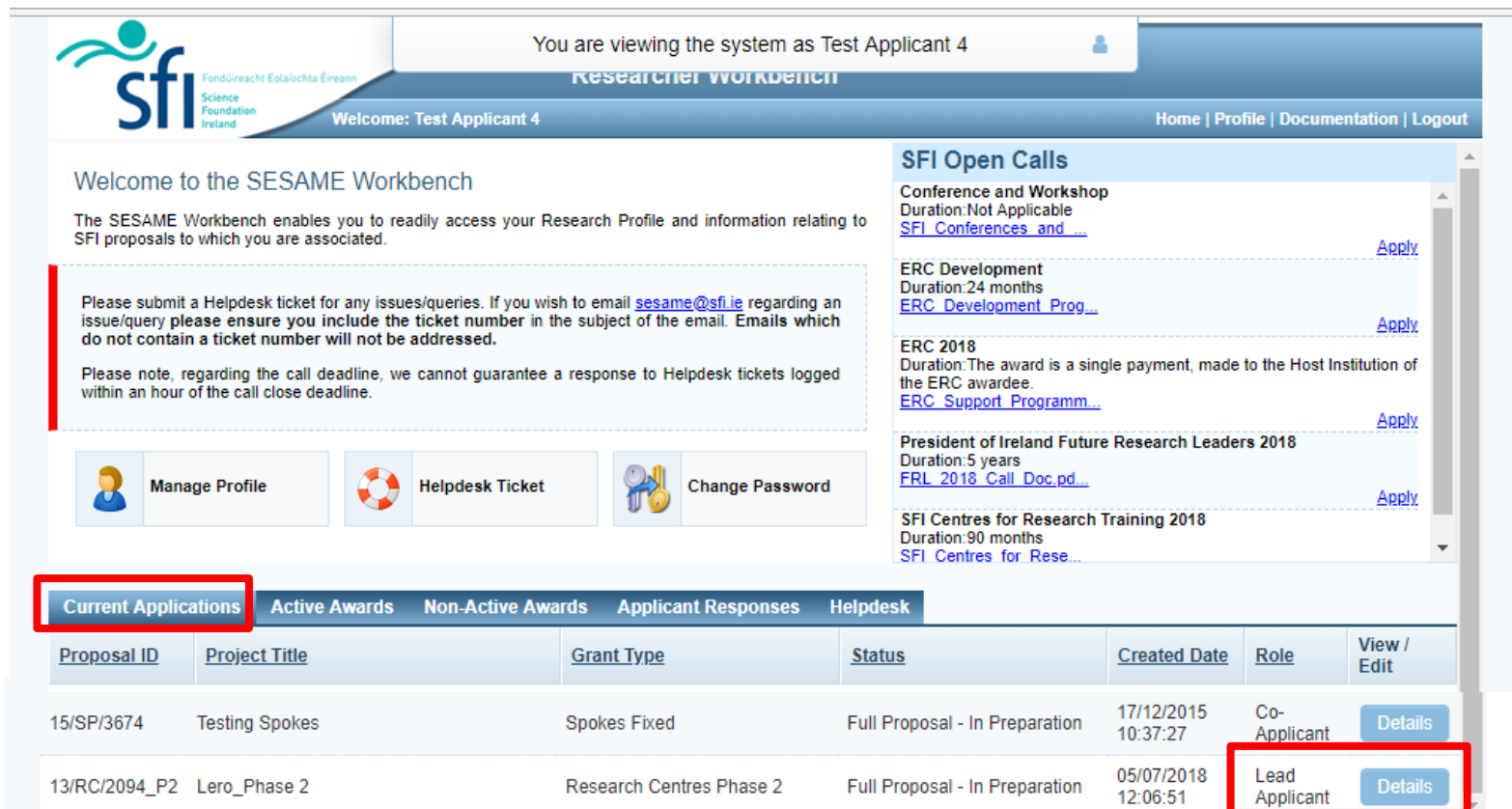
- Available on the Call Webpage - <http://www.sfi.ie/funding/funding-calls/sfiresearchcentres-phase2/>. *The template will also be available in the guidelines section of the application page on the SESAME researcher workbench*
- **Three sections must be completed for each Lead/Co-Applicant CV:**
 - **Section 1** - Applicant Details (max. 3 pages)
 - **Section 2** - Publication Details (max. 3 pages)
 - **Section 3 (new)** - Time Commitment Statement and Conflict of Interest Declaration (max. 1 page)
- **CV length – maximum 7 pages total**
- **Minimum font size 12. CV template must be used**
- **Upload CVs to application page on SESAME – PDF format only**

NOTE: The research funding track record is not part of the CV and must be completed by each applicant *via* SESAME

SESAME Submission Process (Full Proposal)

Submission Process - SESAME

- Application will be available through Lead Applicant's SESAME account – 'Current Applications' tab on home page



You are viewing the system as Test Applicant 4

Researcher Workbench

Welcome: Test Applicant 4

Home | Profile | Documentation | Logout

Welcome to the SESAME Workbench

The SESAME Workbench enables you to readily access your Research Profile and information relating to SFI proposals to which you are associated.

