

SCIENCE FOUNDATION IRELAND

Science Week Call 2024

2024 Call Document

Key Dates

Call launch:	7th February 2024
Deadline:	Festivals – (Extended to) 11th March 2024 13:00 hours (Irish time) Events - 15th April 2024 13:00 hours (Irish time)
Interview Panel:	Festivals Only – April 2024 (confirmed date following submission of application)
Funding Decision:	Q2 2023

Applications must be submitted via SESAME, Science Foundation Ireland's online grants and awards management system.

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 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 and 2014.

Webinar and Informal Consultation Sessions

- A webinar to support the SFI Science Week Call will be made available on the Call page.
- Science Foundation Ireland welcomes requests for meetings to discuss the SFI Science Week Call. In particular, we welcome discussion with arts and cultural groups, and community and youth work organisations who have expertise in working with communities that are underrepresented in Science, Technology, Engineering, and Maths (STEM). If you wish to avail of these sessions, please email scienceweek@sfi.ie. Please note that these consultations should not be scheduled in place of reading the Call document or viewing the Webinar. They should be used for any subsequent clarifications.

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1. Welcome

Science Foundation Ireland is pleased to launch the Science Week Call, a competitive call for public engagement projects that can connect people across society with science during Science Week, using innovative and creative methods. Science Foundation Ireland supports Ireland's national Science Week by providing a focused annual platform that stimulates, supports, and creates awareness of activity created to engage with the public. In previous years, Science Foundation Ireland has provided support to several Science Week Festivals and Events which contribute to the national Science Week effort at a local and regional level.

It is part of SFI's role to support and **grow** the communities engaging with and contributing to Science, Technology, Engineering and Maths (STEM) and to empower and inspire people to **shape** Ireland's future through innovation. Building on the success of the national conversation on research and science, [Creating Our Future](#), SFI encourages continued dialogue with the public on how we can shape a better Ireland through research and science.

Science Week is a key part of [Science Foundation Ireland's 2025 Strategy – Shaping Our Future](#). The Science Week Call contributes to the themes of Top Talent, Tangible Benefits and A Cohesive Ecosystem. The programme plays a key role in '**bringing science to life**', and through its core objectives, Science Week activity will contribute to improving diversity and inclusion in science, through its aims to broaden participation both geographically and amongst less represented voices in science.

The purpose of the Science Week Call is to provide support to Festivals and Events nationwide that support public engagement, communities underrepresented in, or those with less access to STEM to engage in ways that are relevant and accessible during Science Week and beyond in creative ways. Science Week 2024 takes place from the 10th -17th November.

The Science Week Call encourages applicants:

- who are continuing to develop and deepen their engagement with broader communities through existing Festivals and Events, 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. Science Foundation Ireland 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 participate. The Science Week Call will support proposals that broaden the reach and participation of people in Science Week in ways that are most suited to them.

The Science Week Call welcomes applications for both digital and/or in person activity, as appropriate for the activity and audience.

2. Programme Details

2.1. Science Foundation Ireland Remit

Science Foundation Ireland 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 for Ireland's future economy.

2.2. Science Week Call Objectives

The purpose of the Science Week Call is to provide support to Festivals and Events nationwide that support communities underserved by STEM, or those with less access to STEM to engage in ways that are relevant and accessible during Science Week and beyond. Through the Science Week Call, Science Foundation Ireland aims 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 SFI Science Week Call supports projects that address all of the below objectives, projects that;

- **stimulate** curiosity and dialogue amongst the public and with STEM *experts*, on topics of societal importance/everyday life where STEM has a key role
- **innovate** their offering through novel approaches and varied types of content to promote and deliver an appealing and accessible event or programme of events, with particular consideration for attracting new audiences who would not typically attend a science event
- **collaborate** *with* the communities they aim to engage with, including local/regional groups and STEM researchers, creating local and relevant focus through a regional programme of activity supporting national Science Week

2.3. Application Categories

The Science Week Call 2024 includes the following application categories:

Festivals		Events
Category A	Category B	Category C
Three-year funding up to a max of €50,000. Available to Science Week Festivals which have been funded for three consecutive years by Science Foundation Ireland.	One-year Funding up to a max. of €50,000. Available to any Science Week Festival which has been funded for less than three consecutive years by Science Foundation Ireland, including new Festivals.	Science Week Event funding up to a maximum of €10,000.

2.3.1. Festivals

Science Week Festivals typically involve a programme of events/activities serving multiple different audiences in their local region, with timings of activities spread throughout the week. The activities delivered as part of these Festivals should be designed to appeal to those underrepresented in STEM and who would traditionally not attend a science event.

Festival programmes funded under the Science Week Call must comprise of

- a minimum 20% of the programme for adults attending without children,
- a maximum of 20% of the programme for local schools (please note that Science Foundation Ireland will also be delivering online activities available to schools nationwide)
- with the remaining programme for the general public, families, and specific underserved groups.

A large proportion of the programme must be open to the public (i.e. not invite only – Invite only should be used only when the target audience requires a closed session).

