Science Foundation Ireland Discover Programme
Science Week Call 2020
Guidance Document for Submission of Proposals

Deadline for Submission
Completed applications must be submitted by 13.00 hours (Irish time) on Friday 3rd April 2020

Webinar
A webinar to support the SFI Discover Programme Science Week Call 2020 will take place at 14:30 hours (Irish time) on the 11th of March 2020. Please register for the webinar [here](#). The webinar will also include a Q&A session.

Information consultation meetings will be organised subject to demand. Enquiries are welcome from applicants in advance of submission of the application. Please email discover.programme@sfi.ie to schedule a call or meeting.

Terms of Reference
While every effort has been made to ensure the accuracy and reliability of this document, it is provided only for information purposes 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. Science Foundation Ireland Terms and Conditions shall govern the administration of Science Foundation Ireland grants and awards to the exclusion of this and any other oral, written, or recorded statement.

All responses to this Call for 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 and the Freedom of Information Acts 1997 and 2003.
1. Introduction

Science Foundation Ireland is pleased to launch the SFI Discover Programme Science Week Call 2020 (the Science Week Call 2020). Science Foundation Ireland supports Science Week nationally by providing a focused annual platform that stimulates, supports and creates awareness of activity created to engage with citizens. In previous years Science Foundation Ireland has provided support to several regional Science Week Festivals and Events which contribute to the national Science Week effort at a local and regional level.

The purpose of the Science Week Call 2020 is to provide support to Festivals and Events nationwide that encourage people, in particular those underrepresented in STEM, to be informed, inspired and engaged in STEM during Science Week 2020 and beyond.

The Science Week Call 2020 encourages applicants:

• who are continuing to develop and deepen their engagement with broader communities through existing Festivals, or
• who are creating a new offering for a community or region not yet served by Science Week.

Science Week welcomes contributions from across the sciences, arts, media, education, youth and/or community work sectors. Applicants are encouraged to submit proposals for Science Week that create opportunities for broader participation and engagement of the public with science. SFI is keen to push the boundaries of participation and welcomes new types of events that attract those who would not typically attend a science festival. The communities we wish to engage vary in how they wish to engage. Some will participate in an event, some will join conversations, others will listen, and some will just observe and be aware of the week. The Science Week Call 2020 will support proposals that broaden the reach and participation of people in Science Week in ways that are most suited to them.
2. **Science Week Call 2020 Details**

2.1 **SFI Remit**
SFI invests in academic researchers and research teams who are most likely to generate new knowledge, leading edge technologies and competitive enterprises in the fields of science, technology, engineering and maths (STEM). The Foundation also promotes and supports the study of, education in, and engagement with STEM and promotes an awareness and understanding of the value of STEM to society and to the growth of the economy.

2.2 **Application Categories**
The Science Week Call 2020 includes the following application categories:

Festivals

- **Applications** are invited for three-year funding, up to a maximum of €30,000 per annum, to organise, manage and deliver a Science Week Festival, in conjunction with the national Science Week campaign managed by Science Foundation Ireland. This category is open to Science Week Festivals which have received SFI support for three consecutive years or more previous to the current application year.

**NOTE:** Festivals funded under this category will receive an annual letter of offer confirming funding, and terms and conditions, subject to successful review of updated plans and budget availability.

- **Applications** are invited for one-year funding to a maximum of €35,000 to organise, manage and deliver a Science Week Festival, in conjunction with the national Science Week campaign managed by Science Foundation Ireland. This category is open to new festivals or existing Science Week Festivals which have been funded by SFI for less than three consecutive years. Please note that SFI has committed funding to the following Science Week Festivals: Midlands Science Festival, South East Science Festival, Sligo Science Festival, Festival of Farming and Food at Teagasc, Cork Science Festival, Cavan Monaghan Science Festival, Galway Science and Technology Festival, and Limerick Festival of Science. Applications for Science Week Festivals in these regions are not eligible for funding in the Science Week 2020 Call.