Please submit a Helpdesk ticket for any issues/queries. If you wish to email sesame@sfi.ie regarding an issue/query please ensure you include the ticket number in the subject of the email. Emails which do not contain a ticket number will not be addressed.


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

Manage Profile | Helpdesk Ticket | Change Password


Current Applications | Active Awards | Non-Active Awards | Applicant Responses | Helpdesk

Proposal ID	Project Title	Grant Type	Status	Created Date	Role	View / Edit
15/SP/3674	Testing Spokes	Spokes Fixed	Full Proposal - In Preparation	17/12/2015 10:37:27	Co-Applicant	Details
13/RC/2094_P2	Lero_Phase 2	Research Centres Phase 2	Full Proposal - In Preparation	05/07/2018 12:06:51	Lead Applicant	Details

Submission Process - SESAME



Fondúireacht Eolaíochta Éireann
Science
Foundation
Ireland

You are viewing the system as Test Applicant 4 

RESEARCHER WORKBENCH

Home | Profile | Documentation | Logout

PLEASE NOTE: You cannot submit your application until you have connected your SESAME profile to an ORCID iD. Please navigate to your SESAME profile and connect to an ORCID ID in the Identifiers tab.

Guidelines for Preparation of an SFI Research Centres Phase 2 Application.

1. Please refer to the relevant SFI Programme call document and SESAME guidelines when completing this application.
2. Please complete all mandatory fields under "Additional Contact Information" (e.g. nationality, Year of PhD etc) in your personal profile prior to submission.
3. Lead applicant (and co-applicants where applicable) must use the official SFI CV template. Please download the relevant CV template from [here](#).
4. Please click Save Draft both before adding attachments and after addition of Collaborators or Co-applicants.
5. To add co-applicants to your application, you will need their SFI PIN number located in their SESAME Profile. Co-applicants must provide this PIN to the lead applicant.
6. Applicants and Co-applicants may complete the required fields, but only the Lead Applicant can submit this application.
7. All uploaded documents must be in Adobe PDF format.
8. To check that required fields have been completed prior to submission, click the Validation button. Validation will automatically occur when "Submit" is selected.
9. You should view the PDF of your application prior to submission to allow you to verify content, print or save your application. It is the responsibility of the lead applicant to ensure that all documentation is included and that page lengths are not exceeded. Please refer to the checklist provided.
10. Clicking "Submit to RO" will submit your application to your local Research Office (RO) for approval. If your research office approves your application, it will be submitted to SFI and you will be notified when this occurs.
11. The Research Centres Phase 2 FAQ document is available on the SFI website at the following [link](#).

Please ensure to use unencrypted, non-password protected PDFs with the copying function disabled, developed using either Adobe or Microsoft word PDF converter software only.

Dr. Test Applicant 4
PI
University of Ireland
14 Cabra Drive
Dublin
test_applicant4@sfi.ie

Nationality: Ireland
Citizenship: EU

[Modify](#)

Proposal Summary

Proposal Title (max. 30 words):

In the event of this application being successful, this title may be published. Please ensure it does not contain personal or confidential information.

Lero_Phase 2

Proposal Title – existing name of the Centre_Phase 2 (Pre-populated - do not edit)

Proposal ID: 13/RC/2094_P2

Total funding request amount (in €):

Duration of award requested (in months):

72

Funding – this field will populate upon completion of budget table (slide 40)

Duration of award 72 months (Pre-populated - do not edit)

Primary Priority Area:

Please Select

Secondary Priority Area:

- Priority Area A - Future Networks, Communications and Internet of Things
- Priority Area B - Data Analytics, Management, Security, Privacy, Robotics and Artificial Intelligence (including Machine Learning)
- Priority Area C - Digital Platforms, Content and Applications, and Augmented Reality and Virtual Reality
- Priority Area D - Connected Health and Independent Living
- Priority Area E - Medical Devices
- Priority Area F - Diagnostics
- Priority Area G - Therapeutics
- Priority Area H - Food for Health
- Priority Area I - Smart and Sustainable Food Production and Processing
- Priority Area J - Decarbonising the Energy System
- Priority Area K - Sustainable Living
- Priority Area L - Advanced and Smart Manufacturing
- Priority Area M - Manufacturing and Novel Materials
- Priority Area N - Innovation in Services and Business Processes
- Other - Area under SFI's Legal remit where there is convincing evidence that there be significant potential for economic, and/or societal impact

Primary and secondary priority areas – refreshed areas (replaces NRP)

Research Area - Primary:

Research Area - Secondary:

Does your research involve the use of animals?:

Yes

Does your research involve human participants, human biological material, or identifiable/potentially identifiable data?:

Please select

The Ethical Issues Table is downloaded as a word document for editing purposes but when completed, must be uploaded as a pdf document.

