



SCIENCE FOUNDATION IRELAND

SFI Research Infrastructure Call 2015

Call for Submission of Proposals

Version: 12th Oct 2015

Key Dates

Call Phase 1 (Category A and B)

Expression of Interest Deadline: **20th July 2015, 13.00 Dublin local time**

Proposal Submission Deadline: **24th of August 2015, 13.00 Dublin local time**

Call Phase 2 (Category C and D)

Expression of Interest Deadline (Category C only): **15th of January 2016, 13.00 Dublin local time**

Proposal Submission Deadline: **26th of February 2016, 13.00 Dublin local time**

Terms of Reference

While every effort has been made to ensure the accuracy and reliability of this document, it is provided for information purposes only and as a guide to expected developments. It is not intended, and should not be relied upon, as any form of warranty, representation, undertaking, contractual, or other commitment binding in law upon Science Foundation Ireland, the Government of Ireland, or any of their respective servants or agents. SFI Terms and Conditions of Research Grants shall govern the administration of SFI grants and awards to the exclusion of this and any other oral, written, or recorded statement.

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

The legal remit of Science Foundation Ireland (SFI) 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 Agenda 2020¹, SFI 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.

SFI's Annual Plan for 2015² outlined a number of key objectives which included: Optimising SFI support for Horizon 2020 (H2020) bids; developing partnerships with industry; building research capacity in areas of strategic importance to Ireland; and supporting the on-going development of the SFI Research Centres. In order to both develop and support these strategic objectives, SFI is pleased to launch the **SFI Research Infrastructure Call 2015**.

The purpose of the Research Infrastructure Call is to support the research community in building and sustaining the required infrastructural capacity to accomplish high quality, high impact and innovative research in areas of science, technology, engineering and mathematics that demonstrably enhance and underpin enterprise competitiveness and societal development in Ireland. SFI encourages the efficient use, renewal and development of existing national research infrastructures whilst also recognising the need for continued investment in cutting-edge research equipment and infrastructure in areas of national priority of particular relevance to SFI's prior and future investments.

The following definition of infrastructure, derived from the ESFRI³ definition, will be employed for the purpose of this call:

Research Infrastructures, including the associated human resources⁴, covers major equipment or smaller individual items of equipment, in addition to knowledge-containing resources such as collections, archives, data banks, e-infrastructure and test beds. Research Infrastructures may be "single-sited", "distributed", or "virtual" including technology based infrastructures such as Grid, computing, software and middleware.

Proposals are invited from individual eligible research bodies or consortia of eligible research bodies for infrastructure not otherwise reasonably accessible.

The specific **objectives** of the call are:

- To build, enhance and maintain national infrastructural capacity by supporting the acquisition of infrastructure.
- To enhance activities and outputs of SFI researchers and other research groups.
- To facilitate a more rapid commercialisation of research.
- To encourage strategic infrastructural planning by research bodies.

¹ [Agenda 2020; Published 2012](#)

² [SFI Annual Plan 2015](#)

³ [ESFRI – European Strategy Forum on Research Infrastructures](#)

⁴ Although human resource is not an eligible cost under this call, in-kind contributions can take the form of personnel to operate infrastructure.

- To foster collaboration and partnership between researchers (including those in Northern Ireland).
- To encourage partnership with industry through collaborative initiatives or through provision of access to infrastructure by industry with particular focus on growing the utilisation of the infrastructure by industry.
- To encourage good negotiation with equipment vendors resulting in cost-effectiveness.
- To promote future sustainability through the development of access charge plans.

The following programme objectives should also be considered, where relevant, and are new to the 2015 call. These objectives aim to further maximise the impact of SFI infrastructural investments by:

- Funding key Research Infrastructures that **will enable Irish researchers to compete for Horizon 2020 research funding calls**, in particular the EU Framework Programmes for Integrated Research Infrastructures, Societal Challenges and Leadership in Enabling and Industrial Technologies (LEIT).
- Encouraging bids that fund large infrastructures including **testbeds**, which have the potential to increase the Technology Readiness Level of research activities.

Applicants should also give consideration to including in their submissions other important aspects under the headings below:

Partnership

Demonstration of partnership, sustainable planning, links with industry, intra- and inter- institutional collaboration to ensure maximal usage and alignment with institutional strategic plans will be paramount. Collaborative applications from research bodies, through a nominated lead, would be strongly encouraged thus facilitating the provision of infrastructure to existing national research networks, clusters and centres.

Industry links

Awards might attract and promote interdisciplinary links among researchers and partnerships with industry to support technology development needs. Outputs expected might include innovative ideas or products with wide scientific or commercial impact. In addition, partnership and negotiation with vendors should result in cost effectiveness and impact on sustainability.

Access charge plans

Requests for access charges for infrastructure funded by SFI are permissible through grant applications to other SFI Research Programmes. Hence, the development of suitable and auditable access charge plans is an important element in applications. This will strengthen the future sustainability of funded infrastructure and will maximise utility and impact within the academic and industrial research community.

International links

Investments arising from this call may also enable the participation of researchers in Ireland in other international and national infrastructural or research programmes.

2 Programme Format

The SFI Research Infrastructure call is structured in two phases.

In the first phase (**Phase 1**), applications will be accepted for the following two categories of infrastructure request:

- **Category A: H2020 Research Infrastructure Integrating Activities – Advanced Communities** aligned bids.
- **Category B: Large Scale Research Infrastructures for SFI Research Centres.**

The timeline for Phase 1 includes an Expression of Interest deadline on the 20th of July 2015, followed by a full proposal application deadline of the 24th of August 2015 with a funding decision before the end of 2015.

In the second phase of the call (**Phase 2**), applications will be accepted for:

- **Category C: Large Scale Research Infrastructure for Research Bodies** that focuses on applications for infrastructure requests in areas of national priority and other areas of strategic opportunity that are aligned with the strategic research objectives of eligible research bodies.
- **Category D: Opportunistic Funding** for bids representing smaller infrastructure needs that can be purchased through a value-for-money opportunity.

The proposed timeline for Phase 2 is an Expression of Interest deadline of the 15th of January 2016 for Category C only; and a full proposal application deadline of the 26th of February 2016 for both Category C and D.

2.1 Categories of Proposal

Proposals are invited under four distinct categories. These categories are defined as follows:

Category A: H2020 Research Infrastructure Integrating Activities – Advanced Communities

H2020 Advanced Communities are communities whose research infrastructures already show an advanced degree of coordination and networking through Integrating Activities awarded under previous Framework Programmes.

The aim of this category is to support Irish researchers within H2020 Advanced Communities in their bids to compete for H2020 funding in the *Research Infrastructure Integrating Activities (INFRA-IA) Advanced Communities call* by funding key items of research infrastructure through the SFI Research Infrastructure call that *could strengthen their opportunities to either lead or join a consortium submitting a bid to this H2020 call.*

The H2020 INFRA-IA call does not provide funding for research infrastructure; rather its focus is on addressing the long-term sustainability and efficient operation of Europe's Research Infrastructures by providing funding for transnational access, networking, and joint research. The **draft** H2020 Research Infrastructure work programme document and a list of advanced community topics have been made available to national delegates and is provided [herewith](#) for information purposes only. It is important to note that details included in the draft / working document may not appear in the final version of the H2020 call 2016-2017, and likewise, new components may be introduced.

The H2020 INFRA-IA call is due **to launch** in September 2015, and will **close** in March 2016.

Category A applicants will be asked to submit Letter(s) of Support from relevant consortia that are considered likely to be bidding for future H2020 funding. Ideally, this letter should provide a strong statement of support for the Irish partner and their SFI infrastructure request indicating that this

investment would address an infrastructural gap in the consortium's planned application to the next H2020 Research Infrastructure Integrating Activities (H2020 INFRA-IA) Advanced Community call.

