



**Science Foundation Ireland  
Grants and Awards Management System – SESAME**

**Dictionary of SESAME Researcher Profile  
Terms**

**Version: 3.2**

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Fields labeled in **RED** are mandatory.

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### Education Fields (optional)

<b>Overview: The Education section of the profile is not reported on for Census purposes. Researchers may enter data into this section at their own discretion</b>	
Field/Question	Description
<b>Degree Type</b>	Select the degree type from a drop down list
<b>Year of Award</b>	Please enter the year in which you were awarded this degree
<b>Degree Name</b>	Please enter the specific name of the degree
<b>Institution</b>	Enter the name of the awarding institution. <b>Note: as you type, SESAME will suggest institutions based on what you type. If your required institute is not listed, select "Other Research Body"</b>
<b>Please specify if other</b>	Complete this field if you have selected "Other Research Body" under Institution
<b>Location</b>	Give the location / country of the institution
<b>Years</b>	Enter the years covered by your course of study e.g. 1980-1984
<b>Field of Study</b>	Please describe the field of study

### Employment Fields (optional)

The Employment section of the profile is not reported on for Census purposes. Researchers may enter data into this section at their own discretion.

Field/Question	Description
<b>Institution / Company:</b>	Please enter the institution or company for which you worked. SESAME will autocomplete this field based on what you enter. If your institution / company is not listed, please select "Other Research Bodies"
<b>Please Specify if Other:</b>	This field should be completed if you entered "Other Research Bodies" under Institution / Company
<b>Location:</b>	Please enter the location of the employer
<b>Years:</b>	Enter the years over which your employment contract ran e.g. 1980-1985
<b>Description:</b>	Describe your role for this contract

### Professional Societies

Field/Question	Description
<b>Status</b>	Please select Current / Past
<b>Type</b>	Please select from drop down list
<b>Name of Society</b>	
<b>Start Date</b>	Use the calendar icon to select a date or type in a date in the format yyyy-mm-dd
<b>End Date</b>	Use the calendar icon to select a date or type in a date in the format yyyy-mm-dd. If current, leave blank.
<b>Additional Details</b>	

### Significant Distinctions/Awards

In this section SFI is only concerned with significant distinctions and prizes awarded to a researcher. Prizes such as the Noble prize, Fields Medal, Wolf Prize, Shaw Prize, Lasker Awards etc. should be entered in this field. Funding awarded such as Horizon 2020 funding, Scholarships etc should be entered within the “Funding Diversification” tab.

Field/Question	Description
<b>Year</b>	Enter the Year you received the Distinction / award
<b>Details of Award / Distinction</b>	Give a description of the award / distinction
<b>Awarding Body</b>	Name of the Body that gave the award
<b>First Name of Awardee</b>	Enter the first name of the team member who received the award
<b>Last Name of Awardee</b>	Enter the last name of the team member who received the award

### Funding Diversification

In this section SFI is concerned with additional research funding (excluding capital awards such as PRTL funds) that has been leveraged by SFI’s awardees, either directly (“Primary attribution”), or indirectly through other associated awards (“Secondary attribution”). Here the primary attribution reflects the main award whose outputs and outcomes have contributed to securing a new award. The secondary attribution reflects other sources of funding that have contributed to the same award. Currently active, expired and pending awards can all be reported in this section, however for the purpose of the census we are only concerned with “current funding”, which relates to Funding Secured. Although potentially relevant for other purposes within SESAME such as grant applications and annual grant progress reporting, the inclusion of “Expired” or “Pending” funding is not required for your year-end census return. Funding diversification relates to direct costs only. Please see notes in Appendix 1 relating to EU cofund initiatives and match funding.

Field/Question	Description
<b>Primary Proposal Attribution</b>	Please select the award to which this funding is primarily assigned
<b>Secondary Attribution</b>	Please list any other awards that this funding is associated with.
<b>Funding Body</b>	<p>Please select from the drop down list.</p> <p>New funding secured from Universities may be included under “Other Irish Government Source (please describe).”</p> <p>“Enterprise Ireland – Commercialisation award” includes: Clinical Innovation Awards, Commercialisation Funds, Feasibility Grants, Innovation Partnerships and Innovation Vouchers.</p> <p>“Enterprise Ireland – Non-Commercialisation award” includes: H2020 Coordinator Supports, IRCSET Postgrad/ Postdoc fellowships, and Travel Grants.</p>

<b>Funding Programme or Company Name:</b>	
<b>Title of Proposal:</b>	
<b>Nature of Project</b>	<p>This field is only visible when “Private Enterprise” is selected within the “Funding Body” field.</p> <p>Please select one of the following from the drop down list:</p> <ul style="list-style-type: none"> <li>• Collaborative - may refer to: <ul style="list-style-type: none"> <li>○ Partially Funded Collaborative Research - partially funded by SFI and the industry partner.</li> <li>○ Wholly Funded Collaborative Research - industry pay the full cost of the project. Industry partner is making an intellectual contribution, the research results can be disseminated and new IP can be generated.</li> </ul> </li> <li>• Contract - a company paying a Research Performing Organisation to deliver a product or service with a definitive outcome.</li> <li>• External Consultancy - contract under which one party agrees to provide advice and other related services to another party, usually in return for a sum of money</li> </ul>
<b>Brief description of proposal including website and names of partners, where available.</b>	Please describe. For pending awards, please also indicate expected decision date. 250 word limit
<b>Grant No:</b>	Grant number of the funding pending/secured
<b>Status (researcher profile only):</b>	<p>Please select the status from the following drop down list:</p> <ul style="list-style-type: none"> <li>• Expired</li> <li>• Current</li> <li>• Pending</li> </ul> <p>(NB: see overview note at the top of this table)</p>
<b>Status (Award Administrator profile only):</b>	<p>For all awards except those “Private Enterprise” transactions associated with cost share, please select the status from the following drop down list:</p> <ul style="list-style-type: none"> <li>• Expired</li> <li>• Current</li> <li>• Pending</li> </ul> <p>For all “Private Enterprise” transactions associated with cost share, please select the status from the following drop down list:</p> <ul style="list-style-type: none"> <li>• 1. New discussion</li> <li>• 2.1 Scope Discussion</li> <li>• 2.2 Proposal drafting</li> <li>• 3.1 Proposal Submitted</li> <li>• 3.2 Funding allocated</li> <li>• 4.1 In discussion</li> <li>• 4.2 In preparation</li> </ul>

