Science Foundation Ireland sfi For what's next

Research Centres 2012 Phase 2 Call - Information Webinar

April 12th 2017

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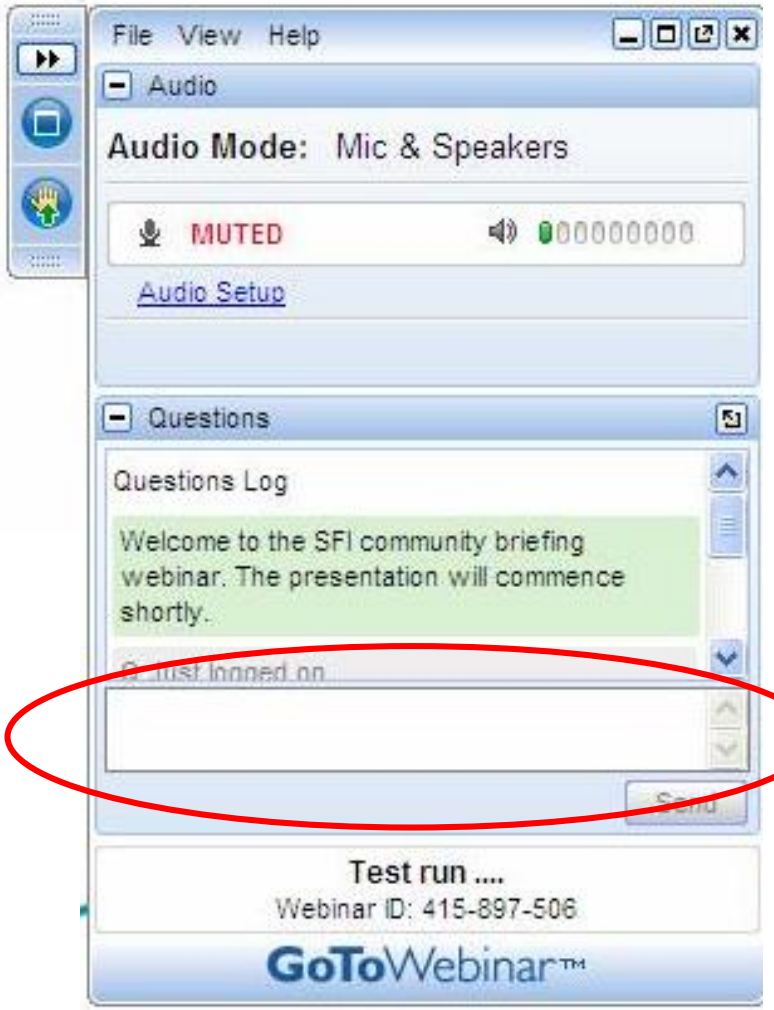
Yvonne Halpin – Scientific Programme Mgr
Aine Duffy - Admin Mgr, Post Award Team

Webinar Instructions

- This webinar consists of a short PowerPoint presentation with voiceover (1-way!)
- We'll walk you through the presentation and answer questions at the end
- Have FAQ document to hand
- Submit questions by text on the GoToMeeting control panel – be concise
- We will post link to recording of webinar on www.sfi.ie shortly



Presentation Overview

- **Quick Overview of Call Document**
- **Submission Process**
- **Checklist**
- **FAQs**
- **Q&A**

Overview of Phase 2 Call

- **Applicable to 7 x 2012 RCs (AMBER, APC, INFANT, Insight, IPIC, MaREI, SSPC)**
- **Opportunity to apply for a second phase of funding (2019 - 2025)**
- **As part of submission process, two key documents required**
  - **Progress Report**
  - **Proposal for Phase 2 funding**
- **Phase 2 call launched 2nd March 2017**
- **Clarification documents and FAQs circulated April 7th**
- **All documentation available on call webpage ;** http://www.sfi.ie/funding/funding-calls/open-calls/2012-research-centres-amber,-apc,-insight,-ipic,-infant,-sspc-and-marei-call-for-submission-of-proposals-for-phase-2-funding.html
- **SESAME Application will go live on April 28th**

Submission deadline to SFI : 14th June 2017 at 13:00

Late and incomplete submissions will not be reviewed!
Need to build ample time to allow Research Office approval

Call Document

1. Introduction
2. Research Centre Programme Objectives
3. Definitions
4. Eligibility
5. Economic and Societal Impact
6. Proposal Review Process and Criteria
7. Funding
8. **Submission Process**
9. Research Body Approval
10. Applicant Agreement to T&Cs
11. SFI Policies and Positions
12. State AID

Appendices

Appendices

- **APPENDIX 1: REVIEW PROCESS AND SCORING MECHANISM**
- **APPENDIX 2: APPLICANT CV TEMPLATE (MAX. 6 PAGES) – NEW!!!!!!**
- **APPENDIX 3 - PROGRESS REPORT TEMPLATE**
- **APPENDIX 4 - PHASE 2 PROPOSAL TEMPLATE**

Appendix 2 - New CV template

- Available now in Appendix 2 of the Call Document
- Available now on the Call Webpage

http://www.sfi.ie/funding/funding-calls/open-calls/2012-research-centres-amber,-apc,-insight,-ipic,-infant,-sspc-and-marei-call-for-submission-of-proposals-for-phase-2-funding.html

- Will be available underneath Guidelines section of SESAME workbench
- Section 1 (max 3 pages)
- Section 2 (max 3 pages)
- **NOTE: The research funding track record is not now part of the CV, must be uploaded via SESAME**

All Applicants can complete CVs in advance of SESAME application going live

Changes to CV template

Section	Old Template	New Template	Input Directly into SESAME
Research Funding	Yes	No	Yes
History of Mentoring and Supervision	Yes	No	Yes
Key Achievements	No	Yes	No
Overview of publications to date	Yes	No	Yes
List up to 10 senior author publications	No	Yes	No
Other publications	No	Yes	No

Appendix 3 - Progress Report Template

- Appendix 3 of call document
- Word Version of Appendix 3 available on http://www.sfi.ie/funding/funding-calls/open-calls/2012-research-centres-amber,-apc,-insight,-ipic,-infant,-sspc-and-marei-call-for-submission-of-proposals-for-phase-2-funding.html
- Ensure strict adherence to page limit requirements
  - Submissions violating page limit requirements will not be reviewed!
- Permissible appendices include:
  - Appendix (A)– US-Ireland Centre-to-Centre Partnership Programme
  - Appendix (B)– Spokes Programme awards
- Unsolicited appendices will result in an ineligible submission

Appendix 3 - Progress Report Template

Changes made since Templates were circulated in November

Section 6 (Research Programme)

- Addition of separate Appendices so that the Research Centres can provide additional detail on US-Ireland Centre to Centre and Spokes awards;
  - Appendix (A) - US-Ireland Centre to Centre
  - Appendix (B) - Spokes
  - Addition of a section for References
  - Clarification that the page limit for the research programme is exclusive of references;

  Please note: the 40 page limit for the overall Research Centre research programme does not include the US-Ireland C2C or the Spokes awards. An additional 10 pages (max) are allowed for each US-Ireland C2C and each Spoke award for the Centre.

