

SCIENCE FOUNDATION IRELAND

President of Ireland Future Research Leaders Programme

Call for Submission of Proposals

Version: February 2017

Key Dates:

Expression of Interest deadline:	05 May 2017 at 13:00
Full proposal deadline:	01 September 2017 at 13:00

Terms of Reference

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All responses to this Call for Submission of Proposals will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the applicant except insofar as is specifically required for the consideration and evaluation of the proposal or as may be required under law, including the Industrial Development (Science Foundation Ireland) Act, 2003, the Industrial Development (Science Foundation Ireland) (Amendment) Act 2013 and the Freedom of Information Acts 1997 and 2003.

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1. INTRODUCTION

SFI is committed to supporting and developing early- and mid-career researchers¹ to become excellent, fully independent research leaders and offers a suite of funding opportunities to help facilitate this transition, including support for those who are transitioning to independence, support for those transitioning to leadership, as well as supporting more established research leaders.

Current SFI schemes include the **SFI Starting Investigator Research Grant (SIRG)** which aims to support excellent postdoctoral researchers who wish to take steps towards a fully independent research career; the **SFI Career Development Award (CDA)** which aims to support early- and mid-career researchers who already hold a salaried, independent research post and who are looking to expand their research activities; and the **SFI President of Ireland Future Research Leaders programme**.

In addition to SFI-led schemes, the Foundation provides funding opportunities for early-career researchers through the SFI-HRB-Wellcome Trust funded Research Career Development Fellowship and Senior Research Fellowship in Basic Biomedical Science² and the Royal Society–Science Foundation Ireland University Research Fellowship (RS-SFI URF)³.

SFI is pleased to re-launch the **President of Ireland Future Research Leaders** programme, a recruitment-only programme designed to attract to Ireland outstanding new and emerging research leaders in both scientific and engineering domains, where candidates may have both academic and/or industry relevant backgrounds with a focus on research excellence with impact. Candidates are expected to address current gaps in leadership, methodologies and skill sets in specific discipline areas. Candidates may also be recruited to complement and strengthen ongoing activities e.g. SFI Research Centres, or as part of Research Body succession planning for areas which will require leadership in coming years.

The call is open to applicants based outside of Ireland as well as to those recently recruited from overseas (i.e. within 2 years of the Expression of Interest deadline). The applicant must be 3-15 years post-PhD or equivalent⁴, and will be expected to have demonstrated research excellence, independence, maturity and leadership, by having several important publications without the participation of their PhD supervisor, as well as having secured independent research funding and accumulated supervisory experience. It is also expected that the applicant would be of international standing as demonstrated by peer review experience, invited keynote talks, international collaboration, conference and workshop organisation etc as indicators of scientific maturity. The award has a five-year duration and is designed to provide the best setting for award holders to foster their creativity and further develop their leadership role. The recruitment of future research leaders will build the national research and enterprise base with outstanding early/mid-career researchers, and enhance Ireland's reputation as a centre of excellence for research. The ambitions of the appointed SFI President of Ireland Future Research Leaders awardee will be consistent with the strategic research direction of the host institution.

¹ <http://www.sfi.ie/funding/funding-calls/programmes-for-early-and-/>

² <http://www.sfi.ie/funding/funding-calls/sfi-hrb-wellcome-biomedic/>

³ <https://royalsociety.org/grants/schemes/university-research/>

⁴ <http://www.sfi.ie/funding/sfi-policies-and-guidance/eligibility-related-information/>

Objectives of the President of Ireland Future Research Leaders Programme

The objectives of the programme are:

- To identify and recruit to Ireland the most promising of a new generation of future research leaders who are top-tier cutting-edge researchers in science or engineering, and will address gaps in leadership in specific discipline areas, enable succession planning in areas which will require leadership in coming years due to retirements, or complement/strengthen ongoing activities e.g. Research Centres.
- With the support of the host research body, to enable an appropriate environment (support and infrastructure) to assist the awardee in realising their potential and further develop as research leaders.
- To support excellent scientific/engineering research that has potential impact.
- To further encourage and promote Ireland's participation in the international research community and to increase the number of ERC and H2020 awards secured by Ireland-based PIs.
- To maintain Ireland's top 20 position in international bibliometric rankings through an increase in the number and quality of journal publications.
- To enable collaborations with academic and industry partners particularly in areas of strategic priority.
- To increase the proportion of invention disclosures, patents, licenses and spin outs recorded by Ireland that are linked to SFI research.

2. PROGRAMME FORMAT AND REMIT

The SFI President of Ireland Future Research Leaders programme consists of a two-stage submission process encompassing a three-stage review. Applicants who are successful at Expression of Interest stage will be invited to submit a full proposal in advance of the full proposal deadline. Applicants whose full proposal receives excellent reviews will be invited for interview. Interviews will comprise presentation followed by a question and answer session, and will be undertaken by an international review panel. Awards may be up to €1 million direct costs and five years in duration including a 50% PI salary contribution, if required. In addition, due to the recruitment nature of this programme, an additional €250,000 may be requested to cover start-up costs.

Programme Remit

The legal remit of SFI⁵ is to promote, develop and assist the carrying out of oriented basic and applied research in strategic areas of scientific endeavour that concern the future development and competitiveness of industry and enterprise in the State. As outlined in SFI's strategic plan, Agenda 2020⁶, the Foundation is committed to continuing its focus on funding excellent science that will deliver strongly on impact, thus realising significant benefits for the Irish economy and Irish society. Research carried out through the SFI President of Ireland Future Research Leaders funding programme must be aligned to SFI's legal remit and should align with one of the 14

⁵ <http://www.sfi.ie/about-us/about-sfi/>

⁶ <http://www.sfi.ie/funding/sfi-policies-and-guidance/research-impact/AGENDA-2020.pdf>

National Research Priority (NRP)⁷ areas that are now positioned within six enterprise themes defined in Innovation 2020⁸ or any other area of Strategic Opportunity.

Eligibility of Research Body

The Research Body is the body responsible for the overall financial and administrative co-ordination of the research programmes supported by funding from SFI. Host Research Bodies must be situated in the Republic of Ireland. A list of eligible Research Bodies⁹ is available on the SFI website.

The term 'Research Body' and 'Institution' are equivalent and interchangeable in SFI documentation and in the SFI SESAME system.

3. RESEARCH IMPACT

Each year the Irish Government spends in the region of €750M on scientific research, training and development. As with all public spending, it is necessary to demonstrate and articulate the potential impact and benefits of scientific research.

For the SFI President of Ireland Future Research Leaders Programme, scientific excellence is both necessary and paramount but is not sufficient; applications must also be able to clearly articulate the potential for economic and societal impact. SFI regards clear and convincing impact statements as being fundamental components of competitive proposals. As part of the review process, reviewers will be asked to consider the potential impact of applications as described in the Impact Statements.

3.1 Defining Impact

Impact can be described as *the demonstrable contribution that excellent research makes to the economy and society*. Impact embraces the diverse ways in which research-related knowledge and skills benefit individuals, organisations and nations by:

- Powering an innovative and enterprising economy
- Creating high-value jobs
- Attracting, developing and nurturing businesses, scientists and talented people
- Increasing the effectiveness of public services and policy
- Enhancing quality of life, health and creative output
- Developing the country's international reputation
- Educating and training the population
- Solving major national and global problems and challenges, such as food security and world hunger, climate change, energy security, ageing population, rural sustainability, and other sustainability challenges.

⁷ <https://www.djei.ie/en/Publications/Publication-files/Research-Prioritisation.pdf>

⁸ <https://www.djei.ie/en/Publications/Publication-files/Innovation-2020.pdf>

⁹ <http://www.sfi.ie/funding/sfi-policies-and-guidance/eligibility-related-information/>

3.2 Measuring and assessing impact

SFI recognises that some research projects may have immediate impact whereas other projects may take much longer to achieve impact. For example, an output such as a filed patent is unlikely to create an impact until the patent is licensed to develop a product, which can then generate revenue and jobs. The adoption of a project output such as a new standard or protocol could improve the performance of an existing business, which could also impact revenue and jobs. The discovery of a new treatment or medical device will have obvious health as well as potential economic benefits. Researchers applying to the President of Ireland Future Leaders programme have an obligation to articulate how and when they believe **their proposed research programme** will deliver impact on Ireland's economy and society in the Impact Statement section of the application (see below).

Reviewers will be asked to assess the potential impact and the likelihood of delivery of that impact as described in the Impact statement. The relevant impact review criterion is:

- *Quality, credibility and relevance of the impact statement, including the likelihood, scale and value of societal and economic effects on Ireland as a result of the proposed research.*

3.3 Impact Statement

An **Impact Statement (maximum of two pages)** is a requirement in full applications to the President of Ireland Future Research Leaders Programme. The Impact Statement should articulate the planned and potential impact of the proposed research. SFI recognises that impact can take time and in many cases is unforeseen; as such, it is not possible to predict all impacts at the time of submission. The impact statement should, nonetheless, be as specific as possible and should provide information that external reviewers will find useful in assessing the potential impact of the proposed research activity. Plans to utilise appropriate SFI and other funding sources to assist with achieving impact should be included if relevant. Applicants are advised to make full use of the space provided to make a strong, unambiguous, and **realistic** impact case with appropriate plans, milestones and deliverables, and an objective view on how long it may require for the potential impact to be realised.