Please note that a number of Advanced Community topics are considered to be outside SFI's funding remit; therefore, the community will be advised that applications will only be deemed eligible if the infrastructure request supports STEM-based research.

There is no cap on the number of requests that will be accepted from research bodies under this category.

Category B: Large Scale Research Infrastructures for SFI Research Centres

To date, SFI has committed ~€320M in direct costs supporting twelve SFI Research Centres involving up to 300 industry partners from both the multi-national and SME sectors who are also committing cash and in-kind contributions. A key activity identified in the SFI 2015 Annual Plan is to support the expansion and sustainability of these centres by enabling the addition of new capabilities and partnerships. The aim of this category is to support investment of large scale research infrastructures in these centres in order to enhance research activities, accelerate technology transfer activities, and encourage partnership with industry and national and international researchers through the provision of access to this infrastructure.

Each SFI Research Centre will be permitted to submit up to two requests each under this category.

Category C: Large Scale Research Infrastructures for Research Bodies

The aim of this category is to address the wider large scale infrastructural needs of the research community. Applicants are strongly encouraged, as stated above, to justify their requests within the context of the programmatic objectives.

Each research body will be permitted to submit a prioritised list of up to six requests under this category.

Category D: Opportunistic Funding

The aim of this category is to address ongoing infrastructural needs of the community through value for money opportunities. It is defined as: *funds that may be used for the acquisition of equipment when a value for money opportunity arises, e.g., through online auction buying*. This funding stream will be subject to rigorous future audit and acquisitions must follow the *National and EU procurement guidelines* at an institutional level. See Section 4.4 for more details on this category.

2.2 Deadlines

Call Phase 1 (Category A and B)

Expression of Interest Deadline: **20th July 2015, 13.00 Dublin local time**

Proposal Submission Deadline: **24th of August 2015, 13.00 Dublin local time**

Call Phase 2 (Category C and D)

Expression of Interest Deadline (Category C only): **15th of January 2016, 13.00 Dublin local time**

Proposal Submission Deadline: **26th of February 2016, 13.00 Dublin local time**

Applications received after these dates will not be reviewed by SFI.

3 Programme Details

3.1 Remit of Programme

All infrastructure requests are required to align with one of the 14 National Research Priority (NRP [report](#)) areas, or any area under SFI's legal remit where strong evidence can be provided of significant industrial relevance and strong economic impact.

As part of the development of the Government's new *Science Strategy*, a report is currently being commissioned on *Ireland's future research infrastructural needs*. The 2015 Research Infrastructure call has been structured into two phases to facilitate consideration of the findings of this report. It is therefore anticipated that these findings will also inform deliberations on bids submitted to phase 2 of the call.

3.2 Eligibility of Research Body

The research body is the body in charge of the financial and administrative co-ordination of the award received from SFI. A list of [eligible research bodies](#) is available on the SFI website. In the event of multiple collaborating research bodies, the award will be administered by the lead research body.

3.3 Lead Applicant, Key Responsible Investigator and Collaborating Research Body

In the case of all applications to the SFI Research Infrastructure Call, the Research Body is considered as the lead / primary applicant. For Categories A, B & C the research body must also specify a **Key Responsible Investigator** for each infrastructure request, and can where appropriate include a Collaborating Research Body(s) in the application.

Lead / Primary Applicant (Research Body)	For all infrastructure applications, the Research Body is considered by SFI as the lead / primary applicant. The Research Body is responsible for the oversight and management of the research infrastructure. For Categories A, B & C the research body must specify a Key Responsible Investigator to manage the infrastructure on its behalf.
Key Responsible Investigator	The Key Responsible Investigator is responsible for submission of the application on behalf of the Research Body and has primary fiduciary responsibility and accountability for the management of the infrastructure award and all associated reporting including the SFI site review (see Section 9 for more details on <i>Award Management</i>). The Key Responsible Investigator must be based in the Research Body hosting the infrastructure. If the <u>infrastructure is distributed</u> ⁵ , a Key Responsible Investigator at one site must be nominated.

⁵ SFI permits applicants to group items into a single, multi-component infrastructure request only where the individual components are co-dependent and their integration is required for use.

Collaborating Research Body	<p>In this programme, a collaborating research body refers to:</p> <ul style="list-style-type: none"> • A proposed major user of infrastructure requested, where the sharing of resources by the collaborating research body can be clearly measured; • Or in the case of a <i>distributed infrastructure</i>⁵ (such as a testbed) the collaborating research body may host part of the infrastructure. <p>It is recognised that collaborating research bodies will play a significant role in the shared oversight and management of the research infrastructure in certain cases. In an effort to avoid duplicate bids, where these are not justified, SFI would recommend that research bodies engage in discussion of proposed bids in advance of submission. The collaborating research body must also be an eligible research body.</p> <p>If the infrastructure is distributed, a lead research body must be nominated. Letters of Support are only required from a collaborating research body if that institution is hosting a subset of a distributed infrastructure request.</p>
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For Categories A, B & C, Expressions of Interest must be submitted by a designated Senior Representative of the Research Body.

For the purpose of application submission (for Categories A, B & C), the nominated Key Responsible Investigator will submit the application with the endorsement of the Research Body.

Category A: The Key Responsible Investigator is an investigator nominated and endorsed by the Research Body. The Key Responsible Investigator will serve as the 'Lead Applicant' in SESAME.

Category B: The Key Responsible Investigator is a Principal Investigator (PI), co-PI or Funded Investigator in an SFI Research Centre who meets the eligibility criteria of a Key Responsible Investigator. The Key Responsible Investigator will serve as the 'Lead Applicant' in SESAME.

Category C: The Key Responsible Investigator is an investigator nominated and endorsed by the Research Body. The Key Responsible Investigator will serve as the 'Lead Applicant' in SESAME.

Category D: The Lead Applicant is a Senior Research Body representative (i.e., Dean, Vice President for Research etc.). Applications are submitted via email.

To be **eligible**, the **Key Responsible Investigator** must be an independent researcher:

- They must be a *current* SFI award holder of one of the following eligible awards - SFI PI/IvP, PICA, SFI Research Professor, SFI Stokes, SIRG, CDA, RFP, Research Centre PI, SRC PI, CSET PI, SFI PIYRA, Charles Parsons, *US-Ireland (excluding US-Ireland planning grant holders)*, HRB-SFI TRA award holders.

- **Or:** They must have demonstrated research independence through the securing of at least one independent research grant as a lead investigator or as a co-investigator. The grant must have been competitively awarded and internationally peer reviewed. Eligible research grants must support at least one full - time equivalent, excluding the applicant(s), and include research team costs (e.g., materials and consumables). At least one full-time equivalent funded by an eligible research grant must be under the supervision (or co-supervision) of the key responsible investigator. Eligible research grants exclude smaller awards such as travel grants, equipment grants, post-graduate fellowships, postdoctoral fellowships, and awards of short duration (12 months or less). Laboratory fit-out / set up funding, awards from the applicant's institution, and awards that have not been subject to external international peer review are also excluded.

3.4 Funding

Individual items of infrastructure requested must cost a minimum of €50,000, however different conditions in relation to cost share for items of infrastructure costing above or below €200,000 will apply. Cost share is mandatory for all infrastructure requests - see Section 3.5 for more details.

A separate stream of funding may be requested for Opportunistic Funds. More information is provided in Section 4.4.

3.5 Cost Share

(Full details on eligible cost share are provided in the table below).

It is expected that the majority of bids will be in excess of €200,000 for large items of infrastructure. With appropriate justification, bids may be made for infrastructure costing from €50,000 to €200,000 where a minimum of 40% mandatory cost share is required (see table below). These figures represent the cost of items prior to any contributions and do not represent the requested amount to SFI.