Section 10 (Impact section) - general update

Appendix 4 – Phase 2 Proposal

- Template in Appendix 4 of call document
- Ensure strict adherence to page limit requirements
  - Submissions violating page limit requirements will not be reviewed!
- Industry letters of support not allowed
  - If included, will result in an ineligible submission
- Permissible appendices include:
  - Appendix A – Budget Tables
  - Appendix B – KPI Table
- Unsolicited appendices will result in an ineligible submission

Appendix 4- Changes to Phase 2 Proposal Template

Section 2 (Research Centre leadership team)

- More emphasis has been placed on the requirement to balance Gender
- The entire co-Applicant team will be reviewed, even if some of the co-Applicants are currently already PIs in the Centre

Section 4 (Support of the Host Research Bodies)

- Reference to the potential implementation of a Service Level Agreement

Section 6 (Research Programme)

- Addition of a section for References and clarification that the page limit for the research programme is exclusive of references

Section 7 (Business Plan)

- More clarity has been provided on the cost share model
- More detail has been provided on what can be counted as industry cost share; this had previously been provided as a link

Appendix 4 - Changes to Phase 2 Proposal Template

Section 8 (Budget section)

- Clarification has been provided on the level of detail required on the industry contribution to targeted project budgets
- Reference has been made to the Governance advisory review committee report in the Budget section
- **Discretionary Directors fund** can be requested
- **Support costs for Governance Committee** can be requested

Section 10 (Impact section) – General Update

Appendix B – KPI Table

- The KPI table includes a line for **"Number of trainee departures with industry as a first destination"** as well as "Percentage of trainee……"

- New **EPE KPI**

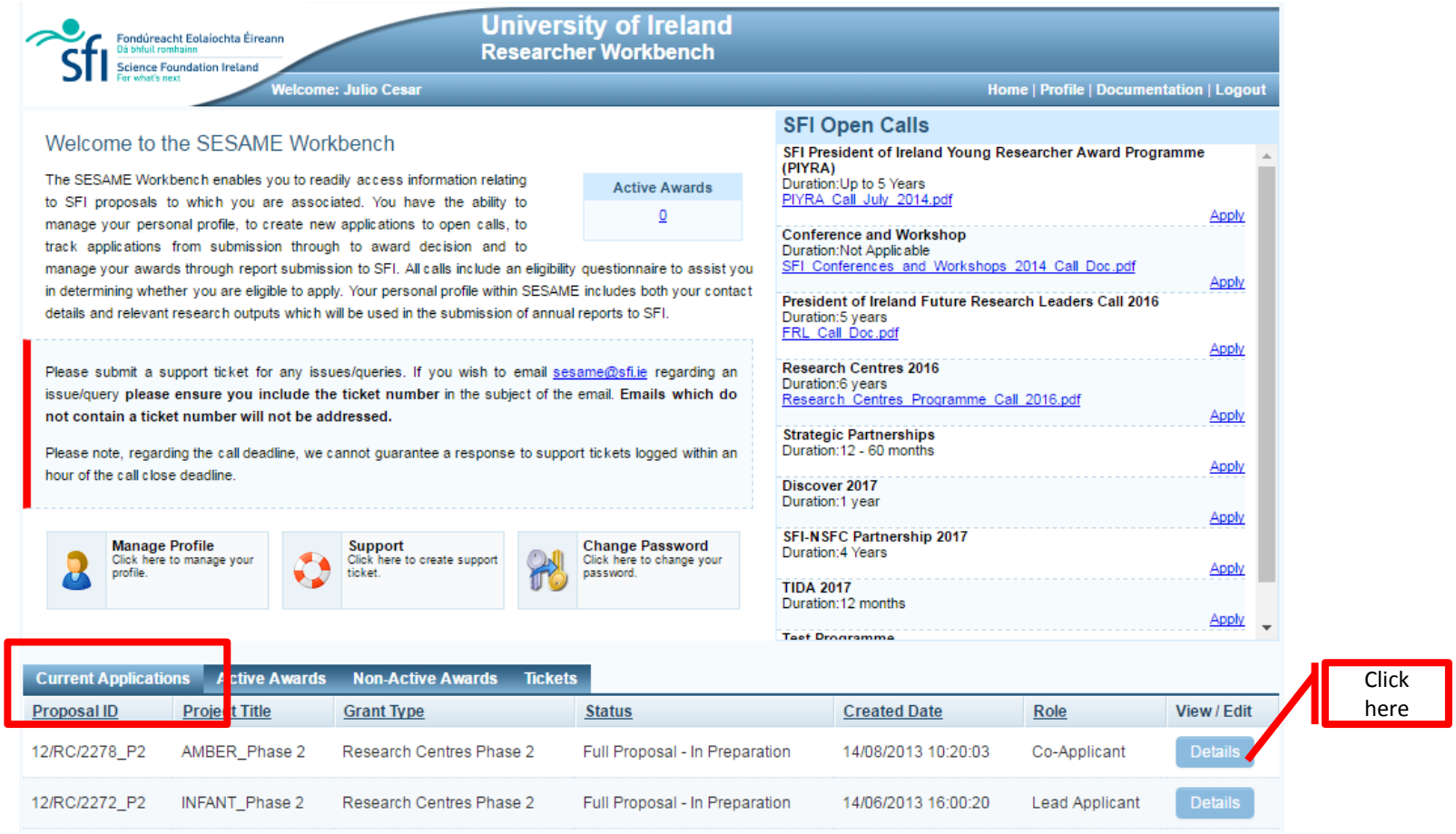
Submission Process for Phase 2 Call

- **Submission through SESAME – SFI's Grants Management System**
- **Application will go live on SESAME April 28th**
- **Documents can be prepared in advance of application being available**
  - Co-Applicant CVs
  - Progress Report
  - Phase 2 Proposal
- **All uploads must be in PDF**
- **Allow enough time for Co-Applicant section completion and Research Office review**

Submission deadline to SFI : 14th June 2017 at 13:00
Late and incomplete submissions will not be reviewed!

Submission Process - SESAME

- **Application will be available through Lead Applicant's SESAME account**
  - **'Current Applications' tab on home page**



Submission Process - SESAME

Guidelines for Preparation of an SFI Research Centres Phase 2 Application.

1. Please refer to the relevant SFI Programme call document and SESAME guidelines when completing this application.
2. Please complete all mandatory fields under "Additional Contact Information" (e.g. nationality, Year of PhD etc) in your personal profile prior to submission.
3. Lead applicant (and co-applicants where applicable) must use the official SFI CV template. Please download the relevant CV template from here.
4. Please click Save Draft both before adding attachments and after addition of Collaborators or Co-applicants.
5. To add co-applicants to your application, you will need their SFI PIN number located in their SESAME Profile. Co-applicants must provide this PIN to the lead applicant.
6. Applicants and Co-applicants may complete the required fields, but only the Lead Applicant can submit this application.
7. All uploaded documents must be in Adobe PDF format.
8. To check that required fields have been completed prior to submission, click the Validation button. Validation will automatically occur when "Submit" is selected.
9. You should view the PDF of your application prior to submission to allow you to verify content, print or save your application. It is the responsibility of the lead applicant to ensure that all documentation is included and that page lengths are not exceeded. Please refer to the checklist provided.
10. Clicking Submit will submit your application to your local Research Office (RO) for approval. If your research office approves your application, it will be submitted to SFI and you will be notified when this occurs.
11. Please click here to download the relevant FAQs for the relevant call.

Please ensure to use unencrypted, non-password protected PDFs with the copying function disabled, developed using either Adobe or Microsoft word PDF converter software only.

