



Science Foundation Ireland

**Grants and Awards Management System –
SESAME**

Annual Research Outputs Survey

User Guide

Version: 5.4

January 2022

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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

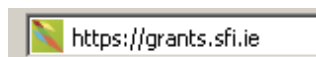
The SESAME Grants and Award Management System is accessed using the Internet and there is no requirement for the installation of SESAME specific software. You can access SESAME from any computer connected to the Internet from any location. However, the configuration of some browsers and internet infrastructure (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. <u>With Mac we recommend that you use either Firefox or Chrome.</u>
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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:

Science Foundation Ireland (SFI)

SESAME support is available weekdays between 9AM-5:30PM (Dublin local time). Support tickets can be raised by clicking the Support "quick link" on your Workbench.

If you are having login issues, please click "Forgot Password?". If the issue persists please contact sesame@sfi.ie

Please ensure:


- To use **Firefox**, **Internet Explorer** or **Chrome** for optimum SESAME compatibility.
- **Pop-ups are ENABLED** in your browser configuration.
- To **not use** the browser **BACK** button when navigating SESAME.

Login

Email:

Password:


[Forgot Password?](#)

	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.

	<p>Sometimes you may find your browser will have more than one pop-up blocker installed through various toolbars, spam blockers, virus checkers etc.</p> <p>All Pop-up blockers need to be disabled when accessing SESAME.</p>
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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.

[Home](#)

Welcome to your SESAME portal SFI Researcher

Please note, regarding call deadlines, we cannot guarantee a response to helpdesk tickets logged within an hour of the call deadline.
[Create a helpdesk ticket.](#)

 Profile	 Research Outputs <small>Deadline: 25/01/2022, Research Outputs submitted after this date will incur penalty points.</small>	2 Applications Pending Action	0 Scientific Reports Pending Action
2 Financial Reports Pending Action	0 Budgets Pending Action	0 Applicant Response Pending Action	7 Other Items Pending Action

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.

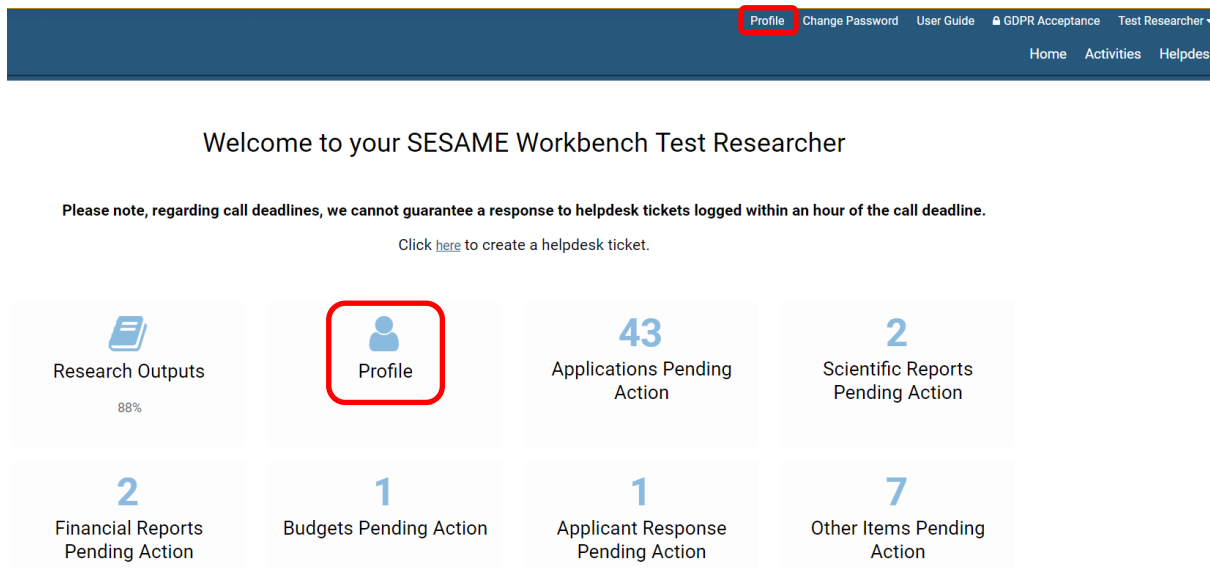
Module 2: Managing your Contact Information

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.

	<ul style="list-style-type: none">• 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.
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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).



Profile Change Password User Guide GDPR Acceptance Test Researcher

Home Activities Helpdes

Welcome to your SESAME Workbench Test Researcher

Please note, regarding call deadlines, we cannot guarantee a response to helpdesk tickets logged within an hour of the call deadline.
Click [here](#) to create a helpdesk ticket.

Research Outputs 88%	Profile	43 Applications Pending Action	2 Scientific Reports Pending Action
2 Financial Reports Pending Action	1 Budgets Pending Action	1 Applicant Response Pending Action	7 Other Items Pending Action

The Profile page is displayed.