For bids in excess of €200,000, a minimum cost share of 10% from the research body is mandatory (cash or restricted in-kind). It is also highly encouraged that significant (~30%) cost share will be obtained from industry and could take the form of in-kind contributions as detailed in the table below. Significant cost share including evidence of favourable negotiation will strengthen applications and will be a set review criterion. It is recognised that in-kind contributions such as vendor discounts, free maintenance contracts etc. will be indicative at submission stage and should be included where relevant in quotes provided. Following the tendering process, awardees will be required to report on final costs and cost share contributions received.

The percentage of cost share is a percentage of total costs and not a percentage of the amount requested of SFI. An example of cost share is provided in Appendix G although cost share may be made up in different ways, as described.

Summary of cost share of each individual request is as follows:

Total Cost of Infrastructure	Valid Cost Share	Eligible Costs	% cost share
€50K to €200K	Cash or Restricted In-Kind	Cash funding ⁶ can be used to support any budget item or requirement may be met by funding salary costs of dedicated personnel ⁷ to operate infrastructure.	40% minimum mandatory
>€200,000K	Cash or Restricted In-Kind	Cash funding can be used to support any budget item or requirement may be met by funding salary costs of dedicated personnel to operate infrastructure.	10% minimum mandatory
All bids	Other In-Kind ⁸	<ul style="list-style-type: none"> • Supplier discounts • Maintenance / service contracts • Technical support • Materials and Consumables essential to the operation of the equipment • Software • Training for key personnel required to operate instruments • Installation costs • Industry scientists, engineers or technicians assigned to work on instrument development or to provide on-going technical support 	~30% highly desirable

Cost-sharing commitments must be in place before the award is granted or should be reported on following the completion of a tendering process, in the case of vendor discounts or offers. Additional research body commitment above that provided as in-kind requirement will strengthen the application and should be detailed in the budget justification.

3.6 Eligible Costs

Cost of new equipment or equipment upgrades, including VAT, transport and installation (where applicable). A minimum threshold for individual items of infrastructure is set at €50,000. This figure represents the cost of items prior to any contributions and does not represent the requested amount to SFI (see Appendix G for an example). Items of equipment valued below €50,000 should be applied for in other SFI research programme proposals. Multiple items of equipment cannot be grouped to reach the €50,000 threshold unless they are central to a single shared infrastructure e.g. testbed or distributed cluster.

The following are examples of eligible costs for the purposes of this call:

- Maintenance or service contracts (for up to 2 years from purchase date)
- Materials and Consumables required to set up or operate the equipment (not for specific research projects; for up to 2 years from purchase date)

⁶ All sources of research body funds that are not committed to other research programmes (i.e., National, EU or other research awards) are eligible including third party contributions (industry, philanthropy etc.)

⁷ Dedicated personnel may include new recruits or the reallocation of existing staff. Details must be provided in the budget justification. The percentage of time the person will be required to dedicate to the operation of the infrastructure should be stipulated and used as the percentage of actual salary to calculate the contribution to cost share.

⁸ In-kind contributions included here are for the purpose of this call only and cannot be applied in other proposals to SFI.

- Software
- Training for key personnel required to operate equipment
- Opportunistic funds (see specific comments in Section 4.4 below)

3.7 Ineligible Costs

The following are examples of ineligible costs for the purposes of this call:

- Indirect costs / overhead
- Buildings & construction
- Human resource (including salary of key personnel required to operate instruments). This cost may, however be included as cost share as detailed above.
- Contingency or miscellaneous costs
- Costs for conducting programme of research
- Access charges related to the use of the requested infrastructure
- Costs to industry partners
- Hospitality & entertainment costs
- Office equipment & supplies
- Technology transfer or patent costs
- Conference & workshop organisation costs

3.8 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. Selection of reviewers is at the sole and exclusive discretion of SFI. The identity of experts who conduct the panel review shall remain confidential and shall not be disclosed to the applicants. Applications to the Research Infrastructure Call 2015 will be evaluated by panel review on the basis of the following criteria:

- Strength of the justification of need.
- Proposed use of infrastructure by the named investigators.
- Intra- and inter- institutional usage and access.
- Potential long term benefits and impact of the infrastructural investment to enhance current research activities of SFI funded researchers and the wider research community including Northern Ireland.
- Alignment to National Research Priorities.
- Contribution to the overall research strategy of the research body(s).
- Quality of sustainability and management plans including access charge plans incorporating for example, institutional contributions (in-kind or cash) to reduce such charges to a level that encourages maximal usage.
- Favourable negotiation with suppliers for discounts, maintenance and technical support. There will be an expectation of industry cost-share in this regard.

And *where appropriate* consideration will be given to the following criteria:

- Ranking of the infrastructure request with respect to priority as provided by the Research Body (Category C applications).
- Strength of case made for leveraging non-Exchequer funding (e.g., H2020) if SFI infrastructure investment is made.
- Relevance of investment to industry and proposed use of infrastructure by industry (from SMEs to MNCs).
- Development of existing centralised or national research facilities.

- Quality of case for increase in Technology Readiness Level (TRL) through the acquisition of, for example, a testbed.

Should circumstances arise, SFI reserves the right to modify the review process. Applicants will be notified of any relevant modifications. The final funding decisions are at the sole and exclusive discretion of SFI.

4 Application Procedure

**There are two stages to the submission process for Category A, B and C applications.
An Expression of Interest Stage submitted by email followed by a
Full Proposal Stage submission via SESAME.**

- An Expression of Interest must be submitted by the Research Body via email to infrastructure@sfi.ie. The purpose of the Expression of Interest step in the SFI Research Infrastructure call is for information and for planning purposes only.
- A Full Proposal must be submitted by the Key Responsible Investigator through the online SESAME system.

**There is a single stage to the submission process for Category D applications.
Full Proposals are submitted by email.**

- There is no *Expression of Interest* required for **Category D**; Full proposals should be submitted by the Research Body via email to infrastructure@sfi.ie.

An **application procedure checklist** for each of the proposal categories is provided in Appendix G.

4.1 General Submission Guidelines

All text in documents 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 and tables may be in any clearly legible font.

The number of pages permitted in any individual section must not be exceeded. **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.**

File sizes of attachments should be **less than 5MB**.

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.

Applications cannot be withdrawn and subsequently modified for re-submission in the same call.

4.2 Expression of Interest: Category A, B and C (Submission via Email)

Templates for Expressions of Interest are provided in Appendices. All sections must be completed and must be submitted as a single PDF document by email to infrastructure@sfi.ie.

Category A: See Appendix A

Category B: See Appendix B

Category C: See Appendix C

Instructions on how to fill out the application form fields in these appendices are provided as follows:

Cover Sheet

All sections on the coversheet must be completed.

Infrastructure Request Summaries

- **Key Responsible Investigator:** Indicate details for Key Responsible Investigator including details of their current SFI award(s) or other eligible award, and contact email address. Please refer to Section 3.3 to ensure that this investigator meets the eligibility criteria of the call.
- Indicate the **primary priority area (NRP)** relevant to the request.
- Indicate the most appropriate **Research Keywords** (15 max.) for each infrastructure request.
- Indicate total **cost of the infrastructure** and the **requested amount to SFI** (please see budget example in Appendix F for guidance).
- Where items of infrastructure requested are **also currently under review elsewhere**, provide details of the application and expected decision date. This includes bids made to SFI e.g. SFI Investigators Programme. Applicants are permitted to bid under multiple calls, only if it is indicated.
- Please indicate where the equipment will be **located** (e.g. Department, institute etc.)
- **Lay Summary (max. 150 words):** Provide general context and motivation for infrastructure request.
- **Technical Summary (max. 250 words):** Provide more technical details on the infrastructure, e.g., its components, its function, and briefly its alignment with the objectives of the call as appropriate.
- **Category A only: Statement on Planned Submissions to H2020 (max. 250 words):** Outline plans to leverage SFI infrastructure investment to acquire additional funding from Horizon 2020, e.g., H2020 Research Infrastructure Integrating Activities - Advanced Committees; H2020 Societal Challenges, etc.