The Impact Statement should be written primarily in lay, non-technical language, it should be as specific and comprehensive as possible, and it should cover potential economic and societal impacts by answering the following overarching questions:

- **Who will benefit from this research?**
- **What plans will you put in place to increase the chances of economic and societal impacts from the proposed research?**
- **Over what timeframe might the benefits from your research be realised?**

Applicants are encouraged to consider SFI's Agenda 2020¹⁰ and Innovation 2020¹¹ strategy documents before writing their impact statement. For more information and guidance on how to successfully articulate impact, detailed information is available on the SFI website¹². A webinar¹³ is also available. Applicants are advised to refer to this information in advance of preparing the Impact Statement in an SFI President of Ireland Future Research Leaders application.

In order to best describe the possible impacts in an impact statement, the following points should also be considered:

- What is the potential impact of the proposed research on the development of Ireland's industry, economy, competitiveness and development?
- Are there potential international beneficiaries, collaborations with international industry or partner organisations?
- The SFI President of Ireland Future Research Leaders Programme encourages industrial collaborations *where appropriate* considering the stage and topic of the research. How will industry collaborators enable increased impact? What supports are they offering? Have routes to commercialisation been considered?
- With whom might you partner to increase the likelihood of potential impacts? It may be valuable to include one or more Industry Collaborators in your application. Letters of support must be provided if Industry Collaborators are included. The letters should provide full details of the intended intellectual input and, where relevant, the level of financial (cash, in-kind or both) contribution to the research programme. Industry letters of support that do not originate from officially listed industry collaborators will be removed from the proposal.
- How will the proposed research impact on the education, training and career of Ireland's students and research team members? Will there be infrastructural benefits for further research and education (e.g., facilities and instrumentation)? Applicants should note that all President of Ireland Future Research Leaders awards will offer training opportunities of some degree, therefore it is important to highlight the added value that will be provided from the training provided under your award; for example, highlight where past researchers / students have found employment.
- Highlight industrial interest in past / current research (e.g., consultancy, projects funded, collaborative publications, licenses granted, companies formed, VC funding, problems solved, etc.).
- How will the potential impacts of your research be best realised?
- What benchmarks or metrics can be applied to clearly demonstrate in the future that the various impacts outlined in the Impact Statement are both realistic and achievable?
- How will the proposed research impact on society and the quality of life for Ireland's citizens?
- Are there potential beneficiaries within the private sector, public sector, third-level sector or any others (e.g., professional or practitioner groups, charities or patient groups)?

¹⁰ <http://www.sfi.ie/funding/sfi-policies-and-guidance/research-impact/AGENDA-2020.pdf>

¹¹ <https://www.djei.ie/en/Publications/Publication-files/Innovation-2020.pdf>

¹² <http://www.sfi.ie/funding/award-management/research-impact/>

¹³ <http://www.sfi.ie/funding/award-management/research-impact/>

4. PROGRAMME DETAILS

4.1 Definitions of Lead Applicant, Collaborator and Advisor

The **Lead Applicant** will be responsible for the scientific and technical direction of the research programme and the submission of reports to SFI. The lead applicant has primary responsibility and accountability for carrying out the research within the funding limits awarded and in accordance with the terms and conditions of SFI. The lead applicant will serve as the primary point of contact for SFI on the award, during the review process, and if successful, during the course of the award. The applicant will be recognised as an SFI Principal Investigator. The research activities proposed may include collaborations with partners from other academic research bodies, research centres and the commercial sector. Partners cannot participate as co-investigators. **Proposals submitted with co-investigators will not be reviewed or considered for funding.**

An **Official Collaborator** is an individual who is committed to providing a focused contribution for a specific task(s). The collaborator will serve under the direction of the lead applicant, and may or may not receive funding through the grant (see budget justification). Industry partners are not required, but are permitted and, where appropriate for the topic of the research, are encouraged. An industry partner should be listed within the documentation as an **Industry Collaborator**.

Required documentation for all Official Collaborators: **At full proposal stage only**, CVs must be provided for ALL official collaborators including **Industry Collaborators**. In addition, **at full proposal stage only**, each official collaborator must provide a letter of support with the grant application and this must clearly outline the specific role of that collaborator in the programme of research proposed. The role of the collaborator must also be *referenced* in the main body of the research proposal, at both Expression of Interest stage and at full proposal stage. (For example: *Will the collaborators be supplying samples, data, etc? Will the collaborators be providing training in techniques or the use of equipment? Will the collaborators directly participate in specific work projects? Will collaborators be acting in a purely advisory capacity?*).

If a collaborator is to receive funding from this award, this should be clearly stated in the budget justification section. Please note that collaborators outside the Republic of Ireland are not eligible to receive funding through the SFI President of Ireland Future Research Leaders programme.

An individual contributing to, but not substantially involved in the research proposal to warrant listing as an Official Collaborator, may be referred to within the text of the research programme.

For the purpose of the SFI President of Ireland Future Research Leaders award, the Host Research Body is required to nominate an **Advisor** who will serve to guide, assist and facilitate the awardee in settling into the new institution. All successful SFI President of Ireland Future Research Leaders awardees will have been stringently reviewed and assessed on their scientific independence and leadership capability, but continuous guidance from an established and experienced local member of faculty will be beneficial as they establish an independent research group and integrate into their respective school. The Research Body Advisor of an SFI President of Ireland Future Research Leaders awardee does not play a supervisory or presiding role but should actively **assist** the awardee with:

(i) General facilitation and orientation e.g.

- Introduce the awardee to the rest of the faculty.
- Provide appropriate contact information to the awardee e.g. research office, staff office.
- Ensure the awardee is placed on appropriate distribution lists e.g. seminar schedules.
- Facilitate access to non-academic resources e.g. GP, childcare, schools, housing
- Ensure the awardee is aware of possibilities for career enhancement within the Research Body e.g. promotions, awards.

(ii) Research facilitation e.g.

- Assist with negotiating an appropriate start-up package and arranging access to shared equipment.
- Advise on hiring decisions and team structure, assist with interviews and recruitment.
- Be available to discuss supervision of staff and graduate students.

(iii) Teaching facilitation e.g.

- Ensure the awardee is briefed on departmental teaching and examination policies and procedures.
- Protect the awardee from being over-burdened by teaching during the establishment and early years of their research group.
- Inform the awardee if there are opportunities to enhance their teaching skills

(iv) Service facilitation e.g.

- Advise the appropriate level of involvement in departmental/school/Research Body service activities and ensure that the awardee is not overloaded with such assignments.
- Suggest the optimum service activities and committees in which the awardee should take part e.g. those that will assist in making contacts/hiring staff.

Please note that Science Foundation Ireland will expect the Advisor to assist the President of Ireland Future Research Leaders applicant at application stage, and if successful, to support in the relocation process of the awardee and team members, if applicable, and in the establishment of an independent group at the host institution. It is expected that the role of the Advisor will be phased out as the programme progresses and the awardee becomes established at the host institution. The Advisor should complete the 'Advisor' section in the Expression of Interest, and if invited, in the full proposal.

4.2 Eligibility Criteria of Applicant

The lead applicant must:

- 4.2.1 Be an outstanding early/mid-career researcher between 3 and 15 years post PhD or equivalent, undertaking research in the broad areas of science or engineering in an overseas academic institution or industry, or have been recently recruited to Ireland (within 2 years of the Expression of Interest deadline), and who has demonstrated research excellence, independence and leadership, and shown exceptional potential to become a research leader of the future.

- *Applicants holding an equivalent qualification may be eligible, but must seek approval from SFI in advance of submitting a proposal¹⁴*

¹⁴ <http://www.sfi.ie/funding/sfi-policies-and-guidance/eligibility-related-information/>

- *The official date of a PhD is defined as the year that the degree was conferred, i.e. the year printed on the official PhD certificate. The number of years is determined by calendar year thus those wishing to apply in 2017 to the SFI President of Ireland Future Research Leaders programme must have been conferred with their PhD degrees in the period 2002-2014 .*
 - *Allowances will be made for documented leave – see Section 4.2a for further details*
- 4.2.2 Have an outstanding track record commensurate with their field and career stage which includes significant publications (as senior author) in major international peer reviewed journals and invited presentations at well-established international conferences
- 4.2.3 Have secured independent research funding from competitive publicly-funded sources as a lead investigator or co-investigator. The grant must have been competitively awarded and internationally peer reviewed. Eligible research grants would be expected to support at least one full-time equivalent, excluding the applicant(s), and include research team costs (e.g. materials and consumables). This EXCLUDES smaller awards such as travel grants, equipment grants, postgraduate fellowships, postdoctoral fellowships, and awards of short duration (12 months or less). Laboratory fit-out / setup funding, awards from the applicant's institution, and awards that have not been subject to external international peer review are also excluded. Evidence to support the validity of an award may be requested.
- 4.2.4 Have accumulated supervisory experience of Masters-level and/or PhD students.
- 4.2.5 Have demonstrated international standing (e.g. peer review, keynote talks, collaboration, conference and workshop organisation etc.) as indicators of scientific maturity, in addition to potentially demonstrated capability of working collaboratively with private enterprise
- 4.2.6 Be an individual who will be recognised by the Research Body upon receipt of the SFI award as an independent investigator who will have an independent office and research space at the host research body for which s/he will be fully responsible for at least the duration of the SFI grant.
- 4.2.7 For those applicants who have been recently recruited to Ireland, they must not be employed in Ireland for more than 2 years on the date of the EoI submission.

As this programme is aimed at attracting a new generation of research leaders to Ireland, applicants may not hold a significant SFI award such as Principal Investigator, Investigator Award (IA) or Project (IP), Stokes Professorship or Lectureship, Research Professorship, SFI PIYRA, SFI FRL, SFI SIRG or SFI CDA, nor should they have received an SFI Research Centre award as a lead or co-PI.