Events

- **Applications** are invited for one-year funding up to a maximum of €8,000 for Science Week Events. These applications are to support activity in areas where a Science Week Festival is not currently available or is focussed on engagement with a minority community.

2.3 **Science Week Call 2020 Objectives**
The objective of this Call is to enable **Science Week Festivals and Events** that:

- stimulate engagement and curiosity amongst the general public in STEM
- create debate and conversation amongst the public on STEM and their appreciation of its impact on society
- use new ways to attract those who would not typically attend a science festival
- are developed with contributions from the communities they aim to engage with
- create a greater local and relevant focus through a regionally collaborative programme of activity supporting national Science Week
- build capacity, excellence and long-term sustainability in Science Week Festivals and Events, especially those which have been previously funded by Science Foundation Ireland
- provide insights into STEM-related careers and discoveries while breaking down any negative stereotypes
2.4 Science Week 2020 Underlying Theme:
An underlying theme for Science Week 2020 will focus on the role science plays in delivering solutions that support our future environment, health and quality of life. It will highlight evidence based changes that we can make today that will not only improve our quality of life in the future, but also right now. The subject matter is broad and will incorporate topics such as the future of work, the future of health and wellbeing and how we will all live in a world where we have had to mitigate and adapt to climate change. Applicants are encouraged to consider how to include this underlying theme as part of their programme.

3. Applicant Eligibility

This Science Week Call 2020 is open to a wide range of people and organisations. Organisations are defined in the SFI Discover Grant Terms and Conditions.

Science Foundation Ireland has a list of Eligible Research Bodies (which includes universities, institutes of technology etc.) – check list of Eligible Research Bodies [here](#).

If your organisation is included on this list, then your application must be signed off by the appropriate officer (typically the Research Office) within your organisation using the Eligible Research Body Cover Sheet available on SESAME.

Applications are also welcome from other bodies (i.e. any organisation not included on the above list). There are two categories of other bodies that can become eligible for the Science Week Call 2020.

(a) **State Body** (e.g. city or county council)
In order to become eligible for the Science Week Call 2020, applicants in this category are required to complete, sign, stamp and upload the ‘Other Bodies - State Body Cover Sheet’ available on SESAME. A senior executive within the organisation is required to sign the cover sheet indicating the organisation’s support for the application.

(b) **Other Body** (i.e. not an Eligible Research Body or a State Body)
In order to become eligible for the Science Week Call 2020, applicants in this category are required to:
- complete the ‘Other Organisation Cover Sheet’ available on SESAME, providing details of the organisation’s status, registration number, auditors, solicitors and bankers
- provide details of the organisation structure detailing positions and names of post holders
- provide a copy of the most recent annual report (if appropriate, i.e. if your organisation is required to publish an annual report)
- provide a signed copy of the most recent Audited Financial Statements (if applicable)\(^1\)

If you have any doubt about your organisation’s status, please email discover.programme@sfi.ie for clarification. This must be done in good time before the closing date (minimum three days) to ensure that your application is completed and submitted before the deadline as no exceptions can be made in relation to the submission date for this, or any other, reason.

Proposals must be explicitly aimed at engaging audiences and participant groups in the Republic of Ireland; however, the subject matter can be international. Applications are welcome from organisations not based in the Republic of Ireland; however, they must demonstrate in their application how the project will explicitly engage with their target audience in the Republic of Ireland.

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\(^1\) If your organisation is not required to produce audited accounts, management accounts signed off by an accountant will be accepted. Please contact discover.programme@sfi.ie if you have any queries in relation to this requirement.
Applications will only be accepted from an organisation meeting the eligibility criteria outlined above. Typically, these include academic institutions, charitable bodies, not-for-profit organisations or commercial companies. Applications are welcome from any organisation with experience in engaging the groups targeted e.g. youth and community work organisations.

