Taighde Éireann
Research Ireland

Key Performance Indicators (KPIs) for the Research Ireland Centres Programme – Guidance Document

Document Information

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Contents

1. The Research Centre Team

1.1 Definition of a Research Centre Team Member

For Phase 2 Research Centre awards, any individual funded wholly or in part by the Research Centre budget is a Research Centre team member. The **Research Centre budget** is defined in Phase 2 as the Research Centre award + Industry Co-funding + Non-exchequer Non-commercial (NE-NC) Co-funding (cash only) + Eligible Exchequer Co-funding (cash only). Academic collaborators are not considered Research Centre team members in Phase 2 and the research outputs from academic collaborators cannot be counted towards a Research Centre's key performance indicators (KPIs). Please see Section 1.4 for Research Centre team member eligibility for KPIs.

1.2 Research Centre Team Member List

The Research Centre team member list is generated from the "Team Members" transactions entered on the Research Centre's Administrator (Admin) Profile on SESAME (Research Ireland's grants and awards management system). The Research Centre is responsible for keeping "Team Members" transactions and the team member list up to date and accurate. The team member list is used to calculate the Research Centre KPI results. A team member will not count towards a Research Centre's KPIs if there is a query against their associated "Team Members" transaction. The Research Centre is responsible for addressing queries on "Team Members" transactions on a regular basis. The KPI and CRA (collaborative research agreement) Query Dashboard provided by Research Ireland updates from SESAME once every 24 hours and allows for monitoring and tracking of "Team Members" queries.

The research outputs that are used to calculate KPI results are reported on the Research Centre's Admin Profile on SESAME. Any research output (journal, conference, funding diversification, spin-outs incorporated, licensed technology, assignments or patent) with a query against the SESAME entry will not count towards the Research Centre KPI results. For research outputs to be counted towards KPI results, the relevant Research Ireland Scientific Programme Manager must be satisfied that (i) the research output is thematically aligned to the Research Centre and (ii) that the relevant individual is an eligible member of the Research Centre team. For Education and Public Engagement (EPE) participation, the Research Ireland EPE team must be satisfied that the entry is an eligible engagement activity. The Research Centre is responsible for addressing queries on research outputs and engagement activities on a regular basis. The KPI and CRA Query Dashboard and the EPE Dashboards provided by Research Ireland update once every 24 hours and are available to facilitate this.

In this document [green bold text in square brackets] indicates a field on SESAME. The schematic in **Figure 1** outlines the mapping of the [Position within the Team] options for team members on the Research Centre's Admin Profile on SESAME to the team categories used for the KPIs. When updating the Research Centre's Admin Profile on SESAME, Research Centre staff should make a best-effort to map local institutional positions to the [Position within the Team] options available on SESAME.
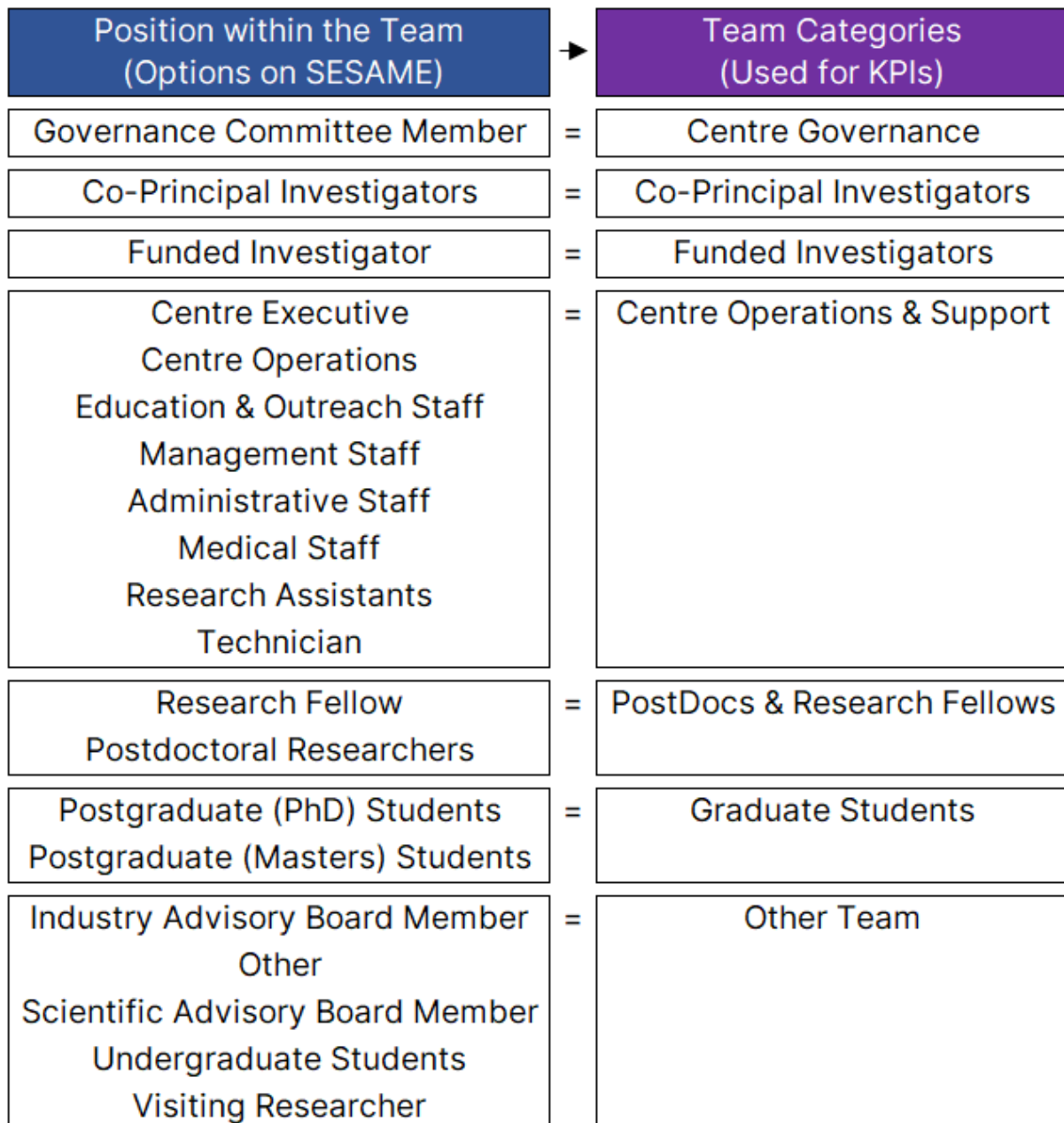
Figure 1: Mapping Research Centre team positions to Team Categories for KPIs

