Science Foundation Ireland

Grants and Awards Management System – SESAME

Annual Research Outputs Survey

User Guide

Version: 5.4

January 2022

VERSION HISTORY

VERSION 2.0	INCORPORATING CHANGES MADE TO RESEARCH PROFILE FIELDS AND SUBMISSION PROCESS FOR 2014 RESEARCH OUTPUTS SURVEY
VERSION 3.0	CHANGE SCREENSHOTS TO REFLECT NEW SCREEN LAYOUTS
	ADD INSTRUCTIONS FOR LINKING PROFILE WITH ORCID ACCOUNT
	ADD INSTRUCTIONS FOR IMPORTING PUBLICATIONS FROM PUBMED AND ORCID
	ADD INSTRUCTIONS FOR BIBTEX PARSING
VERSION 3.1	CHANGE SCREENSHOTS AND REFLECT NEW SCREEN LAYOUTS
	AMEND INSTRUCTIONS AROUND IMPORTING FROM ORCID ACCOUNT
VERSION 3.2	UPDATE SCREENSHOTS
VERSION 4.0	UPDATE SCREENSHOTS
	CHANGE DOCUMENT TITLE
	AMEND INSTRUCTIONS AROUND THE NEW SUBMISSION PROCESS
VERSION 5.0	UPDATE SCREENSHOTS TO REFLECT RE-DESIGNED RESEARCHER WORKBENCH
VERSION 5.1	UPDATE SCREENSHOTS TO REFLECT REVISED PROCEDURE FOR COPYING / MULTIPLE DELETE
VERSION 5.2	UPDATE SCREENSHOTS FOR REVISED CHECKLIST
VERSION 5.3	UPDATE SCREENSHOTS FOR REVISED CHECKLIST.
	REMOVED INSTRUCTIONS RELATING TO SNAPSHOT, WHICH IS NO LONGER IN USE.
VERSION 5.4	UPDATED INSTRUCTIONS FOR IMPORTING PUBLICATIONS FROM ORCID

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What is the Research Outputs Survey?

Science Foundation Ireland carries out an annual survey of its active and inactive award holders to gather information on the outputs arising from its funding. In addition to programme planning and evaluation, the data we gather is used to demonstrate to pivotal stakeholders that continued investment in STEM research is justified. We do this by providing quantitative and qualitative evidence, derived from the annual survey, that our researchers are delivering a return to Ireland both in the short and long term.

The survey opens in SESAME each year in December and closes the following January and is completed via your research profile on SESAME.

The purpose of this document is to give clear Instructions on how to complete this survey.

Research Profile Overview

Your Researcher profile consists of two main types of information.

- General information, ranging from contact information, date of birth, and nationality, to detailed information on key achievements and research outputs. See **Module 2** for information on how to add / edit this data.

- Research Profile information which details your background, team composition and related research outputs. You can add any number of specific activity-based information such as Publications, Conferences/workshops organised, commercial outputs, impacts etc. to your profile and then choose the most significant ones to attribute to a specific annual report or application as required. See **Module 4** for information on how to add / edit data in this section during the survey period.

It should be noted that you may update your profile / outputs at any time throughout the year. However, the approach may vary. The purpose of this document is to guide you through the update and submission of your research outputs.

Although the emphasis of this document is on the Research Outputs Survey, the creation and maintenance of your profile also simplifies the grant application process and annual reporting in a number of important ways.

Your profile is independent of any application, but certain information (known as transactions in SESAME), such as research funding, can be pulled from your profile into your application as required. In addition, general information including contact details and year of PhD (or equivalent) are automatically associated with your application.

For the preparation of annual reports you can select transactions from your profile. Conversely you can create the new transactions within your annual report, which will automatically update your profile.
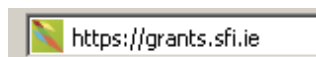
Logging into SESAME

The SESAME Grants and Award Management System is accessed using the Internet and there is no requirement for the installation of SESAME specific software. You can access SESAME from any computer connected to the Internet from any location. However, the configuration of some browsers and internet infrastructure (popup blockers, firewalls, etc.) can restrict an individual's access to the internet and as a result to the SESAME system. If you are having any such difficulties please contact your internal IT support team in the first instance.

The SESAME system is accessed using the following Internet address: https://grants.sfi.ie

1. Start your **Web Browser**.

	SESAME supports the two most recent versions of Microsoft Edge, Chrome and FireFox. With Mac we recommend that you use either Firefox or Chrome.

2. Type the SESAME address into the address bar of your browser or click on this link: https://grants.sfi.ie.

3. Press the Enter key or click the Go To button. The SESAME login page is displayed:

	It would be a good idea to save this page to your 'favourites', as you will be using this page frequently.

Pop-up Blocker Detection

If your browser has a pop-up blocker enabled, a warning message or banner may be displayed at the top of the SESAME login page, or once logged in. Consult the appropriate browser help facility in order to make the required changes to the browser settings.

You must choose the browser option to allow pop-ups from SESAME. If you do not enable pop-ups when using SESAME, many functions within the system will appear not to function, simply because the associated pop-up window cannot be displayed.

Sometimes you may find your browser will have more than one pop-up blocker installed through various toolbars, spam blockers, virus checkers etc.

All Pop-up blockers need to be disabled when accessing SESAME.

Forget Password?