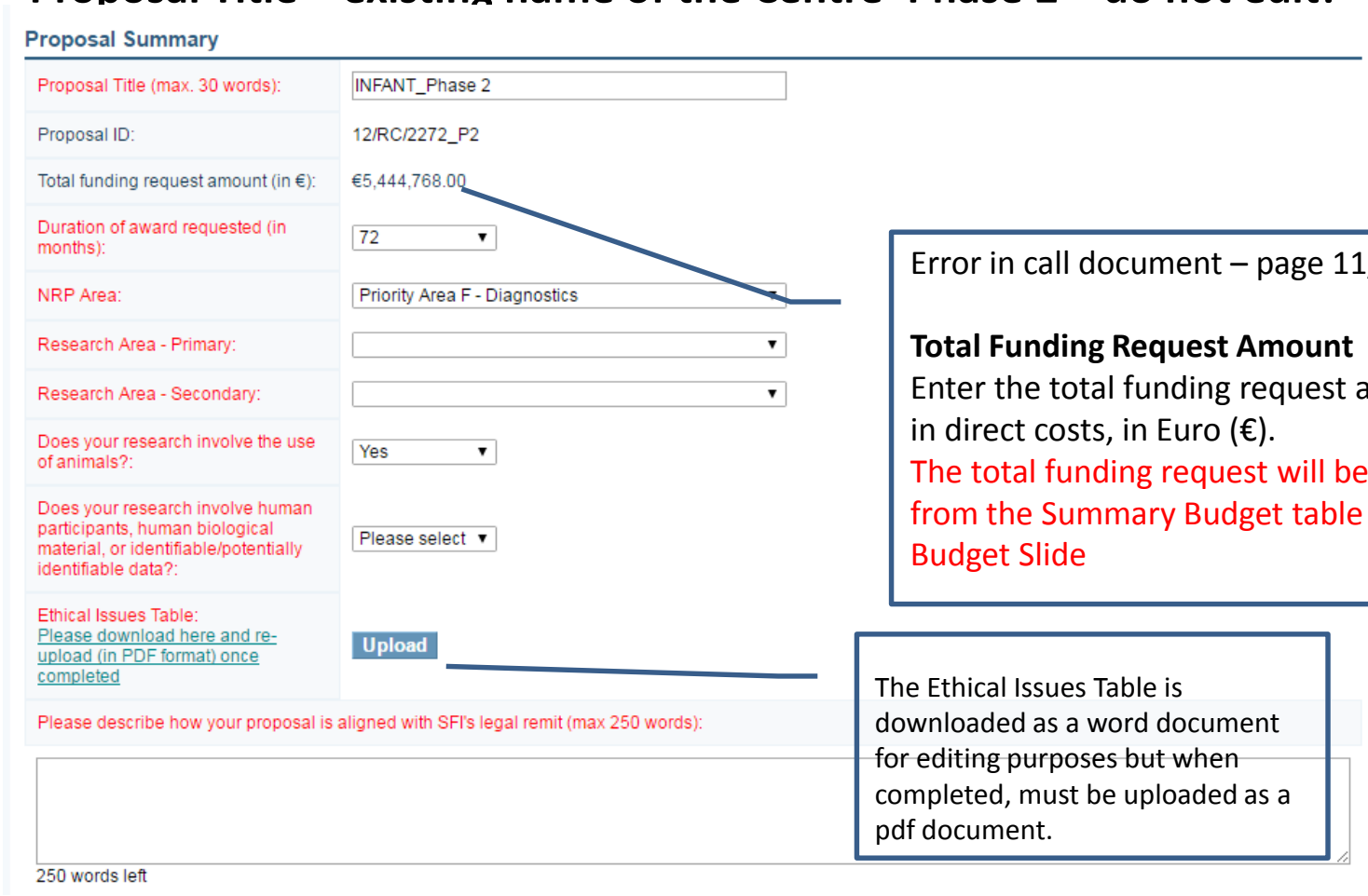
Dr. Researcher1 O'SmartSimple Test

Researcher1: Test (DO NOT DELETE)
SmartSimple Test University
123 This street (DO NOT DELETE)
Toronto
Researcher1.sfi@smartsimple.com

Nationality: Ireland
Citizenship: EU

Submission Process - SESAME

- **Certain fields will be pre-populated**
- **Proposal Title – existing name of the Centre Phase 2 – do not edit!**

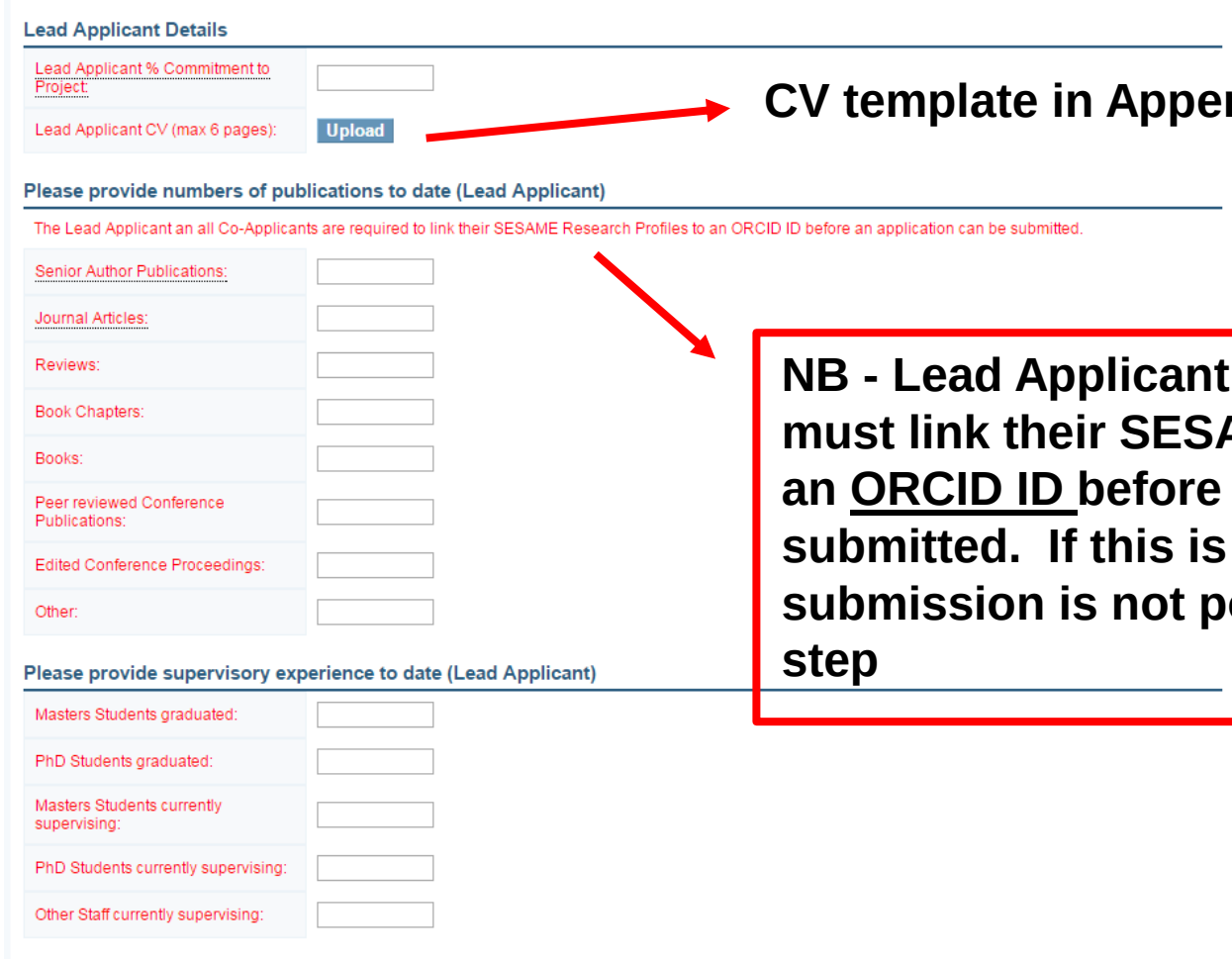


Error in call document – page 11/12

Total Funding Request Amount
Enter the total funding request amount in direct costs, in Euro (€).
The total funding request will be derived from the Summary Budget table – See Budget Slide

The Ethical Issues Table is downloaded as a word document for editing purposes but when completed, must be uploaded as a pdf document.

SESAME – Lead Applicant



Lead Applicant Details

Lead Applicant % Commitment to Project:	
Lead Applicant CV (max 6 pages):	Upload

Please provide numbers of publications to date (Lead Applicant)

The Lead Applicant an all Co-Applicants are required to link their SESAME Research Profiles to an ORCID ID before an application can be submitted.

Senior Author Publications:	
Journal Articles:	
Reviews:	
Book Chapters:	
Books:	
Peer reviewed Conference Publications:	
Edited Conference Proceedings:	
Other:	

Please provide supervisory experience to date (Lead Applicant)

Masters Students graduated:	
PhD Students graduated:	
Masters Students currently supervising:	
PhD Students currently supervising:	
Other Staff currently supervising:	