Research Centre staff should note that the "Centre Executive" option on SESAME is a position created for the Research Centre Manager, Executive Director or Chief Operating Officer to delineate them as individuals in a position of executive leadership within the Research Centre. Each Research Centre **should only select this position for one such individual** (only in exceptional circumstances, pre-agreed by Research Ireland staff, there may be a maximum of two individuals assigned this position). The Centre Executive position is included for the **% Gender Balance in Leadership** KPI and is captured in the Co-Principal Investigators team category. Please consult **Figure 3** for eligibility of Team Categories for Research Centre KPIs.

If the "Other" option is selected for a Research Centre team member, please ensure to complete the associated field: [If "Other" Please Specify]. Please note that the "Other" position option should be selected for collaborators and taught Master's degree students.

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1.3 Research Centre Team Members List Attribution

The schematic in **Figure 2** outlines how to attribute a Research Centre team member on SESAME. Please consult **Figure 2** for inputting the correct information in the [Primary Proposal Attribution] and [Secondary Attribution] fields for Team Members on the Research Centre's Admin Profile on SESAME.

Any individual funded wholly or in part by the Research Ireland Centre award is a Research Centre team member and is indicated in **Figure 2** as having Research Centre (RC) award funding (RC award only) or with RC award contribution. Individuals wholly funded by the Research Ireland Centre award should only include the RC award in the [Primary Proposal Attribution] field. Individuals funded in part by the Research Ireland Centre award should include the RC award in the [Primary Proposal Attribution] field and the relevant co-funding award(s) in the [Secondary Attribution] field.

All individuals funded by Industry Co-funding or NE-NC Co-funding (cash only) or Eligible Exchequer Co-funding (cash only) that is being counted towards the cost-share of a Research Centre award (i.e. is part of the Research Centre budget), must be included as a Research Centre team member (funded by RC budget in **Figure 2**) and will be countable towards the relevant Research Centre KPIs. This condition helps ensure that individuals funded through cost-share streams are offered the same supports and held to the same expectations as individuals funded by the Research Centre award, i.e. they are full members of the Research Centre team. Any individual without a RC award contribution should include the relevant co-funding award in the [Primary Proposal Attribution] field and the RC award in the [Secondary Attribution] field.

Where an individual has the RC award in the [Primary Proposal Attribution] or [Secondary Attribution] fields please consult **Figure 3** for eligibility of Team Categories for Research Centre KPIs.