Applications will **not** be accepted from individuals and/or sole traders.

No employee or Board Member of Science Foundation Ireland may apply.

Applicants may submit more than one grant application under the Call to Science Foundation Ireland at any one time, provided the proposals are clearly differentiated.

Previously unsuccessful projects may not be eligible to apply for funding under this Science Week Call 2020. All review feedback from previous applications should be addressed in the current application. If significant gaps or issues were previously identified with the project proposal you are recommended to contact Science Foundation Ireland at discover.programme@sfi.ie in advance of your application to enquire about eligibility to apply to the current call.

The Project Lead is the person who has the main intellectual input into, and ownership of, the outcomes if the application is successful. This is the individual with whom Science Foundation Ireland will correspond about the application and who takes legal and fiduciary responsibility for the project. The Project Lead is normally considered by Science Foundation Ireland to be the grant holder.

### 4. Eligible Costs

Projects applying for funding under the Science Week 2020 Call may request funding at the following levels per application category as outlined in section 2.2 of this document:

<table>
<thead>
<tr>
<th>Category a</th>
<th>Category b</th>
<th>Category c</th>
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</thead>
<tbody>
<tr>
<td>Three-year funding up to a max of €30,000 per annum</td>
<td>One-year Funding up to a max. of €35,000 per annum</td>
<td>Science Week Event funding up to a maximum of €8,000</td>
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<tr>
<td>Available to Science Week Festivals which have been funded for three consecutive years by SFI. A letter of offer will be issued each year.</td>
<td>Available to any Science Week Festival which has been funded for less than three consecutive years by SFI, including new Festivals.</td>
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</table>

Partner contributions, both in terms of cash funding and otherwise (e.g. in-kind) should be clearly shown. Other sources of funding must be clearly identified in the application, including any income to be derived from the project. Existing programmes of activity that have been in receipt of funding for consecutive years are required to demonstrate how the Science Week Festival/Event is evolving its cost model and attracting partnerships that create future long-term sustainability.

All costs must be justified and will be subject to cost scrutiny. The project must run in conjunction with national Science Week 2020.

The schedule of funding will be set out in the Letter of Offer.
Costs requested can include:
- personnel and project management costs directly related to the project
- production costs, including venue hire
- equipment and materials
- project travel costs
- project administration costs where these are not already covered by other funding organisations
- project publicity costs, including costs for a launch event
- Quality Assurance evaluation on the user experience and impact measurement

Ineligible costs:
- core overheads of the applying organisation not related to the project e.g. heating, rent, etc.
- expenses incurred in submitting an application
- academic courses or research such as Master’s degree or PhD costs
- Conference registration fees or attendance costs

Applicants who are unsure of cost eligibility should contact discover.programme@sfi.ie.

5. General Call Criteria

Science Foundation Ireland expects to see evidence in applications of the following indicators that a Science Week Festival or Event is delivering to a high standard:

- An organising committee that consists of relevant, proven expertise for the activity to succeed. Often this includes public engagement experts, brand or marketing experts, local civic community representatives, STEM professionals and researchers
- A diverse programme of high-quality activity, with content that offers something relevant to all those targeted to participate
- Located in interesting locations that are often unique, unusual, intriguing, or normally inaccessible to the public
- Located where there is ease of access in terms of access to the building, suitable catering facilities where appropriate and attendee-friendly ways of travelling to and from the activity
- A sustainable programme that avoids single use plastic and considers environmentally friendly actions
- Activity with strong production values including visual appeal, relevance to everyday lives, avoids jargon and is interactive
- Activity that is designed to entertain, to provoke thought and conversation, and aims to help people learn something about STEM
- Activity that has a strong element of co-creation
- A clear plan to measure success of the activity