CV template in Appendix 2 of call document

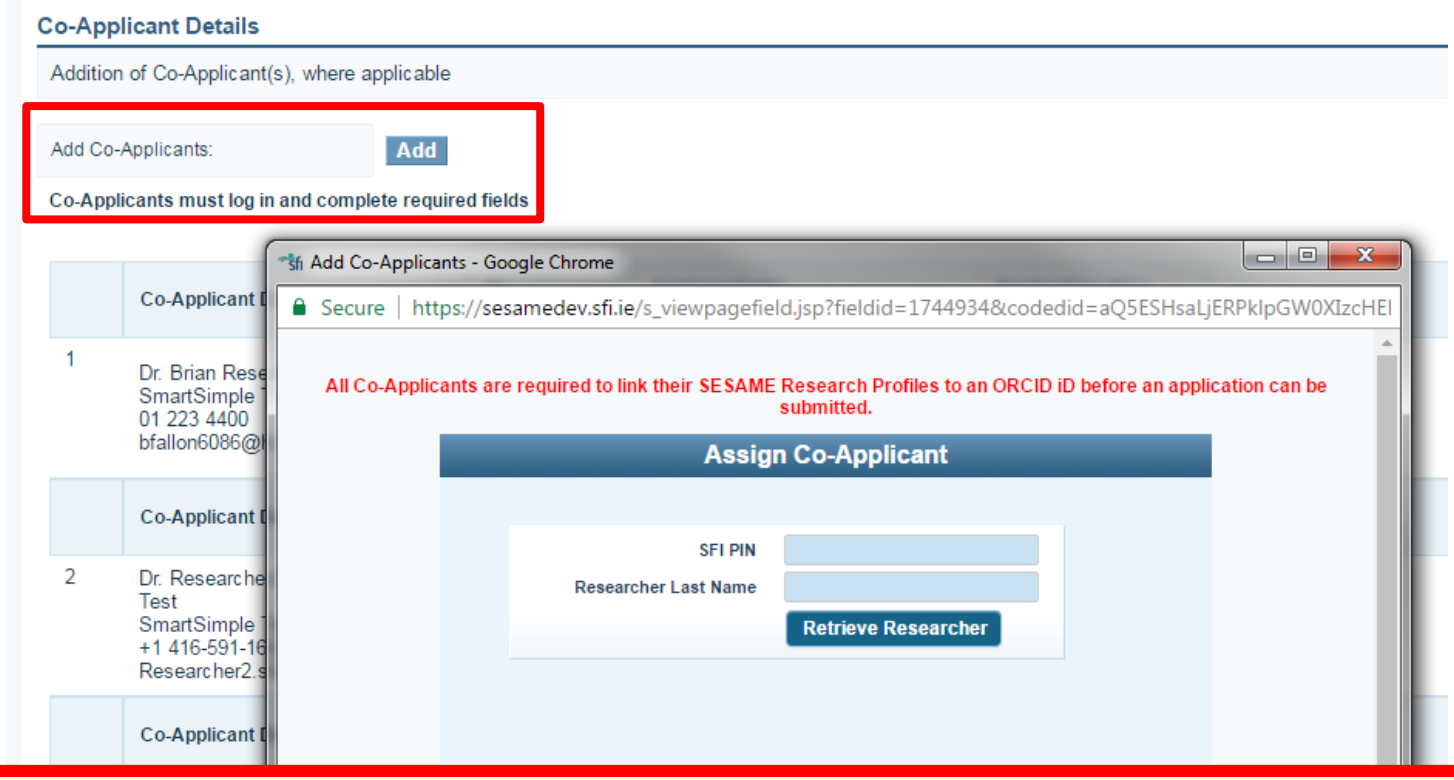
NB - Lead Applicant and all Co-Applicants must link their SESAME Research Profiles to an ORCID ID before an application can be submitted. If this is not completed submission is not possible , see Validation step

SESAME – Linking ORCID ID

- **ORCID provides a unique identifier for all researchers, which can then be linked to their different research works across different platforms**
- **ORCID ID is entered through 'Connect to ORCID' function under the 'Identifiers' tab of the researcher's SESAME profile**

SESAME – Assignment of Co-Applicants

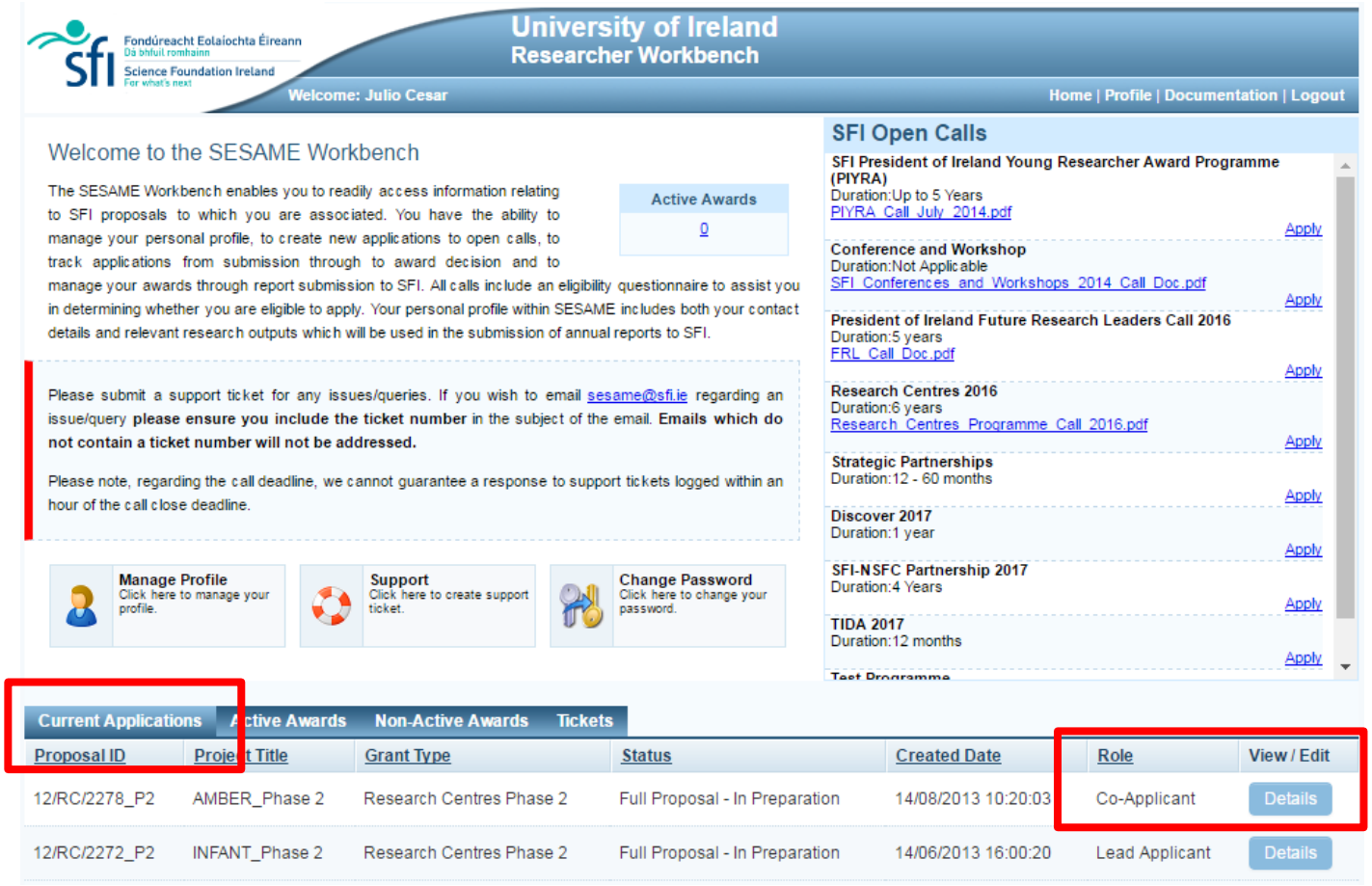
- **Co-Applicants added by Lead Applicant to application**
- **Need to know 1) Researcher's last name and 2) Researcher's SFI PIN (Identifiers tab of Researcher's profile)**



If the Co-Applicant is not registered with SESAME, they need to contact their Research Body immediately to get set up

Submission Process for Co-Applicants

- **Application available through co-Applicant's SESAME account**
  - **'Current Applications' tab on home page**



SESAME – Co-Applicant Requirements

1. **Link to ORCID ID in own research profile**
2. **Upload CV using template in Appendix 2 of Phase 2 call document**