Current holders of a RCDF–SFI HRB Wellcome Trust Biomedical Research Partnership, or a Royal Society-SFI University Research Fellowship are eligible to apply to the SFI President of Ireland Future Research Leaders programme in the last 24 months of their award (providing all other eligibility criteria are met).

Research Body submission confirms that the lead applicant meets the above criteria and is either a member of the academic staff, or awaiting appointment as defined above.

4.2a Eligible Leave

An SFI President of Ireland Future Research Leaders applicant may extend their period of eligibility by 18 months for each separate period in which they have taken a minimum of 12 weeks of consecutive documented eligible leave since the conferring of their PhD or equivalent.

This can include, but is not limited to the examples below:

- Statutory adoptive leave
- Statutory parental leave
- Statutory maternity leave
- Statutory paternity leave
- Carer's leave
- Long-term medical illness leave
- Conscription

No allowance will be made for part-time working (two years of half-time working counts as two full-time years). The maximum extension to the period of eligibility under this scheme is 4½ years (54 months). Note that career breaks (i.e. to go travelling or for other reasons not in line with those described above) do not constitute eligible leave.

Additionally, applicants may extend their period of eligibility by 12 months for each year spent working in a science or engineering related industry **post award of PhD**. The maximum extension to the period of eligibility under this scheme is two years (24 months).

In all cases, applicants wishing to extend their period of eligibility must produce documentary evidence from their host institution's Human Resources (HR) Department or, where applicable, the HR Department of their employer at the time of their eligible leave period(s).

Any queries in relation to eligible leave can be forwarded to fri@sfi.ie.

Research Body submission confirms that the applicant meets these criteria.

Where, in the opinion of SFI, an applicant fails to meet the eligibility criteria outlined above, the application will be deemed ineligible and will not be accepted for review

Please note that submission of an application may affect your eligibility to apply to other programmes. For certain SFI programmes such as SFI Future Research Leaders programme, individuals may only be under active review for one programme at any one time - these programmes include, but are not limited to: SFI IvP, SFI CDA, SFI SIRG, SFI ERC Development programme and the SFI Research Professorship Programme. In addition, SFI President of Ireland Future Research Leaders awardees are not entitled to hold other significant SFI awards (e.g. SFI Principal Investigator, SFI Research Professor Award, etc) concurrently, as either lead applicant or co-applicant. However, to secure continuity of funding, a grant holder may apply for a subsequent grant during the last 24 months of their existing grant. If successful, the new grant will normally start at the end of the existing grant.

4.3 Funding

SFI President of Ireland Future Research Leaders award may be up to a maximum of €1,000,000 (direct costs) and five years in duration. In addition, due to the recruitment nature of this award, applicants may apply for an additional €250,000 to cover start-up costs. General overheads, currently 30% of 'modified' total direct costs, should not be included in the requested budget. The start-up costs are not eligible for an overhead contribution.

SFI funding supports the research programme costs of the President of Ireland Future Research Leaders awardee and their research group. Eligible costs include:

- A contribution of **up to 50%** of the salary of the applicant, in cases where they will not be in receipt of a full salary from the Research Body. Where the applicant is already in receipt of a full salary (e.g. they are a permanent member of staff), no salary contribution may be requested. Where a contribution to the applicant's salary is being requested, the Research Body *must*, in their letter of support, guarantee to provide the balance of the salary for the *duration* of the award. Furthermore, in this situation, the total value of the research award will be up to a maximum of €1,000,000, *exclusive* of the Research Body's salary contribution and start-up costs.
- Host institutions may, at their discretion, request that their contribution to the applicant's salary be introduced on a phased or graduated basis over the course of the award. That is, the host institution does not necessarily have to contribute 50% of the applicant's salary every year, provided that their salary contribution over the full course of the award is at least 50% of the applicant's salary costs. It is the expectation of SFI that the President of Ireland Future Research Leaders awardee would have moved to a full-time position funded by the host institution by the end of the award.
- Contributions to salaries/stipends for staff hired specifically to carry out the research programme. Please consult the SFI website for more information on the SFI grant budget policy¹⁵.
- Relevant research expenses, including personnel, equipment, consumables and travel.
- Access to necessary special facilities which are not available in the host institution. Access charges for use of large items of infrastructure or test bed facilities may be requested in certain situations; see Section 5, Page 25, and also Section 4.3 of the SFI grant budget policy
- Due to the recruitment nature of this award, start-up costs of up to €250,000 are offered. These costs are designed to facilitate the establishment of a lab in a new location and can cover the purchase of equipment and/or access to large facilities, but should not include a salary contribution. These start-up costs are not subject to an overhead contribution, and hence should be entered into the **equipment section** of the budget template as a single line item, and should be fully detailed and justified in the budget justification section.

In addition to the direct costs, Science Foundation Ireland also makes an indirect or overhead **contribution** to the host Research Body, which is reflected as a percentage of the direct costs (excluding equipment). Overheads are payable as a contribution *to the Research Body* for the indirect costs of hosting SFI-funded research programmes and are intended to enable the Research Body to develop internationally competitive research infrastructure and support services. As stated previously, the start-up costs are not eligible for an overhead contribution.

¹⁵ <http://www.sfi.ie/funding/sfi-policies-and-guidance/sfi-general-terms-and-conditions/index.xml>

4.4 Submission

Applications to the President of Ireland Future Research Leaders programme will only be accepted through SESAME, SFI's grants and awards management system.

All applicants are required to have their SESAME Research Profiles linked to an ORCID iD before an application can be submitted. See Section 4.5 for more information.

Access to SESAME is controlled by staff at the Research Office of your host Research Body. Please follow your internal organisational process to request this access.

Once you have been registered by your Research Office, **you will receive an email** containing your:

1. Username
2. Password
3. SFI PIN number
4. SESAME website address

Your **username** and **password** are needed to log in to SESAME.

SFI's grants and awards management system, SESAME, is accessed using the Internet; no additional software needs to be installed. You can access SESAME online from any location. 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 organisation's internal IT support team.

The SESAME system is accessed using the following Internet address:

<https://grants.sfi.ie>

Please see the **SESAME Researcher User Guide**¹⁶ for more detailed information.

SESAME enables:

- Individual researchers to apply online for SFI grants.
- Host research bodies to review and authorise all applications.

Once submitted by the host Research Body to SFI through SESAME, an application **cannot** be withdrawn and subsequently modified for re-submission.

¹⁶ <http://www.sfi.ie/resources/SESAME-User-Guide-Researcher-v-6-11.pdf>

4.5 ORCID iD

ORCID¹⁷ provides a unique identifier for all researchers which can then be linked to their different research works across different platforms.

There are a number of benefits to creating an ORCID iD, which include the following:

- ORCID allows you to pull information from different platforms creating a centralised reference to your different works (e.g. publications, patents, awards) in one location using a single sign in.
- Your ORCID iD is a unique identifier which distinguishes you from other researchers with a similar name.
- Using the ORCID iD assists in making your research works more visible to funders and publishers. You are able to build a complete picture of your research in one location.

As part of the integration of SESAME with ORCID, it is possible for researchers to import publication data from ORCID directly into their SESAME Research Profile. For applicants to the SFI President of Ireland Future Research Leaders programme, applicants are required to link their SESAME Research Profiles to an ORCID iD before an application can be submitted.

5. APPLICATION PROCEDURE

Applicants are invited to submit the following documentation:

- Expression of Interest
and if invited to do so after the Expression of Interest evaluation stage,
- Full proposal

Expressions of Interest and full proposals must be submitted online through SESAME to SFI by the Research Office of the applicant's Research Body.

Applicants should follow carefully the instructions below and in the Sesame Researcher User Guide¹⁸ to complete the various sections of the application. In addition, a checklist of requirements is provided in Appendices B and C of this call document.

Expression of Interest and full proposal submission requirements:

- **All text in uploaded PDFs** should be provided in Times New Roman font or similar, with minimum font size of 11, and at least single-line spacing as well as a minimum margin size of 2.5cm. Text in diagrams may be in any clearly legible font.

¹⁷ <http://orcid.org/>

¹⁸ <http://www.sfi.ie/resources/SESAME-User-Guide-Researcher-v-6-11.pdf>

- Uploads in SESAME must be submitted in **Adobe or Microsoft PDF format only**
- The number of pages in uploads must not exceed the specifications for any given section. **Applications that do not comply with these requirements will be deemed ineligible and will be returned without review.**
- Appendices or other unsolicited documentation are not permitted. **Applications that include such unsolicited documentation will be returned without review**
- The currency to be used is the **euro (€)**.
- File sizes of attachments should be **less than 5MB**

Expressions of Interest and full proposals must be submitted online through SESAME to SFI by the Research Office of the applicant's Research Body.

Applications not adhering to these requirements, or with incomplete content, will be deemed ineligible and will not be accepted for review, **regardless of the date of submission.**

It is the responsibility of the applicant to ensure that eligible proposals are received by SFI on, or before, the deadline indicated. In order to safeguard against ineligibility, applicants are reminded to adhere rigorously to the guidelines in the call documentation and to review the proposal document prior to submission in SESAME.

Once submitted by the host Research Body to SFI through SESAME, an application cannot be withdrawn and subsequently modified for re-submission.

Step 1: Eligibility Questionnaire

Applicants must complete the eligibility questions (see Section 4.2 of this call document for eligibility details).

Step 2: Expression of Interest Preparation

(i) Proposal Summary

The Research Proposal **title** should clearly convey the nature of the research to be undertaken, in up to 30 words. Confidential information should not be included in the Proposal title.