Ethical Issues Table:

[Please download here and re-upload \(in PDF format\) once completed](#)



If 'No' selected, the option to download/upload the table will not appear (i.e. not required)

Please describe how your proposal is aligned with SFI's legal remit (max 250 words):

Lead Applicant details

You are viewing the system as Test Applicant 4

Researcher Workbench

Welcome: Test Applicant 4

Home | Profile | Documentation | Logout

Lead Applicant Details

Lead Applicant % Commitment to Project:

Lead Applicant CV: (max 7 pages)

Please provide numbers of publications to date (Lead Applicant)

The Lead Applicant and all Co-Applicants are required to link their SESAME Research Profiles to an ORCID ID before an application can be submitted.

Senior Author Publications:

Journal Articles:

Reviews:

Book Chapters:

Books:

Peer reviewed Conference Publications:

Edited Conference Proceedings:

Other:

Please provide supervisory experience to date (Lead Applicant)

Masters Students graduated:

PhD Students graduated:

Masters Students currently supervising:

PhD Students currently supervising:

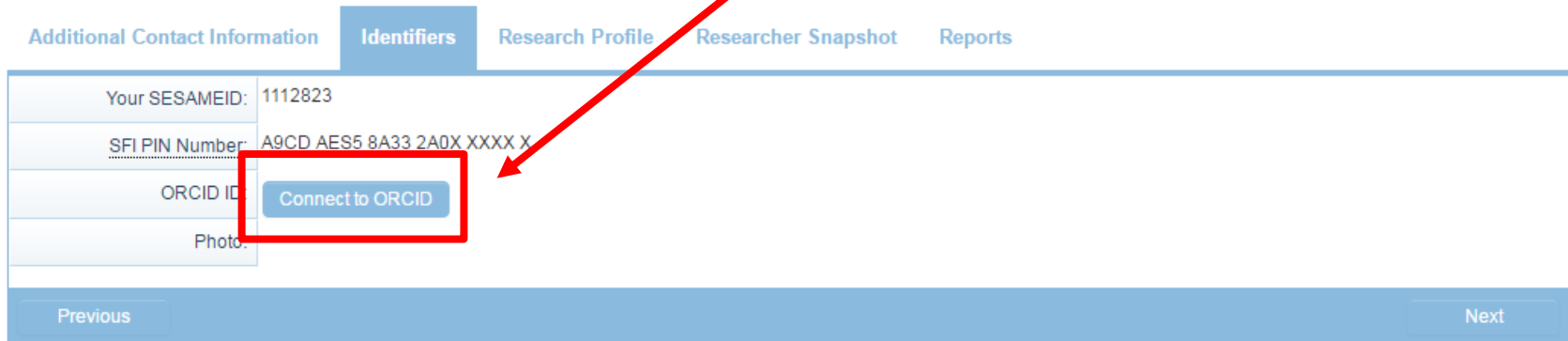
Other Staff currently supervising:

CV template in Appendix B of call document.

Lead Applicant and all Co-Applicants must link their SESAME Research Profiles to an ORCID ID before an application can be submitted. If this is not completed submission is not possible, see Validation step

SESAME – Linking ORCID ID

- Lead and Co-Applicants must link their ORCID ID to their SESAME profile
- ORCID provides a unique identifier for all researchers, which can then be linked to their different research works across different platforms
- ORCID ID is entered through 'Connect to ORCID' function under the 'Identifiers' tab of the researcher's SESAME profile



Additional Contact Information Identifiers Research Profile Researcher Snapshot Reports

Your SESAMEID:	1112823
SFI PIN Number:	A9CD AES5 8A33 2A0X XXXX X
ORCID ID:	Connect to ORCID
Photo:	

Previous Next

If the Co-Applicant is not registered with SESAME, they need to contact their Research Body immediately to get set up

SESAME – Assignment of Co-Applicants

- Co-Applicants added by Lead Applicant to application
- Need to know 1) Researcher's last name and 2) Researcher's SFI PIN (Identifiers tab of Researcher's profile)

Co-Applicant Details

Addition of Co-Applicant(s), where applicable

Add Co-Applicants:

Co-Applicants must log in and complete required fields

1	Dr. Brian Rese SmartSimple 01 223 4400 bfallon6086@i
2	Dr. Researcher Test SmartSimple +1 416-591-16 Researcher2.s
	Co-Applicant I

Add Co-Applicants - Google Chrome

Secure | https://sesamedev.sfi.ie/s_viewpagefield.jsp?fieldid=1744934&codedid=aQ5ESHsaLjERPkIpGW0XIzcHEI

All Co-Applicants are required to link their SESAME Research Profiles to an ORCID iD before an application can be submitted.