Prof. Test Researcher

GENERAL

AWARD ADMIN REPORTS

ADDITIONAL CONTACT INFORMATION

SFI PIN/ORCID ID

REPORTS

First Name:

Last Name:

Job Title:

Prefix:

Suffix:

Phone:

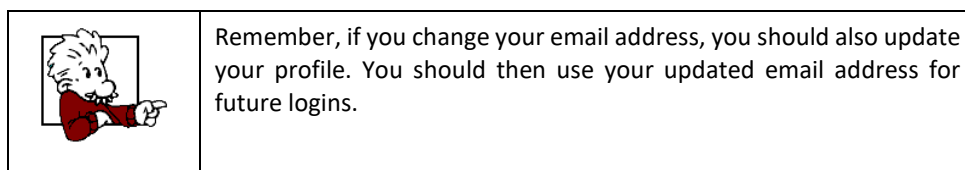
Phone Ext.:

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**.



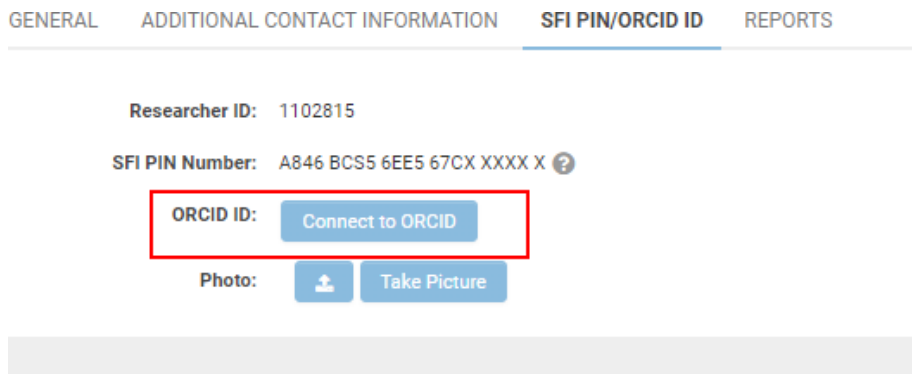
ORCID

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.




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

Researcher ID: 1102815

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

ORCID ID: **Connect to ORCID**

Photo:  Take Picture

2. This will open a new ORCID window.



ORCID
Science Foundation Ireland ?
has asked for the following access to your ORCID Record



Read your ORCID record

Allow this permission until I revoke it.
You may revoke permissions on your account settings page. Unchecking this box will grant permission this time only.

This application will not be able to see your ORCID password, or other private info in your ORCID Record. [Privacy Policy](#).

Don't have an ORCID iD? **Register.**

Email or iD: *

Password: *

[Forgotten password?](#)

Deny **Authorize**

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:

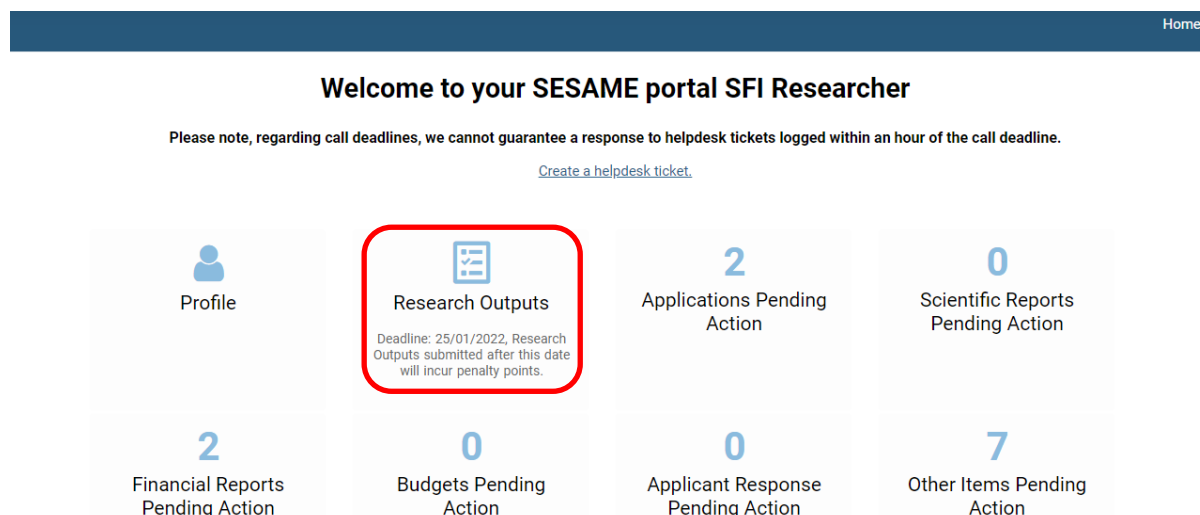
1. Log in to your ORCID account and remove SFI from your Trusted organizations (Account Settings; Manage Permissions)
2. In SESAME profile click on Remove ORCID ID.

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.



Home

Welcome to your SESAME portal SFI Researcher

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

[Create a helpdesk ticket.](#)

Profile	2 Research Outputs Deadline: 25/01/2022, Research Outputs submitted after this date will incur penalty points.	2 Applications Pending Action	0 Scientific Reports Pending Action
2 Financial Reports Pending Action	0 Budgets Pending Action	0 Applicant Response Pending Action	7 Other Items Pending Action

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.