Resubmission Statement

Applications to any call that are based primarily on unsuccessful submissions (following peer review) to any SFI programme must demonstrate that the review comments resulting from the initial application have been taken into account in the preparation of the new submission. Resubmissions that have not clearly taken into account the major comments or concerns resulting from the prior assessment will be withdrawn without review. Please see SFI Policy on Resubmission of Grant Applications¹⁹ for further information.

¹⁹ <http://www.sfi.ie/funding/sfi-policies-and-guidance/eligibility-related-information/>

Applicants must declare whether a new proposal relates to a previously submitted application to any SFI scheme. Where the application is a resubmission, a statement referencing the previous application and explaining the differences must be provided and references to reviewers' comments must be made where relevant. This statement will assist SFI Scientific Staff in the assessment of eligibility of a revised application and will not be shared with reviewers.

NRP Area

Research in proposals to the President of Ireland Future Research Leaders programme are not **required** to be aligned with a National Research Priority Area, however, *where relevant*, please select the appropriate priority or underpinning area to which the research programme aligns. Where a proposal does not align to any of the NRP areas, please select 'Other' from the drop down menu.

Research Area - Primary

Applicants should select a primary SFI research area from the drop-down menu, which best describes the proposed research.

Research Area - Secondary

Applicants should select a secondary SFI research area from the drop-down menu, which best describes the proposed research.

Alignment to SFI Legal Remit (max. 250 words)

This section must be used to describe how the proposed research aligns with SFI's legal remit as defined in Section 2. This statement will be used to determine the eligibility of the application.

(ii) Lead Applicant details

Location of Applicant at time of submission

Applicants must enter the country in which they are employed at the time of submission

Lead applicant time commitment to the project

Due to the significant scale of this award, it is expected that the applicant's time commitment will be at least 50%

Applicant CV

A CV of the lead applicant (up to 6 pages maximum) should be completed and uploaded using the template provided at the end of this document (see Appendix A). The CV not only provides information about the applicant's education, employment record, research outputs, and details of their funding history and eligibility, but also identifies up to five key achievements in research and impact.

Eligible Leave

If applicable, applicants who have taken documented eligible leave and wish to extend their period of eligibility must upload the information requested in Section 4.2a of this call document.

Summary information on publication output and supervisory experience to date

Please provide summary information on the total numbers of publications to date and also provide supervisory experience to date for the lead applicant.

Expired, Current and Pending Support of Applicants

The Lead Applicant must report on expired, current and pending funding.

- The applicant should include details of any financial support pending, or received to date. This should include competitive research funding received from funding agencies (international and national), charities, industry, etc.
- The applicant must include details of any financial support from another body *currently provided, or currently being sought*. SFI will not support research programmes currently being funded by another source.
- For each current and pending grant listed, the applicant should provide a brief description of the research. Applicants must also indicate their percentage time commitment to these other projects, as a function of 100% of their total working time.
- For pending grants, please include the expected decision date in the description box.
- Please complete the requested details for each expired, current, or pending financial support. Fields coloured red are mandatory. Certain field labels are underlined and contain further information concerning the details that are required; hover the mouse pointer over these labels to view this information.
- If the applicant is solely a collaborator on a collaborative research project, the grant should not be included here.
- The portion of research funding claimed in an applicant's name must be an accurate and a fair reflection of their responsibility in the projects listed and will be verifiable as such. SFI may conduct audits to verify such claims and reserves the right to reject proposals where the above principle of proportionality is not observed.
- This section of the proposal will be reviewed as part of the applicant's track record.

Research funding may be added directly to the application or added from the applicant's profile (see the Sesame Researcher User Guide²⁰). If this section is left blank it will indicate that the applicant has NO expired, current or pending funding. The Lead Applicant must complete this section within SESAME. Please ensure that research funding added to the profile of the Lead Applicant has actually been included in the application.

The applicant must complete the textbox detailing potential overlap between current and pending funding and the proposed research in this application. For each current and pending grant listed above, the applicant must clearly indicate any scientific overlap with this application, based on the methodologies being employed and the stated objectives of the funded project(s).

²⁰ <http://www.sfi.ie/resources/SESAME-User-Guide-Researcher-v-6-11.pdf>

(iii) Collaborator(s) and Research Body Advisor details

Include name, contact information and other requested details of the proposed Research Body Advisor, and official collaborator(s), if any. Please indicate whether collaborators are based in academia, or industry i.e. 'industry collaborator'. Advisor or collaborator CVs are not permitted in the Expression of Interest. See Section 4.1 for further information.

(iv) Main Body of Expression of Interest

(a) Keywords (max. 15)

These should be descriptors that best describe the research proposed in the application

(b) Programme Documents UPLOAD

Please note that the total number of pages in the Programme Documents upload must not exceed 3 pages – Research description (2 pages) and Strategic fit with the host institution (1 page).

Research Description (2 pages max.)

Please ensure that adequate detail is provided in relation to what is being proposed, clearly describing the specific aims and objectives of the programme and linking with real deliverables. The proposed research should be novel, cutting-edge, competitive and strategically important. Describe how what is proposed will advance the state-of-the-art. Ensure that information is provided regarding how collaborators (if any) will input on aspects of the proposed research. It is important to clarify how the proposed research is independent of work ongoing with previous supervisors. Please note that references are to be included within the 2-page limit.

Strategic fit with the host institution (1 page max.)

As this is a recruitment programme, the Research Body together with the applicant is required to provide a document outlining why the applicant is a 'good fit' with the Research Body and how the research proposed complements the institutional strategy/strategic plan for the institution and how the targeted area aligns with national strategic priorities. The applicant may address current gaps in leadership, methodologies and skill sets in specific discipline areas (including, but not limited to advanced manufacturing, bioprocessing, agri-food, cyber-security, smart cities, energy and marine research), or may also be recruited to complement and strengthen ongoing activities e.g. SFI Research Centres, or as part of Research Body succession planning for areas which will require leadership in coming years. How the applicant fits into the national research landscape is also an important aspect so reference should be made to how the proposed research strengthens/complements research ongoing in Ireland.

(v) View Proposal Prior To Submission

A PDF of the Expression of Interest is available in SESAME and should be reviewed prior to submission to enable you to validate your application. The responsibility lies with the applicant in this regard. Submission is made initially to your host research office for approval, prior to submission by the research office to SFI.

Applicants will receive a notification from SESAME periodically when the status of their proposal changes. Alternatively, if you wish to track the status of your proposal e.g. '*proposal pending Research Office (RO) approval*' or '*under review at SFI*', this information will be displayed in SESAME.

Step 3: Full Proposal Preparation

If invited to submit a full proposal, applicants should follow the instructions below and in SESAME (see Sesame Researcher User Guide²¹) to complete their full proposal application correctly.

Please refer carefully to these instructions. In addition, a checklist is provided at the end of this call document - see Appendix C.

Full proposals that deviate significantly in content from the Expression of Interest will be administratively withdrawn without review.

(i) Full proposal summary

The proposal details will be automatically populated from the Expression of Interest. Applicants should check the details, and update them if necessary.

Ethical Issues

All applicants are required to answer the questions related to ethical issues (see Section 5)

(ii) Applicant details

The applicant details will be automatically populated from the Expression of Interest. Applicants should check the details, and update them if necessary.

A CV of the lead applicant (up to 6 pages maximum) as for the EoI application using the template found at the end of this document should be completed and uploaded - see Appendix A.

Lead applicant time commitment to the project

Due to the significant scale of this award, it is expected that the applicant's time commitment will be at least 50%

(iii) Collaborator(s) details

CVs (max. 2 pages) for all official collaborators must be uploaded. Please indicate under the 'collaborator type' category whether the collaborator is an academic or an industry collaborator. A template is not provided for collaborator CVs. Please note **collaborator(s) details are allowed to change** between the Expression of Interest and full proposal stage of submission. Please update the collaborator details as necessary, adding new collaborators as described in the Expression of Interest preparation section, and uploading their CVs.

²¹ <http://www.sfi.ie/resources/SESAME-User-Guide-Researcher-v-6-11.pdf>

Research Body Advisor details

Please include details of the Research Body Advisor. It is not necessary to include a CV for the Advisor but a letter of support from the Advisor must be uploaded. See section (ix) Letters of Support.

SFI recognises that applicants may have a prior relationship with an Industry Partner engaged in an application for funding to SFI (e.g., a decision-making role in company, such as being the CEO or a major shareholder in the company), which may be perceived as a conflict of interest. Where a potential conflict of interest exists, SFI requires that it is disclosed by the applicant to the Foundation and Research Body and is managed by the Research Body in accordance with the principles and mandates laid out in the document: *Inspiring Partnership - the National IP Protocol 2016*.²²

Potential conflicts of interest with respect to Industry Partners named in the application should be directly declared within the applicant CV. Furthermore, the Host Research Body Letter of Support (see Section (vi) below) should contain a description of the institutional policy regarding management of such conflicts.

(iv) Main Body of Proposal

Scientific abstract (max. 200 words)

This should be a succinct and accurate summary of the proposed work when separated from the application. Confidential information should not be included in the Scientific Abstract.

Lay abstract (max. 100 words)

This should be a succinct and accurate summary in lay, non-technical language of the proposed work when separated from the application. Confidential information should not be included in the Lay Abstract.

Keywords (max. 15)

Please list the keywords/phrases from the research discipline or sub-discipline that best describe the research proposed in the application.

Programme Documents UPLOAD

Please note that the total number of pages in the Programme Documents upload must not exceed 24 pages – Impact statement (2 pages max.), Development/Leadership plan (2 pages max.) and Research description (15 pages max.) and References (5 pages max.)