	<ul style="list-style-type: none"> <li>• 4.3 Issued</li> <li>• CRA signed</li> <li>• CRA expired</li> <li>• CRA at risk</li> <li>• CRA terminated</li> <li>• Company withdrawn</li> </ul> <p>Research Centre staff should consult Appendix 2 for notes relating to entering repeat industry collaborative research agreements.</p>
<p><b>Total Amount of Funding for the Project (€)</b></p>	<p>Please include the total funding (in direct costs) for the overall project (excl. PRTL or other Capital Projects).  For example: FP7 project – total funding <b>€1 million</b>  → German partner = €400K  → Belgian partner = €300K  → UK partner = €200K  → Irish partner = €100K  The total amount here is €1,000,000  Please enter the <u>whole</u> numeric value <u>excluding</u> currency symbols i.e. 1000000</p>
<p><b>Amount of Funding Allocated to PI (€)</b></p>	<p>Please include the portion of the overall project funding allocated to your group.  For example: FP7 project – total funding €1 million  → German partner = €400K  → Belgian partner = €300K  → UK partner = €200K  → <b>Irish partner = €100K.</b>  The amount of funding allocated to the PI is €100,000  Please enter the <u>whole</u> numeric value <u>excluding</u> currency symbols i.e. 100000</p> <p>In the case of “Position held on the Award” is “Industry Assist” please include the portion of the overall project funding allocated to the industry partner.</p>
<p><b>Amount of the allocated funding that is "cash"?</b></p>	<p>The funding amounts included may include in-kind and cash contribution. Please specify the amount of the funding allocated to the PI that is “cash”.</p>
<p><b>Position held on Award</b></p>	<p>Please select from the following drop down list:</p> <ul style="list-style-type: none"> <li>• PI – holder of an SFI award</li> <li>• Co-PI – co-holder of an SFI award</li> <li>• Collaborator - co-holder of a non-SFI consortium-type award (e.g. partner in a FP7/ H2020 consortium)</li> <li>• Coordinator - holder of a non-SFI consortium-type award (e.g. coordinator in a FP7/ H2020 consortium, ERC, Marie Curie, etc)</li> <li>• Industry Assist – where you have assisted an industrial partner in leveraging funding – all the funds have gone to industry partner</li> </ul>

<b>Time Commitment (%)</b>	Please enter a number from 0 to 100. Do not enter the “%” symbol.
<b>Start Date</b>	Use the calendar icon to select a date or type in a date in the format yyyy-mm-dd
<b>End Date</b>	Use the calendar icon to select a date or type in a date in the format yyyy-mm-dd
<b>Headcount:</b>	Please list the number of personnel working on the grant.
<b>MNC/SME:</b>	This field is only visible when “Private Enterprise” is selected within the “Funding Body” field. Please see <a href="https://www.enterprise-ireland.com/en/About-Us/Our-Clients/SME-Definition.html">https://www.enterprise-ireland.com/en/About-Us/Our-Clients/SME-Definition.html</a> for SME definition.
<b>Company Country of Origin:</b>	This field is only visible when “Private Enterprise” is selected within the “Funding Body” field. Please select the country in which the company was originally founded. For example, for an international company such as Intel who have a base in Ireland, the country of origin is the United States and not Ireland.
<b>Is Company Name confidential?:</b>	This field is only visible when “Private Enterprise” is selected within the “Funding Body” field. This column refers to whether or not the interaction with the named company is confidential or not. It does not refer to the details of the contract between the researcher and the company. If ‘Yes’ is selected, SFI will honour the wishes of the company and will not use their name in any PR activities.
<b>Award Type (Award Administrators only):</b>	Indicate whether the contract is associated with a platform/target project funded through the original RC (Research Centre Award) or from an award granted through the Spokes Programme (Spokes Award). While target projects associated with the RC may sometimes be referred to as spoke projects, ‘Spokes Award’ in this context refers only to projects funded through the Fixed or Rolling Spokes Programme.
<b>Committed Cost-share (in kind):</b>	This field is only visible when “Private Enterprise” is selected within the “Funding Body” field. The amount of in-kind contribution to be provided by the company for the duration of the project. Provide the total value of the contract, regardless of the period over which the contract runs.
<b>Overhead on cost-share (cash):</b>	This field is only visible when “Private Enterprise” is selected within the “Funding Body” field. The amount of institutional overhead provided by the company for the duration of the project. Provide the total value of the overhead amount, regardless of the period over which the contract runs.

<b>Completion Date of Contract:</b>	This field is only visible when “Private Enterprise” is selected within the “Funding Body” field. The date that the contract is signed (if not yet signed, provide the expected or estimated date on which the contract will be signed).
<b>IP Arrangements:</b>	This field is only visible when “Private Enterprise” is selected within the “Funding Body” field. Please select from the dropdown list, indicating where the IP Arrangements are “Default”, as per the <a href="#">National IP Protocol</a> , or whether other arrangements exist.
<b>Comments:</b>	This field is only visible when “Private Enterprise” is selected within the “Funding Body” field.