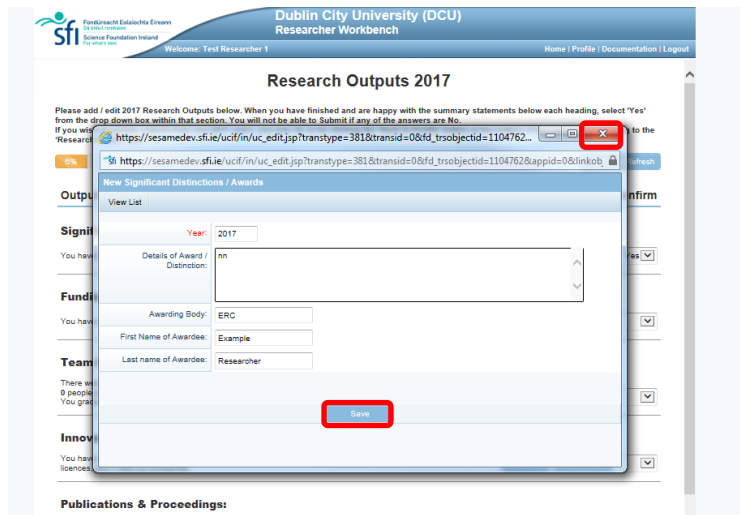
Adding Research Output records

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

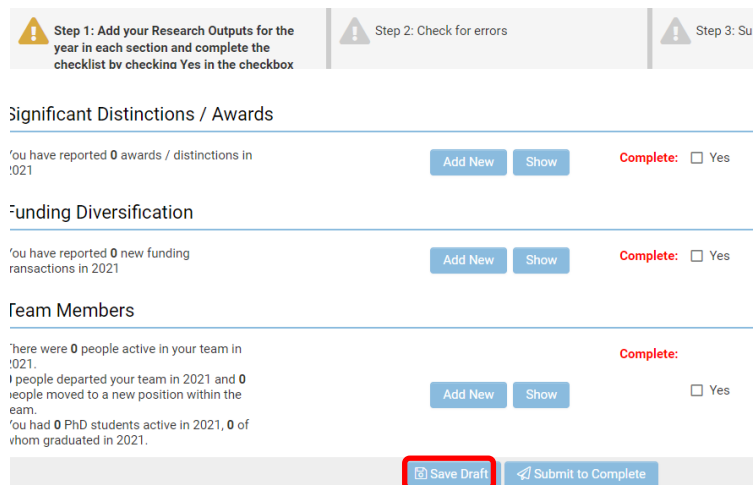
You CAN create records for other years but they will not show (and cannot be modified) from this form. Should you wish to edit data from previous years you must click on the Profile link / button at the top / bottom of the page and scroll down to the “Research Profile” tab.

The screenshot shows the SFI Research Outputs 2021 form. At the top, there is a navigation bar with the SFI logo and 'Home' and 'Activities' links. Below the navigation bar, the title 'Research Outputs 2021' is displayed. An information icon (i) is followed by a list of instructions: 'If you wish to update outputs from non-2021 years, click the Save Draft button to save your progress before going to your Profile and navigating to the 'R'...' and 'Research Outputs Close Date: 24/01/2022, submissions after this date will incur penalty points. Please note the SFI Reporting Compliance policy apply Outputs and Scientific Reports.' Below this, a progress bar shows three steps: 'Step 1: Add your Research Outputs for the year in each section and complete the checklist by checking Yes in the checkbox', 'Step 2: Check for errors', and 'Step 3: Submit your outputs'. The 'Add New' button in Step 1 is highlighted with a red box. Below the progress bar, there are three sections: 'Significant Distinctions / Awards' with '0 awards / distinctions in 2021', 'Funding Diversification' with '0 new funding transactions in 2021', and 'Team Members' with '0 people active in your team in 2021' and '0 people departed your team in 2021 and 0 people moved to a new position within the team'. Each section has 'Add New' and 'Show' buttons and a 'Complete: Yes' checkbox.

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.

Step 1: Add your Research Outputs for the year in each section and complete the checklist by checking Yes in the checkbox

Step 2: Check for errors

Step 3: Su

Significant Distinctions / Awards

You have reported 0 awards / distinctions in 2021

Add New Show Complete: Yes

Funding Diversification

You have reported 0 new funding transactions in 2021

Add New Show Complete: Yes

Team Members

There were 0 people active in your team in 2021.

1 people departed your team in 2021 and 0 people moved to a new position within the team.

You had 0 PhD students active in 2021, 0 of whom graduated in 2021.

Add New Show Complete: Yes

Save Draft Submit to Complete

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.

Step 1: Add your Research Outputs for the year in each section and complete the checklist by checking Yes in the checkbox

Step 2: Check for errors

Step 3: Su

Significant Distinctions / Awards

You have reported 0 awards / distinctions in 2021

Add New Show Complete: Yes

Funding Diversification

You have reported 0 new funding transactions in 2021

Add New Show Complete: Yes

Team Members

There were 0 people active in your team in 2021.

1 people departed your team in 2021 and 0 people moved to a new position within the team.

You had 0 PhD students active in 2021, 0 of whom graduated in 2021.