Overall Science Foundation Ireland expects applicants to demonstrate:
- how the proposal is aligned to the call objectives outlined in section 2.3 and addresses the indicators described above. In particular outline how broadening participation is included in the plan
- how the need for the proposed activity has been evaluated and the target participant group defined
- the objectives of the proposal and how they will be achieved including details of the content planned, where and when it will take place and how it is relevant to the target participant group, and
- how will success in achieving the objectives will be measured

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2 By co-creation we mean engaging with participant groups in the design, production and delivery phases of projects, to gather the necessary user insight, re-define their operational processes and identify appropriate long-term sustainability models to deliver an effective high-quality project.
Applicants are required to provide details of the project team and their relevant skills as well as project collaborators. Relevant letters of support should be included. However, these should set out details of actual support and collaboration as opposed to general support in principle for the project.

Science Week Festivals and Events that have been previously funded are required to complete the *STEM Education and Public Engagement Track Record and Excellence Form* and upload in the Additional Information section of the application. This should be used to provide a clear rationale on how the Science Week Festival/Event is evolving in excellence and long-term sustainability, for example include details on long-term partnerships and commitments to the activity or established co-funding sources. The *STEM Education and Public Engagement Track Record and Excellence Form* is available for download on SESAME.

6. **Specific Criteria (Events)**

This year we are seeking proposals for Science Week Events to create a broad, stimulating and interdisciplinary programme which may involve collaborations with cultural sectors. We are keen to trial new formats and inventive ways of talking about science, and to attract people who have not already and would not normally consider attending a Science Week Event. Applications are invited for funding of a maximum of €8,000 to organise, manage and deliver a Science Week Event, or programme of Events, in areas where a Science Week Festival is not funded, in conjunction with the national Science Week campaign which is coordinated and managed by Science Foundation Ireland. Previously, Science Week Festivals have been supported in Galway, Mayo, Sligo, Limerick, Cork, Waterford, Kerry, Cavan/Monaghan, Carlow, Tipperary, Teagasc locations, the Midlands and Wexford.

Science Foundation Ireland seeks applications for Science Week Events that meet the following criteria:
- events that are open to the public to book or access
- events targeted at localities/areas underserved by, or with limited access to, Science Week activity

Science Week Events funded by SFI should **NOT** include:
- University or College Open Days
- University or College events open only to staff and third level students
- Invite-only events
- School events

The project must be delivered in conjunction with Science Week 2020 (during the period 8th – 15th November 2020).

7. **Evaluation**

7.1 **External Science Week Evaluation**

SFI commissions independent evaluations of Science Week activity on a regular basis. This evaluation looks at delivery across the Science Week Programme. In 2020 it is anticipated that the independent evaluation will concentrate on success in reaching broader participant groups and how co-creation of events is used with these groups. All Science Week Festival/Event organisers are required to actively engage with this external evaluation and further details will be provided to successful applicants following notification of funding decisions.

7.2 **Applicant Science Week Evaluation**

Applicants should demonstrate their plan to formatively evaluate the Science Week Festival/Event by establishing clear goals which can be assessed pre and post event, for example by engaging with members of the target audience to gauge insights on their specific needs and expectations. The proposal should incorporate these insights into the plan to ensure the Science Week Festival/Event will be appealing to the target audience. Any applicants who have previously received funding under the Science Week Call should clearly outline how they have used past evaluations
to improve and shape their plans for Science Week 2020. The following should be considered in applicant evaluation planning:

- What is it you want to achieve by delivering this activity? Outline the questions which will be answered by the evaluation; they should relate to evidence that can be collected. Evaluation should be appropriate to the target audience; for guidance, consult the resources in the appendix of this document.
- If the Science Week Festival has been running for longer than three years emphasis should be placed on the long-term impact of the Festival/Event, this should be reflected in the impact evaluation plan.
- Methodology – detail how and when the data will be gathered (please note a mixed method approach with methodologies appropriate for the different target audiences is recommended), see the appendix for suggestions.
- Data analysis – highlight how the raw data will be analysed and presented.
- Dissemination – identify how the results of the evaluation will be disseminated among key stakeholders.