Assign Co-Applicant

SFI PIN

Researcher Last Name

If the Co-Applicant is not registered with SESAME, they need to contact their Research Body immediately to get set up

SESAME – Co-Applicant Requirements

1. Link to ORCID ID in own research profile
2. Upload CV using template in Appendix B of Phase 2 call document

Co-Applicant Details

Addition of Co-Applicant(s), where applicable

Add Co-Applicants:

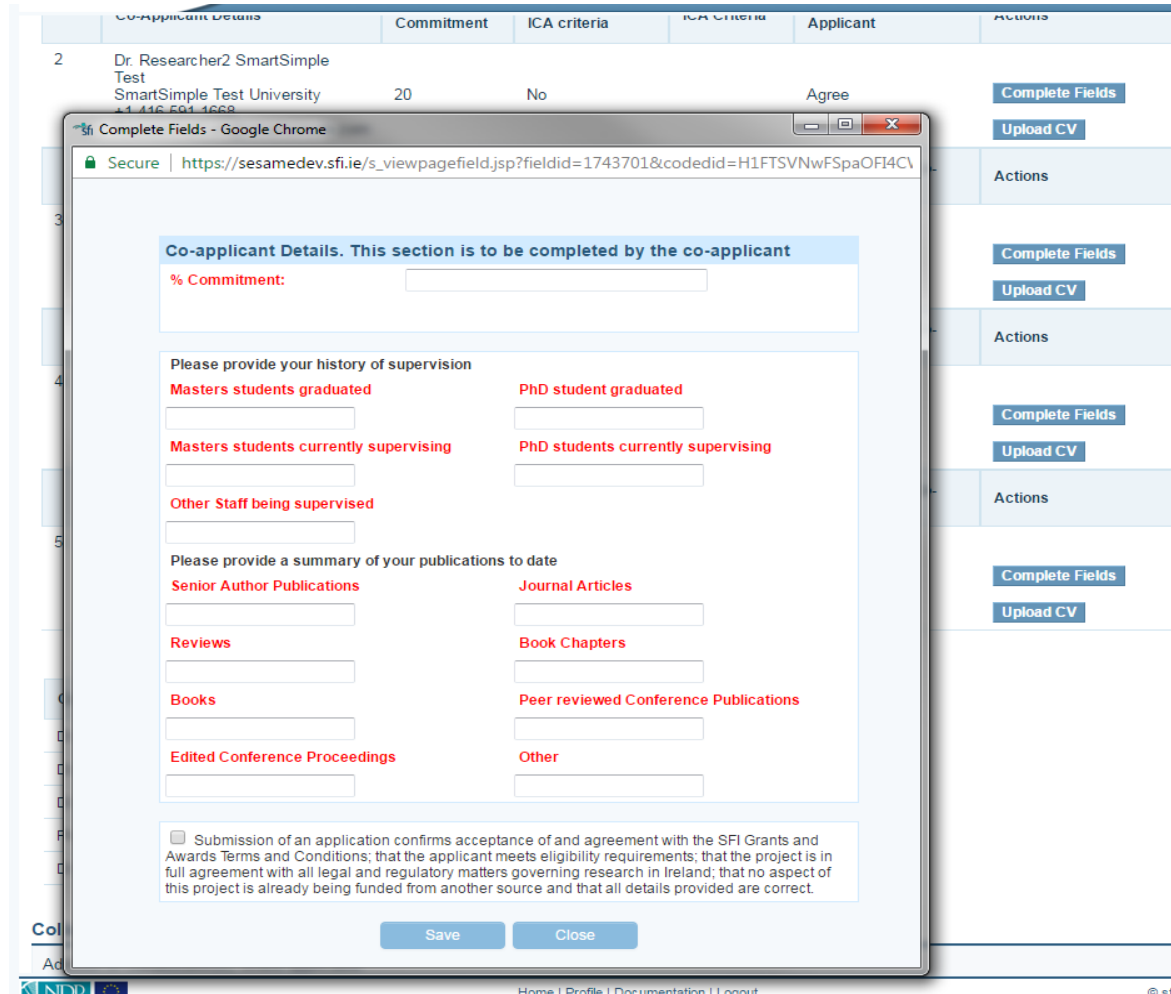
Add

Co-Applicants must log in and complete required fields

	Co-Applicant Details	% Commitment	Applying Under ICA criteria	ICA Criteria	Declaration of Co-Applicant	Actions
1	Dr. Brian Researcher SmartSimple Test University 01 223 4400 bfallon6086@hotmail.com.fake	25	No		Agree	<p>Complete Fields</p> <p>Upload CV</p>
2	Dr. Researcher2 SmartSimple Test SmartSimple Test University +1 416-591-1668 Researcher2.sfi@smartsimple.com	20	No		Agree	<p>Complete Fields</p> <p>Upload CV</p>