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Research Centre (RC) Team Members List Attribution

Team Categories	Qualifier / Case		Team Members list?	Primary Proposal Attribution	Secondary Attribution
Centre Governance	All		Yes	RC award	-
Co-Principal Investigators	Funded by RC budget	RC award only	Yes	RC award	-
		with RC award contribution	Yes	RC award	Relevant award(s)
		without RC award contribution	Yes	Relevant award	RC award
Funded Investigators	Funded by RC budget	RC award only	Yes	RC award	-
		with RC award contribution	Yes	RC award	Relevant award(s)
		without RC award contribution	Yes	Relevant award	RC award
Centre Operations Support	Funded by RC budget	RC award only	Yes	RC award	-
		with RC award contribution	Yes	RC award	Relevant award(s)
		without RC award contribution	Yes	Relevant award	RC award
	Not funded by RC budget		No	-	-
PostDocs Research Fellows Graduate Students	Funded by RC budget	RC award only	Yes	RC award	-
		with RC award contribution	Yes	RC award	Relevant award(s)
		without RC award contribution	Yes	Relevant award	RC award
	Not funded by RC budget		No	-	-
Other Team	Industry Advisory Board Member		Yes	RC award	-
	Scientific Advisory Board Member		Yes	RC award	-
	Any "Other Team" entries		Optional	Relevant award(s) one of which is RC award	

Figure 2: Research Centre Team Members List Attribution

1.4 Eligibility of Team Categories for Research Centre KPIs

The schematic in **Figure 3** outlines which Team Categories are eligible to count toward which Research Centre KPIs.

Eligibility of Team Categories for Research Centre KPIs						
Team Categories	% Gender Balance in Leadership	% Trainee Departures from Academia	# Stand Alone ERC	# Active Spin-outs	% EPE Participation	FWCI
Centre Governance	Yes	No	No	No	No	No
Co-Principal Investigators	Yes	No	Yes	Yes	Yes	Yes
Funded Investigators	Yes	No	Yes	Yes	Yes	Yes
Centre Operations & Support	No*	No	Yes	Yes	Yes	Yes
PostDocs & Research Fellows	No	PostDocs Only	Yes	Yes	Yes	Yes
Graduate Students	No	Yes	Yes	Yes	Yes	Yes
Other Team	No	No	No	No	No	No

*The Centre Executive position is included in the **% Gender Balance in Leadership** KPI and is captured in the Co-Principal Investigators team category.

Figure 3: Eligibility of Team Categories for Research Centre KPIs

1.5   Research Centre Team Members List Data Integrity

> **Rule:** There should be only one team member entry per individual on the Research Centre's Admin Profile on SESAME. Please see relevant guidance and select exceptions below.

Guidance:

If an individual will be on leave for an extended period of time the Research Centre must inform the relevant Scientific Programme Manager and ensure adherence to any relevant requirements outlined in Research Ireland's Grant General Terms & Conditions. The individual should not be listed as departed on the relevant "Team Members" entry/transaction on the Research Centre's Admin Profile on SESAME.

Exceptions:

- A team member may have two positions on the team where one of these positions is "Governance Committee Member". In this case, the dates associated with the two positions may overlap.

- A team member may have more than one entry if they have changed position on the Research Centre team. In such cases, the dates for positions held by the team member must not overlap. Where a team member changes position within the Research Centre team (i.e., "Funded Investigator" moves to "Co-Principal Investigators" position or a "Postgraduate (PhD) Students" moves to "Postdoctoral Researchers" position) a new team member entry should be created on the Research Centre's Admin Profile on SESAME to reflect the new position. The original record for this individual should be updated to reflect that the individual has departed that position and the "Moved to a new position within the team" option selected. Please ensure that the team member name is entered and spelled consistently across all records.

- A team member may have more than one entry if they depart the team and return at a later date. In such cases, the dates for each entry for that team member must not overlap.

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Rule: The [Position within the Team] on the team members list for an individual should not be amended. Please see relevant guidance and exception below.

Guidance:

- Adding an eligible team member to a Research Centre Phase 2 award who was previously in the same [Position within the Team] of a Research Centre Phase 1 award:
  Update the attribution from Research Centre Phase 1 award to Research Centre Phase 2 award on the existing team member entry on SESAME. Do not attribute the entry to both awards. The start date can remain unchanged but the expected departure date must be updated.

- Adding a new eligible team member to a Research Centre Phase 2 award (i.e., who was not previously in Research Centre Phase 1 award):
  Create a new team member entry on SESAME with a Research Centre Phase 2 award attribution. The start date should not be before the start date of the Phase 2 award.