Add New Show Complete: Yes

Save Draft Submit to Complete

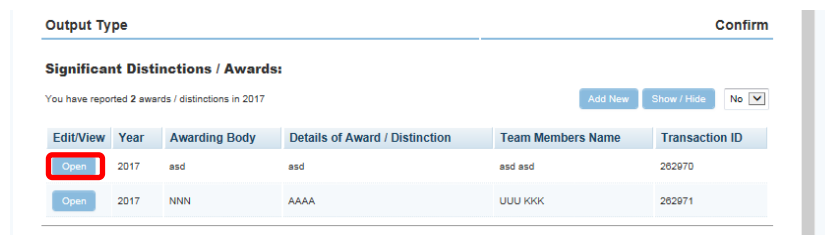
2. Click **Open** next to the record you wish to edit.

Output Type						Confirm
Significant Distinctions / Awards:						
You have reported 2 awards / distinctions in 2017						
Add New Show / Hide No <input type="checkbox"/>						
Edit/View	Year	Awarding Body	Details of Award / Distinction	Team Members Name	Transaction ID	
Open	2017	asd	asd	asd asd	282970	
Open	2017	NNN	AAAA	UUU KKK	282971	

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

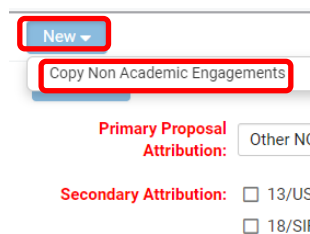
Copying a record

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.



Edit/View	Year	Awarding Body	Details of Award / Distinction	Team Members Name	Transaction ID
Open	2017	asd	asd	asd asd	202070
Open	2017	NNN	AAAA	UUU KKK	202071

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.



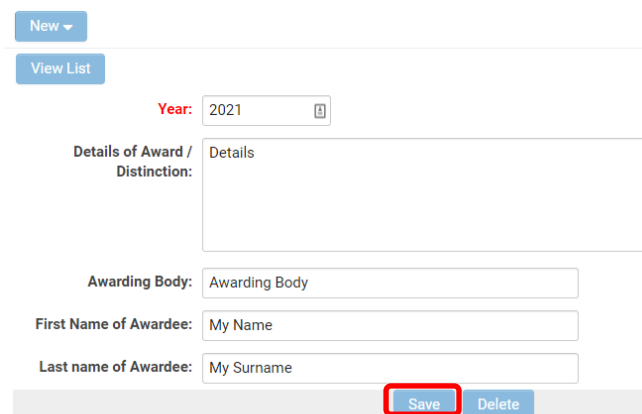
New ▾

Copy Non Academic Engagements

Primary Proposal Attribution: Other NC

Secondary Attribution: 13/US 18/SIF

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.



New ▾

View List

Year: 2021

Details of Award / Distinction: Details

Awarding Body: Awarding Body

First Name of Awardee: My Name

Last name of Awardee: My Surname

Save Delete

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.

Output Type Confirm

Significant Distinctions / Awards:

You have reported 2 awards / distinctions in 2017 Add New Show / Hide No

Edit/View	Year	Awarding Body	Details of Award / Distinction	Team Members Name	Transaction ID
Open	2017	asd	asd	asd asd	202070
Open	2017	NNN	AAAA	UUU KKK	202071

1. Click on **Delete**.

New

View List

Year: 2021

Details of Award / Distinction: Details

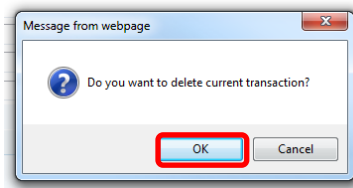
Awarding Body: Awarding Body

First Name of Awardee: My Name

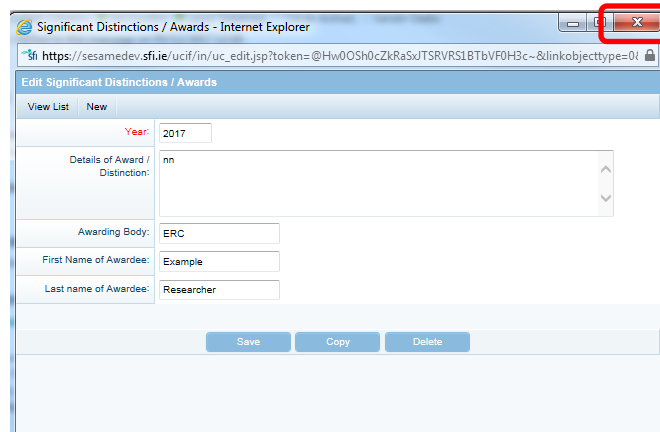
Last name of Awardee: My Surname

Save 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.

Step 1: Add your Research Outputs for the year in each section and complete the checklist by checking Yes in the checkbox

Step 2: Check for errors

Step 3: Su

Significant Distinctions / Awards

You have reported 0 awards / distinctions in 2021

[Add New](#) [Show](#) **Complete:** Yes

Funding Diversification

You have reported 0 new funding transactions in 2021

[Add New](#) [Show](#) **Complete:** Yes

Team Members

There were 0 people active in your team in 2021.
0 people departed your team in 2021 and 0 people moved to a new position within the team.
You had 0 PhD students active in 2021, 0 of whom graduated in 2021.