Impact Statement (max. 2 pages)

The statement should be as specific as possible and provide information that external reviewers will find helpful in assessing the potential impact of the proposed research activity. Appropriate milestones and deliverables associated with the potential impact should be indicated. See Section 3 for further details. Where appropriate for the topic of the research, industry collaborations

²² <http://www.knowledgetransferireland.com/ManagingIP/KTI-Protocol-2016.pdf>

including co-funding in cash or in-kind should be discussed. Letters of support from industry may be included where appropriate (**see Section (ix) below**).

Development/Leadership Plan (max. 2 pages)

Within this 2 page document, the applicant must articulate how they will manage the project, how the project will enable their career development and the development of their credentials as a future research leader.

It must be outlined how the proposed research aligns with national priorities, with the strategic plan of the institution, and how it complements ongoing research within Ireland. In addition, it must be articulated how the applicant will address current gaps in leadership in specific discipline areas, methodologies and skill sets, or may enable succession planning in areas which will require leadership in coming years due to retirements, and how s/he will advance the international competitiveness of the Research Body by fostering research excellence and new enterprising opportunities. This plan should be developed in consultation with the advisor, department head and/or equivalent organisational official, and should include an integration plan for the applicant.

Research description (max. 15 pages) **and References** (max. 5 pages)

Applicants are requested to **provide sufficient detail** for peer reviewers to comment on the quality of the proposed ideas. It should be noted that a lack of appropriate and sufficient detail within the research programme is a recurring issue raised by reviewers.

The following points should be considered when writing the research programme section:

- Describe clearly and concisely the **specific aims and objectives** of the programme. They should be coherent, well-planned and should **be linked with real deliverables**.
- Explain the **background** and **significance** of the problem – does the study address an important research problem? Is it strategically important? What is the current state-of-the-art in the area? Describe and explain how the proposed work, if successful, will advance the state-of-the-art. The background section should reference the state-of-the-art in this research field.
- Are the concepts described **novel**? Ensure that the novelty of the approach is clearly explained, again with reference to the state-of-the-art.
- The **methodology** of the proposed programme should be well developed, and how this proposed methodology advances the current state-of-the-art should be described in detail. Is the proposed scientific approach (including the competencies and activities of the team members) feasible and realistic?

The application should also include:

Appropriate timelines, milestones and **expected outputs** for the proposed research (e.g., Gantt chart), and the **roles of the applicant** and **collaborators** in the work programme need to be clearly described.

Relevant **preliminary data** must be provided. This may take the form of (a) supporting reference(s) from the applicant's previous research or (b) where data has yet to be published, this can be included within the 15-page research description, as evidence that the applicant has a track record in the field of his/her proposed research.

Appropriate references and citations for the research programme must be provided in a separate uploaded PDF. A 5-page limit is allowed for uploaded references.

A general presentation on grant-writing tips and common pitfalls can be found through the following link: Grant Writing Tips²³

Ethical Issues:

All applicants, in particular those expecting to carry out research involving the use of animals, human participants, biological material or identifiable (or potentially identifiable) data, are required to complete an Ethical Issues Table, which forms part of the application. The Research Programme section must include a description of the proposed research and methodology relating to the intended animal- and/or human-based studies. Guidance on the ethical and scientific issues in carrying out such studies is provided on the SFI website²⁴.

SFI will require evidence that relevant ethical and regulatory approval has been granted for studies involving human or animal subjects prior to an award commencing. In exceptional cases where such research may not commence until a later stage of an award, SFI may permit submission of ethical and regulatory approvals following the award start date but prior to commencement of the research involving animal and/or human subjects.

Clinical Trials:

Clinical trials and investigations requiring approval by the Health Products Regulatory Authority (i.e., HPR) will not be permitted through the SFI Future Research Leaders Programme.

(v) Expired, Current and Pending Support of Applicants

This information will be automatically populated from the Expression of Interest but can subsequently be edited and should be updated if necessary.

Research funding may be added directly to the application or added from the applicant's profile. (See Sesame Researcher User Guide²⁵). If this section is left blank it will indicate that the applicant has NO expired, current or pending funding.

The applicant must complete the textbox detailing potential overlap between current and pending funding and the proposed research in this application. For each current and pending

²⁴ <http://www.sfi.ie/funding/sfi-policies-and-guidance/ethical-and-scientific-issues/>

²⁵ <http://www.sfi.ie/resources/SESAME-User-Guide-Researcher-v-6-11.pdf>

grant listed above, the applicant must clearly indicate any scientific overlap with this application, where relevant.

(vi) Infrastructure, facilities, services and space to be provided by Research Body (upload, max. 1 page)

Describe the infrastructure, facilities and space to be provided by the Research Body. This should include details of the office, laboratory, computing, animal or other facilities as necessary, where the research will be done, including all of the equipment that will be available, but excluding equipment requested in this application. Indicate what IP/technology transfer services are provided by the Research Body. A letter of support must be included from the applicant's Research Body. (see Section (ix) on letters of support below).

(vii) Proposed Budget

Please note that the **Budget Table** for completion by the applicant(s) is located at the end of the full proposal application in SESAME.

The costs eligible for grant support by SFI under the President of Ireland Future Research Leaders Programme are those costs which can, uniquely and unambiguously, be identified with the proposed research programme. Applicants must give details of all relevant costs, including staff, equipment, materials and travel. Ensure that the final total provided includes all costs requested from SFI. Due to the recruitment nature of the programme, applicants may request start-up costs of an additional €250,000. These costs need to be entered into the equipment section of the budget template as a single line item, and need to be clearly detailed (including costs for each item requested) and fully justified in the budget justification section. Start-up costs are not eligible for an overhead contribution. **The total value of the research award will be up to a maximum of €1,000,000, exclusive of the Research Body's salary contribution and start-up costs.**

All awards are made directly to the applicant's research body. Please also refer to the Science Foundation Ireland: Grants and Awards: Grant Terms & Conditions²⁶. It is essential that applicants refer to the SFI grant budget policy²⁷ when preparing your budget.

See notes for completion in the Sesame Researcher User Guide²⁸ and within SESAME.

(a) Staff: Salaries and benefits

It is important to note that SFI-funded researchers and their teams are employees of the Research Body. SFI makes a contribution to the overall salary budget for the programme. Please refer to the SFI Grants Team Member Budgeting Scale²⁹ and note that the 'Cost to Grant' figures in these scales include the 20% employer's pension contribution. Please note that the submission of an application by the host Research Body must only take place once salaries requested have been approved and justified. Contributions to Principal Investigator and team-member salaries, as well as fees and stipends for

²⁶ <http://www.sfi.ie/funding/sfi-policies-and-guidance/sfi-general-terms-and-conditions/>

²⁷ <http://www.sfi.ie/funding/sfi-policies-and-guidance/sfi-general-terms-and-conditions/>

²⁸ <http://www.sfi.ie/resources/SESAME-User-Guide-Researcher-v-6-11.pdf>

²⁹ http://www.sfi.ie/funding/sfi-policies-and-guidance/budget-finance-related-policies/1.-SFI-Team-member-scales_amendments_January-2018_Final.pdf

postgraduate students (PhDs and MScs by research) may be requested. Salaries for collaborators are *not* permitted.

Do not include the Research Body contribution to salary in the budget table as this represents the request to SFI only. Please include details on the co-funded salary contribution in the budget justification. It is expected that salary requests for the applicant will be aligned with the SFI Research Fellow/Senior Research Fellow scale.

SFI will fund a contribution to the salary of a postdoctoral researcher according to the SFI Team Member Budgeting Scale, Level 2. The point on the scale should be determined by qualifications and experience, and the rationale for appointing a named individual at that point should be explained in the budget justification. SFI would expect to see individuals directly post-PhD to be appointed at point 1 of the scale. In the case of requests (justified in the budget justification) for experienced post-doctoral researchers (>8 years post-PhD), SFI will pay a contribution to their salary at the level of Level 2B, Point 4 for the requested duration within the grant.

(b) Equipment

Details of all requested equipment necessary for the research programme should be itemised. Small equipment of a value of **less than €2,000** should be included in the materials and consumables section. The exception to this is costs associated with computers/laptops, which must be listed in the equipment section regardless of cost. If funding for computer cluster resources is requested in this application, justification must be given as to why national high performance computing facilities cannot be used for the purposes of the project. For an equipment item in excess of €50,000, the quote number and cost must be included in the budget justification. The documentation supporting this quotation must be fully auditable and available to SFI on request.

For large items of infrastructure requested as part of the current application, applicants may also submit an associated access charge plan which will be reviewed by SFI, should funding be awarded for the infrastructure requested. Please contact SFI prior to submission of an access charge plan to obtain the relevant template and guidelines. Plans may be submitted **by email** to fri@sfi.ie (and not via SESAME), and should be referred to accordingly in the budget justification.

(c) Start-up costs

Start-up costs of up to €250,000 are offered due to the recruitment nature of this award. These costs are designed to facilitate the establishment of a lab in a new location and can cover the purchase of equipment and/or access to large facilities, but should not include a salary contribution. These start-up costs are not subject to an overhead contribution, and **should be entered into the budget template under the equipment section as a single line item**. These costs then need to be clearly detailed (including costs for each item requested) and fully justified in the budget justification. If this justification is unclear and not fully detailed, the start-up costs will not be considered for funding. Those individuals who have received an ERC Support award may not be eligible to apply for the start-up costs.

(d) Materials and Consumables

Details of all materials and consumables that will be used in the course of the research programme should be provided.