### Team Members

It is important to keep track of team members, especially after they have left the team. This can be done within the “Current/New Position (Where the team member is now working)” field. This enables SFI to track the movements of researchers and facilitates a broader understanding of career paths.

Field/Question	Description
<b>Primary Proposal Attribution</b>	Please select the award to which this team member is primarily assigned i.e. the award from which the salary is primarily paid. In the case of academics, please select their primary source of research funding.
<b>Secondary Attribution</b>	Please list any other awards that this team member is associated with.
<b>Position within the Team</b>	<p><b>SFI Principal Investigator:</b> An SFI Principle Investigator (PI) is an independent researcher who holds an award from SFI under any of the following SFI programmes, including: Principal Investigator, Investigator Project or Award, Research Frontiers, Research Professorship, President of Ireland Young Researcher Award, Industry Fellowships, US-Ireland, ERC Development, TIDA, Starting Investigator Grant, Career Development Award, Partnerships, Centres for Science, Engineering and Technology (CSET), Strategic Research Clusters (SRC) and Research Centres (referred to collectively hereafter as ‘Centres’).</p> <p><b>For SFI Census purposes, this individual is responsible for completing the Researcher Profile. There is no need to include the Principal Investigator in the list of team members</b></p> <p><b>SFI Co-Principal Investigator:</b> An SFI Co-Principal Investigator (co-PI) is an independent researcher who co-holds an award from SFI under any of the following SFI programmes: Principal Investigator, Investigator Award, Partnerships or Centres award.</p>



Field/Question	Description
	<p><b>For SFI Census purposes please include these individuals in the “Co-Principal Investigator” category.</b></p> <p><b>SFI Approved Funded Investigator:</b> An SFI Approved Funded Investigator (FI) is an independent researcher who is undertaking a management role in a research project within a Partnership or Centre. It is anticipated that SFI Funded Investigators have budgetary responsibility for a research project within an SFI Centre. SFI Funded Investigators will serve under the direction of the lead applicant (PI) or one of the co-applicants (co-PIs).</p> <p><b>For SFI Census purposes please include these individuals in the “Funded Investigator” category.</b></p> <p><b>Collaborator:</b> 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. Collaborators are not designated as SFI-funded researchers.</p> <p><b>For SFI Census purposes please include these individuals in the “Other” category.</b></p> <p><b>If a team member changes position within the team, please create a new record. The first record can show that the person has departed this position with their First Destination listed as “Moved to another position within the team”. The second record should reflect the person’s new position.</b></p>
<p><b>Include Team Member in Researcher Snapshot</b></p>	<p>Please select from the following drop down list:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>By clicking <b>Yes</b> this team member will be counted as part of the <b>Research Team Size</b> on your <b>Researcher Snapshot</b>. You will be counted as one person and all additional team members will be added to this number. Numbers appear in a range of Small: 1-10; Medium: 11-25 and Large: 25+</p> <p>By clicking <b>No</b> the team member will not be counted as part of the <b>Research Team Size</b> on your <b>Researcher Snapshot</b>.</p>
<p><b>First name</b></p>	
<p><b>Last name</b></p>	
<p><b>Gender</b></p>	<p>Please select from the following drop down list:</p> <ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> </ul>
<p><b>Prior affiliation of Team Member</b></p>	<p>Please select from a drop down list</p>
<p><b>Nationality</b></p>	<p>Please select from a drop down list of Nationalities</p>
<p><b>Highest Degree</b></p>	<p>Please select from the following drop down list:</p>

Field/Question	Description
	<ul style="list-style-type: none"> <li>• BSc</li> <li>• BA</li> <li>• MSC</li> <li>• PhD</li> <li>• DPhil</li> <li>• MD</li> <li>• Other</li> </ul>
<b>Start Date with the Team</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Masters Graduation Date</b>	This is particularly relevant if the individual receives a Master's degree during their period with the team. Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Expected / Actual PhD Graduation Date</b>	This is particularly relevant if the individual receives a PhD during their period with the team. It is mandatory when the position within the team is Postgraduate (PHD) Student. Where the student has not yet graduated, we ask that you estimate their date of graduation. Use the calendar icon to select a date or enter the date in the format dd/mm/yyyy.
<b>Has this person departed the position?</b>	Select from list: Yes / No
<b>Departure Date (from the position)</b>	Mandatory if the person has departed the team. Use the calendar icon to select a date or enter the date in the format dd/mm/yyyy.
<b>First Destination Position (on departure)</b>	This is to capture where team members go directly after leaving the team (First Destination). Please select from a drop down list.
<b>Location of First Destination</b>	Please select from drop down list of countries
<b>Current/New Position (Where the team member is now working)</b>	This may be the same as the "First Destination" or in time, may change. If you know if departed team members have changed position, then please complete this. This is to assist us in capturing 2 <sup>nd</sup> plus career destinations. Please select from a drop down list.
<b>Location of Current Position</b>	Select from drop down list of countries
<b>ORCID (of team member)</b>	Non-mandatory field <a href="http://orcid.org/">http://orcid.org/</a>
<b>Email address (of team member)</b>	While non-mandatory, it would be helpful to include an email address for the individual leaving the team, with their permission, so that SFI may request them to keep in contact, e.g. via the SFI Alumni page on LinkedIn
<b>LinkedIn Address (URL)</b>	While non-mandatory, it would be helpful to include a link to the LinkedIn profile of the individual leaving the team, with their permission, so that SFI may request them to keep in contact, e.g. via the SFI Alumni page on LinkedIn