[Add New](#) [Show](#) **Complete:** Yes

[Save Draft](#) [Submit to Complete](#)

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

Output Type Confirm

Significant Distinctions / Awards:

You have reported 2 awards / distinctions in 2017

[Add New](#) [Show / Hide](#) No

Edit/View	Year	Awarding Body	Details of Award / Distinction	Team Members Name	Transaction ID
Open	2017	asd	asd	asd asd	282970
Open	2017	NNN	AAAA	UUU KKK	282971

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

[New](#)

[View List](#)

Year: 2021

Details of Award / Distinction: Details

Awarding Body: Awarding Body

First Name of Awardee: My Name

Last name of Awardee: My Surname

[Save](#) [Delete](#)

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

Year	Awarding Body	Details of Award / Distinction	Team Members Name
2012	Awarding Body	Distinction	awardee awardee

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.

Step 1: Add your Research Outputs for the year in each section and complete the checklist by checking Yes in the checkbox

Step 2: Check for errors

Step 3: Submit to Complete

Significant Distinctions / Awards

You have reported 0 awards / distinctions in 2021. Complete: Yes

[Add New](#) [Show](#)

Funding Diversification

You have reported 0 new funding transactions in 2021. Complete: Yes

[Add New](#) [Show](#)

Team Members

There were 0 people active in your team in 2021. Complete: Yes

1 people departed your team in 2021 and 0 people moved to a new position within the team.

You had 0 PhD students active in 2021, 0 of whom graduated in 2021.

[Add New](#) [Show](#)

[Save Draft](#)
[Submit to Complete](#)

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.

Step 1: Add your Research Outputs for the year in each section and complete the checklist by checking Yes in the checkbox

Step 2: Check for errors

Step 3: Submit to Complete

Significant Distinctions / Awards

You have reported 2 awards / distinctions in 2021. Complete: Yes

[Add New](#) [Show](#)

Funding Diversification

You have reported 0 new funding transactions in 2021. Complete: Yes

[Add New](#) [Show](#)

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).

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

The screenshot shows a progress bar at the top with three steps: Step 1 (green, 'Checklist complete'), Step 2 (amber, 'Check for errors in red in each section'), and Step 3 (grey, 'Submit your outputs'). Below the progress bar, there are two sections: 'Significant Distinctions / Awards' and 'Funding Diversification'. Each section has a summary line, 'Add New' and 'Show' buttons, and a 'Complete' checkbox set to 'Yes'.

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

The screenshot shows a progress bar with Step 2 highlighted in amber. Below it, the 'SFI Funding Ratio' section is highlighted with a red box around the error message: 'You have not updated your Funding Ratio for 2021. You will not be able to submit your outputs.' The 'Complete' checkbox for this section is set to 'Yes'.

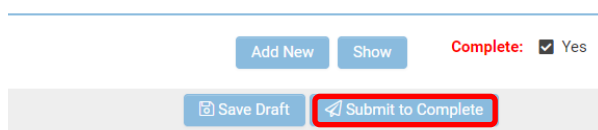
- If there are no issues with your data, step 2 will also turn green and Step 3 will light up advising you to proceed with submission.


The screenshot shows the 'Research Outputs 2021' submission page. At the top, there is an information box with instructions. Below it, the progress bar shows Step 1 (green), Step 2 (green, 'No errors detected'), and Step 3 (amber, 'Click the Submit to Complete button'). At the bottom of the page, the 'Submit to Complete' button is highlighted with a red box.

- To complete your Research Outputs submission, you must click on Submit to Complete at the bottom of the page.
- 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 and are happy with the summary statements beside each heading, 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**.



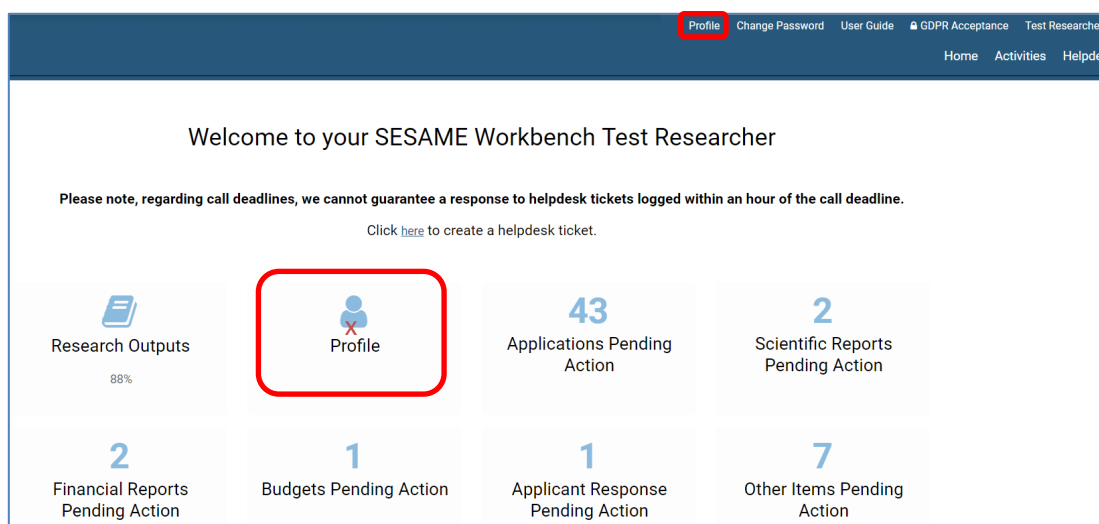
	<p>To update older or future outputs, please click the 'Profile' button at the top of the page and navigate to the 'Research Profile' tab. For further instructions, please refer to the Researcher User Guide for SESAME Award Management System accessible in: http://www.sfi.ie/funding/award-management-system/.</p>
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Updating Older Research Outputs (not relevant to the current reporting year)