Exception:

- A Student does not graduate: if a PhD or research Master's degree student does not graduate (i.e., withdrew), please change the [Position within the Team] from "Postgraduate (PhD) Students" or "Postgraduate (Masters) Students" to "Other" and in the [If "Other" Please Specify] field please add an explanation (e.g., "PhD Student – did not graduate"). The graduation date can then be removed as it will no longer be a mandatory field.

2. % Gender Balance in Leadership

2.1 KPI Definition

% Gender Balance in Leadership

The percentage gender balance of the Research Centre team in the reporting period summed across the Research Centre leadership categories of Governance Committee Members, Co-Principal Investigators and Funded Investigators.

Please note the Centre Executive position is included for the percentage Gender Balance in Leadership KPI and is captured in the Co-Principal Investigators team category. Please consult **Figure 3** for eligibility of Team Categories for Research Centre KPIs.

2.2 Reporting % Gender Balance in Leadership

An individual is eligible for reporting for percentage Gender Balance in Leadership if they are on the team members list in an eligible position for more than or equal to three months in the year (the reporting period).

On the Research Centre's Admin Profile on SESAME:
1. The Research Centre Phase 2 award is the [Primary Proposal Attribution] or [Secondary Attribution] for the team member entry
2. The [Position within the Team] of the team member is one of the following:
   - Governance Committee Member
   - Co-Principal Investigators
   - Centre Executive
   - Funded Investigator
3. The [Has this person departed the position?] field is "No"
4. The [Researcher ID (of team member)] is a valid 7 digit SESAME Researcher ID (**Note:** This field is not highlighted as mandatory on SESAME, however it is mandatory for % Gender Balance in Leadership reporting)
5. All other mandatory fields on SESAME are properly completed, i.e. [First Name], [Last Name], [Gender], [Nationality], [Start Date (with the Team), [Expected / Actual Departure Date (from the position)] and [Has Epigeum Research Integrity training been undertaken by this team member?]
6. "Unknown", "TBD", etc. should not be used in mandatory fields on SESAME.

2.3 KPI calculation

The number of the individuals of the under-represented gender with binary gender identifiers (N_{URG}) and the total number of individuals with binary gender identifiers (N_{TOT}) <u>for each category</u> (i.e., Governance Committee Members (GOV), Co-Principal Investigators (including Centre Executive; CPI) and Funded Investigators (FI)) is identified. The % gender balance in leadership is calculated by summing the N_{URG} divided by the N_{TOT} <u>for each category</u>. This approach ensures that "compensating imbalances" across categories are properly identified, and do not simply average out. For clarity on the calculation of this KPI, please also see the formula below.

Leadership Category	Number of URG	Total Number
Governance Committee Members	$N_{URG\text{-}GOV}$	$N_{TOT\text{-}GOV}$
Co-Principal Investigators	$N_{URG\text{-}CPI}$	$N_{TOT\text{-}CPI}$
Funded Investigators	$N_{URG\text{-}FI}$	$N_{TOT\text{-}FI}$

The **% Gender Balance in Leadership** $= \dfrac{N_{URG\text{-}GOV} + N_{URG\text{-}CPI} + N_{URG\text{-}FI}}{N_{TOT\text{-}GOV} + N_{TOT\text{-}CPI} + N_{TOT\text{-}FI}}$

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3. % Trainee Departures from Academia

3.1 KPI Definition

% Trainee Departures from Academia

The percentage of trainees (postdoctoral researchers, postgraduate PhD students and postgraduate research Master's students) that depart the Research Centre team to positions outside of academia within six years[β].

3.2 Reporting % Trainee Departures from Academia

On the Research Centre's Admin Profile on SESAME:
1. The Phase 2 award is the [Primary Proposal Attribution] or [Secondary Attribution] for the team member entry
2. The [Position within the Team] of the team member is one of the following:
   - Postdoctoral Researchers
   - Postgraduate (PhD) Students
   - Postgraduate (Masters) Students*
3. The [Expected / Actual Departure Date (from the position)] falls within the duration of the Research Centre Phase 2 award
4. The [Has this person departed from the team?] field is marked "Yes"
5. The [First Destination Position (on departure from the position)] or [Current/New/Last known position (Where they are now working)] field is one of the following:
   - Other Public Sector (non-HEI) Research
   - Science/Engineering Private Sector (R&D role)
   - Science/Engineering Private Sector (non R&D role)
   - Other Private Sector (not science/engineering) (R&D role)
   - Other Private Sector (not science/engineering) (non R&D role)
   - Teaching (Primary/Secondary)
   - Started Own Company
7. All other mandatory fields on SESAME are properly completed, i.e. [First Name], [Last Name], [Gender], [Nationality], [Start Date (with the Team)], [Location of First Destination Position], [Location of Current Position] and [Has Epigeum Research Integrity training been undertaken by this team member?]
8. "Unknown", "TBD", etc. should not be used in mandatory fields on SESAME.