## Innovation and Commercialisation Activities

### Generic

Field/Question	Description
<b>Primary Proposal Attribution</b>	Please select the award to which the activity is primarily attributed
<b>Secondary Attribution</b>	Please list other awards to which the activity can be attributed
<b>Type</b>	There are 6 types of innovation / commercialisation activities that should be added here and they can be selected from the following drop down menu: <ul style="list-style-type: none"> <li>• ICT Standards/ Specifications</li> <li>• Invention Disclosures</li> <li>• Licensed Technology</li> <li>• Patent</li> <li>• Spin-Out Companies</li> <li>• Start-up Companies</li> <li>• Assignments</li> </ul>

### ICT Standards/Specifications Header

Field/Question	Description
<b>Year</b>	Please enter 4-digit year
<b>Name of the standard/specification contributed to during the reporting period</b>	
<b>Standard/specification number</b>	
<b>Standard approved/ratified?</b>	Please select Yes/No
<b>Name of the standard/specification body</b>	
<b>Name of the working/sub-group</b>	
<b>Role within the working/sub-group</b>	Please select from the following drop down menu: <ul style="list-style-type: none"> <li>• Chair</li> <li>• Member</li> </ul>

### Invention Disclosures Details

Field/Question	Description
	<b>This relates to Invention Disclosure Forms (IDFs) that you have submitted to your Technology Transfer Office (TTO). The TTO must have checked and accepted the signed and completed IDF for it to be included in your reporting. The Invention Disclosure Form (IDF) is the first step in a process that could potentially lead to commercialisation of technology. It is a written, dated record of an invention. It contains basic information which helps to evaluate, subsequently protect and potentially commercialise the intellectual property associated with an invention.</b>
<b>Title of the Invention Disclosure</b>	
<b>Invention Disclosure number, assigned by TTO</b>	This is a unique number for the invention, assigned by the Technology Transfer Office (TTO)
<b>Inventor(s)</b>	
<b>Invention Disclosure Status</b>	<p>Please select from following drop down list:</p> <ul style="list-style-type: none"> <li>• Under Evaluation</li> <li>• Active Commercialisation</li> <li>• Abandoned</li> <li>• Licenced</li> </ul> <p>Under Evaluation: Submitted and under review by the TTO who will decide if the Invention will be taken forward</p> <p>Active Commercialisation: The Invention is being pursued as an ongoing commercial concern by the TTO or Business Development office</p> <p>Abandoned: The Invention is no longer being pursued</p> <p>Licenced: IP contained within the IDF is licenced to a Spin out or Extant company</p>
<b>Affiliation</b>	
<b>Disclosure Date</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Proceeding to Patent Application</b>	Please select Yes/No/Under Review
<b>Enterprise Ireland (EI) Identifier Number</b>	<p>It has been agreed with Knowledge Transfer Ireland (KTI) to use the same reference number on pre-commercial outputs.</p> <p>This Enterprise Ireland (EI) Identifier Number is available from the Technology Transfer Office (TTO).</p> <p>Please enter the number in the following format: Begin with a year, followed by an alphanumeric value e.g. 2014-UCC-0012</p>

Field/Question	Description
	<b>Licences and Assignments are agreements between a public research organisation and one or more commercial undertakings, whereby IP rights are transferred to that undertaking for the purpose of commercialisation. This includes Non-Exclusive Royalty Free (NERF) licences. Specifically a licence is a grant of rights for the purpose of commercialisation of IP. The number of licences reported here must equate to the number of licences reported to and approved by the TTO.</b>
<b>Licence Agreement Date</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Licensing Agreement Description</b>	
<b>Licensing Agreement Partner</b>	
<b>Time Period of Agreement</b>	
<b>Revenue Associated with License</b>	Please enter a whole number with no non-numeric characters e.g. for €100k please enter 100000 without commas or currency symbol.
<b>Patent number linked to this commercialisation (if applicable)</b>	
<b>Invention Disclosure number linked to this commercialisation (if applicable)</b>	
<b>Enterprise Ireland (EI) Identifier Number</b>	It has been agreed with Knowledge Transfer Ireland (KTI) to use the same reference number on pre-commercial outputs. This Enterprise Ireland (EI) Identifier Number is available from the Technology Transfer Office (TTO). Please enter the number in the following format: Begin with a year, followed by an alphanumeric value e.g. 2014-UCC-0012

#### Patent Details

Field/Question	Description
<b>Patent Title</b>	The title of the patent describes the subject matter in the patent
<b>Inventor(s):</b>	Name of the Inventor included in the Patent
<b>Affiliation(s):</b>	The university associated with the inventor(s). This is of specific interest to centre-type awards (SFI Research Centres, CSETs and/or SRCs) with multiple research bodies.
<b>Patent Application Number (assigned by patent office)</b>	When a patent application is filed, the patent office assigns a serial number to the application
<b>Filing Date</b>	This is the date that the patent application was filed. The filing date is usually also the priority date.
<b>Status:</b>	Please select from the following drop down list: <ul style="list-style-type: none"> <li>• Filed and Pending</li> <li>• Awarded</li> <li>• Exploited</li> </ul>

<b>Patent Awarded</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Patent Number</b>	The patent number is assigned when the patent is granted/awarded
<b>Patent Exploited</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd. (Mandatory if status is Exploited)
<b>Please describe how patent has been exploited</b>	If relevant, give a brief description of how the patent has been exploited. This field is mandatory if the Status is Exploited.
<b>Patent Office</b>	For example, Irish, European, US
<b>Enterprise Ireland (EI) Identifier Number</b>	It has been agreed with Knowledge Transfer Ireland (KTI) to use the same reference number on pre-commercial outputs. This Enterprise Ireland (EI) Identifier Number is available from the Technology Transfer Office (TTO). Please enter the number in the following format: Begin with a year, followed by an alphanumeric value e.g. 2014-UCC-0012