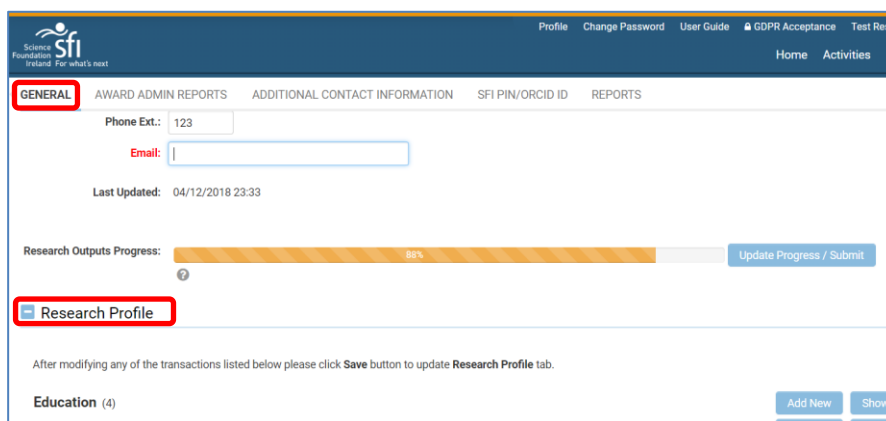
This purpose of this document is to provide instructions for completing your Research Outputs Survey for the year just gone. The form used for this purpose, therefore, allows for the update of records for that year ONLY.

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 two 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

Module 4: Importing Publications

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**

The screenshot shows the 'New Publications & Proceedings' form in the SESAME system. The 'Search Publication Database' button is highlighted with a red box. The form includes the following fields and options:

- Primary Proposal Attribution:** A dropdown menu.
- Secondary Attribution:** A group of checkboxes for different award types: 14/CW/2685, 16/DP/3982, Other NON-SFI award, 14/TIDA/2264, Other SFI award, and No Other Award Associated.
- Author List:** A text input field.
- Title:** A text input field.
- Publication Type:** A dropdown menu.

A note at the bottom right of the form states: "Note: Once the publication type is selected, the remaining relevant field will be presented for completion."

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

The screenshot shows the search criteria form with the following fields and values:

- Database:** pubmed
- Author:** researcher
- Title:** (empty)
- From:** (empty)
- To:** (empty)
- Keywords:** alzheimers

The 'Search' button is highlighted with a red box.

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.

Publication Search

Database: Author:

Title: From:

To:

Keywords:

Results

<input type="checkbox"/>	#	Summary
<input checked="" type="checkbox"/>	1.	Title: Assessing clinicopathological correlation in chronic traumatic encephalopathy: rationale and methods for the UNITE s Authors: Mez J, Solomon TM, Daneshvar DH, Murphy L, Kiernan PT, Montenigro PH, Kriegel J, Abdolmohammadi B, Fry B, E Date: 2015-10-12 Issue: 1 ISSN: SO: 2015 Oct 12;7(1):62
<input checked="" type="checkbox"/>	2.	Title: Down syndrome individuals with Alzheimer's disease have a distinct neuroinflammatory phenotype compared to spor Authors: Wilcock DM, Hurban J, Helman AM, Sudduth TL, McCarty KL, Beckett TL, Ferrell JC, Murphy MP, Abner EL, Schmitt I Date: 2015-09-01 Issue: 9 ISSN: 0197-4580 SO: 2015 Sep;36(9):2468-74
<input type="checkbox"/>	3.	Title: Acyl-coenzyme A cholesterol acyltransferase 1 blockage enhances autophagy in the neurons of triple transgenic Alzhe Authors: Shikina Y, Ali Z, Bading EV, Hwang BT, Munkh CS, Zhanalbek A, Bading BS, Chong CC, Chong TY

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

<input type="checkbox"/>	18.	Title: Regional brain stiffness changes across the Alzheimer's disease spectrum Authors: Murphy MC, Jones DT, Jack CR Jr, Glaser KJ, Senjem ML, Manduca A, Felmlee JP, Carter RE, Ehman RL, Hust Date: 2016-01-01 Issue: ISSN: SO: 2016;10:283-90
<input type="checkbox"/>	19.	Title: Guidelines for the use and interpretation of assays for monitoring autophagy (3rd edition) Authors: Klionsky DJ, Abdelmohsen K, Abe A, Abedin MJ, Abeliovich H, Acevedo Arozena A, Adachi H, Adams CM, Adar Date: 2016-01-01 Issue: 1 ISSN: 1554-8627 SO: 2016;12(1):1-222
<input type="checkbox"/>	20.	Title: Assessing clinicopathological correlation in chronic traumatic encephalopathy: rationale and methods for the UNITE s Authors: Mez J, Solomon TM, Daneshvar DH, Murphy L, Kiernan PT, Montenigro PH, Kriegel J, Abdolmohammadi B, Fry I Date: 2015-10-12 Issue: 1 ISSN: SO: 2015 Oct 12;7(1):62