If you forget your password, click on the "Forget password?" link below the login button. Clicking this link and entering your email address will trigger an email to your email address with a new password.

In order to login you must:

Type your **full e-mail address** when prompted for your Username. Type your case-sensitive **password**. Click the **Login** button. (If you have forgotten your password, click on the "Forgot password?" link below the log in button).

You are logged into SESAME and the Researcher Workbench is displayed.

The workbench is divided into a number of areas.

- The main workbench area (or Home screen) in the centre of your screen from which you can access Research Outputs (during the reporting period); your Profile; open applications and other application / award-related activities.
- Shortcuts pinned to the top right-hand corner – including a link to your profile; user guides; helpdesk etc. These are always visible and can help you to navigate back to the Home screen above and other important areas of the workbench.

In these guidelines, we are concerned only with the Profile / Research Outputs section of your workbench and more specifically in submitting your profile during the Research Output Survey period. If you are looking for more general SESAME instructions, please refer to the Researcher User Guide for SESAME Award Management System *accessible on our website.*
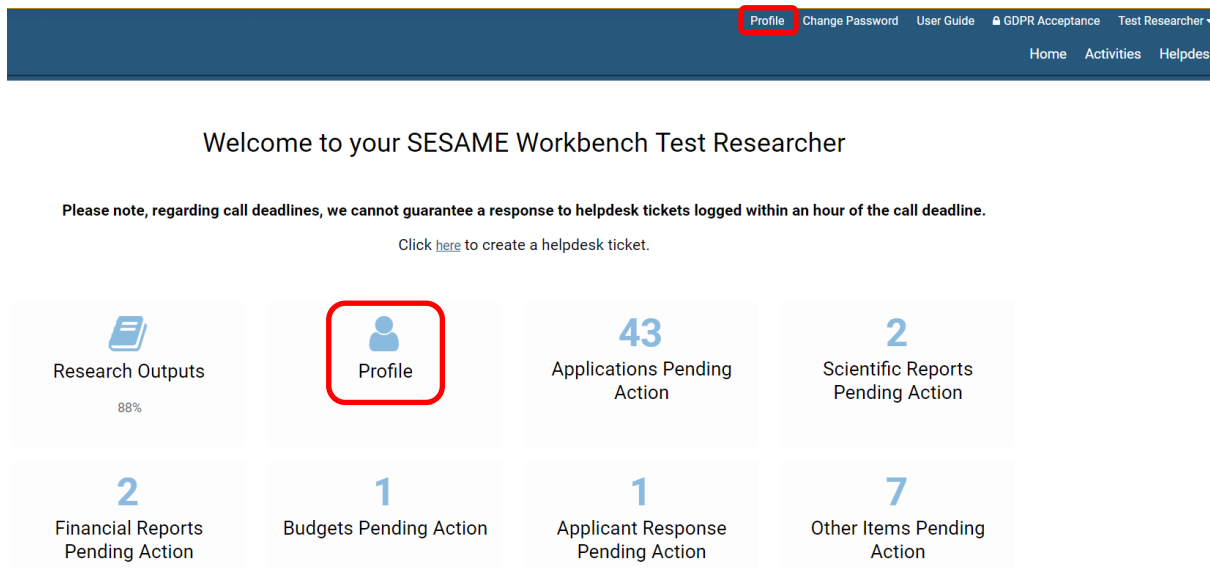
Updating your Profile

A very basic researcher profile will have been created by research office staff when they first add your contact details to SESAME.

	• You do not need to update your profile in any particular sequence nor do you need to complete the process in a single session. • You can log in as often as you need in order to complete your profile. • **You can start an SFI application or Annual Progress Report without completing your profile but you should have completed the mandatory fields (shown in red) before submitting them for review.** • You should remember to update your profile on a regular basis.

1. Log in to SESAME using the instructions in Module 1 and view your Researcher workbench.

2. You can access your profile by clicking on the **Profile** links in the main area of the Home screen on the top right of your workbench (red boxes).
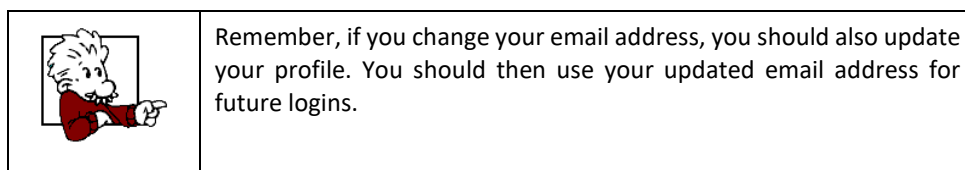

The Profile page is displayed.

The profile screen consists of a General Contact Details (default); Additional Contact Details; Identifier details (where you can find your SFI PIN, your ORCID and other relevant identifiers); and Reports (full reports of all research outputs reported in a format which may be uploadable into other systems).

Editing Basic Contact Information

To edit your contact details, click on both the General and Additional Contact Information tabs enter the relevant data and Save.

1.   Enter your **General Profile details** as appropriate.

   - Mandatory fields are indicated in red, all other fields are optional.