#### Spin-Out Companies

Field/Question	Description
<b>A spin-out is an incorporated entity with a business plan, dependent on the exploitation of specific intellectual property rights of the HEI and in which the HEI holds equity and/or has executed a licence to the relevant IPR (Intellectual Property Right) on which the company is founded.</b>	
<b>Company Name</b>	
<b>Registered Address</b>	
<b>Company registration number</b>	Issued by the Company Registration Office (CRO)
<b>Main Shareholders</b>	
<b>Nature of Business Incl. Current Trading and Product Development</b>	
<b>Date Incorporated</b>	
<b>Revenue</b>	Please enter a whole number with no non-numeric characters e.g. for €100k please enter 100000 without commas or currency symbol.
<b>FTE Employees</b>	
<b>Patent number linked to this commercialisation (if applicable)</b>	
<b>Licence number linked to this commercialisation (if applicable)</b>	
<b>Enterprise Ireland (EI) Identifier Number</b>	It has been agreed with Knowledge Transfer Ireland (KTI) to use the same reference number on pre-commercial outputs. This Enterprise Ireland (EI) Identifier Number is available from the Technology Transfer Office (TTO).

Field/Question	Description
	Please enter the number in the following format: Begin with a year, followed by an alphanumeric value e.g. 2014-UCC-0012

#### Start-up Companies

Field/Question	Description
<b>A start-up is an incorporated entity providing or offering an innovative product, process or service but does not need to be dependent on the exploitation of specific intellectual property rights.</b>	
<b>Company Name</b>	
<b>Registered Address</b>	
<b>Company registration number</b>	Issued by the Company Registration Office (CRO)
<b>Main Shareholders</b>	
<b>Nature of Business Incl. Current Trading and Product Development</b>	
<b>Date Incorporated</b>	
<b>Revenue</b>	Please enter a whole number with no non-numeric characters e.g. for €100k please enter 100000 without commas or currency symbol.
<b>FTE Employees</b>	

#### Assignments

Field/Question	Description
<b>Licences and Assignments are agreements between a public research organisation and one or more commercial undertakings, whereby IP rights are transferred to that undertaking for the purpose of commercialisation. Specifically, an assignment is a grant ownership of IPR (Intellectual Property Rights) for the purpose of commercialisation of IP.</b>	
<b>Assignment Agreement Date</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Assignment Agreement Description</b>	
<b>Assignment Agreement Partner</b>	
<b>Time Period of Agreement</b>	
<b>Revenue Associated with Assignment</b>	Please enter a whole number with no non-numeric characters e.g. for €100k please enter 100000 without commas or currency symbol.
<b>Patent Number linked with this commercialisation (if applicable)</b>	
<b>Enterprise Ireland (EI) Identifier Number (available from the TTO office)</b>	It has been agreed with Knowledge Transfer Ireland (KTI) to use the same reference number on pre-commercial outputs.

Field/Question	Description
	This Enterprise Ireland (EI) Identifier Number is available from the Technology Transfer Office (TTO). Please enter the number in the following format: Begin with a year, followed by an alphanumeric value e.g. 2014-UCC-0012

### Publications and Proceedings

In this section SFI is concerned with peer-reviewed publications that are searchable on bibliographic databases through a DOI. The latter definition also applies to conference proceedings that are published in refereed journals. Please note that conference presentations whose abstracts are published in conference compendia, but do not result in a searchable publication and do not have a DOI, should be listed under “Presentations” and not in this section.

Field/Question	Description
<b>Please do not include publications that are in preparation or under review. Only include publications in which you are a fully named author, not just acknowledged. The DOI is mandatory if available (very recent e-published articles may not have been assigned one yet).</b>	
<b>Primary Proposal Attribution</b>	Please select the award to which the publication is primarily attributed
<b>Secondary Attribution</b>	Please list other awards to which the publication can be attributed
<b>Author List</b>	
<b>Title</b>	
<b>Publication Type</b>	Please enter the following publication types here: <ul style="list-style-type: none"> <li>• Refereed Original Articles</li> <li>• Refereed Review Articles</li> <li>• Refereed Conference/Meeting Proceedings</li> <li>• Edited Conference/Meeting Proceedings</li> <li>• Books</li> <li>• Book Chapters</li> </ul>
<b>Senior Author</b>	Please select Yes or No
<b>How many co-authors are based outside Ireland (International Co-Publication)</b>	
<b>How many co-authors are based in industry/private enterprise (Industry Co-Publication)</b>	
<b>Publication Abstract</b>	Click Save before adding attachment



Field/Question	Description
<b>Digital Object Identifier (DOI)</b>	The DOI is a standard for the unique identification of publications. A DOI name is permanently assigned to an object to provide information about where the object may be found on the internet. While information about an object may change over time, its DOI will not change. Every published article has a DOI number. See attached: <a href="http://www.crossref.org/guestquery/">http://www.crossref.org/guestquery/</a> <a href="http://www.doi.org/demos.html">http://www.doi.org/demos.html</a> Enter the DOI in the format “10.” followed by an alphanumeric number
<b>ISBN</b>	Only applicable to Book and Book Chapters
<b>Is this publication available in an open access repository?</b>	Please select Yes or No
<b>Please provide link to the document</b>	Mandatory if Open Access
<b>ISSN</b>	Not applicable to Conference Proceedings
<b>Is SFI specifically acknowledged or accredited (e.g. through grant number)?</b>	Please select Yes or No
<b>ESSN</b>	This is the ISSN for online journals
<b>Publication Status</b>	Only applicable to Refereed Original Articles & Refereed Review Articles where an article may be Published or In Press. All other publication types are assumed to be “published”.
<b>Date accepted for publication</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Conference Name</b>	Only applicable for Conference Proceedings
<b>Proceedings</b>	Only applicable for Conference Proceedings
<b>Conference Location</b>	Dropdown list of countries
<b>Detail of Publication</b>	
<b>Publication date</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Journal</b>	Not applicable to books or book chapters
<b>Volume</b>	Not applicable to books or book chapters
<b>Issue</b>	Not applicable to books or book chapters
<b>Pages</b>	Not applicable to books or book chapters

### Presentations

Field/Question	Description
	<b>This refers to presentations, posters or talks given by you or by a member of your team</b>
<b>Primary Proposal Attribution</b>	Please select the award to which the presentation is primarily attributed
<b>Secondary Attribution</b>	Please list other awards to which the presentation can be attributed
<b>Date</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.