When all the above are satisfied, the trainee departure is countable on the [Expected / Actual Departure Date (from the position)].

[β]**Please note:** It is not expected or intended that Research Centres continuously track their alumni for six years. A trainee is deemed to have "departed" from academia on the first instance that they take-up employment in industry, consultancy, the civil service, etc. This could be one day or one year after departure. The wording of the KPI is designed to allow Research Ireland and Research Centres to look beyond "first departure" in assessing the success and impact of it's alumni. The period of six years was chosen to align with the baseline period of other national statistics that Research Ireland and other agencies contribute towards.

*Please note:** Taught Master's degree students are not included for **% Trainee Departures from Academia** and the "Other" position option on SESAME should be selected for taught Master's degree students.

3.3   KPI calculation

The percentage of Trainee Departures from Academia is the number of Centre departed trainees from academia divided by the total number of Centre departed trainees.

Please note that Research Fellows are not considered trainees of the Research Centre, and do not count towards the KPI.

3.4   Metric Associated with this KPI

Team member trainee (i.e., postdoctoral researchers, postgraduate PhD students and postgraduate research Master's students) departures to academia are included in the associated metric block (per the qualifying criteria detailed above) but are not counted towards the KPI result.

4. Number of Stand-alone European Research Council (ERC) Grants

4.1 KPI Definition

Number of Stand-alone ERC Grants

The number of stand-alone frontier research ERC grants (Starting Grant, Consolidator Grant, Advanced Grant or Synergy Grant) awarded to eligible members of the Research Centre team.

4.2 Reporting Number of Stand-alone ERC Grants

On the Research Centre's Admin Profile on SESAME:
1. The Research Centre Phase 2 award is the [Primary Proposal Attribution] or [Secondary Attribution] for the Funding Diversification entry associated with the stand-alone ERC award
2. The [Team Member (Name) associated with this transaction] is an eligible member of the Research Centre team on or before the award start date
    - Please ensure the team member name exactly matches what is listed/entered on the team member list
    - If including more than one team member name please separate the names with a ";"
    - Names must be entered in the format "Firstname Lastname".
3. The [Funding Body] field is "Horizon Europe – ERC"
4. The [Grant No] field is a valid and resolvable code
5. The [Funding Programme or Company Name] **field must be** of the form "ERC-20XX-XXX"
6. The [Status] field is "Current" or "Expired"
7. The [Start Date] falls within the duration of the Research Centre Phase 2 award
8. All other mandatory fields on SESAME are properly completed, i.e. [Title of Proposal], [Total Amount of Funding for the Project (€)], [Amount of Funding Allocated to PI (€)], [Amount of the allocated funding that is cash], [Position held on Award], [End Date], and [Research Body Associated]
9. "Unknown", "TBD", etc. should not be used in mandatory fields on SESAME.

When all the above are satisfied, the stand-alone ERC grant is countable on the [Start Date].

If an ERC grant is shared between multiple Research Centres, only the amount specific to each Research Centre is allowed to be reported and counted for NE-NC cost-share (cash only). Please use the [Comments] field on the Funding Diversification entry to record that it has been checked with the award holder and that what is being reported is the accurate amount of funding that is attributed to the Research Centre. The ERC grant will count towards the KPI result of each Research Centre.

4.3   KPI calculation

The total number of stand-alone frontier research ERC grants (Starting Grant, Consolidator Grant, Advanced Grant or Synergy Grant) awarded within the duration of the Research Centre award to eligible members of the Research Centre team.

4.4   Metric Associated with this KPI

ERC Proof of Concept (POC) Grants are included in the metric block for Stand-alone ERC Grants using the criteria above but do not count towards the KPI.

5. Number of Active Spin-outs

5.1 KPI Definition

Number of Active Spin-outs

The number of active spin-out companies, per the Knowledge Transfer Ireland (KTI) definition of an active spin-out (please see below), originating from eligible members of the Research Centre team.

KTI Active Spin-out Definition:
An active spin-out is a research performing organisation (RPO)-created spin-out company that is at least three years' post-formation and has at least one paid employee and has raised equity and/or has booked sales revenue. It is an incorporated entity which at the time of formation was dependent on the exploitation of specific intellectual property rights of the RPO. The RPO will have executed a licence to the spin-out for the intellectual property rights and/or will hold equity in the spin-out.