2.   Please ensure that any existing information is correct and up to date.

3.   Click on **Save**.

	Remember, if you change your email address, you should also update your profile. You should then use your updated email address for future logins.
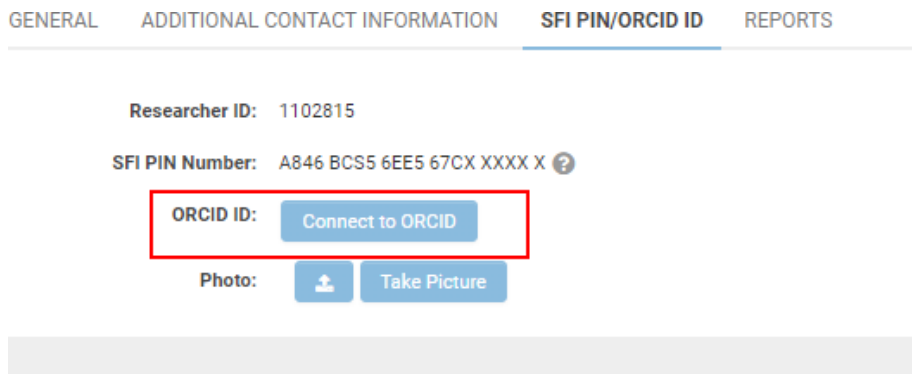
ORCID

ORCID identifiers are non-proprietary, 16-digit unique digital identifiers that allow you to distinguish yourself from researchers with similar names and to disambiguate the sometimes many versions of your name that can be used in your publications / grants throughout your career. The ORCID identifier allows you to connect yourself with your research and other professional activities.

Since 2016, SFI has mandated the inclusion of authenticated ORCID identifiers on all grant applications.

To connect to, and authenticate, your ORCID ID, click on the SFI PIN/ORCID ID tab of your profile.

1. Click on Connect to ORCID. Note: if you are already connected to ORCID, your ORCID ID will display and you will not have a Connect button.

2. This will open a new ORCID window.

3. If you have an ORCID account, log in and click on Authorise. Otherwise, create an ORCID account by clicking on Register.

4. You will get a confirmation message.

Thank you. Your ORCID ID is now linked to your SESAME profile.
Please save your profile to refresh the screen.

Close

5. Click on Close, then save your profile.

6. Your ORCID ID will show on your profile.

GENERAL   ADDITIONAL CONTACT INFORMATION   **SFI PIN/ORCID ID**   REPORTS

Researcher ID: 1102815

SFI PIN Number: A846 BCS5 6EE5 67CX XXXX X ⓘ

ORCID Profile: orcid.org/123456   Remove ORCID ID

Removing your ORCID ID from SESAME is a two step process:
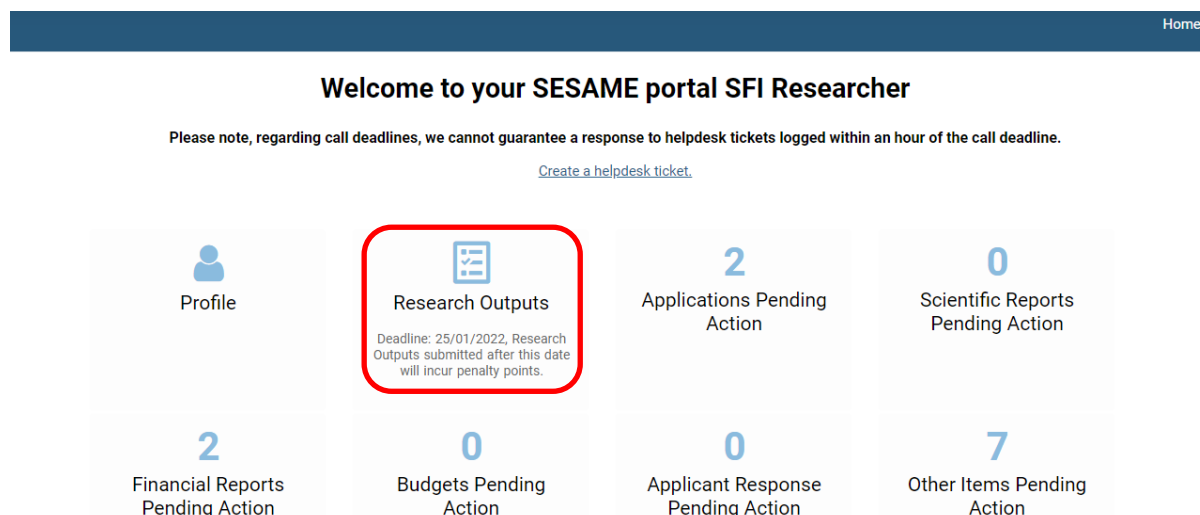
1. Log in to your ORCID account and remove SFI from your Trusted organizations (Account Settings; Manage Permissions)
2. In SESAME profile click on Remove ORCID ID.

Photo: 👤   Take Picture

Save

Module 3: Completing the Research Outputs Survey

During the yearly Research Outputs period, you will be reminded in SESAME that you have to complete and submit your profile to SFI. During this period, an "Research Outputs" button will appear on your home screen as you log in to the system. By clicking this button you will be taken to the Research Outputs data entry screen. As you fill in the individual sections, you will be able to update and track your progress in a progress bar.

Please follow these instructions to complete a Research Outputs submission and Submit your profile **during the current Research Outputs survey period**.