Access charges may be sought for use of infrastructure where SFI pre-approved access charge plans are in place. Note that these may include, with SFI approval, access to facilities and services not available to the applicant, such as the costs associated with accessing international databases or commissioning specific experiments in national facilities (e.g. Tyndall NAP, CRANN etc.). These may also include, for example, access charges for use of SFI-funded infrastructure where pre-approved access charge plans are now in place.

Access charge requests must be included as a separate line item in the budget and, where relevant, must include the grant code and name of the relevant infrastructure to be used. A rationale for the amount of use proposed must be provided in the budget justification.

In addition, where access charge plans are submitted for infrastructure requested as part of the *current* application, indicative associated access charges may be included.

(e) Travel

Only travel costs for journeys directly related to the progress of the research programme may be requested as a direct cost on the research grant. The applicant should detail travel expenses directly related to conferences, scientific collaboration on the research programme, or learning special research techniques, and should indicate the number of team members participating in each event. Where possible, please supply the conference name and location. In the case of working visits, the rates sought for subsistence and other allowances may be no more than those which the Research Body's permanent staff may claim.

(f) Ineligible Costs

The following costs are *examples* of ineligible costs:

Collaborator salary; teaching buyout; Clinical buyout; contingency or miscellaneous costs, hospitality and entertainment costs; technology transfer or patent costs; workshop organisation; journal subscriptions; relocation expenses. Please refer to the SFI Grant Budget Policy for further details on ineligible costs.

(viii) Budget Justification (upload, max. 3 pages)

Please provide details of the requested contribution to salary of the applicant including the Research Body contribution. The applicant should outline the required expertise for each requested team member and justify the team member's role in the research programme. Please include the salary scale (as per SFI Grants Team Member Budgeting Scale³⁰) for each team member. Clear and explicit justification is required for any request for an experienced post-doctoral researcher, i.e. one who will be appointed higher than Level 2A, Point 1 of the SFI team member budgeting scales. In the case of requests (justified in the budget justification) for

³⁰ http://www.sfi.ie/funding/sfi-policies-and-guidance/budget-finance-related-policies/1.-SFI-Team-member-scales_amendments_January-2018_Final.pdf

experienced post-doctoral researchers (>8 years post-PhD), SFI will pay a contribution to their salary at the level of L2B, Point 4 for the requested duration within the grant. To demonstrate to reviewers that appropriate candidates may be available to fill such a role, the applicant may, in the body of the proposal, wish to indicate the identity of potential candidates for this role, where appropriate.

Justification should also be provided for requested equipment, consumables and travel, and the requested duration of funding. Clear indication should be given where funding is apportioned to collaborators (within the Republic of Ireland and within an eligible Research Body *only*). Please note that collaborators outside the Republic of Ireland are not eligible to receive funding through the SFI President of Ireland Future Research Leaders programme. Only eligible Research Bodies will be entitled to receive direct funding through the award and all funding will be administered through the lead applicant's Research Body.

If funding is sought for overseas services, this should be clearly justified and the rationale for not carrying out this activity in Ireland must be explained.

Applicants may request an additional €250,000 to cover start-up costs. As these costs are added into the budget template as a single line item, they need to be clearly detailed (including costs for each item requested) and fully justified in the budget justification. If this justification is unclear and not fully detailed, the start-up costs will not be considered for funding.

(ix) Letters of Support

The following letters of support **must** be uploaded:

- A letter of support from **each official collaborator**, including each industry collaborator. Letters from Academic Collaborators should provide full details of the intended intellectual and/or technical input to the proposal. In addition, Academic Collaborators seeking funds through the award must describe how these funds will be utilised. Letters from Industry Collaborators should provide full details of the intended intellectual input and, where relevant, the level of financial (cash and/or in-kind) contribution to the research programme. Similarly, letters of support from international Academic Collaborators should provide details of any cash and/or in-kind contributions being offered. Letters of support from listed Collaborators that merely provide theoretical or general support without specifically describing a meaningful and impactful contribution to the proposal will be removed. Letters of support from academics not listed as official collaborators or Advisor will be removed from the proposal.
- A letter of support from the **host Research Body**.

In recognition of the newly-recruited early/mid-career researcher's role as a new member of the academic staff, and to demonstrate the commitment of the Research Body to this partnership, the proposal must include one endorsement letter from the Vice President for Research (or equivalent organisational official) of the nominating Research Body. For information, it is the expectation of SFI that the President of Ireland Future Research Leaders awardee would have moved to a full-time position funded by the host institution by the end of the award.

The letter should be on headed paper and should:

- a) Confirm the Research Body's support for the SFI President of Ireland Future Research Leaders candidate's career & professional development. In particular, it should outline the measures that will be taken to ensure that the candidate is not overburdened with teaching commitments in the early part of their appointment and should describe the candidate's maximum teaching commitment, if successful.
 - b) For those applicants who have been recently recruited to Ireland, the letter must confirm that the applicant has been employed in Ireland for no more than 2 years on the date of the EoI submission.
 - c) Provide a brief description of the Department's/School's/Institution's research strategy and describe how the candidate will be integrated into this strategy
 - d) Confirm that a suitable point of contact (Advisor) at the host institution has been identified (with the agreement of the candidate) for the duration of the award
 - e) Describe the support and capital facilities (both building and equipment) which the department/host institution will provide. This could include, but is not limited to, commitments for instrumentation, laboratory facilities and research support
 - f) Confirm that for the duration of the award, a successful SFI President of Ireland Future Research Leaders candidate will be eligible to apply and compete for any and all permanent faculty positions which arise within this institution appropriate to their field of research
 - g) Confirm that the Research Body will create a post in the SFI President of Ireland Future Research Leaders candidate's research area not less than two years before the expiration date of the President of Ireland Future Research Leaders award.
 - h) Confirm that the Research Body will provide a minimum of 50% of the applicant's salary if the applicant does not have a tenured position.
 - i) Confirmation of the date of award of the PhD degree.
- A letter of support from the **Advisor** at the host institution confirming that s/he understands the role of Advisor as described in the call documentation and is prepared to undertake such a role should the applicant be successful in the SFI President of Ireland Future Research Leaders programme.

(x) Excluded Reviewers

The exclusion of reviewers by SFI Future Research Leaders applicants is not encouraged unless there is a *specific* historical reason for excluding a potential reviewer. In such exceptional cases up to three (3) individuals may be excluded from acting as reviewers for reasons of specific conflict of interest or competition.

(xi) View Proposal Prior To Submission

A PDF of the expression of interest is available in SESAME and should be reviewed prior to submission to enable you to validate your application. The responsibility lies with the

applicant in this regard. Submission is made initially to your local Research Office for approval, prior to submission by the Research Office to SFI.

Applicants will receive a notification from SESAME periodically when the status of their proposal changes. Alternatively, if you wish to track the status of your proposal e.g. '*proposal pending Research Office (RO) approval*' or '*under review at SFI*', this information will be displayed in SESAME.

(xii) Research Body Approval

It should be noted that Research Body submission of an application represents their approval of an application and agreement to SFI Terms and Conditions of Research Grants. Submission must only be made by an authorised Research Body representative. In particular, the Research Body is approving:

- The eligibility of the applicant
- That the applicant is, or will be upon receipt of the grant, recognised as an employee of the Research Body for the duration of the grant
- That the requested budget including salaries/stipends, equipment, travel and consumables are in line with accepted institutional guidelines
- The availability of infrastructure within the institution as outlined by the applicant in the research proposal
- That the proposed research programme has not been funded by other sources
- That the relevant ethical approval has been or will be sought and should be granted prior to the award commencing
- That the relevant licences will be in place at the time of award
- That the details provided in relation to research funding history i.e., current, pending or expired grants, as detailed in the application, are valid and accurate
- That the applicant has been employed in Ireland for no more than 2 years on the date of the EoI submission (relevant only to recently recruited applicants)

Submission of an application through SESAME serves as the Research Body's endorsement of the eligibility of the lead applicant as well as approval of the budget requested, the infrastructure to be provided by the Research Body, and furthermore, confirms the validity and accuracy of the details provided in relation to the current, pending and expired grants as detailed in the application.

(xiii) Applicant Agreement To Terms And Conditions

It should be noted that submission of an application represents your agreement as the applicant to SFI Terms and Conditions of Research Grants³¹. Applications that fail to comply with the above terms and conditions, or with requirements outlined in this call document, will not be eligible and will be withdrawn without review.

³¹ <http://www.sfi.ie/funding/sfi-policies-and-guidance/sfi-general-terms-and-conditions/>

6. PROPOSAL REVIEW PROCEDURE AND CRITERIA

The submission of an application to SFI shall be construed as consent by the applicant to participate in the peer review process. SFI reserves the right to refuse to grant permission to a candidate to submit a proposal to the SFI President of Ireland Future Research Leaders programme if it deems the applicant to be ineligible or uncompetitive. Full proposals received without prior written approval will be returned without review.

(a) Expressions of Interest

Expressions of Interest will be reviewed by SFI technical staff. Each application will be evaluated with regard to the applicant's track record, their suitability for the President of Ireland Future Research Leaders programme, and their appropriateness to either fill the leadership gap in the area of strategic importance as defined in the application or to complement/strengthen ongoing activities aligned with the strategic plan of the institution. All applications will be evaluated by the SFI Programmes Directorate and the SFI Executive Committee and the most outstanding ranked candidates will be invited to submit a full proposal to the President of Ireland Future Research Leaders programme. The final decision rests with the SFI Executive Committee. Requests will be assessed based on the track record of the applicant, the quality and significance of the proposed research, the strategic fit with the institution and the quality of other requests received by SFI.

