

## Overview of Research Body Workbench

### Introduction

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

The screenshot displays the SESAME Research Body Workbench interface. At the top, there is a navigation bar with the SFI logo and the text "Research Body Workbench". Below the navigation bar, there is a "Welcome" message and a "Welcome to the SESAME Workbench" section. The main content area is divided into several sections: "Active Awards", "SFI Open Calls", and a table of awards. The "SFI Open Calls" section features a call for "SFI Investigators Programme 2012" with a deadline of 31st January 2012 and a duration of 2-4 years for projects. The table of awards has columns for "Applications Status", "Action Required", "Grant Payments", "Active Awards", "Non-Active Awards", and "Reports". Two award entries are visible, both with "Historic" status highlighted in red. The first award has a start date of 01-08-2005 and a close date of 31-01-2009. The second award has a start date of 01-12-2006 and a close date of 31-01-2013. Both awards have a "Financial Report Draft" with a due date and an "Open Report" button.

Screenshot 1

### 1. Application Status Tab

Information on applications currently under review will be visible here.

### 2. Action Required Tab

Detail is provided here in relation to overdue reports as well as processes that require Finance Officer or Research Officer action e.g. Budget reallocation and No-Cost extension requests which require approval.

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### 3. Grant Payments Tab

Details of all payments made are listed on the Grant Payments tab.

### 4. Active Awards Tab

All of the Researcher Body's active awards are listed under this tab. There are a number of buttons associated with each award. Details on these are given below:

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

**Payment Schedule:** This will show a schedule of payments made to date & due for the remainder of the award.

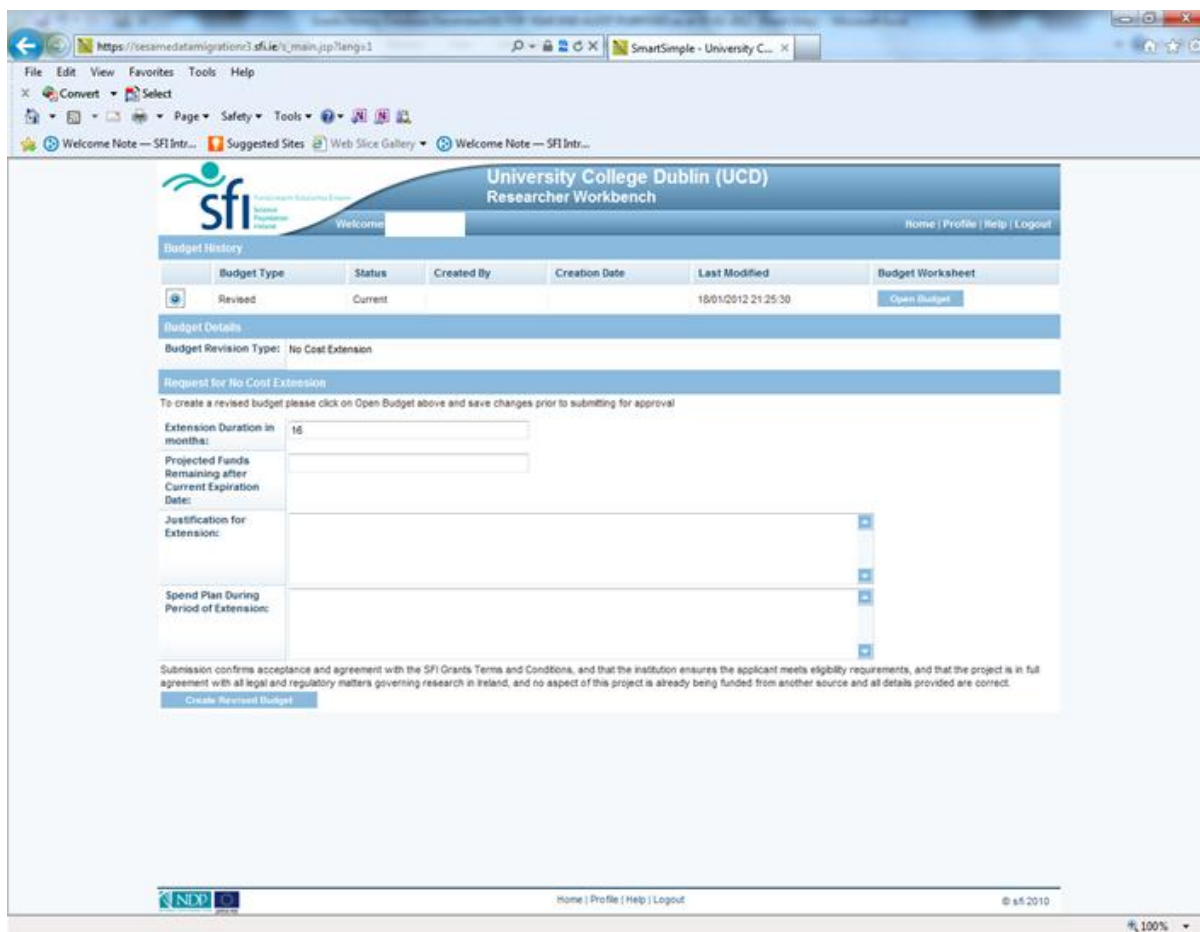
**Report Schedule:** This will show a schedule of reports submitted to date & due for the remainder of the award.

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

**Open Budget:** This brings you to the budget associated with this award. For application submitted via SESAME, you will also be able to view previous versions of the budget. Where a specific budget relates to a Budget Reallocation Request (BRR) or a No Cost Extension (NCE), clicking on the radio button beside that budget will display the details of those requests.

*For "Historic" awards, only the most recently approved budget as at February 2012 was migrated so previous versions will not be visible. If there is a No Cost Extension against this award, clicking on the radio button beside the budget will display the NCE screen but will be populated only by the duration of the NCE (see screenshot 2 below). If the Researcher wishes to create a Budget Reallocation Request they simply do so by selecting the Create Revised Budget button underneath.*

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Screenshot 2

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

**Reports:** Upcoming reports due will be displayed on the right hand side of the screen under the reports header (see [green outline](#) on screenshot 1 above). See the [Research Body User Guide](#) for guidance on submitting reports. If a report is due but does not appear in this section please contact Joan Hynes ([joan.hynes@sfi.ie](mailto:joan.hynes@sfi.ie)) who will generate a report if required.

### 5. Non-Active Awards Tab

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

### 6. Reports Tab

Reports relevant to Research Body activity will be listed here.