Note: to update your Research Outputs outside of the survey period (or to update records from previous years), click on the Profile button on the home screen (or at top right) and navigate to the "Research Profile" tab. See module 3 of the general [SESAME Researcher User Guide](#) *for instructions.*

1.   Click on the **"Research Outputs" button** (highlighted above) on your home screen and the following form will appear. You can use this form to keep track of what sections of the profile you have completed and what is outstanding. For each section, please select Yes/No from the drop down list. (Yes = section updated; No = section not yet updated). You will not be able to submit your profile if any of these sections are flagged as No.

For researchers who held an active award during the reporting year, the form contains the following items:

Significant Distinctions / Awards; Funding Diversification; Team Members; Innovation & Commercialisation Activities; Publications & Proceedings; Presentations; Academic Collaboration; Non Academic Engagements; Conferences / Workshops / Seminars Organised; Communications Activities; SFI Funding Ratio; Education & Public Engagement (EPE); Technical Reports; and Impacts

For inactive researchers, you are only asked to complete sections on Publications, Innovation & Commercialisation Activities; and Impacts.

Adding Research Output records

Please remember that the purpose of this form is to facilitate the creation and update of records relating to the reporting year only.

You CAN create records for other years but they will not show (and cannot be modified) from this form. Should you wish to edit data from previous years you must click on the Profile link / button at the top / bottom of the page and scroll down to the "Research Profile" tab.

1. Click **Add new** next to the Research Output section that you wish to modify by adding a new record.
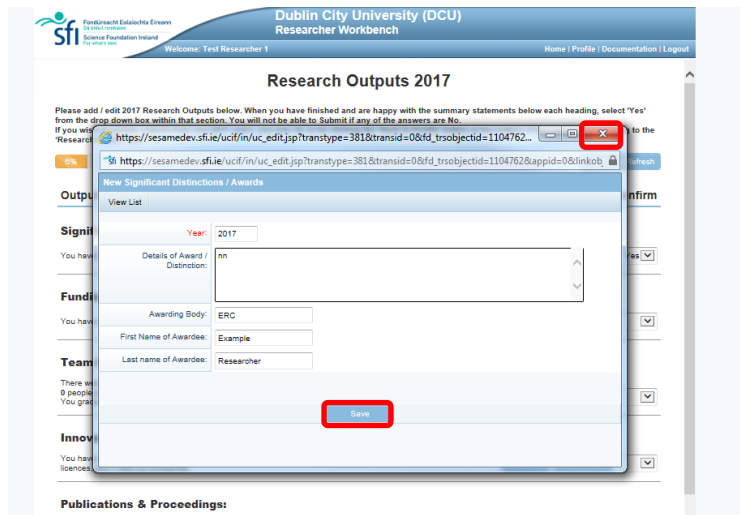
2. Fill in at least all the mandatory fields (marked in red). Click **Save** and close the window.
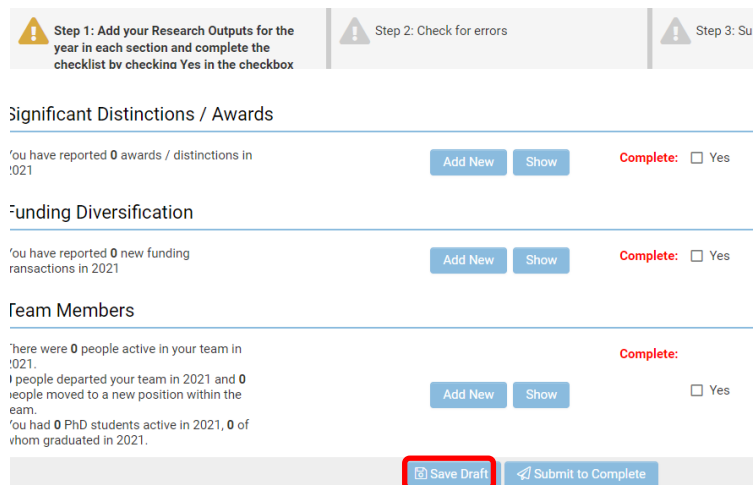
3. While the record is now saved, it will not be visible under the Show / Hide list until you have clicked on **Save Draft**.

4. When you have added all records for a given Research Output type (say Publications) and you are happy with the summary statement (e.g. "You have published 3 journal articles…"), **select Yes** from the Confirmation drop down box for this section.

5. Click on **Save Draft** at the bottom of page.

Note: For the most part, records are ordered according to a transaction ID; new additions go to the bottom of the list. With categories such as Publications and Proceedings, where you may need to add new transactions periodically, adding the most recent last will keep the list in date order, if so desired. Team members are ordered by Name.

Viewing or Editing records relevant to the reporting period

1. Click **Show** next to the Research Output section you wish to modify. This will show all records relating to the current reporting period only. To find out how to update records from an earlier period see the last section of this module.
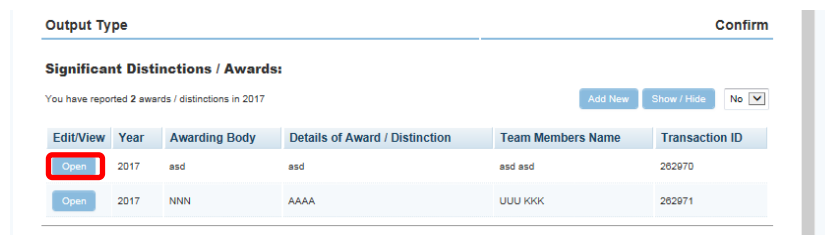
2. Click **Open** next to the record you wish to edit.