(b) Postal Review

In accordance with the international peer review process used to evaluate proposals submitted to SFI, all *eligible* proposals will be forwarded to international experts for evaluation. SFI reserves the right to return applications without review where the applicant does not meet the eligibility criteria (or where the research programme does not fit with the remit of the Foundation). SFI Scientific Programme Managers will solicit reviews of proposals from at least three (3) peers with expertise in the substantive area of the proposed research. The applicant may specify **up to** three referees who should **not** act as reviewers for his or her application due to the competitive and confidential nature of the research programme. SFI shall not refer the application to any of these three reviewers. Otherwise, selection of reviewers shall be at the sole and exclusive discretion of SFI.

Reviews received from peers will be collated and review comments forwarded to applicants. Applicants will then be afforded the opportunity to submit a response (equivalent to 2 pages including references) to reviewers' comments. Applicants will be given a defined period of time in which to respond (*advance notice of dates and guidelines relating to the response will be indicated to applicants*). This response document will be considered by SFI, alongside the proposal and postal reviews in making a decision as to whether the applicant will progress to interview stage.

The following review criteria will be applied with each criterion being equally weighted (25% each) and each criterion will be scored from 1 to 5:

- Quality, significance, and relevance of the research track record of the proposed investigator together with evidence of their potential for research leadership
- Quality, significance, and relevance of the proposed research, including the potential to advance knowledge and understanding within its own field or across different fields
- Quality of the development/leadership plan, including the importance and timeliness of the strategic fit with the host institution and national research agendas, where appropriate
- Quality, credibility and relevance of the impact statement, including the likelihood, scale and value of societal and economic effects on Ireland as a result of the proposed research

(c) Interview stage

A panel of high-level experts will convene for the interview stage of the process. Interviews will last approximately 30 minutes in total. The identity of the panel members will be shared in advance with the interviewees. The first part will be devoted to a short presentation by the applicant on the outline of the research project. The remaining time will be devoted to a question and answer session with the panel. In addition, the Vice President of Research (or equivalent) will be invited to address the panel relating to the plans for recruitment and retention of the applicant, should they be successful. The panel will take into account the results of the interviews alongside the individual postal reviews. The output of the panel meeting will be a ranked list of proposals. The SFI Executive Committee will consider the outputs of the review process and all related documents and will refer the final funding decision to the SFI Grants Approval Committee in compliance with SFI policy for funding requests above a threshold.

The identity of experts who conduct the postal review shall remain confidential and shall not be disclosed to the applicant. SFI shall not be liable for the release of information concerning proposals to third parties by those international scientists involved in the merit review process.

SFI reserves the right to modify the review process. Applicants will be notified of any relevant modification to the review procedure.

(d) SFI Reviewer Code of Conduct

Experts engaged by SFI are required to abide by the SFI Reviewer Code of Conduct.³² Amongst other requirements, this includes operation in a confidential, fair, independent and equitable manner. Experts are required to confirm, in advance of carrying out their review(s), that they will do so in a confidential manner. The identity of experts who conduct the postal reviews shall remain confidential and shall not be disclosed to the applicant. SFI shall not be liable for the release of information concerning proposals to third parties by those international experts involved in the peer-review process.

Adherence to the SFI Reviewer Code of Conduct also requires experts to immediately identify and declare where a conflict of interest exists or arises; in such cases, alternative reviewers will be appointed.

³²http://www.sfi.ie/funding/sfi-policies-and-guidance/other/#comp_000059a577b7_0000001909_10ad

Reviewers must adhere to high standards of integrity during the peer-review process. They must not compromise the intellectual property integrity of the application and may not appropriate and use as their own, or disclose to any third party, ideas, concepts or data contained in the applications they review.

7. SFI POLICIES AND POSITIONS

In advance of applying to any SFI programme, applicants are expected to be familiar with all relevant national and SFI policies including, but not limited to, the following:

Clinical Trials – Research programmes that include clinical trials as part of the study must adhere to the **SFI Clinical Trial and Clinical Investigation Policy**,³³ as well as with the requirements set out by the Health Products Regulatory Authority (HPRA).

Animal Usage – Applicants intending to use animals in their research projects are obliged to comply with the **SFI Use of Animals in Research Policy**,³⁴ and should also ensure that their studies are in line with the HPA's position on the use of animals in research.

Research Integrity – SFI places high importance on ensuring research integrity and endorses the **National Policy Statement on Ensuring Research Integrity in Ireland**.³⁵ All applicants and institutions are expected to abide by this policy and the **European Code of Conduct for Research Integrity**.³⁶

Doctoral Education – For postgraduate students funded by SFI, the host Research Body is expected to adopt the principles, standards and good practice for doctoral education as described in the **National Framework for Doctoral Education (2015)**,³⁷ which SFI has endorsed.

Intellectual Property Management – Intellectual Property (IP) should be managed according to the policies set out in the Government publication: **Inspiring Partnership - the National IP Protocol 2016**³⁸ In cases where additional guidelines are specified by SFI they must also be followed. The IP arrangements are the responsibility of the Research Body and shall reflect the collaborative nature of the project, the level of cash and in-kind commitment made by the Industry Partner and compliance with State Aid Regulations.

Gender Strategy – Research should fully consider potential biological sex and socio-cultural gender dimensions as key analytical and explanatory variables. As articulated in the **SFI Gender Strategy**,³⁹ applicants are recommended to demonstrate that they have considered any potential sex/gender aspects in their proposed research programme.

Current SFI policies and positions will be reviewed on a regular basis; applicants are advised to consult the policy information in advance of submission of a proposal.

³³ <http://www.sfi.ie/funding/sfi-policies-and-guidance/ethical-and-scientific-issues/>

³⁴ <http://www.sfi.ie/funding/sfi-policies-and-guidance/ethical-and-scientific-issues/>

³⁵ <http://www.iua.ie/wp-content/uploads/2014/06/National-Policy-Statement-on-Ensuring-Research-Integrity-in-Ireland-2014.pdf>

³⁶ http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf

³⁷ http://www.heg.ie/sites/default/files/national_framework_for_doctoral_education_0.pdf

³⁸ <http://www.knowledgetransferireland.com/ManagingIP/KTI-Protocol-2016.pdf>

³⁹ http://www.sfi.ie/research-news/publications/organisational-publications/SFI_Gender_Strategy_2016-2020.pdf

8. AWARD MANAGEMENT

Progress Reporting Requirements

SFI has stringent requirements for the reporting on awards that it makes. Individuals who hold the primary responsibility for reporting and who fail to comply with reporting requirements, run the risk of having their grant payments suspended and their eligibility to apply for funding in forthcoming SFI calls affected. Reporting is inclusive of annual reporting, completion of the annual stocktake of SFI Research Outputs (formerly referred to as the SFI Census) and the completion of a Researcher Snapshot.

The SFI Grants and Awards Management System, SESAME, is the primary conduit for annual reporting. President of Ireland Future Research Leaders awardees will be requested to submit their annual report by 31st January every year to report on activity during the previous calendar year (January – December). The Standard Report template which is available on SESAME must be used. An additional final report must be submitted (also using the Standard Report template) within 3 months of the expiration date of the award. In addition to the annual report, awardees are also obliged to keep their SESAME Research Profile updated, as the annual stocktake of SFI Research Outputs is drawn directly from the data entered into the Research Profile; this must also be updated and completed by 31st January every year. SFI reporting procedures are detailed on the SFI website⁴⁰, and webinars describing the entry of data into the Research Profile are available on the SFI website⁴¹.

The annual report is used to monitor the progress of individual awards against the overall objectives of the President of Ireland Future Research Leaders programme and associated Key Performance Indicators (KPIs), as set out in SFI's Strategic Plan, Agenda 2020. Each of the Future Research Leaders Programme call objectives, with expected outputs, is discussed in turn below:

The objectives of the programme are:

- **To identify and recruit to Ireland the most promising of a new generation of future research leaders who are top-tier cutting-edge researchers in science or engineering, and will address gaps in leadership in specific discipline areas, enable succession planning in areas which will require leadership in coming years due to retirements, or complement/strengthen ongoing activities e.g. Research Centres.**

The recipient of the award will be an exceptional young researcher in their own right, as indicated by having a record of producing excellent scientific research with demonstrable or potential economic and societal impact. Additionally, SFI encourages Future Research Leaders to establish themselves as key leaders in their expertise area in their host institutions and by engaging with relevant SFI Research Centres by becoming a Research Centre collaborator, investigator, or by winning a Research Centre Spokes award.

- **With the support of the host research body, to enable an appropriate environment (support and infrastructure) to assist the awardee in realising their potential and further develop as research leaders.**

⁴⁰ <http://www.sfi.ie/funding/award-management/reporting-procedures/>

⁴¹ <http://www.sfi.ie/funding/award-management-system/>

In addition to encouraging excellence as demonstrated by a range of outputs as described above, the SFI President of Ireland Future Research Leaders awards are intended to support the development of researchers who will earn recognition and respect for their work at an international level. It is expected that the host research body will remain committed to supporting the development of the awardee in order to achieve this. Additionally, President of Ireland Future Research Leader awardees will be expected to have the support from their host research body in facilitating their (successful) bidding for funding in international funding programmes such as ERC and Horizon 2020.