5.2 Reporting Number of Active Spin-outs

On the Research Centre's Admin Profile on SESAME:
1. The Innovation & Commercialisation Activities entry is listed as [Type] "Spin-Out Companies"
2. The Research Centre Phase 1 or Phase 2 award is the [Primary Proposal Attribution] or [Secondary Attribution] for the Innovation & Commercialisation Activity entry
3. The [Team Member (Name) associated with this transaction] is an eligible member of the Research Centre team
   - Please ensure the team member name exactly matches what is listed/entered on the team member list
   - If including more than one team member name please separate the names with a ";"
   - Names must be entered in the format "Firstname Lastname".
4. The [Date Incorporated] falls within the duration of the Research Centre Phase 1 or Phase 2 award
5. A resolvable [Company registration number] is provided
6. A resolvable [Enterprise Ireland (EI) Identifier No. (available from TTO office)] is provided
7. All other mandatory fields on SESAME are properly completed, i.e. [Company Name], [Main Shareholders], [FTE Employees], [Amount of Funding Allocated to PI (€)], [Amount of the allocated funding that is cash], [Position held on Award], [End Date], and [Research Body Associated]
8. "Unknown", "TBD", etc. should not be used in mandatory fields on SESAME.

Please note the following:
- If a spin-out is incorporated ([Date Incorporated]) in Research Centre Phase 1 award, and achieves the status of "active" in Research Centre Phase 2 award, then that active spin-out is countable as a Research Centre Phase 2 award active spin-out in the reporting period in which KTI determine that the spin-out became "active"
- Spin-outs that are attributed to multiple Research Centres are allowed to be counted for each Research Centre if there is satisfactory justification provided to and verified by

Research Ireland staff. Please contact the relevant Scientific Programme Manager in relation to such cases.

5.3 KPI calculation

Research Ireland staff will engage with KTI to determine which Research Centre spin-outs are "active" as defined by KTI. If KTI can find no evidence that a spin-out is active, but the Research Centre disagrees, the Research Centre will be given an opportunity to make an evidence-based counter argument for its inclusion. Please contact the relevant Scientific Programme Manager in relation to such cases.

5.4 Metrics Associated with this KPI

The number of licensed technologies, assignments and patents are included in the metric block for active spin-outs using the criteria outlined below but are not counted towards the KPI.

Reporting of Licensed Technology

1. The Innovation & Commercialisation Activities entry is listed as [Type] Licensed Technology
2. The Phase 2 award is the [Primary Proposal Attribution] or [Secondary Attribution] for the licensed technology entry
3. The [Team Member (Name) associated with this transaction] is an eligible member of the Research Centre team
   - Please ensure the team member name exactly matches what is listed/entered on the team member list
   - If including more than one team member name please separate the names with a ";"
   - Names must be entered in the format "Firstname Lastname".
4. The [License Agreement Date] falls within the duration of the Research Centre Phase 2 award
5. A resolvable [Enterprise Ireland (EI) Identifier No. (available from TTO office)] is provided
6. All other mandatory fields on SESAME are properly completed, i.e. [Licensing Agreement Partner] and [Time Period of Agreement]
7. "Unknown", "TBD", etc. should not be used in mandatory fields on SESAME.

When all the above are satisfied, the Licensed Technology is countable on the [License Agreement Date].

Reporting of Assignments

1. The Innovation & Commercialisation Activities entry is listed as [Type] Assignments
2. The Research Centre Phase 2 award is the [Primary Proposal Attribution] or [Secondary Attribution] for the assignments entry
3. The [Team Member (Name) associated with this transaction] is an eligible member of the Research Centre team
    *   Please ensure the team member name exactly matches what is listed/entered on the team member list
    *   If including more than one team member name please separate the names with a ";"
    *   Names must be entered in the format "Firstname Lastname".
4. The [Assignment Agreement Date] falls within the duration of the Research Centre Phase 2 award
5. A resolvable [Enterprise Ireland (EI) Identifier No. (available from TTO office)] is provided
6. All other mandatory fields on SESAME are properly completed, i.e. [Assignment Agreement Partner] and [Time Period of Agreement]
7. "Unknown", "TBD", etc. should not be used in mandatory fields on SESAME.

When all the above are satisfied, the Assignment is countable on the [Assignment Agreement Date].