3. Make the relevant changes and click **Save** and close the window.
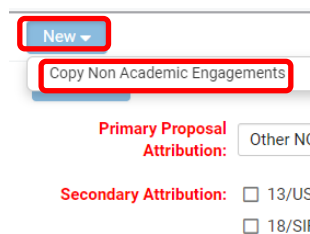
Copying a record

If you wish to create a record that is similar to an existing one, click on **Show** next to the section in question. Then select the record you wish to copy and click on the **Open** button next to it.

1. Click on **New** at the top left corner and select **Copy**. This will create a new record with all of the details of the original record included.
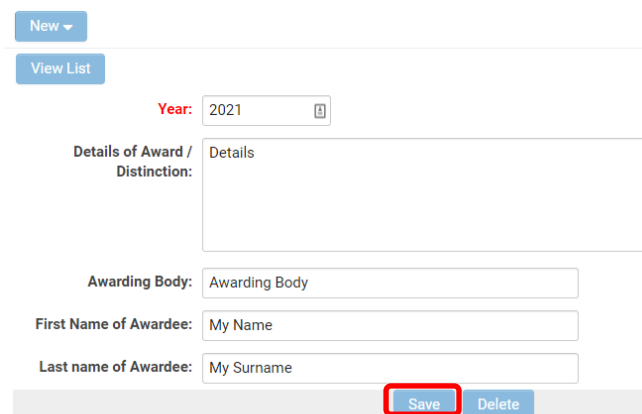

2. A pop-up confirmation request will appear, click on **OK**.
3. An acknowledgement message will open, click on **OK**.
4. Make the necessary changes to the record and press **Save**. Close the window.

Deleting a single record

If you wish to delete a single record, click on **Show** next to the section in question. Then select the record you wish to delete and click on the **Open** button next to it.

1. Click on **Delete**.

2. A pop-up window will appear, click on **OK**. CAUTION: This cannot be undone.
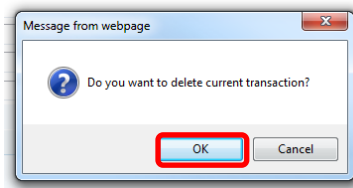
3. Close the window.
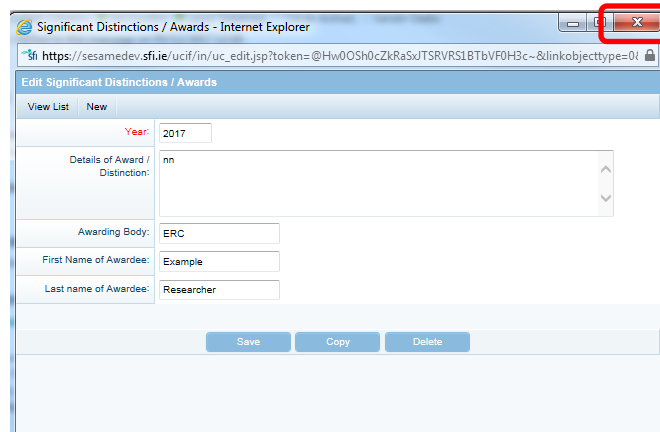
Deleting multiple records

If you wish to cancel multiple records:

1. Click on **Show** next to the section in question.

2. Click **Open** next to any record.

3. Then click on **View List** at the top left corner.

4. Select the records you wish to delete and click on the **Delete** button on the top left corner.

5. A confirmation pop-up window will appear, click on **OK**. CAUTION: This cannot be undone.

Tracking Progress / Marking a Section Complete

As you may be updating your records over a number of days, you may wish to keep track of which sections are complete so that you do not have to revisit them prior to submission. To do this:

1. Click on **Save Draft** at the bottom of the page to ensure the summary statements capture all recent updates.

2. Once you are happy that you have added all records to a given section and that the summary statement(s) for that section are accurately reflecting your outputs, select '**Yes**' from the confirmation drop down box within that section.

3. Click on **Save Draft**.

4. When all sections are marked as complete, the instruction bar at the top will update to indicate that Step 1 is complete (and will turn green).

5. If there are any outstanding issues, Step 2 in the instruction bar will turn amber and instruct you to amend errors.

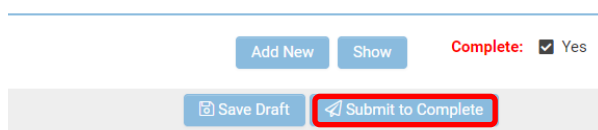Errors will be highlighted in red under the heading of the relevant section.

6. If there are no issues with your data, step 2 will also turn green and Step 3 will light up advising you to proceed with submission.

7. To complete your Research Outputs submission, you must click on Submit to Complete at the bottom of the page.
8. Please note that you will not be able to Submit if any of the check boxes are set to No or are blank.

Submitting your Research Outputs

1. When you have finished filling the sections <u>and are happy with the summary statements beside each heading</u>, select '**Yes**' from the drop down boxes within each section. Please note that you will not be able to Submit if any of the answers are No.

2. If there are entries under a given section where mandatory fields have not been completed, these will be highlighted in red under the relevant section heading. You will not be able to submit your profile if these records are not completed.