Refer to the Science Foundation Ireland Discover Evaluation Toolkit here. A short video on evaluation can also be found on this webpage.

On completion of the project applicants will be required to submit a final report. A template for this report will be provided on SESAME.

8. Submitting your Application.

Applications must be submitted via SESAME, Science Foundation Ireland’s Grants Award System. Log-in details are required to access SESAME.

- If you are already registered on SESAME you can log in using the same email address; if you have forgotten your password, you can use the Forgot Password functionality to re-set it
- If you are from an Eligible Research Body but not registered on SESAME, you should contact the Research Office in your institution to be registered
- If you have not previously been registered with SESAME, please email the following information to discover.programme@sfi.ie:
  ✓ Project Lead Name
  ✓ Email address
  ✓ Registered Company Name
  ✓ Legal Status: (e.g. company limited by guarantee, limited company, charity etc.)
  ✓ Trading Name
  ✓ VAT Number

A SESAME profile will be created for you and log-in details will be emailed to the email address provided.

Science Foundation Ireland’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 (pop-up 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 IT support team.

A User Guide for SESAME for applications under the SFI Discover Programme Science Week Call 2020 is included on the SFI Discover Programme Call page on www.sfi.ie.

Draft applications may be amended as many times as required but once submitted no further changes can be made. Once submitted, applications cannot be withdrawn and subsequently modified for re-submission in the same Call.
Early submission in SESAME is strongly recommended. Applicants who wait until shortly before the close of the Call risk encountering submission issues. The submit button will cease to be active at the indicated deadline.

A checklist of requirements is provided at the end of this document. It is the responsibility of the applicant to ensure that eligible proposals are received by Science Foundation Ireland 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.

9. Review Process

9.1 Process
Applications considered ineligible or not aligned to the Science Week Call 2020 objectives, for example if the subject area addressed is not related to STEM, will not be reviewed.

In order to be eligible for review, projects must be technically sound and have clear STEM content, with a qualified STEM professional (e.g. scientist, engineer) leading or acting in an advisory role.

All eligible applications will be subject to review based on the criteria set out below.

The decision of Science Foundation Ireland will be final. Every effort has been made to develop a thorough and informed assessment process. Science Foundation Ireland reserves the right not to enter into any correspondence about the assessment process and/or any subsequent monitoring procedures.

9.2 Assessment Criteria
Reviewers of applications will be asked to comment on, the following aspects of a grant proposal:

- the project team (suitability of the project lead and any partners and whether the skills required to deliver the project successfully are evident
- the project details (clarity around project details, objectives and alignment to Science Week Call 2020 objectives, quality indicators, content plan and delivery methodology, target participant groups and suitability of venues/facilities)
- budget and funding (project costs, value for money, and leverage of funding from other partners. Festivals applying for three-year funding will also be assessed on how the Festival is building on SFI funding received to-date to move towards a more sustainable model with long-term committed partners and increased non-exchequer financial support)
- evaluation plans (outputs and impacts, evaluation methodology, dissemination of learnings, strategic planning approach and appropriate exit strategy e.g. a legacy should the Festival funding be discontinued/reduced, or the Festival be discontinued)
- how previous feedback has been addressed (Festivals previously funded under the SFI Discover Programme Science Week Call will be assessed on how previous review feedback has been addressed.)
- continued excellence. (Note: only applicable to Festivals applying for three-year funding - will be assessed on plan to develop and improve the Festival year-on-year in line with best practice)

Applications should clearly demonstrate to reviewers how they support the Science Week Call 2020 Objectives and the quality indicators, as outlined in sections 2.3 and 5 respectively of this document.