Co-Applicant Details

Addition of Co-Applicant(s), where applicable

Add Co-Applicants: **Add**

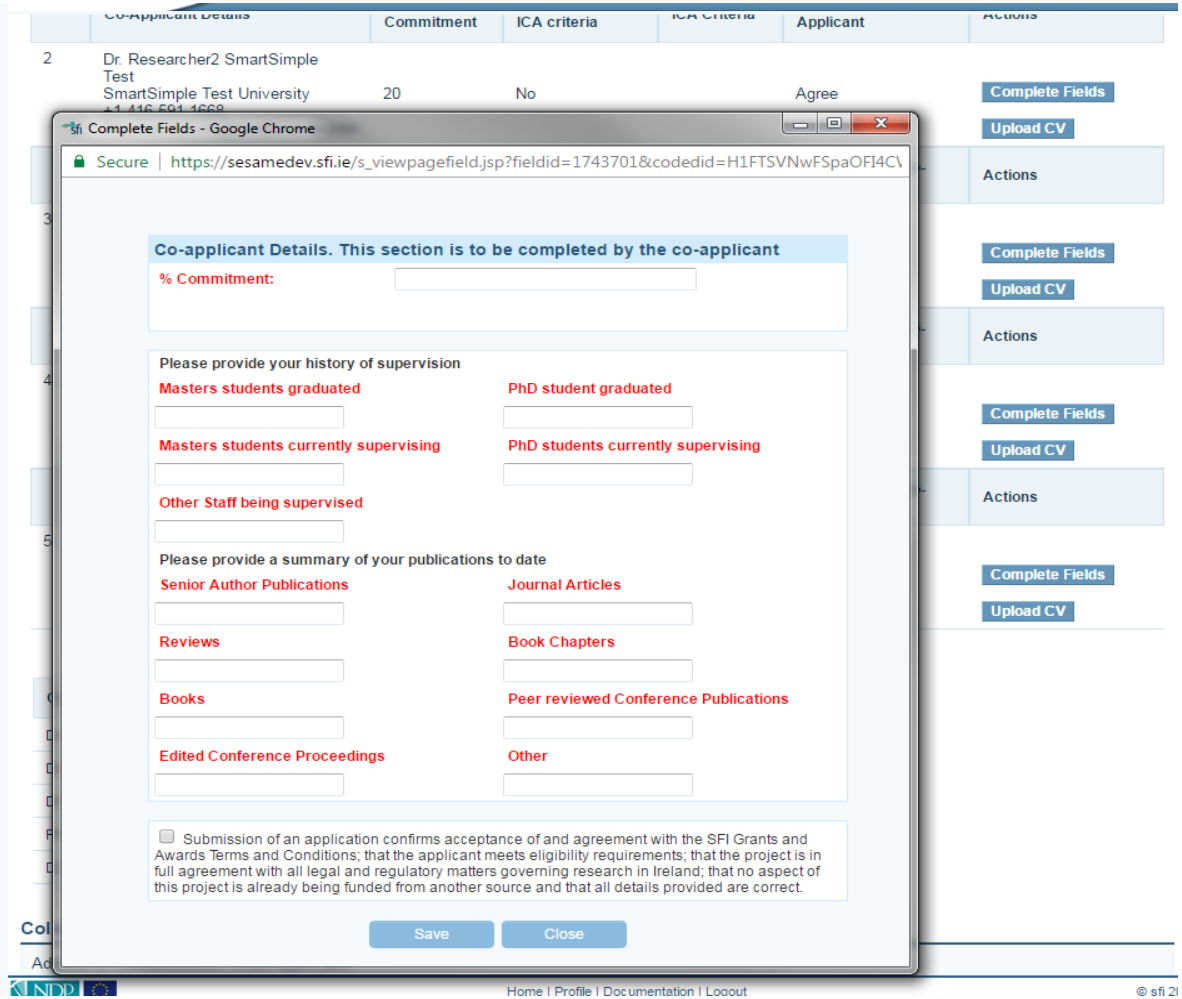
Co-Applicants must log in and complete required fields

	Co-Applicant Details	% Commitment	Applying Under ICA criteria	ICA Criteria	Declaration of Co-Applicant	Actions
1	Dr. Brian Researcher SmartSimple Test University 01 223 4400 bfallon6086@hotmail.com.fake	25	No		Agree	Complete Fields Upload CV

	Co-Applicant Details	% Commitment	Applying Under ICA criteria	ICA Criteria	Declaration of Co-Applicant	Actions
2	Dr. Researcher2 SmartSimple Test SmartSimple Test University +1 416-591-1668 Researcher2.sfi@smartsimple.com	20	No		Agree	Complete Fields Upload CV

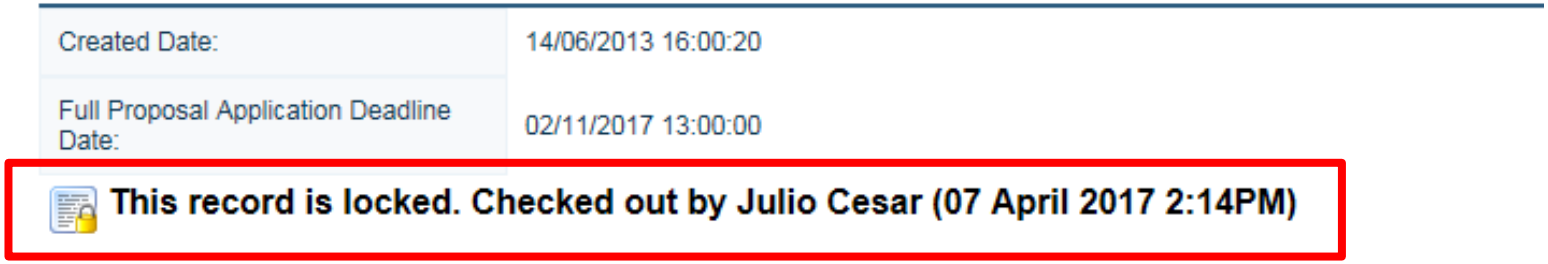
SESAME – Co-Applicant Requirements

3. **Complete all required fields and hit ‘save’**



Submission Process for Co-Applicants

- Lead-Applicant logged in – the record is locked (indicated at bottom of application page – see below)
- However, co-Applicants can still access application and complete all required fields
- BUT!!!
- Only the Lead Applicant can submit the proposal and the Lead Applicant will not be able to submit if a co-Applicant is logged in!!
- So make sure all Co-Applicant details are completed well before the deadline
- Research Funding History is carried out for both Lead and Co-Applicants at a later stage in the application



SESAME – Co-Applicant Tracking

- **A co-Applicant tracking function is enabled in the application**
  - **Table below the co-Applicant details**
- **Applications cannot be submitted unless all co-Applicants have completed the following**
  1. **ORCID ID connected ✓**
  2. **CV uploaded ✓**
  3. **All required fields completed ✓**
  4. **Research Funding section ✓ (not included in the table)**

Co-Applicant Name	ORCID Connected	CV Uploaded	Completed fields
Dr. Brian Researcher	Yes	No	Yes
Dr. Researcher2 SmartSimple Test	Yes	Yes	Yes
Dr. Dan Dare	No	Yes	No