3. Please review the summary statements under each heading carefully. Make sure you are happy with all of them and that you have selected the option 'Yes' next to all sections. Finally, at the bottom of the checklist, click on **Submit to Complete**.


	To update older or future outputs, please click the 'Profile' button at the top of the page and navigate to the 'Research Profile' tab. For further instructions, please refer to the Researcher User Guide for SESAME Award Management System accessible in: http://www.sfi.ie/funding/award-management-system/.

Updating Older Research Outputs (not relevant to the current reporting year)

This purpose of this document is to provide instructions for completing your Research Outputs Survey for the year just gone. The form used for this purpose, therefore, allows for the update of records for that year ONLY.

However, you can still add / amend records related to any year directly in your profile, without using the Research Outputs 20XX form. To do so:

1. Click on **Profile** from your Home Screen; or click on **Profile** in the top right corner from any screen.
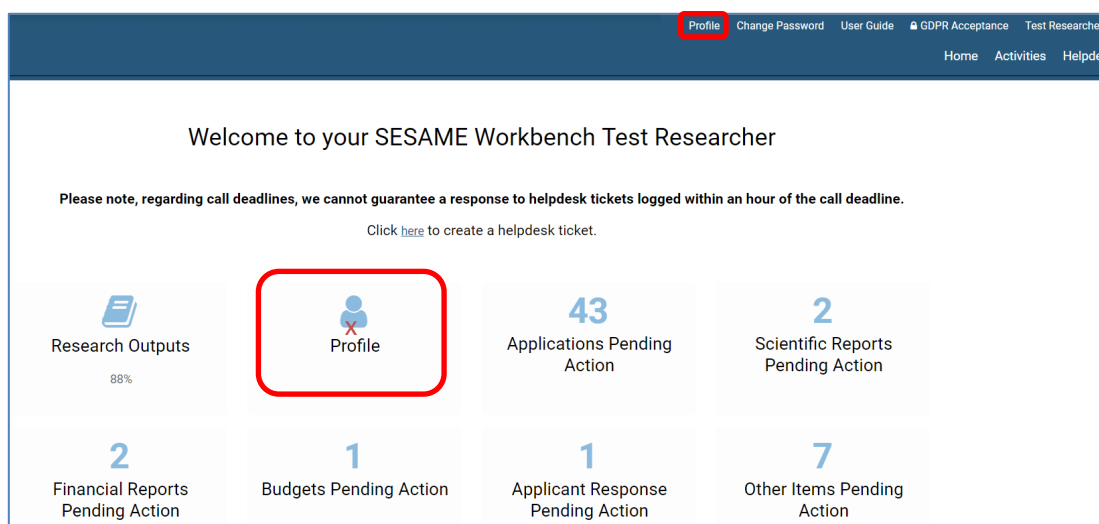
2. Under the "General" tab scroll down to the Research Outputs section.
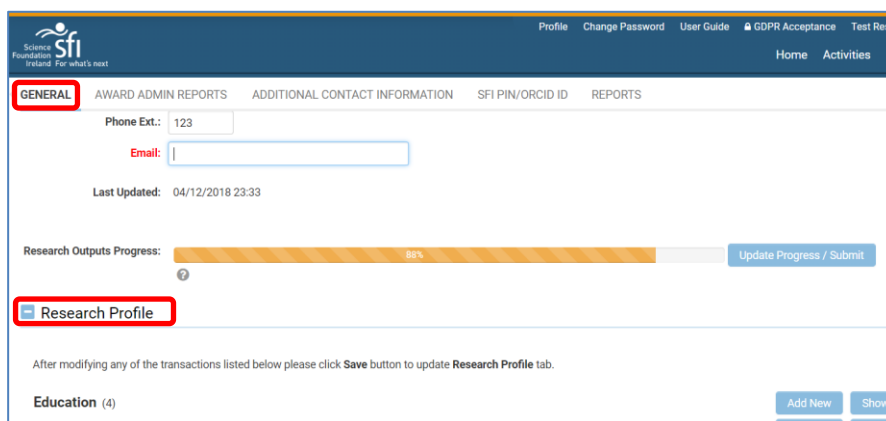
Each output / transaction type has associated Add new and Show buttons next to them, similar to the Research Outputs form, which allows the user to create new transactions and view existing transactions, respectively.

A number (in parentheses) next to each heading represents the number of transactions listed under that heading e.g. Funding Diversification (2) indicates that there are <u>two</u> Funding Diversification transactions entered under this heading. The user can either click on the Funding Diversification

heading or the "Show" button to view this record. Clicking on the header or the Hide button will hide the details again. The following transaction types are available.

Education
Employment
Professional Societies
Significant Distinctions/Awards
Funding Diversification
Team Members
Innovation & Commercialisation Activities
Publications & Proceedings
Presentations
Academic Collaboration
Non Academic Engagements
Conferences / Workshops / Seminars Organised
Communications Activities
SFI Funding Ratio
Education and Public Engagement (EPE)
Technical Reports

In addition to manually entering publications, there are alternative facilities within SESAME to import publications individually and in bulk from external sources.

It should be noted that only a certain number of fields will be imported. Any remaining fields will have to be manually entered to complete the record.