Special consideration will be given by reviewers to Festival and Event proposals which are broadened to include the following:

- events targeted at broadening participation to first time visitors to a Science Week event
- events that are targeted at groups that are underrepresented in STEM fields including:
  - women/girls
  - socially, economically or educationally disadvantaged population groups
events which create debate, dialogue and critical engagement with STEM
- events which have been co-created with the target participant group
- localities/areas with limited access to Science Week Events\(^3\). Proposals that cover a number of these counties are encouraged
- activity targeted at an adult audience, i.e. adults attending without children

10. **Award Management**

10.1 **Reporting**
SFI has specific 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.

The SFI Grants and Awards Management System, SESAME, is the primary conduit for reporting. Science Week 2020 awardees will be requested to submit their final report by 14\(^{th}\) February 2021. A template for this report will be provided on SESAME.

Successful applicants will be required to outline in the final report the outputs from the funded project (i.e. activities/deliverables/results) and where relevant outcomes (i.e. what has changed as a result of what you have done). Each of the Science Week Call 2020 objectives, with expected outcomes, is discussed in turn below:

**Objective:** To stimulate engagement and curiosity amongst the general public in STEM.
The Science Week Call 2020 seeks to promote the engagement and curiosity of the Irish public with STEM. STEM plays an increasingly important role in addressing the social, environmental and economic challenges faced by the world today. That role needs the support, understanding and active engagement of the public who are the ultimate beneficiaries of it. Science Week should help the public enjoy, appreciate and/or debate the STEM developments in our lives.

**Expected Outcomes:** Applicants will be required to report details of the approach taken to engage with their target audiences in addressing this aim e.g. how pre and post evaluation of the activity was used to measure the change in public perception or increased knowledge of the audience in the role of STEM in addressing societal challenges.

**Objective:** To create debate and conversation amongst the public on STEM and their appreciation of its impact on society.
Science Week Call 2020 seeks to empower society to understand the important role that STEM plays in addressing key challenges affecting our society, in particular those related to the Science Week 2020 theme. A scientifically engaged society involves debate, dialogue, critical engagement and opportunities for the public and evidence to influence policy.

**Expected Outcomes:** Applicants are required to include details of outcomes such as a change of attitude, perception, opinion or increased learning arising from the funded activity.

**Objective:** To use new ways to attract those who would not typically attend a science festival or event.
The Science Week Call 2020 seeks to provide innovative and novel STEM experiences, in particular in ways which will attract audiences who typically do not attend science events. Target audiences outlined in the call document include women, socially, economically and/or educationally disadvantaged groups, adults - attending without children, minority groups, and first time STEM event/project attendees.

**Expected Outcomes:** Applicants will be asked to report on the different types of audience that they have targeted and ultimately engaged with. Applicants will be required to outline the approach taken to reach these audiences and provide details of how this approach increased inclusivity of engagement with these identified groups and will inform future similar inclusive engagement.

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\(^3\) Cork, Clare, Donegal, Dublin, Kildare, Kilkenny, Laois, Louth, Leitrim, Mayo, Meath, Roscommon, Tipperary, Westmeath and Wicklow.
(based on number of registered Science Week Events in 2018 vs county population).
Objective: To develop Science Week Festivals or Events with contributions from the communities they aim to engage with. SFI recognises that science festivals are traditionally attended by people who have an interest in or established sense of identity with STEM. Applicants are encouraged to use co-creation methods to broaden the relevance to, and participation of, communities that do not typically attend Science Week Events.

Expected Outcomes: Applicants will be required to report details of how they engaged with their target participants in advance of, and during, the Science Week Festival or Event in addressing this aim, and how this approach could be used to inform future similar engagement.

Objective: To create a greater local and relevant focus through a regionally collaborative programme of activity supporting national Science Week. SFI seeks to provide everyone in Ireland with access to Science Week 2020. A key goal of the Science Week Call 2020 is to establish a breadth and depth of excellent, relevant and meaningful activity that supports national Science Week to address this goal. The programme of activity should have a regional and local reach and broaden participation.