<b>Title of Presentation:</b>	
<b>Organising Body</b>	
<b>Event Type</b>	Select from the following drop down list: <ul style="list-style-type: none"><li>• Conference</li><li>• Workshop</li><li>• Invited Seminar</li><li>• Seminar</li></ul>

## Presentation Type

Select from the following drop down list:

- Keynote talk - an address designed to present the issues of primary interest to an assembly. The keynote establishes the framework for the following programme of events or conference agenda and it will also flag up a larger idea. Increasingly the word “keynote” is being used as a synonym for “plenary talk” (see separate definition).
- Plenary talk - usually refers to a session in a conference which is open to all attendants. Plenary sessions are typically scheduled both near the start of a conference, and in the latter half. Prominent speakers often give opening or closing plenary speeches. During these sessions, typically all other activities are suspended, or exhibit halls closed, to allow everyone to attend the plenary talks.
- Invited speaker - A talk delivered to a conference audience after being asked by the conference organizers to give an invited talk. Usually invited speakers do not pay conference registration fees and their expenses are covered by the conference.
- Paper - A talk delivered to a conference audience after a researcher/student submits an abstract to the conference organizers, and this is accepted. Usually conference speakers pay conference registration fees. Papers, or paper abstracts, are usually published in the conference compendium. A paper, or its abstract, may or may not result in a publication, in which case it would appear in the published conference proceedings with a DOI, and would be searchable on bibliographic databases. The word “paper” can be used as a synonym for “oral presentation” (see separate definition).
- Poster - A poster presented at a conference after a researcher/student submits an abstract to the conference organizers, and this is accepted. Usually poster speakers pay conference registration fees.
- Oral Presentation - A talk delivered to a conference audience after a researcher/student submits an abstract to the conference organizers, and this is accepted. Usually regular conference speakers pay conference registration fees. Presentations, or their abstracts, are usually published in the conference compendium. An oral presentation, or its abstract, may or may not result in a publication, in which case it would appear in the published conference proceedings with a DOI, and would be searchable on bibliographic databases.

<b>Event</b>	
<b>Venue</b>	
<b>Location</b>	Select from the drop down list

### Academic Collaboration

<b>Field/Question</b>	<b>Description</b>
<b>Primary Proposal Attribution</b>	Please select the award to which the collaboration is primarily attributed
<b>Secondary Attribution</b>	Please list other awards to which the collaboration can be attributed
<b>Name of Institution</b>	Institution with which you are collaborating
<b>Department within Institution</b>	Department where your collaborating partner works
<b>Name of Collaborator</b>	
<b>Location (where collaborator is based)</b>	Select from drop down list of countries
<b>Frequency of interaction</b>	Please select from the following drop down list: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Once per week</li> <li>• Once per month</li> <li>• Less than once per month</li> </ul>
<b>What is the Primary Objective of the collaboration</b>	Please select from the following drop down list: <ul style="list-style-type: none"> <li>• Joint publication/Research</li> <li>• Access to/provision of material, Equipment, Software, Data</li> <li>• Training and Career &amp; Professional Development (CPD)</li> <li>• Licence Development</li> <li>• Start-up Development</li> <li>• Building networks &amp; relationships</li> </ul>
<b>Detailed Nature of the Collaboration</b>	
<b>Date Collaboration Began</b>	Use the calendar icon to select an (approximate) date that the collaboration began. This was previously (pre Nov 2015) recorded as the Year only. With this change all existing records were amended to 1/1/YYYY.
<b>Date Collaboration Ended (if applicable)</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.

## Non-Academic Collaboration

It is not expected to list all partners in large consortia-type grants (e.g. EU grants), where there is no considerable collaboration/contact with the partner. Please only provide information here on material collaborations.

Field/Question	Description
<b>Primary Proposal Attribution</b>	Please select the award to which the collaboration is primarily attributed
<b>Secondary Attribution</b>	Please list other awards to which the collaboration can be attributed
<b>Parent Organisation</b>	Please select from a drop down list. For example: Intel Corporation If the parent organisation is not in the list, please select – Organisation not listed--. Please ensure you have reviewed the drop down list to ensure your company is not listed before selecting this option. If you select this option, you will be presented with another field to enter the company name.
<b>Subsidiary Organisation</b>	For example: Intel (Ireland).
<b>Organisation Type</b>	Choose from the drop down list.  - Multinational Corporation (MNC): A multinational corporation is a business enterprise that retains direct investments overseas and that maintains value-added holdings in more than one country. A multinational firm sends abroad a package of capital, technology, managerial talent, and marketing skills to carry out production in foreign countries. For the purposes of SFI Reporting, any company with greater than 250 employees is considered a MNC.  - Small Medium Enterprise (SME): SMEs are described as enterprises, which employ fewer than 250 people and whose turnover does not exceed €50 million per annum.  - Government Departments or Semi-State Bodies  - Private Foundations/Charities/Non Governmental Organisations (NGOs)
<b>Department within Organisation</b>	
<b>Country of Origin of Organisation</b>	Please select from a drop down list of countries
<b>Name of Primary Contact</b>	
<b>City where primary contact is based</b>	
<b>Country where primary contact is based</b>	Please select from a drop down list of countries
<b>Is there a legal agreement in place?</b>	Please select Yes or No