Importing from Pubmed

To import publications from Pubmed:

1. Open an existing publication or click on **Add New**.

2. Click on **Search Publication Database**

3. Enter criteria to search for records within pubmed and click on **Search**.

4. A list of publications satisfying the criteria entered will be returned (20 results per page). Click on the **check boxes** next to the publications that you want to import from the first page of results.

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5. Scroll down and click on **Add**

6. Click on **Create Transactions**

7. The records will be added and the window will close, bringing you to a list of your current publications. **Close** the list to return to your profile. **To refresh the view and see the new records on your profile, click on Save**.

8. The records will be visible on your profile. The record will be marked as incomplete. Please refer the section "Completing Imported Records" (page 31) for instructions on how to complete the records.

Importing from ORCID

Please follow these steps to secure a connection to your ORCID profile.

1. Click on Research Profile on the top right of screen

2. Scroll down to view output categories (unlike the Research Outputs form, your profile shows publications from all years – not just the current reporting year).
3. Click on the **ORCID Import** button next to the Publications & Proceedings output type.

Team Members (0)		Add New	Show
Impacts (0)		Add New	Show
Innovation & Commercialisation Activities (0)		Add New	Show
Publications & Proceedings (3)	ORCID Import	Add New	Show
Presentations (0)		Add New	Show
Academic Collaboration (0)		Add New	Show
Non Academic Collaborations (0)		Add New	Show

4. This will open a new ORCID window.

5. If you have an ORCID account, click on **Sign In**. Otherwise, create an ORCID account by clicking on **Register**. Complete the registering or sign in and grant access by clicking on **Authorize**.

6. You will get a confirmation message

Thank you. Your ORCID ID is now linked to your SESAME profile.
Please save your profile to refresh the screen.

Close

7. Click on **Close**, then save your profile.

8. Now click on the **ORCID Import** button again beside the Publications & Proceedings and this will display a list of the publications listed on your ORCID account.

	Publication Exists ⓘ	Previously Imported from ORCID ⓘ	Publication Title	Work Type	DOI	Jou
☐	Yes	Yes	Protein-assisted 2D	journal-article	10.1039/c2cc37288f	Che
☐	No	No	Bicomponent fibre mats	journal-article	10.1039/c2jm30572k	Jou
☐	No	No	Phase-specific pore growth	journal-article	10.1039/c1sm06020a	Sof
☐	No	No	Ultrathin Cellulose Films of	journal-article	10.1021/bm900099e	Bio

Cancel   Import

9. If a publication is already on your profile, it will be flagged with a red "Yes" under the Publication Exists (if there is a record with this DOI on your profile) or Previously Imported from ORCID (if you have previously imported the record from ORCID – details are in the right most column of this window).

10. **Select the records** you want to import to your SESAME profile and click on **Import**.

   NOTE: As your ORCID records do not contain all the information required on SESAME, you will need to return to the records in SESAME once imported to complete the relevant fields. You will not be able to submit your profile until these records are complete. For this reason, we advise that you only import relevant records.

|	Publication Exists ⓘ	Previously Imported from ORCID ⓘ	Publication Title	Work Type	DOI	Jo
☐	Yes	Yes	Protein-assisted 2D	journal-article	10.1039/c2cc37288f	Ch
☑	No	No	Bicomponent fibre mats	journal-article	10.1039/c2jm30572k	Jo
☐	No	No	Phase-specific pore growth	journal-article	10.1039/c1sm06020a	So
☐	No	No	Ultrathin Cellulose Films of	journal-article	10.1021/bm900099e	Bio

Cancel   Import

11. If you select a record that already exists on your profile, you will get a caution.
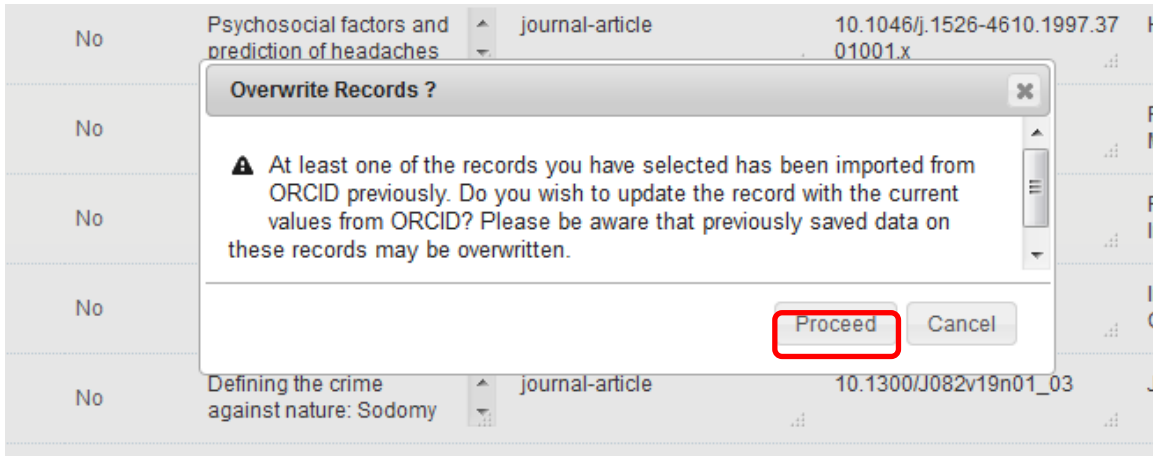
12. If you choose to import records that already exist on your profile, the import will overwrite some key fields with the values on ORCID. If you wish to re-import the records, click **Proceed**. Otherwise, click on Cancel and then uncheck any items you do not wish to reimport. Then click Import again.