6. Click on **Create Transactions**

National Center for Biotechnology Information Search

<input type="checkbox"/>	#	Summary
<input checked="" type="checkbox"/>	1.	Title: Assessing clinicopathological correlation in chronic traumatic encephalopathy: rationale and metho Author: McKee AC Date: 2015-10-12 Issue: 1 ISSN: SO: 2015 Oct 12;7(1):62
<input checked="" type="checkbox"/>	2.	Title: Down syndrome individuals with Alzheimer's disease have a distinct neuroinflammatory phenotype Author: Head E Date: 2015-09-01 Issue: 9 ISSN: 0197-4580 SO: 2015 Sep;36(9):2468-74

- 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.**

Additional Contact Information Identifiers **Research Profile** Researcher Snapshot Reports

After modifying any of the transactions listed below please click Save button to update Research Profile tab.

Education (0) Add New Show

Employment (0) Add New Show

Professional Societies (0) Add New Show

Significant Distinctions / Awards (0) Add New Show

Funding Diversification (1) Add New Show

Team Members (0) Add New Show

Impacts (0) Add New Show

Innovation & Commercialisation Activities (0) Add New Show

Edit/View	Publication Year	Publication Type	Title	Journal / Conference Name	Publication Status	DOI	Primary Proposal Attribution	Transaction ID
Open	2017		Tolerability of ORM-12741 and effects on episodic memory in patients with Alzheimer's disease.	Alzheimer's & dementia (New York, N. Y.)		10.1016/j.tci.2016.11.004	Record Incomplete	262956
Open	2017		In vivo imaging of prodromal hippocampus CA1 outfields oxidative stress in models of Alzheimer disease and Angelman syndrome.	FASEB journal : official publication of the Federation of American Societies for Experimental Biology		10.1096/j.201700229.R	Record Incomplete	262957

Save

- 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.

Edit/View	Publication Year	Publication Type	Title	Journal / Conference Name	Publication Status	DOI	Primary Proposal Attribution	Transaction ID
Open	2017		Tolerability of ORM-12741 and effects on episodic memory in patients with Alzheimer's disease.	Alzheimer's & dementia (New York, N. Y.)		10.1016/j.tci.2016.11.004	Record Incomplete	262956
Open	2017		In vivo imaging of prodromal hippocampus CA1 outfields oxidative stress in models of Alzheimer disease and Angelman syndrome.	FASEB journal : official publication of the Federation of American Societies for Experimental Biology		10.1096/j.201700229.R	Record Incomplete	262957

Importing from ORCID

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

- Click on Research Profile on the top right of screen

Science Foundation Ireland For what's next

Profile Change Password User Guide GDPR Acceptance Home

Research Outputs 2021

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- If you wish to update outputs from non-2021 years, click the **Save Draft** button to save your progress before [going to your Profile](#) and navigating to the 'Res' section.
- Research Outputs Close Date: **24/01/2022**, submissions after this date will incur penalty points. Please note the [SFI Reporting Compliance policy](#) applies to Research Outputs and Scientific Reports.

! Step 1: Add your Research Outputs for the year in each section and complete the checklist by checking Yes in the checkbox

! Step 2: Check for errors

! Step 3: Submit your outputs

Significant Distinctions / Awards

- Scroll down to view output categories (unlike the Research Outputs form, your profile shows publications from all years – not just the current reporting year).
- 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
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.

ORCID

Already have an ORCID ID? [Sign In](#)

As per ORCID's terms and conditions, you may only register for an ORCID ID for yourself.

First name
Tast

Last name
Researcher 1

Email
testrec1@sf.ie

Re-enter email

Create an ORCID password

Confirm ORCID password

Your ORCID ID connects with your ORCID Record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it.

By default, who should be able to see information added to your ORCID Record?

Public

Email frequency

The ORCID registry provides notifications about things of interest, like updates to your ORCID record or being made a trusted individual, when they occur ([learn more about notifications](#)). How often would you like these notifications delivered to you via email?

Weekly summary

I'm not a robot

Terms of Use *

I consent to the [privacy policy](#) and [terms and conditions of use](#), including agreeing to my data being processed in the US and being publicly accessible where marked Public.

You must accept the terms and conditions.

[Register](#)

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**.

ORCID

(Not You?)

Science Foundation Ireland [?]

has asked for the following access to your ORCID Record

Read your ORCID record

Allow this permission until I revoke it.
You may revoke permissions on your account settings page.
Unchecking this box will grant permission this time only.

This application will not be able to see your ORCID password, or other private info in your ORCID Record. [Privacy Policy](#).