Field/Question	Description
<p><b>Frequency of Interaction</b></p>	<p>Please select from the following drop down list:</p> <ul style="list-style-type: none"> <li>• Daily</li> <li>• Once per week</li> <li>• Once per month</li> <li>• Less than once per month</li> </ul>
<p><b>Number of people from the company working on the engagement</b></p>	
<p><b>Nature of Collaboration Rankings (Please Rank 1-8, where 1 is the most important and 8 is the least important)</b></p>	<p>You are asked to rank the following in order of importance starting with 1. You must rank at least one option.</p> <ul style="list-style-type: none"> <li>• Contract/Sponsored Research (i.e. where the relationship is essentially that of customer and contractor)</li> <li>• Collaborative research (i.e. where the goals are jointly defined and all partners actively contribute)</li> <li>• Company sponsored postgraduate studentships</li> <li>• Exchanges of personnel</li> <li>• Sharing of knowledge, expertise, material, equipment, software or data</li> <li>• Building networks and relationships</li> <li>• University Consultancy – University staff consults on behalf of the university, income is shared between the PI and university, income goes into a university account that is not a research account, insurance/liability is covered by university.</li> <li>• Private Consultancy - University staff consult as private individuals, income is their personal one, insurance/liability is not shared with the university.</li> </ul>
<p><b>In your opinion, which of the following describes the rationale for engagement by the organisation with your group?</b></p>	<p>Please select ONE of the following:</p> <ul style="list-style-type: none"> <li>• To provide a flexible and cost-effective extension of the R&amp;D resources (expertise, equipment, facilities) available to the organisation</li> <li>• To save costs, by making comparatively short-term, arm's-length use (e.g. consultancy) of skills, knowledge and expertise which would be expensive to bring in-house by recruitment of full-time staff</li> <li>• To leverage activity and funding through collaborative programmes, for example those supported by the European Framework Programme</li> <li>• To learn about and/or test the potential of, and explore, ideas and options for possible new directions of future R&amp;D</li> <li>• To update internal capability</li> <li>• To identify possible new recruits and/or support and influence the supply of relevant skills</li> <li>• To develop networks with academics and access the global academic network</li> </ul>

Field/Question	Description
<b>Additional Details on Engagement</b>	
<b>Date Collaboration Began</b>	Use the calendar icon to select an (approximate) date that the collaboration began. This was previously (pre Nov 2015) recorded as the Year only. With this change all existing records were amended to 1/1/YYYY.
<b>Year Collaboration Began</b>	Enter 4 digit year
<b>Date Collaboration Ended (if applicable)</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Are you happy to share the information on this collaboration externally?</b>	<p>Please select from the drop down:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p><b><u>By selecting Yes the name of the collaborating organisation will be added to your Researcher Snapshot.</u></b></p> <p>The information that is submitted here is very pertinent and is invaluable to SFI. It helps to reinforce the need for continued support for investment in research and development and to communicate the positive outputs of research in Ireland. Examples of how this information is used externally:</p> <ul style="list-style-type: none"> <li>• Providing the IDA with information on collaborations with companies that do not already have a presence in Ireland. This is a vital means for the IDA to make contact with these companies.</li> <li>• Providing the IDA &amp; EI with information on collaborations with companies that already have a presence in Ireland. This is used to strengthen the existing relationship with these companies.</li> <li>• Providing the Department of Jobs, Enterprise and Innovation and the Department of Foreign Affairs with information on international collaborations. These may be used in briefing documents for State or Ministerial visits abroad.</li> </ul> <p>We would appreciate it, therefore, if you could give us permission to share information on the companies that you are collaborating with. Please note that SFI will never inform any third party of the details of the research that is being undertaken, simply the fact that a collaboration exists between both parties.</p> <p>Fields that we may share: Company Name, Company Location, SFI Researcher  Fields that we will not share: Contact Name, Department, Legal Agreement, Nature, Objective, Lay person's description of the work being undertaken.</p>

## Conferences/Workshops/Seminars Organised

Field/Question	Description
<b>Primary Proposal Attribution</b>	Please select the award to which the collaboration is primarily attributed
<b>Secondary Attribution</b>	Please list other awards to which the collaboration can be attributed
<b>Start Date</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>End date</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Conference / Workshop Title</b>	
<b>Event Type</b>	Please select from the following drop down list: <ul style="list-style-type: none"> <li>• Conference</li> <li>• Workshop</li> <li>• Seminar</li> </ul>
<b>Sponsor Organisation</b>	
<b>Role</b>	Please select from the following drop down list: <ul style="list-style-type: none"> <li>• Convenor</li> <li>• Co-organiser</li> <li>• Member Organising committee</li> <li>• Member Scientific committee</li> <li>• Member Organising and Scientific committee</li> <li>• Member Organising and Programme committee</li> <li>• Host</li> </ul>
<b>Location</b>	Please select from a drop down list of countries

## Outreach Initiatives

Field/Question	Description
<b>Year</b>	PLEASE CREATE ONLY ONE NEW RECORD FOR EACH REPORTING YEAR
<b>Please indicate approximately how many and what type of public outreach activities you engaged in during the reporting period</b>	
<b>Public lectures/demonstrations</b>	
<b>Number of visits/presentations to primary/secondary schools</b>	
<b>Number of Media Interactions</b>	
<b>Details of any other education or outreach activities</b>	



## SFI – Funding Ratio

Field/Question	Description
<b>Year</b>	PLEASE CREATE ONLY ONE NEW RECORD FOR EACH REPORTING YEAR
<b>What percentage of your annual spend (i.e. not multi-annual commitment) was from SFI?</b>	The percentage of a group's spend that is from SFI. For centre-type awards (SFI Research Centres, CSETs & SRCs) this will include all SFI awards that make up a group's activity for the year. Approximate percentages acceptable. Select from the drop down list: 0-20; 21-40; 41-60; 61-80; 81-100%