Checklist – Co-Applicants

To do, even before SESAME Application goes live

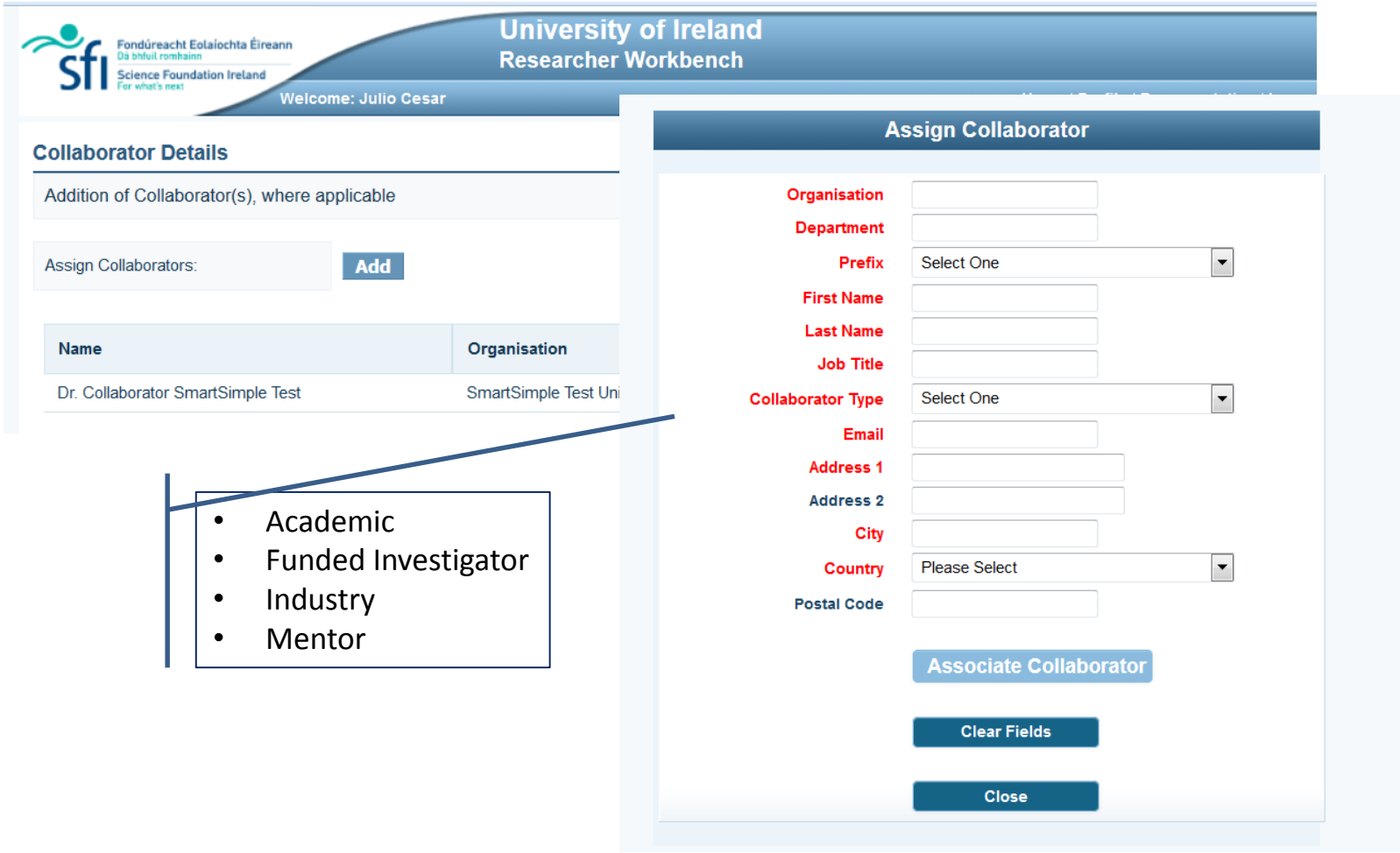
- **Is the Co-Applicant registered on SESAME with SFI PIN**
- **Is the Co-Applicant Research Funding History up to date**
- **Is the Research Profile on SESAME linked to ORCID ID**
- **Complete required co-applicant fields on application page in SESAME**
- **Are they aware that the CV template is new**
- **Have they started completing their CVs**

Given the large number of co-Applicants in each Research Centre, it is the responsibility of the Lead-Applicant to ensure that this activity is co-ordinated well in advance of the submission deadline

Funded Investigators

CV not required

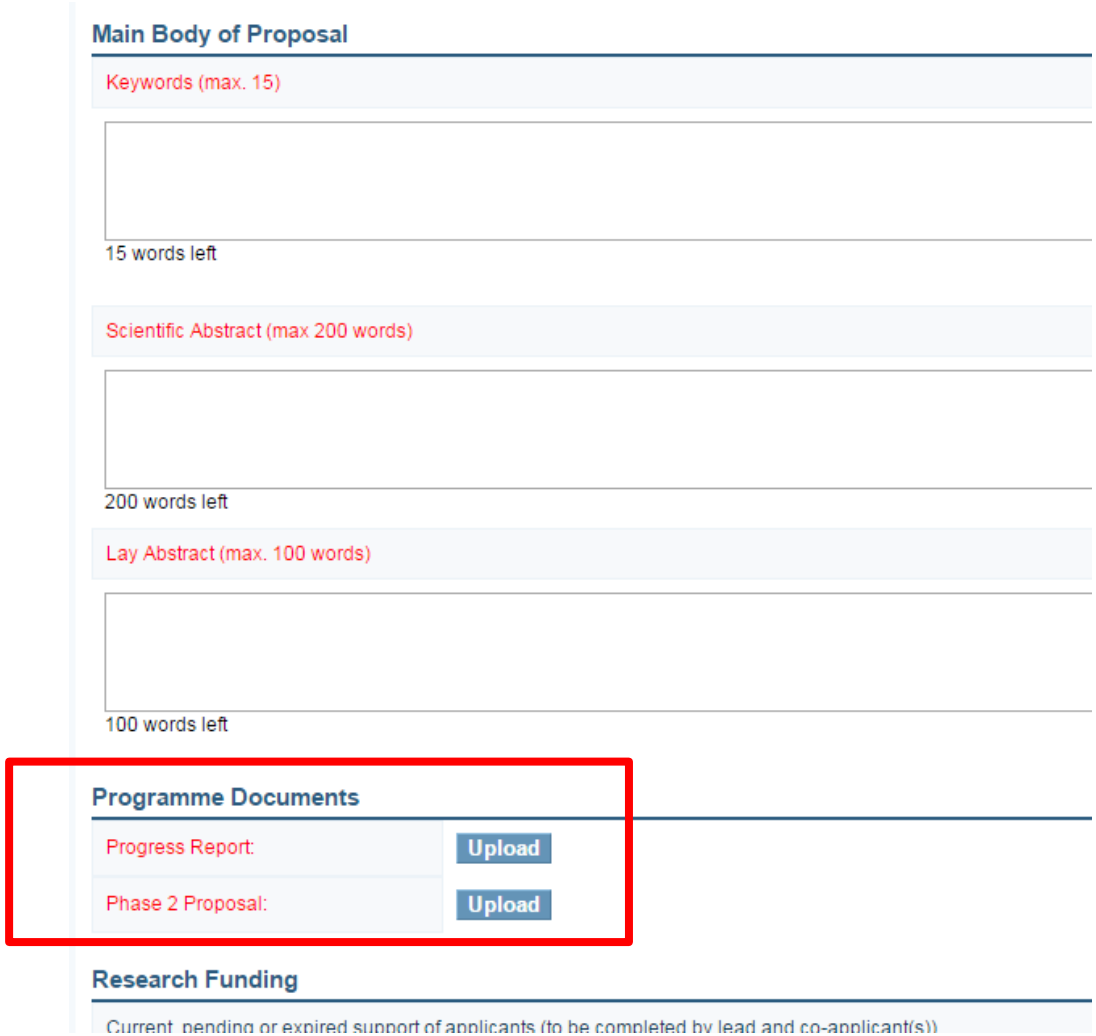
Summary information entered in the Collaborator section