Expected Outcomes: Applicants will be required to provide details of the approach taken to reach target participant groups within the identified geographical region of the Festival/Event and how this approach could be used to inform future similar engagement.

Objective: To build capacity, excellence and long-term sustainability in Science Week Festivals and Events, especially those which have been previously funded by Science Foundation Ireland. The programme of activity should have a regional and local reach and broaden participation. Science Week Call 2020 seeks to continue to support the development and evolution of partnerships that provide long-term sustainability and commitment to Science Week annually.

Expected Outcomes: The results of this funding should demonstrate an increase in expertise and commitment to delivering Science Week programmes into the future in regional locations. Successful applicants will be required to provide details on the expertise and excellence developed, and partnerships created in support of the programme of activity.

Objective: To provide insights into STEM-related careers and discoveries while breaking down any negative stereotypes. The Science Week Call 2020 seeks to support projects that promote the diversity of STEM careers available and provide young people with knowledge of what working life is like in STEM-related jobs.

Expected Outcomes: Applicants will be required to provide detail of the approach taken to highlight the diversity of STEM careers illustrated during the Festival/Event and how this will inform future similar engagements.

10.2 Publicity and Progress
Funded organisations will be required to acknowledge Science Foundation Ireland support on all marketing/publicity materials relating to the project. Science Foundation Ireland should be appropriately acknowledged in press releases, promotional/marketing materials, at events etc. Science Week/SFI branding should be evident at all Science Week Events. Branding guidelines and the Science Week/ Science Foundation Ireland logo will be made available to successful applicants with the Letter of Offer.

Applicants should indicate how Science Foundation Ireland will be promoted/acknowledged within the marketing/promotion section of the application. In cases where SFI is the primary funder, Science Foundation Ireland may require more substantial acknowledgement of the role of the agency in supporting the project which may include naming rights as appropriate. Applicants should consider how this might be addressed in the marketing/promotion section of their application. Failure to do so may delay the issuing of Letters of Offer.

Science Week Festivals and Events are required to participate fully in the following elements being provided centrally by the Science Week team:
• a regional Science Week Festivals webpage. Festival organisers are required to provide information about their Festival (format and details to be confirmed) and submit/update all Events to the Science Week website database in a timeframe agreed with Science Week team
• the Science Week team may provide content from the Science Foundation Ireland funded Research Centres and other providers which Festival organisers will be required to include into their Festival programme as appropriate
• Science Week Festivals will be required to implement volunteer training for local front of house volunteers
• use of all appropriate branding materials and signage templates provided by the Science Week team
• Science Week Festival and Event organisers are also required to separately submit the details of their event to www.ScienceWeek.ie in advance of the event in keeping with deadlines set by SFI regardless of whether the events are private/invite only or open

10.3 Child Protection
Where relevant, applicants and Organisations are required to comply with the provisions of the Children First Act 2015,4 and the National Guidance for the Protection and Welfare of Children 2017.5 It is the responsibility of the Organisation to ensure that they are compliant with all applicable law.

10.4 Data Protection
The General Data Protection Regulation6 is a legal framework that sets out guidelines for the collection and processing of personal information of individuals within the European Union.7 Applicants are advised that they must be compliant with this regulation if they collect or process personal data.

SFI may collect, use and disclose personal data provided in the application and/or otherwise obtained under, or in connection with, the application for processing the submission, for the performance of its statutory powers and functions, and for the general activities of SFI. Further details regarding SFI’s collection, use and disclosure of personal data, and the rights of individuals with respect to any personal data held by SFI, are available in the SFI Privacy Statement.8

During peer-review procedures, information may be sent to external experts in countries outside of the European Economic Area, including countries that are not recognised by the European Commission as having adequate data protection laws. By submitting an application to SFI, the organisation and members of the Project Team are agreeing that they consent to the processing and transfer of personal information in this way.