- **To support excellent scientific/engineering research that has potential impact.**

Awards are made under the SFI President of Ireland Future Research Leaders call with reference to both scientific excellence and impact. In the Strategic Impact section of the annual report, awardees are provided with a list of 10 impact statements or declarations and are asked to prioritise those that are relevant to the outputs on their award. Narrative must then be provided with additional details justifying the options chosen, with cross reference to relevant metrics included in the Research Profile. This data will help towards quantifying the types of impacts arising from the awards SFI has made under the SFI President of Ireland Future Research Leaders programme.

- **To further encourage and promote Ireland's participation in the international research community and to increase the number of ERC and H2020 awards secured by Ireland-based PIs.**

SFI expects that researchers based in Ireland will obtain research funding from as wide a range of sources as possible. This success is not only pertinent to the Irish Government, which has set a target of securing €1.25bn in research funding under Horizon 2020, it is also essential for meeting and exceeding targets set against relevant KPIs in Agenda 2020. Innovation 2020 notes that "our current engagement at EU level focuses on contributing to the creation of the European Research Area and on maximising Irish participation in Horizon 2020". SFI's expectation is that awards made under the SFI President of Ireland Future Research Leaders Programme will provide the support necessary for awardees to build capacity, expertise and relationships to a point where they can compete successfully for funding in Horizon 2020, including the European Research Council (ERC). In their annual report, awardees are asked to report on the funding opportunities that they have pursued and won and also to report on the position held by the PI on successful awards. This will allow SFI to track this progress on an annual basis. Awardees are also asked to report on the position held by the PI on successful funding awards.

- **To maintain Ireland's top 20 position in international bibliometric rankings through an increase in the number and quality of journal publications.**

To date, SFI funding has produced high-quality, high-impact publications that have resulted in Ireland rising to be among the top 20 nations in international bibliometric rankings of repute. Agenda 2020 sets a target for Ireland to maintain its position in these rankings. SFI's expectation is that the grants made through the SFI President of Ireland Future Research Leaders Programme will contribute significantly to this target. Awardees are asked to report on all refereed journal and conference publications and international presentations directly supported by the grant. This support must be acknowledged in all publications.

- **To enable collaborations with academic and industry partners particularly in areas of strategic priority.**

One of the key measures of a successful research group is the level of productive collaboration. A key objective of the SFI President of Ireland Future Research Leaders Programme call is to foster and support these collaborations and, as such, it is SFI's expectation is that SFI President of Ireland Future Research Leaders Programme awardees will have the capacity to develop such relationships. Data gathered in support of this metric will enable SFI to report against the following KPI targets: 1) A measureable increase in joint funding instruments with key agencies by 2020; 2) Demonstrable increase in collaborations with Ireland's strategic partners by 2020. In the Strategic Impact section of the report, awardees are asked to enter details of any relevant collaborations with industry. Awardees are asked to provide details of all academic engagements relevant to the award in the collaboration section of the annual report.

- **To increase the proportion of invention disclosures, patents, licenses and spin outs recorded by Ireland that are linked to SFI research.**

It is expected that research carried out by Future Research Leaders will result in excellent scientific research that has potential economic and societal impact. Indications of progress towards economic impact include commercialisation outputs such as patents, licenses and spin-outs.

PROGRESS SITE REVIEWS

Each recipient of an SFI President of Ireland Future Research Leaders Award will be subject to progress review assessment in the form of a site review performed by international peer reviewers during the period of the award. These progress reviews are typically held at the midway point of the award. The panel are asked to assess the progress and direction of the research, the quality of the team and partnerships, the management of the budget and the potential impact of the research programme. The outcome of such a review will be taken into consideration in the assessment of future applications to the Foundation. As stated in the Terms and Conditions of Research Grants⁴², the Foundation reserves the right to terminate an award if, in the opinion of the Foundation, progress is not deemed to be satisfactory.

9. FURTHER INFORMATION

FAQs⁴³ are available on the SFI website. For all additional queries, please contact FRL@sfi.ie

⁴² <http://www.sfi.ie/funding/sfi-policies-and-guidance/sfi-general-terms-and-conditions/index.xml>

⁴³ <http://www.sfi.ie/funding/funding-calls/sfi-research-professorship/4.2-Research-Professor-FAQs-Fixed-Links.pdf>

Appendix A: Applicant CV Template (max. 6 pages)

SECTION 1 – Applicant Details (max. 3 pages)

NAME AND CONTACT DETAILS

CAREER PROFILE (Education and Employment)

Applicants may provide details of any career breaks (for example, due to parental leave or long-term absence through illness) or periods of part-time work.

INNOVATION/COMMERCIALISATION ACTIVITY

Include details on, for example, relevant industry collaborations, qualified invention disclosures, pending and granted patents, licences and spin-out activities.

APPLICANT ELIGIBILITY

Applicants should provide details of the award(s) that makes them eligible to apply to the SFI President of Ireland Future Research Leaders programme (see section 4.2.3).

KEY ACHIEVEMENTS (Research and Impact)

*Give details of **up to five** achievements that have provided significant impact or which have greatly influenced any field in science, technology, engineering or mathematics. Any type of achievement may be included in this section, and applicants are encouraged to elaborate on the various ways in which they have influenced researchers and their disciplines, or demonstrated significant economic and/or societal impact(s). For each example, provide an outline of the stated achievement, what **specific** role was played by the applicant, and how the field and, where relevant, the wider community and society have benefitted or have been influenced as a result. References to published material may be added as required.*

SECTION 2 – Publication Details (max. 3 pages)

A. SELECTED SENIOR-AUTHOR PUBLICATIONS

*Detail up to 10 peer-reviewed, senior-author (that is, first, joint-first or last author) primary-research publications, which will confirm, **where relevant**, that the applicant meets the eligibility requirements for publications for this programme. Refer to the appropriate section of this call document for details on senior-authorship requirements. Preprints may only be included where a Digital Object Identifier (DOI) is quoted. **Note that publications where the applicant claims joint-first authorship will only be accepted as senior-author publications where the article clearly verifies this.***

B. OTHER PUBLICATIONS

Applicants should list any other publications (where they are a senior author or otherwise) that they wish to be considered in the assessment of this application. Applicants should ensure that their primary research outputs are prioritised; however, reviews, essays and any other secondary-research articles relevant to this application may also be listed.

Appendix B: President of Ireland Future Research Leaders Programme Expression of Interest Checklist

SECTION	DESCRIPTION	REQUIREMENTS
Eligibility Questionnaire	Confirm eligibility	Complete questions
Proposal Summary	Proposal Title	Up to 30 words.
	Resubmission statement (if relevant)	
	NRP Area	Choose at least 1 if applicable, otherwise please select 'other'
	Research area (Primary and Secondary)	Select one option from each list
	Justification for SFI legal remit	Max. 250 words
	Percentage time commitment	
Lead Applicant details	ORCID iD	Link Sesame profile to ORCID iD
	CV – use template provided	Max 6 pages
	Eligible leave: copies of supporting docs (if applicable)	
	Summary info – publication/ supervisory	
	Expired, Current & Pending Funding	
	Percentage time commitment	
Advisor and Collaborator(s) details	Name/Contact details etc.	
Main Body of Pre-Proposal	Keywords	Max. 15 words
	Description of the Proposed Research (<i>Combined programme documents upload</i>)	Max. 2 pages
	Strategic fit with the host institution (<i>Combined programme documents upload</i>)	Max. 1 page
Declaration	Agreement to SFI Terms and Conditions	Tick box to agree

Viewing the PDF of your application prior to submission allows you to verify content

There is no system validation on multiple upload file fields as the number of documents required may vary for each application.

It is the responsibility of the lead applicant to ensure that all documentation is included and that page lengths are not exceeded.

Appendix C: President of Ireland Future Research Leaders Programme Full Proposal Checklist

SECTION	DESCRIPTION	REQUIREMENTS
Proposal Summary	Title	Up to 30 words.
	Total funding requested	Up to €1.25m
	Duration	60 months
	NRP Area	Choose at least 1 if applicable, otherwise please select 'other'
	Research area (Primary and Secondary)	Select one option from each list
	Justification of alignment of proposed research with SFI's legal remit	Max. 250 words
Lead Applicant details	ORCID iD	
	Percentage time commitment	At least 50%
	CV – use template provided	Max. 6 pages
	Summary info – publication/ supervisory	
Collaborator(s) details	Name/Contact details etc.	
	CV for each official collaborator	Max. 2 pages
	Letter of support for each official collaborator	
Advisor details	Name/contact details	
	Letter of support from Advisor	
Main Body of Full Proposal	Keywords	Max. 15
	Scientific abstract	Max. 200 words
	Lay abstract	Max. 100 words
	Impact statement <i>(Combined programme documents upload)</i>	Max. 2 pages
	Development/Leadership Plan <i>(Combined programme documents upload)</i>	Max. 2 pages
	Research description <i>(Combined programme documents upload)</i>	Max. 15 pages
	References <i>(Combined programme documents upload)</i>	Max. 5 pages
Expired, Current or Pending Support of Applicants	Expired, Current & Pending Funding	
	Indicate overlap of proposed research with current and pending proposals	Max. 600 words
Infrastructure	Infrastructure, facilities, services and space provided by HEI	Max. 1 page
Ethical issues	Complete ethical issues table	
Proposed Budget	Details of all relevant costs	Budget Table
Budget Justification	Outline the justification for the requested costs, and include full details and justification of the requested start-up costs	Max. 3 pages
Letters of Support	Official collaborators, including industry	
	Host Research Body of the lead applicant	
	Advisor	
Excluded Reviewers	Up to 3 individuals may be excluded	

Viewing the PDF of your application prior to submission allows you to verify content

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It is the responsibility of the lead applicant to ensure that all documentation is included and that page lengths are not exceeded.