- Academic
- Funded Investigator
- Industry
- Mentor

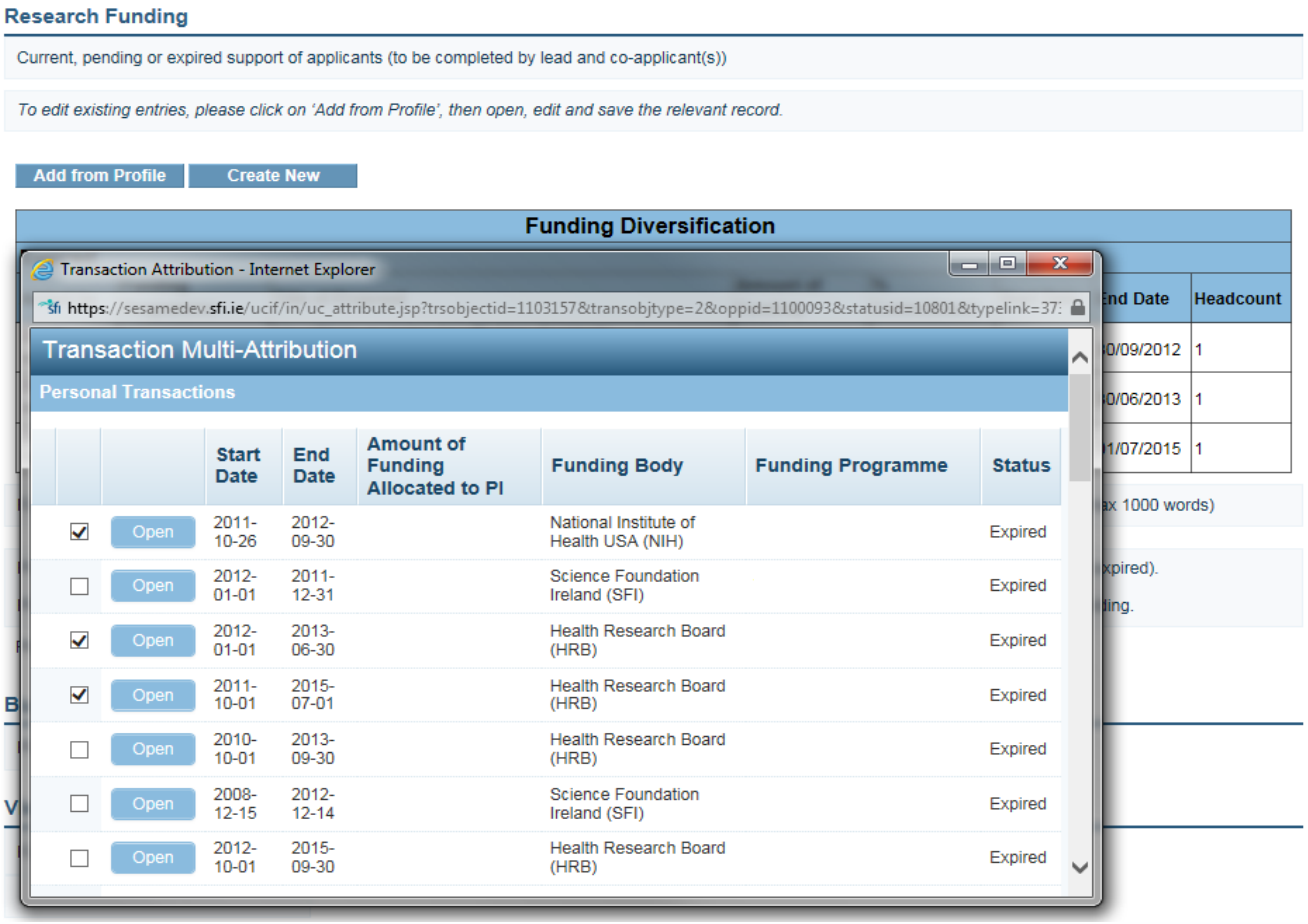
Main Body of Proposal

- **Two programme documents to be uploaded as part of submission process**
  1. **Progress Report**
  2. **Phase 2 Proposal**
- **PDF format only!**



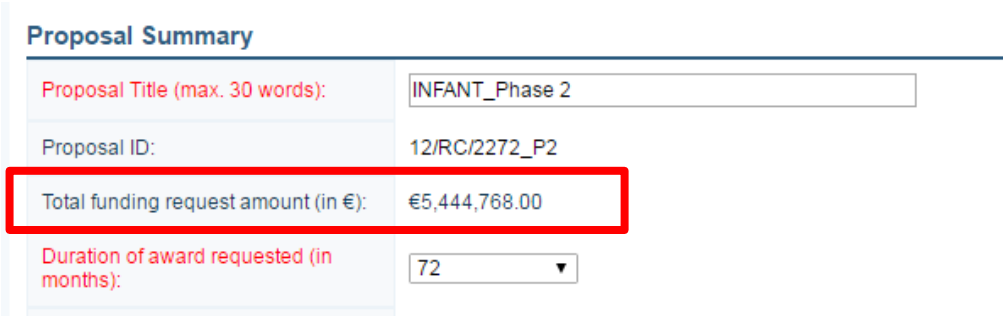
Research Funding
Must be completed by Lead and Co-Applicants

4. **Complete *Research Funding* section**
   - **Click ‘Add from Profile’ or ‘Create New’**
   - **Tick relevant awards and click ‘Attribute’ to add to the application**