13. If you have a publication on your ORCID ID that has a matching DOI on an existing transaction on your profile, you will see a "Yes" below the Publication Exists column. If you select one or more of these records and then click the Import button on the ORCID Import window, you will get an warning message to indicate that a transaction already exists with the same DOI.
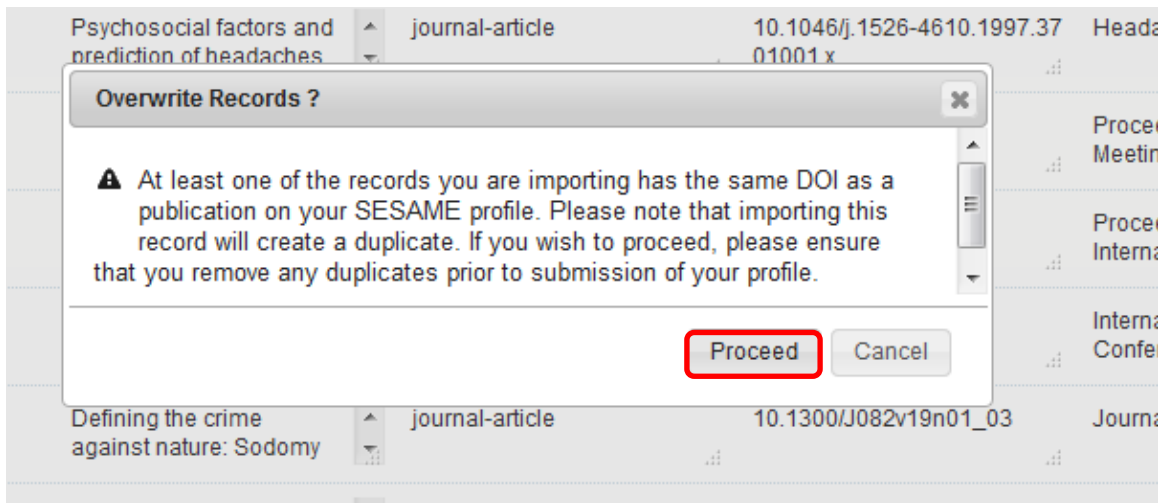
14. If you click on Proceed, this will create a duplicate record on your profile. *Please ensure to remove any duplicates prior to submission.* Otherwise, click on Cancel and uncheck any items you do not wish to re-import. Then click Import again.

15. The checked records will be imported.

Your publications have been imported successfully.
Please save your profile to refresh the screen.

Close
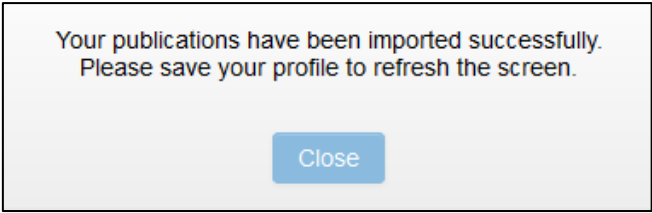
16. Save your profile to refresh the publication list.

Completing Imported Records

1. When records are imported from external sources, only certain fields imported, depending on the source data, so the record will be flagged as incomplete. Add any remaining data by clicking on Open and then click on Publication Type to select the type of publication the item is. Once the type is selected, the relevant fields will be displayed.

you are using the Publication Database please click **Search Publication Database** above. Alternatively you can manually fill in the

Primary Proposal Attribution:	
Secondary Attribution:	☐ 15/TIDA/1243 ☐ Other SFI award ☐ Other N
Author List:	Mez J, Solomon TM, Daneshvar DH, Murphy L, Kiernan PT, Montenigro PH, Kriegel J, Abdolmohamm Adams JW, Bourlas AP, Papadopoulos Z, McHale L, Ardaugh BM, Martin BR, Dixon D, Nowinski CJ, C Tripodis Y, Stein TD, Goldstein LE, Katz DI, Kowall NW, Cantu RC, Stern RA, McKee AC
Title:	Assessing clinicopathological correlation in chronic traumatic encephalopathy: rationale and method
Publication Type:	⬚ Note: Once the publication type is selected, presented for completion.

Save   Copy   Delete

2. All mandatory fields should be completed. Click on **Save**.

BibTex Parser

1. Some ORCID records contain a bibtex citation of the publication fields which may contain more details of the publication than was directly imported from ORCID. This data is stored in the Citation field of the BibTex Parser section of the publication record.

2. To parse the bibtex citation into the existing record, click on Run. If the citation is not in BibTex format, the data will not be parsed.

BibTeX Parser

BibTeX is a platform-independent, plain-text format used for bibliographic citations. If the text in the below Citation corresponding SESAME publication fields. If it is not in BibTeX format, the data will not be parsed.

Citation: bibtex-@article { murphy2015,title = {Commercialized biomarkers: New horizons in prostate cancer diagnostics}, = {4},pages = {491-503},author = {Murphy, L. and Prencipe, M. and Gallagher, W.M. and Watson, R.W.}}

BibTeX Parser: Run

Senior Author:

3. When prompted "Are you sure you want to continue?" click on **OK**.