- **Category B only:** Please indicate the relevant Research Centre leading the infrastructure request.
- **Category C only:** Please complete a single summary ranked list of infrastructure requests.

4.3 Full Proposal Format: Category A, B and C (Submission via SESAME)

SESAME Guidelines

Access to SESAME is controlled by staff at the Research Office of the host research body. **Key Responsible Investigators (see Section 3.3) should follow their own internal organisational process to submit a request to the infrastructure call through the SESAME system.**

Once an Expression of Interest has been received for Category A, B and C via email from the research body, an email will be returned to the research body and the Key Responsible Investigator with further instructions on the Full Proposal submission process. This will include the following information for the named Key Responsible Investigator:

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

The **username** and **password** are needed to log in to SESAME in order to submit applications for the individual infrastructure requests.

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](#) for more detailed information.

Once submitted by the host research body to SFI through SESAME, an application cannot be withdrawn and subsequently modified for resubmission in the same call, regardless of the date of submission.

Proposals must be submitted online through SESAME to SFI by the Research Office of the Lead Applicant research body before the call deadline.

Applicants should carefully follow the instructions below and in the SESAME Researcher User Guide to complete the various sections of the application. In addition, a checklist of requirements is provided in Appendix G of this call document.

4.3.1 Full Proposal Summary (*Fields to be completed in SESAME*)

- **Proposal Title (max. 30 words):** The proposal title should clearly convey the nature of the infrastructure being requested.

- **Application Category:** Choose either A, B or C from the drop down menu. Category D is submitted by email only.
- **Duration of Award:** The maximum duration of awards in this call is 12 months.
- **Total Infrastructure Cost:** Indicate the total cost of the infrastructure as per budget justification.
- **Total Funding Request:** This field will be automatically filled when the total cost of the infrastructure request to SFI is enter in SESAME's budget template.
- **NRP Area:** Applicants should select a National Research Prioritisation (NRP) area from the drop down menu, which best describes the research area of the requested infrastructure.
- **Research Area (Primary):** Applicants should select a primary SFI research area from the drop-down menu, which best describes the research area of the requested infrastructure.
- **Research Area (Secondary):** Applicants should select a secondary SFI research area from the drop-down menu, which best describes the research area of the requested infrastructure.
- **Alignment to SFI Legal Remit (max. 250 words):** This section must be used to describe how the proposed research aligns to SFI's legal remit, as defined in Section 1. This statement will be used to determine the eligibility of the application.
- **Proposal Keywords (10 max.):** Applicants should add their own (very specific) research keywords that describes the research area of the requested infrastructure.
- **Lay Summary (max. 150 words):** Provide general context and motivation for infrastructure request.
- **Technical Summary (max. 250 words):** Provide more technical details on the infrastructure, e.g., its components, its function and briefly its alignment with the objectives of the call as appropriate.

4.3.2 Individual Infrastructure Requests (SESAME Upload)

Individual requests should be structured as follows and uploaded as one PDF document to SESAME:

- Detailed Description of Infrastructure Request (max. 2 pages)
- Detailed Description of Key Users (Appendix D template, max. 1 page)
- Management and Sustainability Plan (max. 1 page)
- Access Charge Plan (Appendix E template)
- Proposed Budget and Justification (Appendix F template, and max. 1 page justification)

Letters of Support (2 pages max. per letter) should be uploaded individually as PDF documents to SESAME.

(i) Detailed Description of Infrastructure Request

(2 pages max. per infrastructure request including any references)

A detailed justification is required for all items of infrastructure on the ranked list. *Applicants should consider the following points, where applicable.*

- Describe the infrastructure requested.
- Provide a justification for **why new or updated infrastructure is needed** including a description of existing centralised or national research facilities. Take into account current and potential future awards including bids made to the current SFI Investigators Call. Those involved in the assessment of an application will need to be convinced that there is a genuine demand for the infrastructure and that the availability of other similar equipment in the local environment and nationally has been taken into consideration. Inter- and intra- institutional bids and those showing national needs and access are encouraged. The potential impact and importance of the requested infrastructure should be apparent.
- Include an **overview of proposed user groups** including both SFI funded investigators and other researchers who would benefit from the investment, noting that details on key users should be included in the table in the following section (*Detailed Description of Key Users*).

- For **emergent areas of research**, describe how the proposed investment would enable development and provide a new opportunity for research in a key strategic area.
- Describe how requested infrastructure will link with **research body strategic planning**.
- Where relevant only, describe how the infrastructure will facilitate **industrial collaboration and partnership**. Describe the relevance of investment to industry and proposed use of infrastructure by industry (from SMEs to MNCs).
- Where relevant only, describe how the infrastructure investment by SFI could be used to leverage **non-Exchequer funding** (e.g., H2020). For *Category A* applications, a detailed response to this point is expected in the context of the H2020 Research Infrastructures Advanced Communities call.
- Where relevant only, describe how the research infrastructure request will increase the **Technology Readiness Level (TRL)** of the research activities, and lead to increased Technology transfer.

(ii) Detailed Description of Key Users

(1 page max., using template provided in Appendix D)

Applicants must complete the template provided including names of key users who will use the infrastructure. Using bullet point format, indicate how the infrastructure will enhance and enable activities for the named key responsible investigator's group, and where appropriate any collaborating research body(s) and industry partners.

(iii) Management and Sustainability Plan

(1 page max.)

Sustainability planning is a key component of the Research Infrastructure Call 2015. It is fully anticipated that research bodies will be in a position to maintain acquired infrastructure and this must be demonstrated in the application. It is therefore important that maximum usage of equipment is planned. Where relevant, applicants should briefly reference existing access models within the same Department or Centre. Demonstration of potential industry need for the infrastructure will strengthen applications.

In describing the management and sustainability plan, applicants should consider:

- Is the financial plan for long term operation and maintenance of the infrastructure reasonable and realistic?
- Describe who will provide the specialist expertise and/or technical support that may be required to make effective use of the requested equipment. Is such technical expertise currently in place or is a new recruit required? How well qualified are the participating investigators or other assigned personnel to operate and maintain the infrastructure, conduct the projects, and evaluate the research results? How will new users be trained?
- Outline the expected impact of increased sharing of resources and how the investment would maximise the usage of existing research infrastructure as well as enhancing multi-user use of infrastructure to the benefit of both SFI and non-SFI funded researchers, outlining the approximate number of researchers that would benefit from the investment.
- Is the research body commitment for continued support of the utilisation and maintenance commensurate with the scale of the requested infrastructure?

(iv) Access Charge Plan

*(Complete template provided in Appendix E **OR**, where an Access Charge Plan which differs from the attached template is proposed, please include details and appropriate justification in 1 page max.)*

Applicants are encouraged to submit an access charge plan each item of infrastructure requested⁹. All large items of infrastructure should therefore be accompanied by an access plan, unless an SFI approved facility access plan is in place. This plan should include realistic, specific and quantitative details on the anticipated usage, taking into account downtime of instruments and maintenance costs. Hourly rates for academic (based on operational costs) and industry users (based on full economic costs) should be included. Research body contribution to the operational costs should also be factored into the access model, where applicable, so as to reduce the access charge.

In its various programmatic awards, SFI allows for bids for funding of access charges once a **pre-approved access charge plan** is in place. SFI will not apply access charges retrospectively. SFI will not fund access charges if such an approved access charge plan is not in place.

Revised access charge plans can be submitted to SFI upon notification of an award. Final approval of access charge plans by SFI will take place following a funding decision and prior to the issue of a Letter of Offer.

(v) Proposed Budget and Justification

(Budget justification 1 page max. and budget table)

The budget table for completion can be found in *Appendix F*. A sample budget is provided in *Appendix G*. Applicants must give details of all relevant costs, including VAT, delivery, installation, where relevant. A full description of proposed cost share must be included in the budget justification.