SESAME – Co-Applicant Requirements

3. Complete all required fields and hit 'save'



	Co-Applicant Details	Commitment	ICA criteria	ICA criteria	Applicant	Actions
2	Dr. Researcher2 SmartSimple Test SmartSimple Test University +1 416 504 1668	20	No		Agree	Complete Fields Upload CV Actions Complete Fields Upload CV Actions Complete Fields Upload CV Actions 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](#)

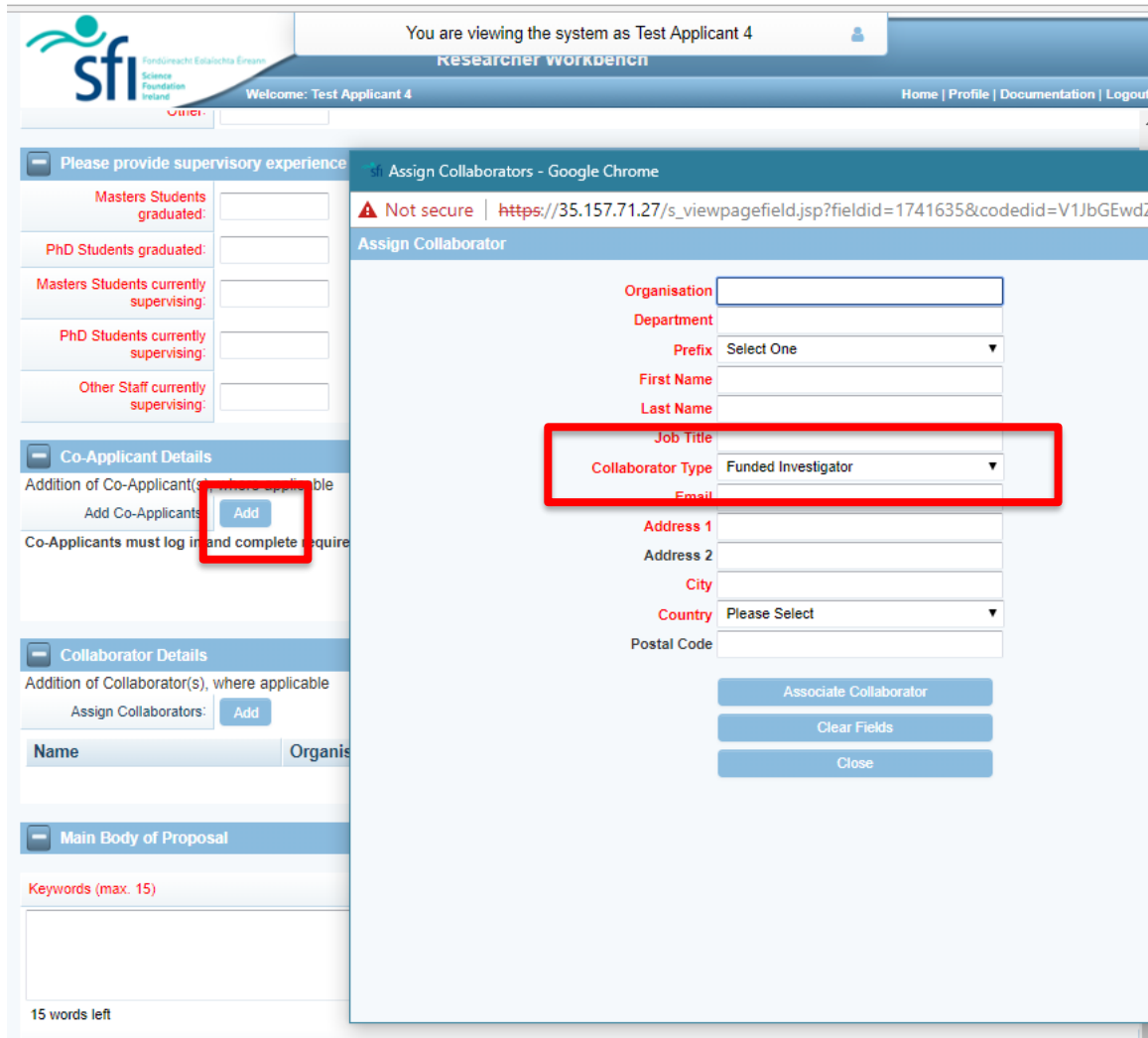
SESAME – Co-Applicant Tracking

- A Co-Applicant tracking function is enabled in the application
 - Table below the Co-Applicant details
- Applications cannot be submitted unless all Co-Applicants have completed the following
 1. ORCID ID connected ✓
 2. CV uploaded ✓
 3. All required fields completed ✓
 4. Research Funding section ✓ (not included in the table)

Co-Applicant Details	% Commitment	Declaration of Co-Applicant	Action
3 Dr. Amy Test Researcher Graham's Test Organisation amy.uat@xsfi.ie fake			Comp Upload