## Education and Public Engagement (EPE)

Field/Question	Description
<b>Education and Public Engagement (EPE) encompasses a variety of ways in which the activity and benefits of higher education and research can be shared with the public. Engagement is by definition a two-way process, involving interaction and listening, with the goal of generating mutual benefit. In this section please include all activities which you have participated in over the past year which have resulted in increasing the general public's awareness of STEM higher education and research e.g. school visits, researcher's night events etc.</b>	
<b>Primary Proposal Attribution</b>	Please select the award to which the EPE activity is primarily attributed
<b>Secondary Attribution</b>	Please list other awards to which the EPE activity can be attributed
<b>Name of EPE Project</b>	
<b>Start Date of EPE Project</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>End Date of EPE Project</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.
<b>Activity Type</b>	Please enter the following types of activity here: Broadcast/Film: a public engagement activity that resulted in the production of a television programme/film for broadcast In-class activities: education activities for classroom use Public Event: includes any large scale events including demonstrations, lectures etc. Careers Experience Programme: any career experience related programmes Informal Learning: STEM education activities that take place outside the structured classroom environment Other – please specify
<b>Target Audience</b>	
<b>Is this project targeted at a specific gender?</b>	Please select from the following drop down list: <ul style="list-style-type: none"> <li>• Yes (Female)</li> <li>• Yes (Male)</li> <li>• No</li> </ul>
<b>Project Topic</b>	Please select from drop down list of topic areas

<b>Target Geographical Area</b>	Please select from drop down list of counties and / or national / international.
<b>Please indicate the sources of funding for the project</b>	Please select from the drop down list of awards
<b>Please indicate if your EPE activity was part of any of the following core SFI Discover programmes</b>	Please select from the drop down list of SFI Discover programmes
<b>Numbers Engaged in the Project</b>	Please enter a whole number with no non-numeric characters
<b>Did you complete an evaluation of your EPE activity?</b>	Select Yes or No
<b>If yes, please indicate your method of data collection</b>	
<b>Was this EPE activity part of an SFI Research Centre programme?</b>	Select Yes or No
<b>If yes, please indicate which SFI Research Centre</b>	

### Technical Reports

Field/Question	Description
	<b>A technical report is a document written by a researcher detailing the results of a project and submitted to the private or public sponsor of that project. Technical reports are not peer reviewed unless the report is separately published as peer-reviewed journal literature. Technical reports are usually not considered a research output in international peer-reviewed research evaluations. Annual SFI reports may not be included in this category. Some sponsors may make technical reports available via the internet.</b>
<b>Primary Proposal Attribution</b>	
<b>Secondary Attribution</b>	
<b>Author list</b>	
<b>Title</b>	
<b>Sector that consigned the report</b>	Please select from the following dropdown list: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> <li>• Not For Profit</li> </ul>
<b>Organisation that consigned the report</b>	Please enter the name of the public, private or not-for-profit organisation that consigned and funded the technical report.
<b>Publication date</b>	Use the calendar icon to select a date or enter the date in the format yyyy-mm-dd.

<b>Digital Object Identifier (DOI)</b>	<p>The DOI is a standard for the unique identification of publications. A DOI name is permanently assigned to an object to provide information about where the object may be found on the internet. While information about an object may change over time, its DOI will not change. Every published article has a DOI number. See attached: <a href="http://www.crossref.org/guestquery/">http://www.crossref.org/guestquery/</a> <a href="http://www.doi.org/demos.html">http://www.doi.org/demos.html</a></p> <p>Enter the DOI in the format “<b>10.</b>” followed by an alphanumeric number.</p>
<b>Volume</b>	
<b>Is this report available publicly?</b>	
<b>URL</b>	

# Appendix 1

## EU Funding

### Joint Programming/ COFUNDS

Horizon 2020 supports a number of cofund initiatives in which the Commission “supplement individual calls or programmes funded by entities, other than Union bodies, managing research and innovation programmes”. These mechanisms include:

- Joint Programming Initiatives (JPI’s)
- European Research Area Networks (ERA-Nets)
- PCP/PPI Cofund
- Marie-Skłodowska-Curie Cofund
- Interreg

These mechanisms require co-funding to be provided by Member States and the financial contribution offered by the Commission for each instrument varies, and can also vary within each scheme. For the purposes of SESAME reporting, it is important to only report the non-exchequer portion of the funding received. You may need to contact the organisation managing Ireland’s engagement (SFI, EI, HRB) who are will be able to indicate how much of the funding is coming from the Commission.

### Match Funding

Within Interreg funded projects partners receive a contribution of 85% of the project costs from the programme and the remaining 15% national contribution has to be provided by the partner organisations themselves. Therefore, only 85% of the total project costs is leveraged EU funding and if listed as “Funding Body” = “European Union (Other)” only should be only 85% of the total project costs should be reported in the “Total Amount of Funding for the Project (€)”.

## Appendix 2

### Private Enterprise Funding – Research Centres only

#### Repeat industry Collaborative Research Agreements

- If a company already engaged with the centre wishes to undertake a new project (i.e. work not covered in the previous collaborative research agreement (CRA)) then this should be entered as an additional transaction – with dates and costs/ commitments for this specified work clearly defined from previous CRAs with the same company.
- If, however, the company wish to have a costed extension to the project that is covered by the original Statement of work/ CRA then, when agreed and signed off by all partners, the additional cash commitments and revised project end date can be updated on the original transaction – SFI check these columns against previous months to ascertain if there have been any costed extensions but a note can also be included in the comments section to clarify that this is the case.
- If there is to be a NCE to a CRA then please just update the “Project End Date” in the original.