Full details of proposed cost share (see Section 3.5) must also be included in this justification. Please also refer to the [SFI Grant Applications Budget Policy](#) and [SFI Terms and Conditions of Research Grants](#).

4.3.3 Letters of Support

(One letter per PDF upload to SESAME; max. 2 pages for each letter)

The following letters of support must also be uploaded to SESAME:

- For Categories A, B and C, a letter of support is required from the **research body of the collaborating party(s)** in the application only if that research body is hosting part of a **distributed infrastructure** request. Letters of support should include details of infrastructure components in the request which will be situated in the collaborating research body. Note that letters of support are *not* required from collaborating parties who represent one of the user groups of the infrastructure, as detailed in the application.
- **Category A** applicants must submit a letter of support from a *lead project coordinator* of the relevant consortium under a particular **H2020 Advanced Community** topic that is planning to submit an application to the H2020 Advanced Community Infrastructure call. Ideally, this letter should provide a strong statement of support for the Irish partner and their SFI infrastructure request indicating that this investment would address an *infrastructural gap* in the consortium's planned application. The letter should also include any other information

⁹ Where existing SFI approved access charges exist in a research facility where the item will be based, please provide details.

that could help strengthen the justification for investment, e.g., engagement of the applicant with the consortium/research committee.

- **Category B** applicants must provide a letter of support for the **SFI Research Centre Director** outlining the strategic importance of the infrastructure investment to the Centre as a whole. Inclusion of any other information that could strengthen the justification for the request, and is not included in the main proposal is also encouraged.

The following letters of support could be uploaded, as appropriate, to provide additional justification for the Research Infrastructure request:

H2020 Partnerships:

- Letters of support from a *lead project coordinator of an existing consortium or an academic leader* who is planning to submit a H2020 proposal (other than a H2020 Infrastructure), or who would be interested in joining a consortium led by the Irish partner. The letter could outline how the SFI infrastructural bid could strengthen such a H2020 proposal. The relevant calls in this case would be the *H2020 Future & Emerging Technologies* call or a call under the *H2020 Industrial Leadership or Societal Challenges Pillars*.

Industry Partnerships:

- Letters of support from the industrial collaborator(s) defining the financial contribution and non-financial contribution, where relevant. Where relevant, such a letter should detail the intended intellectual input for instrumentation development or technical support to be provided. This letter is **not** required where the industry contribution does not involve collaborative research as is the case with vendor discounts, materials and consumables etc. supplied as in-kind contribution. These details should be included in the quotations provided and referenced in the budget justification.
- Letters of support from potential non-academic users of the infrastructure who are not making a financial or in-kind contribution to the initial purchasing and set-up of the equipment, but who are willing to pay to use the infrastructure through its access charge plan.

Northern Ireland Partnerships:

- Applicants are requested to highlight within their proposal opportunities for the establishment of shared, large-scale All Ireland research infrastructure. Therefore, letters of support from relevant academic partners in Northern Ireland describing this opportunity will also be accepted.

Letters of support may be a maximum of 2 pages; extraneous pages will be removed from the letter and the proposal.

4.3.4 SESAME Budget Information

See [SESAME Researcher User Guide](#) for completion of budget information within SESAME. Applicants are requested to add all eligible costs under the *equipment* category only in the SESAME budget table. Therefore, the equipment total should include equipment, material and consumable costs; and the categories *materials*, *staff* and *travel* should be zeroed. Note that even though *staff* and *travel* categories appear in the budget table, these are not eligible costs under this programme. Section 3.6 and 3.7 provide specific guidance on eligible costs. Section 4.3.2 (v), which describes the budget section of the main proposal upload to SESAME, provides the applicant with the opportunity to submit a detailed budget and a justification of costs for the infrastructure request.

All grants are made directly to the Lead Applicant research body. Please also refer to the [Science Foundation Ireland: Grants and Awards: Grant Terms and Conditions](#) and also the [SFI Grant Application Budget Policy \(GABP\)](#).

4.3.5 Vendor Quotes

For all individual requests, the quote numbers and full cost must be submitted by email to infrastructure@sfi.ie on or before the deadline for full proposal submission. Quotations from at least **two** vendors must be supplied in this email and submitted as a single PDF document. The title of the email should reference the *Proposal ID* as assigned by SESAME and the *Category* of the application, i.e. Vendor Quotes: *Category A, B or C & Proposal ID*. The body of the email should provide the title of the proposal as was submitted to SESAME.

4.4 Full Proposal Format Category D: Opportunistic Funds (Submission via Email)

(Email submission; 1 page max. description, and 1 page max. listing types of equipment)

Opportunistic funds may be used for the acquisition of equipment when a value for money opportunity arises, e.g. through online auction buying. These funds may be provided for the acquisition of equipment which differs from the specific requests detailed in this proposal and neither cost share nor thresholds described above apply. Auction buying may be used to enable the purchase of equipment in the most cost effective manner and although it has become a recognised means of securing value for money, caution must be practised to ensure the equipment is fit for purpose. To apply for this stream of funding, research bodies will be required to demonstrate that appropriate guidelines and accountability rules are in place at an institutional level such that **National and EU procurement guidelines** are adhered to.

It is anticipated that the opportunistic funds may be awarded by SFI as a separate tranche of funding. This funding stream will be subject to rigorous future audit.

Cover Sheet

The cover sheet provided in Appendix H must be completed.

Infrastructure Request Summary

Interested research bodies are requested to include a brief statement (*1 page max.*) to describe how they might best avail of this opportunity, and indicate what purchasing guidelines are in place. Applicants should also list (*in 1 page max.*) those *types* of items of equipment they might hope to purchase (e.g. through equipment auctions), and should accordingly include a reasonable *opportunistic fund* budget request. Listed items should be ordered by institutional priority.

This information should be submitted by email via one PDF document to infrastructure@sfi.ie.

4.5 Research Body Approval

Submission must only be made by an authorised research body representative. In particular, this research body is approving:

- The eligibility of the applicants.
- That the applicants are, or will be upon receipt of the grant, recognised as employees 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.¹⁰
- The availability of infrastructure within the institution, as outlined by the applicant in the research proposal.
- That the proposed research programme¹¹ has not been funded by other sources.
- That relevant ethical approval has been or will be sought and must 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.

4.6 Applicant Agreement to Terms and Conditions

It should be noted that submission of an application represents an agreement to [SFI Terms and Conditions of Research Grants](#).

4.7 View Proposal Prior to Submission

The PDF of the Full Proposal submission (whether submitted by email or through SESAME) should be reviewed prior to submission to enable validation of an application. The responsibility lies with the applicant in this regard, in this case the lead research body.

The deadline for receipt of proposals whether by email or through SESAME is dependent on the Category of the Application. Please refer to Section 2.2 of this document for a list of these deadlines.

The lead research body and the Key Responsible Investigator will receive a notification from SESAME periodically when the status of their proposal changes. Alternatively, the status of a proposal (e.g., where a proposal is under review at SFI) is displayed in SESAME.

5 Research Integrity

SFI places high importance on ensuring research integrity and endorses the [National Policy Statement on Ensuring Research Integrity in Ireland](#). All applicants and institutions are expected to abide by the aforementioned Irish Policy on Research Integrity and the [European Code of Conduct for Research Integrity](#). SFI plans to audit compliance by its award holders and relevant research bodies with the principles laid down in these guidelines that are relevant to the agency's activities and the awards it makes.

6 Ethical Issues

Research supported by SFI must respect fundamental ethical principles. Furthermore, in line with a current directive from its parent Government Department, research funded by SFI must not comprise any component of the following:

- Research intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

¹⁰ Please check the relevant eligible costs for the Research Infrastructure call.

¹¹ Please note that for this call the *research programme* is in this case the *research infrastructure request*.