Co-Applicant Name	ORCID Connected	CV Uploaded	Completed fields
Dr. Researcher2 SmartSimple Test	Yes	Yes	Yes
Mrs. Agnieszka Researcher	Yes	No	Yes
Dr. Amy Test Researcher	No	No	No

Funded Investigators and Collaborators



The screenshot shows the 'Assign Collaborator' form in the SFI Researcher Workbench. The form includes fields for Organisation, Department, Prefix, First Name, Last Name, Job Title, Collaborator Type (highlighted with a red box and set to 'Funded Investigator'), Email, Address 1, Address 2, City, Country, and Postal Code. There are buttons for 'Associate Collaborator', 'Clear Fields', and 'Close'. The left sidebar contains sections for 'Please provide supervisory experience', 'Co-Applicant Details', 'Collaborator Details', and 'Main Body of Proposal'.

CVs are not required for FIs

Summary information for FIs, and for industry and academic collaborators entered in the Collaborator section on the application page

Note, high-level eligibility details for FIs are to be provided in table as an appendix to the Phase 2 proposal – see Appendix G of call doc for details

Note, the mentor role in 'collaborator type' is not applicable for the Phase 2 call

Main Body of Proposal

Main Body of Proposal

Keywords (max. 15)

15 words left

Scientific Abstract (max 200 words)

200 words left

Lay Abstract (max. 100 words)

100 words left

Programme Documents

Progress Report:

Phase 2 Proposal:

Note - Error in checklist

- Scientific Abstract/Technical summary – should be 200 words, not 250 words
- Lay abstract – should be 100 words, not 150 words
- Section 8.4.5 of call document has correct word limits
- Updated checklist will be uploaded to webpage

Two programme documents to be uploaded as part of submission process:

- Progress Report
- Phase 2 Proposal

Templates must be used

Upload the two documents in PDF format only!

Research Funding

Complete *Research Funding* section

- Click 'Add from Profile' or 'Create New'
- Tick relevant awards and click 'Attribute' to add to the application

Research Funding

Current, pending or expired support of applicants (to be completed by lead and co-applicant(s))
To edit existing entries, please click on 'Add from Profile', then open, edit and save the relevant record.

Add from Profile **Create New**

For each current and pending grant listed above, clearly indicate any scientific overlap with this application, re

1000 words left

Transaction Attribution - Google Chrome

Not secure | https://35.157.71.27/ucif/in/uc_attribute.jsp?trsobjectid=1101612&transobjtype=2&oppid=1103182&status...

Transaction Multi-Attribution

Personal Transactions

View: Default

		Start Date	End Date	Amount of Funding Allocated to PI	Funding Body	Funding Programme	Status
<input type="checkbox"/>	Open	2013-08-26	2017-08-26	€40,520.00	Other Source (please describe)	TEST FP	Current
<input type="checkbox"/>	Open	2014-05-07	2019-05-07	€38,500.00	Science Foundation Ireland (SFI)	Matthew Test Programme	Pending
<input type="checkbox"/>	Open	2014-03-10	2014-05-06	€70,000.00	Science Foundation Ireland (SFI)	Perry FP	Expired

Attribute **Close**

Please confirm that you (and any co-applicants) have completed the research funding section or that you have no current, pending or expired funding.