During the application process or at any time thereafter, SFI may contact the Organisation, the Project Lead, or any member of the Project Team with regard to funding opportunities, activities or events organised by SFI or other relevant bodies, or for the purposes of monitoring and evaluation (including, but not limited to, the collection of scientific data or data relating to the application process). SFI may choose to authorise a third party to contact the Organisation, the Project Lead or any member of the Project Team on its behalf.

6 https://www.dataprotection.ie/docs/GDPR/1623.htm
7 https://www.eugdpr.org/
8 http://www.sfi.ie/privacy/
11. *Application Submission Checklist*

To allow Science Foundation Ireland to fully evaluate completed applications, please ensure that you have completed the below items.

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<tbody>
<tr>
<td><strong>1.</strong> Have you completed all sections of the application form via SESAME, Science Foundation Ireland’s online grants and awards management system?</td>
<td>Yes/No</td>
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<tr>
<td><strong>2.</strong> Have you uploaded a one-page (max) CV for the project lead and each of the project team members <em>written with relevance to this project</em>?</td>
<td>Yes/No</td>
</tr>
<tr>
<td><strong>3.</strong> Have you completed and signed the relevant cover sheet?</td>
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<tr>
<td><strong>(a)</strong> Eligible Research Bodies should complete, sign, stamp and upload the Eligible Research Body cover sheet (i.e. if your Research Body is listed <a href="#">here</a>).</td>
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<tr>
<td><strong>(b)</strong> Other bodies should complete the below steps in order to be eligible for the SFI Discover Programme Science Week Call 2020:</td>
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<tr>
<td>i. <strong>State Body</strong> (e.g. city or county council) – complete, sign, stamp and upload the Other Body – State Body Cover Sheet available on SESAME. Complete, sign and upload the Declaration of Bona Fides (available to download from SESAME).</td>
<td>Yes/No</td>
</tr>
<tr>
<td>ii. <strong>Other Body</strong> (i.e. not an Eligible Research Body or a State Body) complete, sign and upload, as a single PDF document, relevant cover sheet <em>(Other Organisation Cover Sheet)</em> and all required corporate / financial information as outlined in the Guidance Document/on SESAME. Complete, sign and upload the Declaration of Bona Fides (available to download from SESAME).</td>
<td></td>
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<tr>
<td><strong>4.</strong> Have you completed and uploaded the <em>STEM Education and Public Engagement Track Record and Excellence Form</em>?</td>
<td></td>
</tr>
<tr>
<td><strong>(a)</strong> First time Festival Applicants and Event Applicants should complete and upload a PDF version of the template available on SESAME.</td>
<td>Yes/No</td>
</tr>
<tr>
<td><strong>(b)</strong> Previously Funded Festivals should complete and upload a PDF version of the template available on SESAME.</td>
<td></td>
</tr>
</tbody>
</table>

Only a single PDF upload of the completed template (MAX 4 pages) will be accepted.

Have you uploaded any letters of support / commitment to the project from partners if appropriate? Letters of support are only required from relevant organisations whose contribution is a key element to the delivery of the project. The letter of support should outline how the organisation will support the project, including funding amounts if applicable as opposed to outlining support in principle. Yes/No

*The above checklist is for guidance purposes only and Science Foundation Ireland will not accept any responsibility for omissions from this checklist or in an application. Applicants are advised to read all the documentation in full in order to provide a comprehensive submission.*
12. Grant Conditions

SFI Discover Grant Terms and Conditions for the Discover Programme Calls can be found here.

13. Appendix

- Evaluation
  - Evaluating Impact
    www.evalfest.org
  - Building an evaluation strategy, designing questionnaires and avoiding bias
    http://www.artscouncil.org.uk/generic-social-outcomes/capturing-impact#section-3
  - Public engagement guidance document
    http://www.bath.ac.uk/marketing/public-engagement/assets/Manchester_Beacon_Evaluation_Guide.pdf
  - Mixed method evaluation

- STEM Education Guidelines

- Festival development and delivery