[Authorize](#)

Deny

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

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

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

Cancel Import

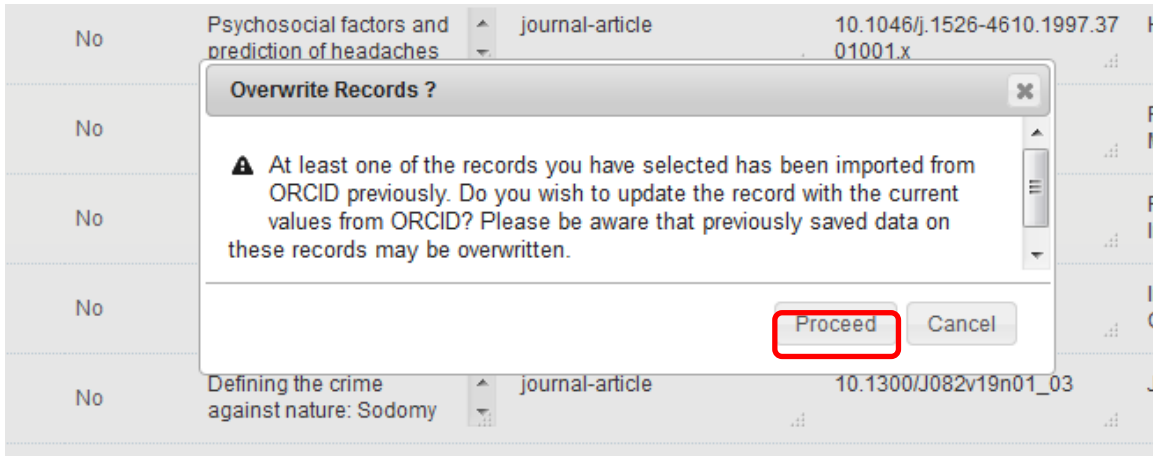
- If a publication is already on your profile, it will be flagged with a red “Yes” under the Publication Exists (if there is a record with this DOI on your profile) or Previously Imported from ORCID (if you have previously imported the record from ORCID – details are in the right most column of this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

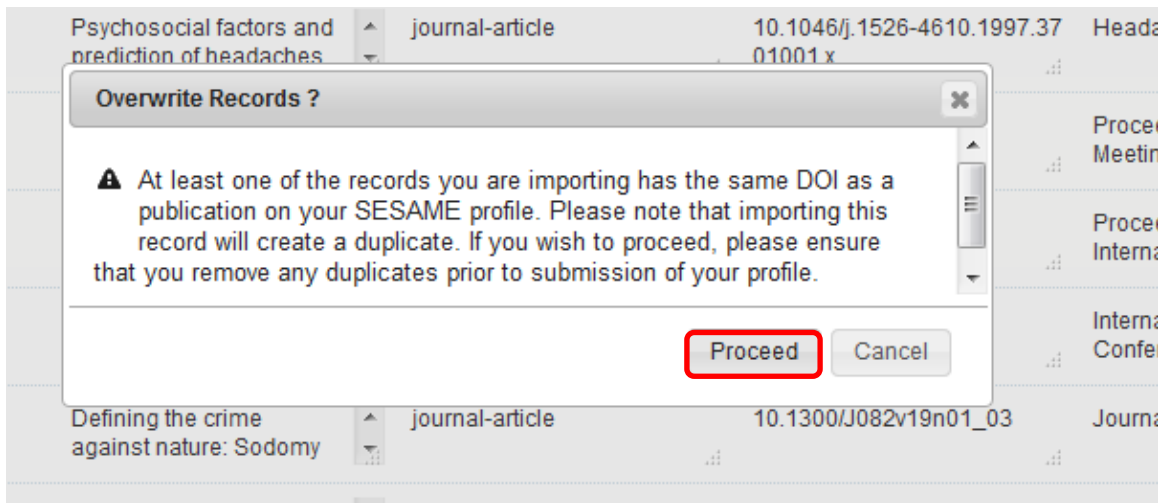
<input type="checkbox"/>	Publication Exists ⓘ	Previously Imported from ORCID ⓘ	Publication Title	Work Type	DOI	Jou
<input type="checkbox"/>	Yes	Yes	Protein-assisted 2D	journal-article	10.1039/c2cc37288f	Ch
<input checked="" type="checkbox"/>	No	No	Bicomponent fibre mats	journal-article	10.1039/c2jm30572k	Joi
<input type="checkbox"/>	No	No	Phase-specific pore growth	journal-article	10.1039/c1sm06020a	So
<input type="checkbox"/>	No	No	Ultrathin Cellulose Films of	journal-article	10.1021/bm900099e	Bic

Cancel Import

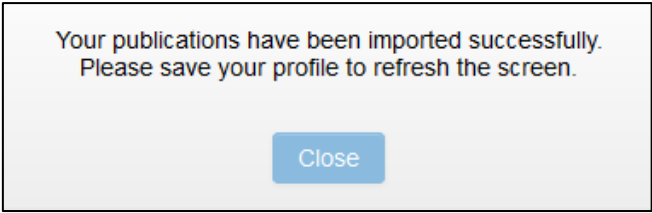
- If you select a record that already exists on your profile, you will get a caution.



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.



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:	<input type="text"/>
Secondary Attribution:	<input type="checkbox"/> 15/TIDA/1243 <input type="checkbox"/> Other SFI award <input type="checkbox"/> Other N
Author List:	Mez J, Solomon TM, Daneshvar DH, Murphy L, Kiernan PT, Montenegro 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:	<input type="text"/> <input type="button" value="v"/>
Note: Once the publication type is selected, presented for completion.	
<input type="button" value="Save"/> <input type="button" value="Copy"/> <input type="button" value="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:

Senior Author:

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