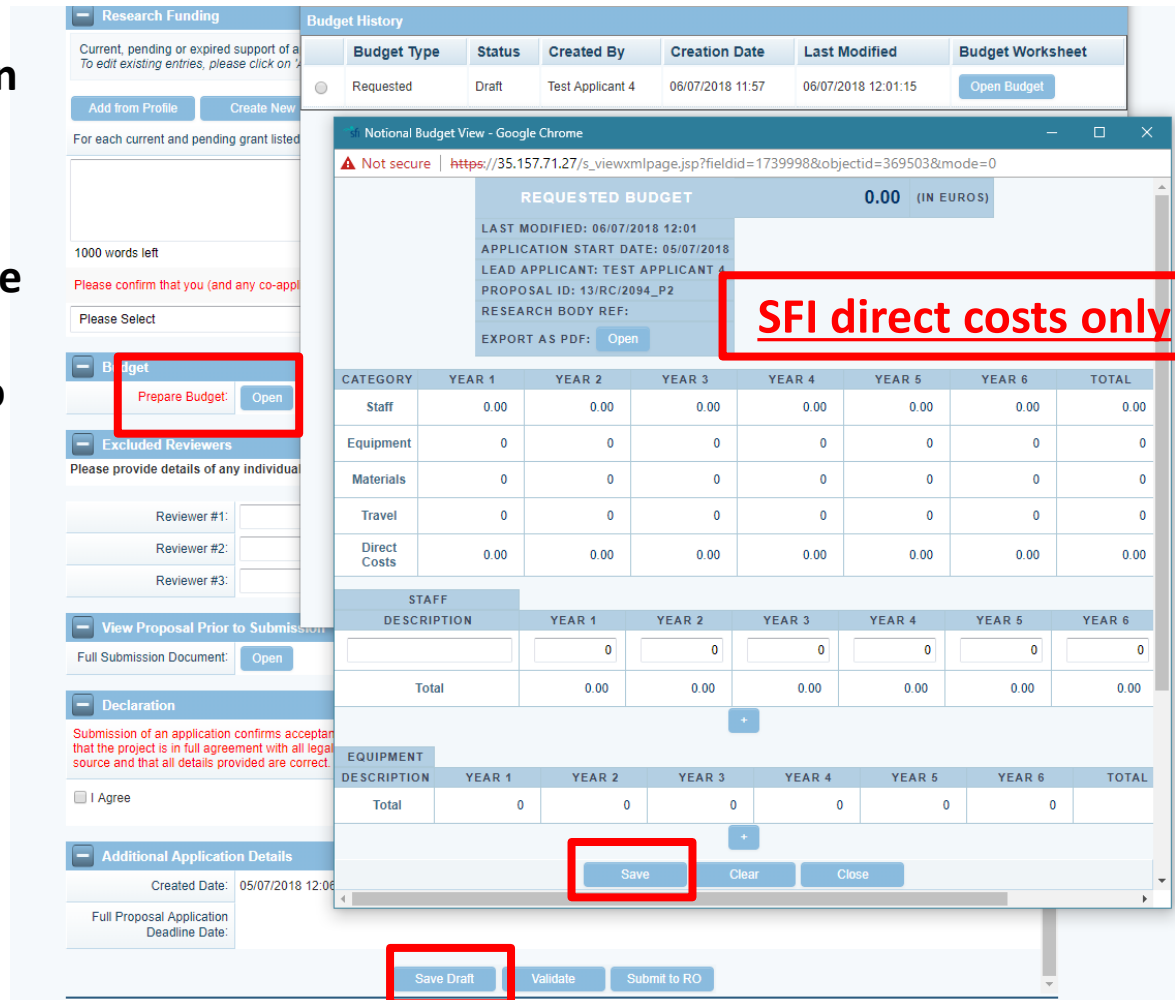
Must be completed by Lead and all Co-Applicants

Budget

Complete the *Budget* section and save

The budget should match the budget summary table submitted as an appendix to the proposal

Click 'save draft' at the bottom of the application page. This will populate the *Total funding request amount (in €)* at the top of the application page



Budget History

Budget Type	Status	Created By	Creation Date	Last Modified	Budget Worksheet
Requested	Draft	Test Applicant 4	06/07/2018 11:57	06/07/2018 12:01:15	Open Budget

Notional Budget View - Google Chrome

REQUESTED BUDGET: 0.00 (IN EUROS)

LAST MODIFIED: 06/07/2018 12:01
 APPLICATION START DATE: 05/07/2018
 LEAD APPLICANT: TEST APPLICANT 4
 PROPOSAL ID: 13/RC/2094_P2
 RESEARCH BODY REF:
 EXPORT A S PDF: [Open](#)

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	TOTAL
Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0	0	0	0	0	0	0
Materials	0	0	0	0	0	0	0
Travel	0	0	0	0	0	0	0
Direct Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00

STAFF

DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	TOTAL
	0	0	0	0	0	0	0
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

EQUIPMENT

DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	TOTAL
Total	0	0	0	0	0	0	0

Buttons: Prepare Budget, Open, Save, Clear, Close, Save Draft, Validate, Submit to RO

Excluded reviewers

Excluded Reviewers

Please provide details of any individuals you may wish to exclude as reviewers for this application.

Reviewer #1:	<input type="text"/>	Reviewer #1 Organisation:	<input type="text"/>
Reviewer #2:	<input type="text"/>	Reviewer #2 Organisation:	<input type="text"/>
Reviewer #3:	<input type="text"/>	Reviewer #3 Organisation:	<input type="text"/>

If providing names of excluded reviewers, these must match those provided in the abstract cover sheet

If different, the names on the abstract will be used as the excluded reviewers

SESAME – Validation Step

What Lead-Applicant sees

The screenshot displays a web interface for the validation step of the SESAME process. It features three main sections, each with a blue header bar and a minus sign icon for collapsing:

- View Proposal Prior to Submission:** Contains a label "Full Submission Document:" followed by an "Open" button.
- Declaration:** Contains a red text warning: "Submission of an application confirms acceptance of and agreement with the SFI Terms and Conditions of Research Grants; 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." Below this is a checkbox labeled "I Agree".
- Additional Application Details:** Contains a table with application metadata:

Created Date:	05/07/2018 12:06:51
Full Proposal Application Deadline Date:	30/11/2018 13:00:00

At the bottom of the form, there are three buttons: "Save Draft", "Validate", and "Submit to RO".