- Research using human embryonic stem cells or tissues.

Applicants must ensure that the proposed research infrastructure respects all national rules and procedures. It is the responsibility of the applicant to identify if their proposed research requires ethical approval. Where ethical approval is required, applicants must inform SFI (infrastructure@sfi.ie) and may be requested to provide further details. Ethical approval must be obtained from the relevant national or local ethics committee prior to the start of the project.

7 Non-Compliance

Proposals not in compliance with any details specified in this document, or in the [SFI Terms and Conditions of Research Grants](#) or any other relevant SFI policies will not be eligible for funding and will be returned without review.

8 Confidentiality

Science Foundation Ireland takes all reasonable steps to ensure that information provided in the application form is treated as confidential, subject to submission to the members of its committees and merit review and to any obligations under law.

9 Conflict of Interest

Conflict-of-interest rules are applied rigorously and apply to both reviewers and applicants.

Reviewers engaged by SFI are required to adhere to SFI's conflict-of-interest policy and immediately declare to SFI where a conflict of interest exists or arises so that an alternative reviewer may be appointed. International peer reviewers will not provide comments or scores on any application on which they have a conflict of interest.

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.

SFI recognises that applicants may have a prior relationship with an industry collaborator engaged in an application for funding to SFI (e.g., industry consultancy role, founder of an academic spin-out 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 National Intellectual Property Guidelines.

Potential conflicts of interest with respect to industry collaborators named in the application should be directly declared within the application.

10 Award Management

10.1 Reporting Requirements

The progress reporting requirements for all awards made under the SFI Research Infrastructure Programme 2015 call must be adhered to. That is, those awardees that fail to comply will risk having their grant payments suspended and/or the processing of any applications under review in other SFI Programme calls paused, until their reporting status is rectified. Reporting is inclusive of the annual stocktake of **SFI Research Outputs** (formerly referred to as the *SFI Census*), participation in post award site reviews, and the completion of other reporting as requested from time to time by SFI.

The key responsible investigator named against each item of infrastructure awarded has primary fiduciary responsibility and accountability for the management of the infrastructure award, including reporting. Where the responsible investigator is unable to continue in this role, an alternative investigator must be nominated by the research body and approval must be sought from SFI, in advance of this change.

In addition to the reporting described below, infrastructure awards will be subject to financial and operational audit as part of a site review, described in Section 9.2 below; this is to ensure compliance with the award's stated intentions and programme call's stipulations, and to inform SFI of the merits of extending such funds in the future.

In the annual completion of their **SFI Research Outputs**, awardees are asked to report on a variety of outputs, including funding opportunities they have pursued and won, allowing SFI to track progress related to these awards on an annual basis. Some or all of the objectives described for awards made under the Research Infrastructure Programme 2015 call will be relevant in the context of reporting. Successful awardees of the SFI Research Infrastructures Programme 2015 will be required to complete **SFI Research Outputs** for five years. SFI reserves the right to request reporting beyond five years, if deemed appropriate.

For example, SFI's expectation is that awards made under this call will enable enhanced interactions with relevant industries, leading to collaborative agreements and associated cash / in-kind contributions from the industries in question. These data will support a number of Key Performance Indicators (KPIs), as set out in SFI's Strategic Plan, Agenda 2020, including 'Ireland's level of public-private co-publications' and 'partnership funding with industry'.

A cohort of awards made under the Research Infrastructure Programme 2015 call will provide the support necessary for awardees to build infrastructural capacity, expertise and relationships to a point where they can compete successfully for funding in Horizon 2020 funding programmes. 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 relevant in meeting and exceeding targets set against relevant Key Performance Indicators (KPIs), as set out in SFI's Strategic Plan, Agenda 2020. SFI expects that Ireland-based researchers will obtain research funding from as wide a range of sources as possible.

To date, SFI funding has produced high-quality, high-impact publications that have resulted in Ireland rising to the top 20 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 infrastructure provided through the SFI Research Infrastructures Programme 2015 will contribute significantly to this target. Awardees are asked to acknowledge this support in all publications as "This work was supported in part by Science Foundation Ireland (SFI) under its Research Infrastructures Programme 2015, grant number 15/RI/####".

10.2 Post Award Site Review

Each award will be subject to a site review, performed by SFI staff, following the acquisition and installation of the infrastructure. The timing of these reviews will be agreed in advance by SFI with the awardee in question. Awardees will be required to complete and return a Research Infrastructure Assessment Report to SFI prior to this review, a template will be provided at the appropriate time. The site review will examine the following: Infrastructure installation and operation; Management Systems & Access Charging Plans, and Accessibility. Other areas that may also be addressed during this review will include demonstration of partnerships, sustainable planning, links with industry, intra and inter institutional collaboration to ensure maximal usage and alignment with institutional strategic plans.

SFI reserves the right to engage international reviewers for certain awards, in particular larger awards, and others as deemed appropriate.

The outcome of the review will be taken into consideration in the assessment of future applications made to SFI. As stated in the SFI [Terms and Conditions of Research Grants](#), SFI reserves the right to terminate a grant if, in the reasonable opinion of SFI, progress is not deemed to be satisfactory.

Appendix A: Template for Expression of Interest for Category A
SFI Research Infrastructure Call 2015



<p>PROGRAMME NAME: SFI Research Infrastructure Call 2015</p>
<p>SUBMISSION CATEGORY A</p>
<p>PROPOSAL TITLE: <i>(Indicate name of infrastructure item requested; max. 30 words)</i></p>
<p>HOST RESEARCH BODY: <i>(Include name of research body)</i></p>
<p>COLLABORATING RESEARCH BODY(S): <i>(Include name of research body)</i></p>
<p>ESTIMATED TOTAL REQUESTED BUDGET <i>(Indicate request to SFI in euro) €</i></p>
<p>Signatures below confirm acceptance and agreement with the SFI Terms and Conditions of Research Grants, and that the research body ensures the investigators named meet eligibility requirements, and that the infrastructure use is in full agreement with all legal and regulatory matters governing research in Ireland, and no aspect of this infrastructure cost (apart from cost-sharing) is already being funded from another source and all details provided are correct.</p>
<p>RESEARCH BODY SIGNATORY AUTHORITY</p> <p>NAME:</p> <p>POSITION:</p> <p>EMAIL:</p> <p>SIGNATURE:</p> <p>DATE:</p>

ITEM REQUESTED	<i>Name of item requested in up to 10 words</i>	
KEY RESPONSIBLE INVESTIGATOR & EMAIL ADDRESS	<i>Name one key investigator who will be responsible for the item requested & their email address</i>	
SFI AWARD(S) CODE OF KEY RESPONSIBLE INVESTIGATOR (ACTIVE AWARDS ONLY)	<i>or indicate alternative award if no active SFI award is held</i>	
NRP AREA	<i>Mandatory</i>	<i>Select from list</i>
KEYWORDS	<i>Up to 15 keywords</i>	
ESTIMATED TOTAL COST	<i>€ (incl. VAT, delivery and associated costs)</i>	
TOTAL REQUEST TO SFI	<i>€</i>	
CURRENTLY BEING BID FOR ELSEWHERE	<i>include grant code and expected decision date or state n/a</i>	
LOCATION FOR INFRASTRUCTURE	<i>e.g. Department, Centre and RB</i>	
LAY SUMMARY <i>(max. 150 words)</i>		

TECHNICAL SUMMARY

(max. 250 words)

STATEMENT ON H2020 SUBMISSION

(max. 250 words)

Appendix B: Template for Expression of Interest for Category B

Please complete the following for each individual Research Infrastructure request