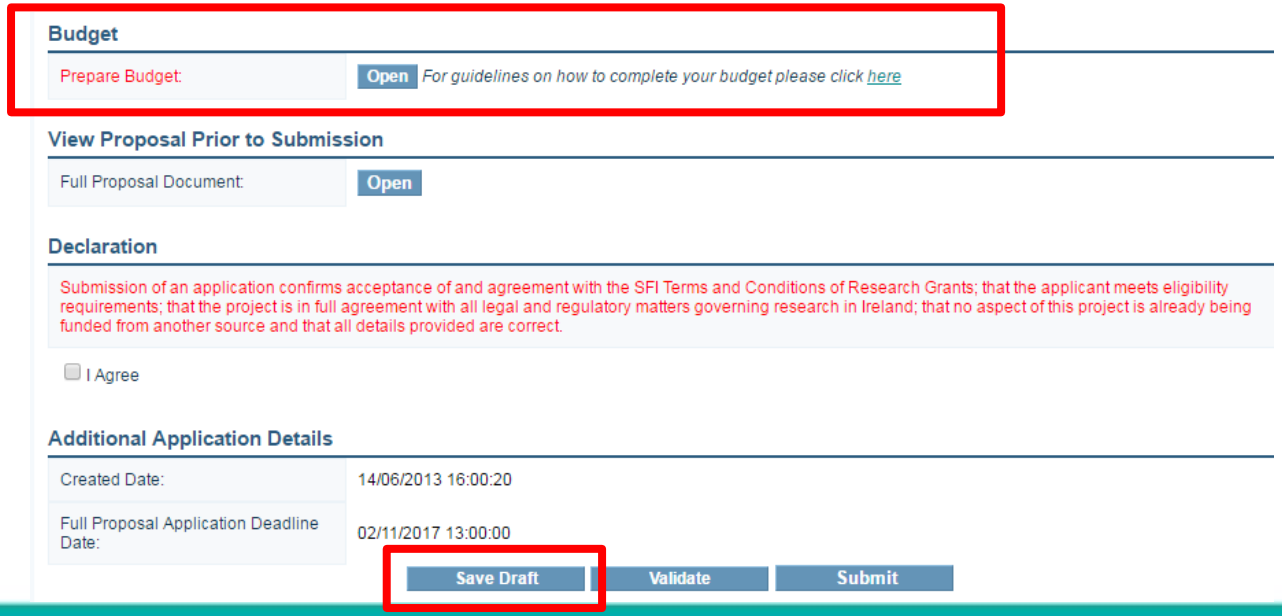


Submission Process - SESAME

- **'*Total funding request amount (in €)*' field – read-only**

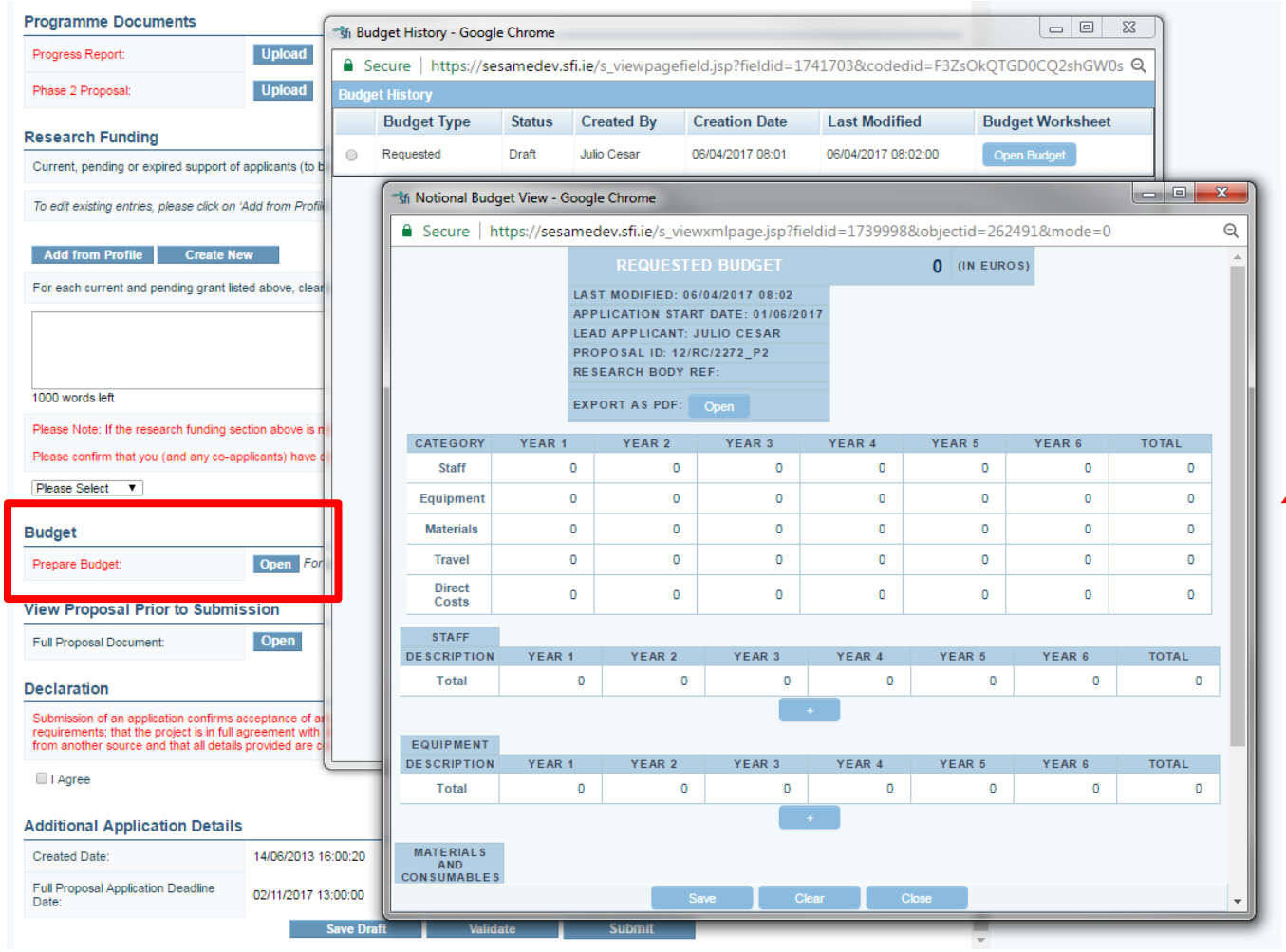


- **To populate this field, complete the *Budget* section and click '*save draft*' at the bottom of the application page**



SESAME – Budget Completion

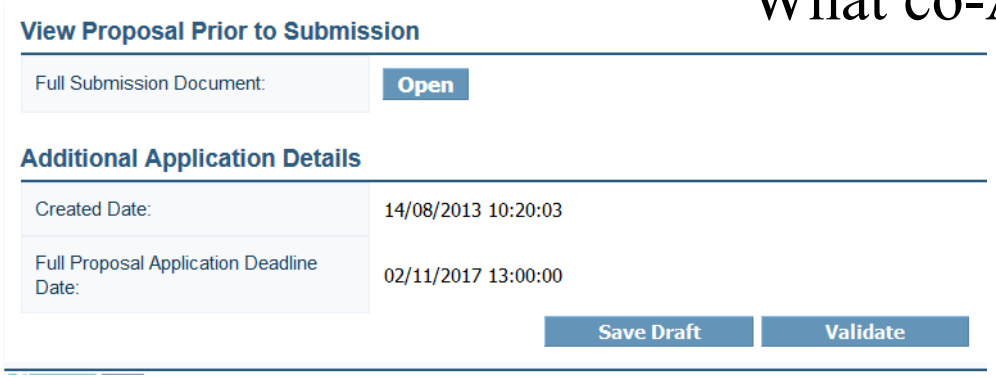
- **Enter budget SESAME (below) and include in Phase 2 Proposal PDF (using template in Appendix A of proposal template)**



SFI direct costs only

SESAME – Validation Step

What co-Applicant sees



What Lead-Applicant sees

Submission Process - Key Messages

- **Lead Applicant is responsible for coordinating the co-Applicants' input to the application in SESAME – set an internal deadline!**
- **It is the responsibility of the Lead Applicant to ensure that eligible proposals are received by SFI on, or before, 14th June 2017 at 13:00.**
- **Ensure that the application is submitted to the Research Office well in advance of the 14th June deadline.**
- **In order to safeguard against ineligibility, applicants are reminded to adhere rigorously to the guidelines in the call documentation.**
- **Applications not adhering to the specifications in the call documentation, or with incomplete content, will be deemed ineligible and will not be accepted for review, regardless of the date of submission.**

Research Office Information

- **Once the Lead Applicant submits their application for Research Office review, the Research Body will receive an email notification to your generic SESAME email address**
- **The Research Office can take any one of the following actions in relation to the application:**
  - **Endorse**
  - **Request Revision**
  - **Decline Proposal**
- **See *Research Body User Guide for SESAME Award Management System* (page 27) - http://www.sfi.ie/funding/award-management-system/ams-user-guides.html**
- **Next Research Office meeting for Phase 2 call preparation:**
  - **9th May 2017 at 11:00 – SFI Offices**

Checklist

- **Key Documents for upload:**
  - **Lead Applicant and all co-applicant CVs (PDF)**
  - **Ethical Issues Table (PDF)**
  - **Progress Report (PDF)**
  - **Phase 2 Proposal (PDF)**
- **Key messages:**
  - **Uploads in SESAME must be in Adobe or Microsoft PDF format only**
  - **Number of pages must not exceed the specifications for any given section**
  - **Unsolicited appendices or other unsolicited documentation are not permitted**
  - **Currency to be used is the Euro (€)**

Key Timelines

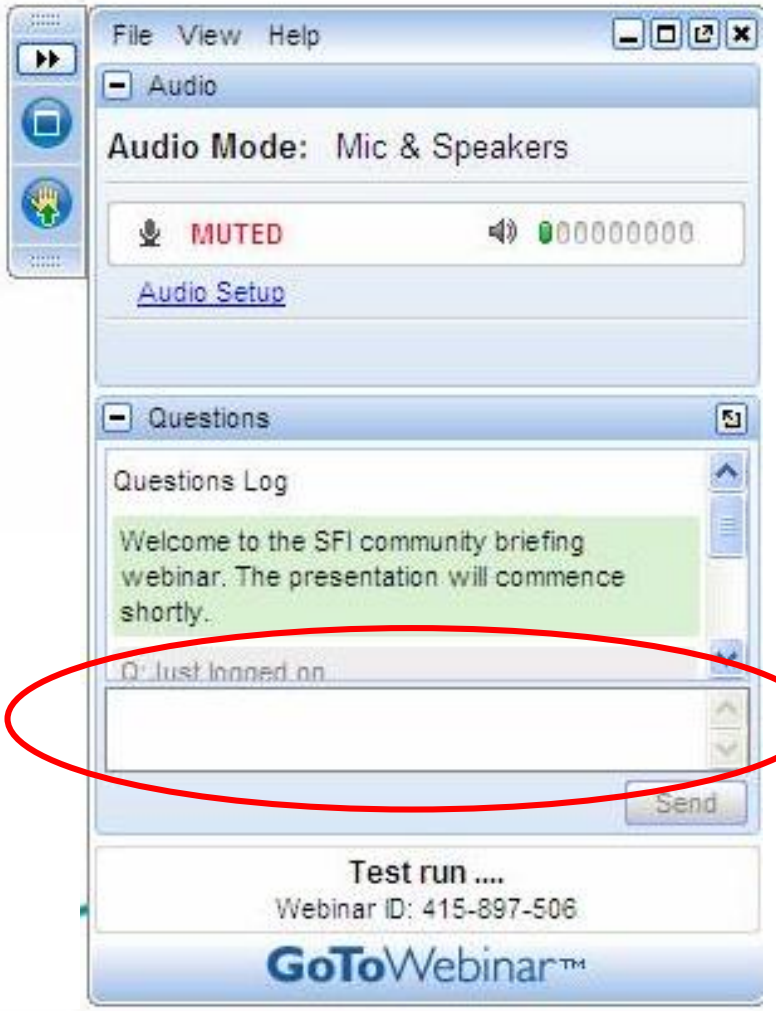
Deadline for submission	**14th June 2017, 13:00**
Postal review of progress report and proposal	**July 2017**
Applicant response (two week period)	**July-August 2017**
Finalise review schedule	**4 weeks in advance of review**
Submit presentations to SFI	**3 weeks in advance of review**
Oversight panel	**Feb/Mar 2018**

Frequently Asked Questions

- Testimonials
- Case Studies
- Detail required in Budget section for targeted projects
- Detail required in Research Programme for targeted projects
- FAQ circulated Friday, April 7th, will go through main questions

If you have a question…..

- **Q&A session now**
- **Consult the Centres Programme Call Document & FAQ's**
- **Contact your Research Office**
- **Subsequently, email Centres@sfi.ie**

Q&A Session

- **Q&A session now**
- **We may put voice on ‘mute’ for a few minutes while we gather questions – please be patient**
- **Submit your text-based questions via the GoToMeeting control panel**
- **We will deal with as many of these as we can, verbally**
- **We will post a recording of the webinar on the RC 2016 webpage**