Reporting of Patents

1. The Innovation & Commercialisation Activities entry is listed as [Type] Patent
2. The Research Centre Phase 2 award is the [Primary Proposal Attribution] or [Secondary Attribution] for the patent entry
3. The [Team Member (Name) associated with this transaction] is an eligible member of the Research Centre team
    *   Please ensure the team member name exactly matches what is listed/entered on the team member list
    *   If including more than one team member name please separate the names with a ";"
    *   Names must be entered in the format "Firstname Lastname".
4. The [Status] is set to "Awarded"
5. The [Patent Awarded] date falls within the duration of the Research Centre Phase 2 award
6. A resolvable [Patent Number] is provided in addition to the [Patent Application Number (assigned by patent office)]
7. A resolvable [Enterprise Ireland (EI) Identifier No. (available from TTO office)] is provided
8. All other mandatory fields on SESAME are properly completed, i.e. [Patent Title], [Inventor(s)] and [Filing Date]
9. "Unknown", "TBD", etc. should not be used in mandatory fields on SESAME.

When all the above are satisfied, the patent is countable on the [Patent Awarded] date.

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6. % Education and Public Engagement (EPE) Participation

6.1   KPI Definition

% EPE Participation

The percentage of the Research Centre team members delivering two or more EPE activities in a calendar year (the reporting period) with a minimum participation threshold of 50%.

6.2   Reporting % EPE Participation

An individual is eligible for reporting towards % EPE participation if they are on the team members list in an eligible position for more than or equal to six months in the year (the reporting period). Individuals who are on the team members list for less than 6 months and who have completed 2 or more EPE activities in the year (the reporting period) will also count towards the % EPE participation of the Centre.

On the Research Centre's Admin Profile on SESAME:
1. The Research Centre Phase 2 award is the [Primary Proposal Attribution] or [Secondary Attribution] for the team member entry
2. The [Position within the Team] of the team member is one of the following:
   - Co-Principal Investigators
   - Funded Investigator
   - Centre Executive
   - Centre Operations
   - Education & Outreach Staff
   - Management Staff
   - Administrative Staff
   - Medical Staff
   - Research Assistants
   - Technician
   - Research Fellow
   - Postdoctoral Researchers
   - Postgraduate (PhD) Students
   - Postgraduate (Masters) Students
3. All other mandatory fields on SESAME are properly completed for the team member entry, i.e. [First Name], [Last Name], [Gender], [Nationality], [Start Date (with the Team), [Expected / Actual Departure Date (from the position)], [Has this person departed the position?] and [Has Epigeum Research Integrity training been undertaken by this team member?]
4. "Unknown", "TBD", etc. should not be used in mandatory fields on SESAME

On the EPE Activity entry on SESAME*:
1. The [First Name] and [Surname] of the individual on the EPE Activity is an eligible member of the Research Centre team
2. All other mandatory fields on SESAME are properly complete for the EPE activity, i.e. [Email], [Research Body/Institution], [What is your current role?], [Who is your research team leader? (e.g. supervisor, PI, Centre Director in the case of Operations Team members in a Research Centre)], [Activity Type], [Provide the title for the EPE activity], [Describe the EPE activity in one or two short sentences], [What date did the activity take place on? (use the start date in the event that it continued over multiple days)], [What category best describes your activity in terms of its target audience?], [Select the specific target audience], [Did/does the project specifically target any of the following

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groups?], [Did your activity target specific counties?] and [Approximately how many people were engaged with by the activity?]

3. "Unknown", "TBD", etc. should not be used in mandatory fields on SESAME.

*Please note: Individual team members are responsible for submitting their own EPE activities via the Direct Reporting Form. This is not the responsibility of the Research Centre SESAME Admin or the Research Centre EPE Manager. The Research Centre EPE Manager has visibility of the EPE Activity submissions and is responsible for submitting them to Research Ireland.

6.3   KPI calculation

The number of individuals that complete two or more EPE activities within a calendar year is divided by the total number of individuals eligible for EPE participation to calculate the percentage EPE participation. The percentage EPE participation for each team member category is shown in the metric block for this KPI.

7.   Field-Weighted Citation Impact (FWCI)

7.1   KPI Definition

FWCI

The FWCI value for all outputs, e.g. journal and conference publications, generated by the Research Centre team.
Further details on FWCI can be found here.