SFI Research Infrastructure Call 2015



PROGRAMME NAME: SFI Research Infrastructure Call 2015
SUBMISSION CATEGORY B
PROPOSAL TITLE: <i>(Indicate name of infrastructure item requested; max. 30 words)</i>
SFI RESEARCH CENTRE: <i>(Include name of SFI Research Centre)</i>
HOST RESEARCH BODY: <i>(Include name of research body)</i>
COLLABORATING RESEARCH BODY(S): <i>(Include name of research body)</i>
ESTIMATED TOTAL REQUESTED BUDGET <i>(Indicate request to SFI in euro) €</i>
Signatures below confirm acceptance and agreement with the SFI Terms and Conditions of Research Grants, and that the research body ensures the investigators named meet eligibility requirements, and that the infrastructure use is in full agreement with all legal and regulatory matters governing research in Ireland, and no aspect of this infrastructure cost (apart from cost-sharing) is already being funded from another source and all details provided are correct.
RESEARCH BODY SIGNATORY AUTHORITY NAME: POSITION: EMAIL: SIGNATURE: DATE:

ITEM REQUESTED	<i>Name of item requested in up to 10 words</i>	
KEY RESPONSIBLE INVESTIGATOR & EMAIL ADDRESS	<i>Name one key investigator who will be responsible for the item requested & their email address</i>	
SFI AWARD(S) CODE OF KEY RESPONSIBLE INVESTIGATOR (ACTIVE AWARDS ONLY)	<i>or indicate alternative award if no active SFI award is held</i>	
NRP AREA	<i>Mandatory</i>	<i>Select from list</i>
KEYWORDS	<i>Up to 15 keywords</i>	
ESTIMATED TOTAL COST	<i>€ (incl. VAT, delivery and associated costs)</i>	
TOTAL REQUEST TO SFI	<i>€</i>	
CURRENTLY BEING BID FOR ELSEWHERE	<i>include grant code and expected decision date or state n/a</i>	
LOCATION FOR INFRASTRUCTURE	<i>e.g. Department, Centre and RB</i>	
LAY SUMMARY <i>(max 150 words)</i>		

TECHNICAL SUMMARY

(max 250 words)

Appendix C: Template for Expression of Interest for Category C

SFI Research Infrastructure Call 2015



<p>PROGRAMME NAME: SFI Research Infrastructure Call 2015</p>
<p>SUBMISSION CATEGORY C</p>
<p>HOST RESEARCH BODY: <i>(Include name of research body)</i></p>
<p>ESTIMATED TOTAL REQUESTED BUDGET (Combined for all requests) <i>(Indicate request to SFI in euro) €</i></p>
<p>Signatures below confirm acceptance and agreement with the SFI Terms and Conditions of Research Grants, and that the research body ensures the investigators named meet eligibility requirements, and that the infrastructure use is in full agreement with all legal and regulatory matters governing research in Ireland, and no aspect of this infrastructure cost (apart from cost-sharing) is already being funded from another source and all details provided are correct.</p>
<p>RESEARCH BODY SIGNATORY AUTHORITY</p> <p>NAME:</p> <p>POSITION:</p> <p>EMAIL:</p> <p>SIGNATURE:</p> <p>DATE:</p>

Summary of Ranked Infrastructure Requests

Please use the template structure provided to complete a single ranked list summarising and ranking all requests.

Rank	Item Requested	Key Responsible Investigator	Research Keywords for Item	Primary Priority Area	Estimated Total Cost	Total Request to SFI
	<i>Name of item requested in up to 10 words</i>	<i>Name one key investigator who will be responsible for the item requested</i>	<i>Up to 15 keywords</i>	<i>Mandatory</i>	<i>€ (incl. VAT, delivery and associated costs)</i>	<i>€</i>
1		Add name of Researcher				
2		Add name of Researcher				
3		Add name of Researcher				
4		Add name of Researcher				
5		Add name of Researcher				
6		Add name of Researcher				

Please complete the following table for each individual Research Infrastructure request

PROPOSAL TITLE: <i>(Indicate name of infrastructure item requested; max. 30 words)</i>
HOST RESEARCH BODY: <i>(Include name of research body)</i>
COLLABORATING RESEARCH BODY(S): <i>(Include name of research body)</i>
ESTIMATED TOTAL REQUESTED BUDGET (for each individual request) <i>(Indicate request to SFI in euro) €</i>

ITEM REQUESTED	<i>Name of item requested in up to 10 words</i>	
KEY RESPONSIBLE INVESTIGATOR & EMAIL ADDRESS	<i>Name one key investigator who will be responsible for the item requested & their email address</i>	
SFI AWARD(S) CODE OF KEY RESPONSIBLE INVESTIGATOR (ACTIVE AWARDS ONLY)	<i>or indicate alternative award if no active SFI award is held</i>	
NRP AREA	<i>Mandatory</i>	<i>Select from list</i>
KEYWORDS	<i>Up to 15 keywords</i>	
ESTIMATED TOTAL COST	<i>€ (incl. VAT, delivery and associated costs)</i>	
TOTAL REQUEST TO SFI	<i>€</i>	
CURRENTLY BEING BID FOR ELSEWHERE	<i>include grant code and expected decision date or state n/a</i>	

LOCATION FOR INFRASTRUCTURE	<i>e.g. Department, Centre and RB</i>	
LAY SUMMARY <i>(max. 150 words)</i>		
TECHNICAL SUMMARY <i>(max. 250 words)</i>		

Appendix D: Detailed description of Key Users of Infrastructure

Please name key users, including key responsible investigator, and describe how the requested infrastructure will enhance specifically the activities of the investigator's group, the named collaborating research bodies in the application, and where appropriate industry partners. The number of key users is not stipulated although a 1 page limit is given.

Item Requested	Add name
Total Cost	€
Key Responsible Investigator	Add name

Investigator	Describe how this infrastructure will enhance activities for the key users of the infrastructure. Please use bullet points.
Add name	<ul style="list-style-type: none"> • •
Add name	<ul style="list-style-type: none"> • •
Add name	<ul style="list-style-type: none"> • • •

Appendix E: Access Charge Plan Template

Use the following template structure - add or remove line items, years, as required OR where a research body proposes the use of an Access Charge Plan which differs from the template provided please include charge plan details and appropriate justification in 1 page max.

Access Charge Plan Template <i>(including examples)</i>			
<i>(add rows or columns, for more years, as required)</i>			
Item Requested			
Total Cost €			
Key Responsible Investigator			
Location (Dept., Centre)			
Category	Examples of Line Items	2016	2017
		€	€
Staff	<i>Technical staff</i>	€0	€0
Materials & Consumables	<i>filters, liquid Nitrogen</i>	€0	€0
Maintenance / Service Costs	<i>following warranty</i>	€0	€0
Other Costs	<i>user training</i>	€0	€0
Total Gross Operating Costs		€0	€0
Less Exchequer - Funded Costs	<i>research body Core staff, SFI awards, PRTL awards, Other awards, consumables etc.</i>	€0	€0
Total Net Cost		€0	€0
Usage Hours		0	0
Cost per hour		€0	€0
Annual Charges	<i>Academic Users</i>	€0	€0
	<i>Industry Users</i>	€0	€0
	<i>Other</i>		
		€0	€0
Additional Notes			



Appendix F: Budget Template

Budget Plan (Equipment, Maintenance, & Support)					
<i>(add rows as required)</i>					
Name of Item					
Quote Numbers					
Category	Details	€	Subtotal €	Total €	
Instruments / Infrastructure		€ 0			
		€ 0			
		€ 0			
		€ 0	€ 0		
Maintenance/Service		€ 0			
		€ 0	€ 0		
Other*	<i>Could include software, consumables, technical training, delivery etc.</i>	€ 0			
		€ 0	€ 0		
Delivery		€ 0	€ 0		
VAT		€ 0	€ 0		
Total Costs					€ 0
Cost-share	Description	% of total costs			
Industry				€ 0	
Research body				€ 0	
Total Contributions					€ 0
<i>Total Contributions less contribution to technical staff</i>					
Request from SFI				€ 0	€ 0
Total Costs					€ 0