Submission Process - Key Messages

- **Lead Applicant is responsible for coordinating the co-Applicants' input to the application in SESAME – set an internal deadline**
- **It is the responsibility of the Lead Applicant to ensure that eligible proposals are received by SFI on, or before, 30th November 2018 at 13:00h .**
- **Ensure that the application is submitted to the Research Office well in advance of the 30th November deadline.**
- **In order to safeguard against ineligibility, applicants are reminded to adhere rigorously to the guidelines in the call documentation.**
- **Applications not adhering to the specifications in the call documentation, or with incomplete content, will be deemed ineligible and will not be accepted for review, regardless of the date of submission.**

Research Office Information

- Once the Lead Applicant submits their application for Research Office review, the Research Body will receive an email notification to your generic SESAME email address
- The Research Office can take any one of the following actions in relation to the application:
 - Endorse
 - Request Revision
 - Decline Proposal
- See *Research Body User Guide for SESAME Award Management System* (page 27) - <http://www.sfi.ie/funding/award-management-system/ams-user-guides.html>

Checklist

- **Key Documents for upload:**
 - **Lead Applicant and all Co-Applicant CVs (PDF)**
 - **Ethical Issues Table (PDF), where relevant**
 - **Progress Report (PDF) – inclusive of specified appendices and H1 2018 KPI results**
 - **Phase 2 Proposal (PDF) - inclusive of specified appendices**

Progress Report, inclusive of:

- Completed sections of progress report template (sections 1-12)
- C2C awards reports
- Spokes awards reports
- KPI table, validated up to end H1 2018

Note - Error in checklist

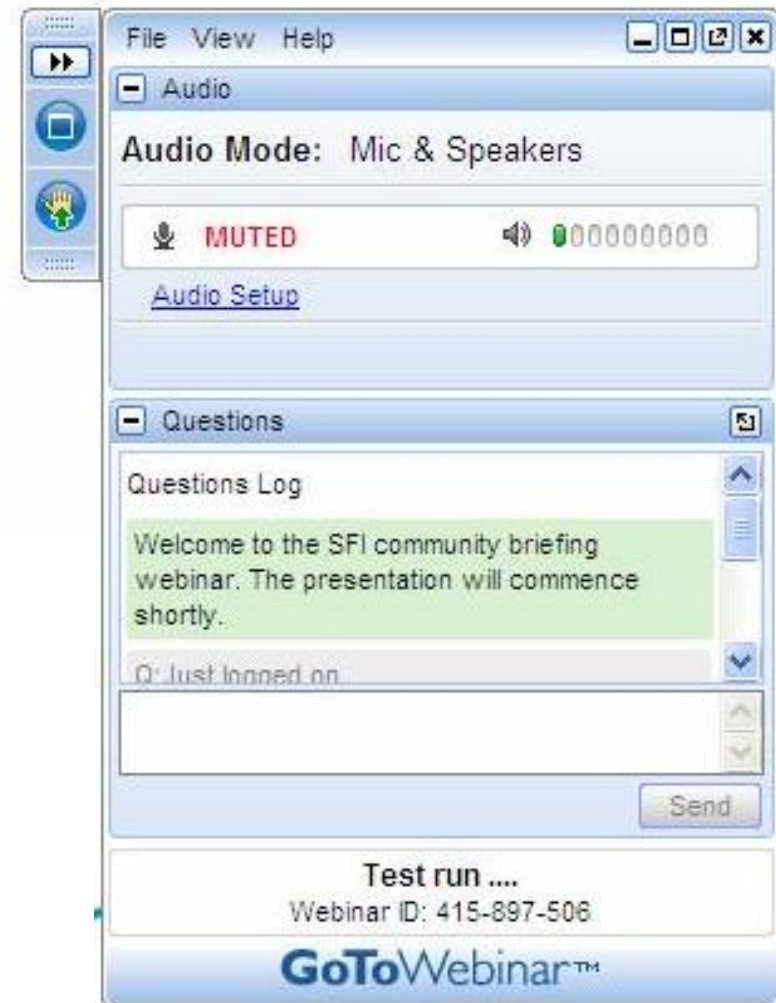
- **Scientific Abstract/Technical summary should be 200 words, not 250 words**
- **Lay abstract – should be 100 words, not 150 words**

Phase 2 Proposal inclusive of:

- Completed sections on proposal template (sections 1-13)
- Investigator details tables
- Budget Tables
- KPI Table
- Good Research Practice Statement
- Data Management Plan
- Research Bodies Letters of Support (guidance provided in section 14 of template)

Q&A Session

- **Q&A session now**
- **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 recording of the webinar on the Research Centres Phase 2 2018 webpage**





Thank you

If you have further queries

- Consult [Call Document & FAQ's](#)
- Contact your Research Office
- Remaining queries to centres@sfi.ie