7.2   Reporting Journal Publications for FWCI

On the Research Centre's Admin Profile on SESAME:
1.   The Publications & Proceedings entry is listed as [Publication Type]: "Refereed Original Article" or "Refereed Review Article"
2.   The Research Centre Phase 1 or Phase 2 award is the [Primary Proposal Attribution] or [Secondary Attribution] for the journal publication entry
3.   The [Team Member (Name) associated with this transaction] is an eligible member of the Research Centre team
     - Please ensure the team member name exactly matches what is listed/entered on the team member list
     - If including more than one team member name please separate the names with a ";"
     - Names must be entered in the format "Firstname Lastname".
4.   The [Publication Status] field is "Published"
5.   The [Publication Date] falls within the duration of the Research Centre Phase 1 or Phase 2 award
6.   A valid and resolvable [Digital Object Identifier (DOI)] is provided
7.   All other mandatory fields on SESAME are properly completed, i.e. [Author List], [Title], [Senior Author], [How many co-authors are based outside Ireland (International Co-Publication)?], [How many co-authors are from industry (Industry Co-Publication)?], [Is this publication available in an open access repository?], [Please provide link to this publication], [Is this publication available under a Creative Commons Attribution licence (CC)?], [Does this publication include Rights Retention Wording?], [Does this publication contain analyses or report on a sex and/or gender dimension in this research content?] and [Is Research Ireland/SFI/IRC specifically acknowledged or accredited (e.g. through grant number)?]
8.   "Unknown", "TBD", etc. should not be used in mandatory fields on SESAME.

When all the above are satisfied, the journal publication is countable on the [Publication Date].

If a publication does not have a valid and resolvable DOI, please enter the following in the [Digital Object Identifier (DOI)] field on SESAME: "10.Not_Available". If the publication later obtains a DOI, please update SESAME accordingly.

In cases where the DOI is not available but the PMID for the publication is, please enter the following in the [Digital Object Identifier (DOI)] field on SESAME: "10.[PMID].xxxxxxxx". The x indicates the PMID number which is a 1 to 8 digit number. Entries with a valid PMID will be included for FWCI calculation on SciVal.

7.3 Reporting Conference Publications for FWCI

On the Research Centre's Admin Profile on SESAME:

1. The Publications & Proceedings entry is listed as [Publication Type] "Refereed Conference/Meeting Proceeding"
2. The Research Centre Phase 1 or Phase 2 award is the [Primary Proposal Attribution] or [Secondary Attribution] for the conference publication entry
3. The [Team Member (Name) associated with this transaction] is an eligible member of the Research Centre team
   - Please ensure the team member name exactly matches what is listed/entered on the team member list
   - If including more than one team member name please separate the names with a ";"
   - Names must be entered in the format "Firstname Lastname".
4. The [Conference Name] and/or [Proceedings] fields are completed
5. The [Publication Date] falls within the duration of the Research Centre Phase 1 or Phase 2 award
6. A valid and resolvable [Digital Object Identifier (DOI)] is provided
7. All other mandatory fields on SESAME are properly completed, i.e. [Author List], [Title], [Senior Author], [How many co-authors are based outside Ireland (International Co-Publication)?], [How many co-authors are from industry (Industry Co-Publication)?], [Is this publication available in an open access repository?], [Please provide link to this publication], [Is this publication available under a Creative Commons Attribution licence (CC)?], [Does this publication include Rights Retention Wording?], [Does this publication contain analyses or report on a sex and/or gender dimension in this research content?] and [Is Research Ireland/SFI/IRC specifically acknowledged or accredited (e.g. through grant number)?]
8. "Unknown", "TBD", etc. should not be used in mandatory fields on SESAME.

When all the above are satisfied, the conference publication is countable on the [Publication Date].

If a publication does not have a valid and resolvable DOI, please enter the following in the [Digital Object Identifier (DOI)] field on SESAME: "10.Not_Available". If the publication later obtains a DOI, please update SESAME accordingly.

In cases where the DOI is not available but the PMID for the publication is, please enter the following in the [Digital Object Identifier (DOI)] field on SESAME: "10.[PMID].xxxxxxxx". The x indicates the PMID number which is a 1 to 8 digit number. Entries with a valid PMID will be included for FWCI calculation on SciVal.

7.4   KPI calculation

The DOIs of all the collected journal and conference publications are combined into a single aggregated DOI list and uploaded into the SciVal citation engine through the "Import Publication Set" function. All existing publications on a Research Centre's SESAME profile from the start of Phase 1 are included for FWCI.

7.5   Metrics Associated with this KPI

The citation count, top 10% citation percentile and scholarly output in the associated metric block are calculated as above for FWCI. All existing publications on a Research Centre's Admin Profile on SESAME from the start of Phase 1 are included for citation count, top 10% citation percentile and scholarly output. SESAME journal count and SESAME conference count is the number of journal and conference publications on SESAME that have no queries and have been approved as thematically aligned to the Research Centre. The metric block shows the number of journal and conference publications in Phase 1 + Phase 2 as well as the number in Phase 2 only.