Appendix G: Sample Budget

Budget Plan (Equipment, Maintenance, & Support)					
<i>(add rows as required)</i>					
Name of Item		High Resolution Electron Microscope			
Quote Numbers		HI7876.2 and FHGT561			
Category	Details		€	Subtotal €	Total €
Instruments	High Resolution Electron Beam		€ 500,000		
	Gas injection system		€ 110,000		
	X-ray spectrometer		€ 59,000	€ 669,000	
Maintenance/Service	Service Contract (24 months)		€ 40,000	€ 40,000	
Other*	Liquid Nitrogen supply		€ 9,000		
	Delivery		€4,000		
	Software		€ 6,000	€19,000	€728,000
VAT @23%					€ 167,440
Total Costs					€895,440
Cost-share	Description		% of total costs		
Industry	Service Contract (24 months) <i>incl. VAT</i>			€49,200	
	Delivery <i>incl. VAT</i>			€4,920	
	Vendor Discount <i>incl. VAT</i>			€230,000	
			31.7%		€284,120
Research body	Cash contribution		3.9%		€ 34,544
	Dedicated technical specialist 50% Dr Joe Smith salary for two years to operate instrument		6.1%		€55,000
Total Contributions					€ 373,644
Total Contributions <i>less contribution to technical staffs</i>	<i>(i.e. €373,644 - €55,000)</i>				€ 318,664
Request from SFI					€ 576,776
Total Costs					€895,440



SFI Research Infrastructure Call 2015



PROGRAMME NAME: SFI Research Infrastructure Call 2015
SUBMISSION CATEGORY D
HOST RESEARCH BODY: <i>(Include name of research body)</i>
ESTIMATED TOTAL REQUESTED BUDGET (Combined for all requests) <i>(Indicate request to SFI in euro) €</i>
Signatures below confirm acceptance and agreement with the SFI Terms and Conditions of Research Grants, and that the research body ensures the investigators named meet eligibility requirements, and that the infrastructure use is in full agreement with all legal and regulatory matters governing research in Ireland, and no aspect of this infrastructure cost (apart from cost-sharing) is already being funded from another source and all details provided are correct.
RESEARCH BODY SIGNATORY AUTHORITY NAME: POSITION: EMAIL: SIGNATURE: DATE:



Appendix I: Infrastructure Call Submission Checklists

Category A: Expression of Interest (Eol) Checklist (Email Submission)

SECTION	DESCRIPTION	REQUIREMENTS
Cover Page Summary	See Appendix A	Complete Template in Appendix A
Main Body of Eol	Item Requested	Name of Item requested in up to 10 words
	Key responsible investigator & email address	See Section 3.3 for eligibility criteria
	SFI Award(s) Code of Key responsible investigator (Active Awards Only)	Or indicate alternative eligible award if no active SFI award is held. See Section 3.3 for more details.
	NRP Area	Choose one of the 14 National Research Priority Areas (NRP)
	Keywords	Up to 15 keywords
	Estimated Total Cost	
	Estimated Request to SFI	
	Currently being bid for elsewhere	Include grant code and expected decision date
	Location for Infrastructure	e.g., Department, Centre and RB
	Lay Summary	Max. 150 words
	Technical Summary	Max. 250 words
Statement on H2020	Max. 250 words	

Note: Cover page and Main Body of Eol should be submitted as one PDF to infrastructure@sfi.ie

Category B: Expression of Interest (Eol) Checklist (Email Submission)

SECTION	DESCRIPTION	REQUIREMENTS
Cover Page Summary	See Appendix B	Complete Template in Appendix B
Main Body of Eol	Item Requested	Name of Item requested in up to 10 words
	Key responsible investigator & email address	See Section 3.3 for eligibility criteria



SFI Research Infrastructure Call 2015

	SFI Award(s) Code of Key Responsible Investigator (Active Awards Only)	Or indicate alternative eligible award if no active SFI award is held. See Section 3.3 for more details.
	NRP Area	Choose one of the 14 National Research Priority Areas (NRP)
	Keywords	Up to 15 keywords
	Estimated Total Cost	
	Estimated Request to SFI	
	Currently being bid for elsewhere	Include grant code and expected decision date
	Location for Infrastructure	e.g., Department, Centre and RB
	Lay Summary	Max. 150 words
	Technical Summary	Max. 250 words

Note: Cover page and Main Body of EoI should be submitted as one PDF to infrastructure@sfi.ie

Category C: Expression of Interest Checklist (Email Submission)

SECTION	DESCRIPTION	REQUIREMENTS
Cover Page Summary	See Appendix C	Complete Template in Appendix C
Main Body of EoI	Summary of Ranked Infrastructure Requests	Complete template in Appendix C. ¹² Up to 6 requests permitted.
	Infrastructure Request Summary(s)	For each request listed in template provided in Appendix B, complete the table provided.

Note: Cover page and Main Body of EoI should be submitted as one PDF to infrastructure@sfi.ie

¹² Previously this description incorrectly referenced Appendix B.



Category D: Submission Checklist (Email Submission)

SECTION	DESCRIPTION	REQUIREMENTS
Cover Page Summary	See Appendix H	Complete Template in Appendix H
Main Body of Proposal	Brief statement (<i>1 page max.</i>) describing how opportunity will be availed of; (<i>1 page max.</i>) types of items of equipment planned for purchase.	2 page max.

Note: There is no Expression of Interest step required for Category D applications (Opportunistic Funding). Full Proposal applications are submitted as one PDF to infrastructure@sfi.ie.

Category A, B & C: Full Proposal Checklist (SESAME Submission *plus* ‘Vendor Quotes’ by email)

SECTION	DESCRIPTION	REQUIREMENTS
Proposal Summary <i>(SESAME fields)</i>	Proposal Title	Up to 30 words
	Application Category	A, B or C only
	Duration	12 month
	Total Infrastructure Cost	
	Total Funding Request Amount (in euro)	Requested SFI contribution to award only
	Select NRP area	
	Select Primary and Secondary Research Areas	
	Justification of alignment with SFI’s Legal Remit	Max. 250 words
Main Body of Proposal <i>(SESAME fields)</i>	Proposal Keywords	Max. 15 words
	Lay Summary	Max. 150 words
	Technical Summary	Max. 250 words
Programme Application Documents <i>(Submit as single PDF document to SESAME)</i>	Detailed Description of Infrastructure Request¹³	Max. 2 pages (incl. references)
	Detailed Description of Key Users	Max. 1 page (see Appendix D)
	Management & Sustainability Plan	Max. 1 page
	Access Charge Plan	Complete template in Appendix E, <u>or</u> where Access Charge Plan proposed differs from this template, submit details and appropriate justification (1 page max).
	Budget Template and Justification	Budget Template in Appendix F; Justification Max. 1 page
Letters of Support <i>(Submit one letter per PDF upload to SESAME)</i>	Letters of Support (see Section 4.4.3 for specifics)	2 pages max. per letter
Proposed Budget <i>(SESAME fields)</i>	Enter all eligible costs under the <i>equipment</i> category only (i.e., <i>equipment, materials</i> and <i>consumables</i>). Costs under <i>staff</i> and <i>travel</i> are ineligible. <i>Staff, travel</i> and <i>materials</i> categories should be zeroed in this table.	Budget Table in SESAME
Vendor Quotes <i>(Email Submission)</i>	For all individual items in the request, the quote numbers and full cost must be included. Quotations from at least two vendors must be supplied.	Submit via email to infrastructure@sfi.ie

¹³ Previously this table row incorrectly requested a max. 200 word ‘Brief Description of Infrastructure’. This reference has been deleted and replaced by the text highlighted in red above. This descriptor now correctly aligns with the guidance provided in Section 4 of the call document, which stipulates only a ‘Detailed Description of Infrastructure Request’ is required.



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.