Applicants are encouraged to collaborate with other Science Week Festivals in sharing best practice and organising activities. The Project Lead, or a designated representative, will be expected to join sessions convened by Science Foundation Ireland to facilitate information sharing and collaboration.

- **Category A**

Applications are invited for three-year funding, up to a maximum of €50,000 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 Science Foundation Ireland support for three consecutive years or more, previous to the current application year.

- **Category B**

Applications are invited for one-year funding to a maximum of €50,000 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 Science Foundation Ireland for less than three consecutive years.

To meet the population demands of large urban areas, Dublin and Cork City, Science Foundation Ireland has identified an opportunity for Science Week Festivals to run in these areas. Applications are invited for funding under this category to organise, manage and deliver a Dublin City or Cork City Festival. The festival must be delivered during Science Week 2024 preferably with a strong focus on evening and weekend activities.

2.3.2. Events

Science Week Events are typically a single event or short series of events delivering for a specific target audience or in a specific location. Under the Science Week Call, Science Foundation Ireland is seeking proposals for Science Week Events to create appealing and stimulating experiences. We are keen to trial new formats and inventive ways of talking about science, and to attract people who typically would not consider attending a Science Week Event. Interdisciplinary collaborations, and/or collaborations with cultural organisations, are particularly encouraged.

Priority will be given to applications that directly support the Science Week theme (which will be announced during Q1) and take place in areas where a Science Week Festival is not available. The project should focus on communities underserved by STEM engagement or underrepresented in STEM. Science Week Events should aim to reach those underrepresented in STEM and who would traditionally not attend a science event (outlined in Section 8.2).

Science Week Events should not comprise of more than 20% schools programming. A large proportion of the programme must be open to the public (i.e. not invite only – Invite only should be used only when the target audience requires a closed session).

- **Category C**

Applications are invited for one-year funding up to a maximum of €10,000 for Science Week Events. The project must be delivered in conjunction with Science Week (during the period 10th – 17th November 2024). Special consideration will be given to Science Week Events which deliver on the Science Week theme.

To meet the population demands of Dublin City and Cork City, Science Foundation Ireland invites applications for events taking place in these areas, in addition to Festivals.

2.4. Science Week Call Key Audiences

Science Foundation Ireland has identified key audiences which are typically underserved by Science Week activities. Under the Science Week Call, Science Foundation Ireland seeks proposals for activity that will create a new offering for a community or region not yet served by Science Week. Science Foundation Ireland welcomes novel approaches or activities that are specifically aimed at engaging the following groups;

- adults attending without children
- women/girls
- socially, economically, or educationally disadvantaged population groups
- special interest groups

3. Call Criteria

Science Foundation Ireland seeks applications for Science Week Festivals and Events that meet the following criteria:

- activities that are open to the public to book or access
- activities targeted at localities/areas underserved by, or with limited access to, Science Week activity
- support the Science Week theme. Events will be expected to directly support the Science Week theme. Festivals should allow programme/budget to include some highlight events/activities supporting the theme during the weekly programme.

*Please note the Science Week theme will be published in Q1. The Call webpage will be updated once published and applicants with proposals in preparation will be informed by email.

Science Week activities funded by Science Foundation Ireland should NOT include:

- university or college open days
- university or college events open only to staff and third level students
- invite-only events (unless this is a requirement to enable participation by a specific target audience)
- individual school events

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, whether virtual or face to face;

- 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. The SFI Discover Programme CV Template is provided and downloadable from sfi.ie and SESAME; this should be completed with relevance to the project
- a varied programme of high-quality activity, with content that offers something relevant to all those targeted to participate
- organisers have planned for, and will deliver a programme, which is broadly accessible and inclusive to all
- interesting locations, where there is ease of physical access to the building, appropriate and attendee-friendly ways of travelling to and from the activity, and access to suitable catering facilities if necessary
- a sustainable programme that considers environmentally friendly actions and minimises waste (e.g. avoiding single use plastic)
- activity with strong production values including visual appeal, relevance to everyday lives, which avoids jargon/stereotypes and is interactive
- activity that is designed to entertain, to provoke thought and conversation, and aims to help people learn something about STEM
- a clear plan to measure success of the activity
- a clear policy and Child Safeguarding Statement for projects which engage with young people or vulnerable people. The policy must also account for safeguarding specific to digital delivery
- Appropriate security and privacy plans for virtual events should be detailed in the application.

Overall Science Foundation Ireland expects applicants to demonstrate:

- how the proposal is aligned to the call objectives outlined in Section 2.2 and addresses the indicators described above. In particular, outline how broadening participation is included in the plan
- how the need for the proposed activities have been evaluated and the target participant group(s) 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 success in achieving the objectives will be measured.

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 - these should set out details of actual support and collaboration (whether in cash or in-kind) as opposed to general support in principle for the project.

4. 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 participants to gauge insights on their specific needs and expectations. Successful applicants may be required to include a set number of questions from SFI-commissioned general Science Week Evaluation in their project evaluation, however it is required that applicants will also conduct evaluation specific to their own activity. The proposal should incorporate these insights into the plan to ensure the Science Week Festival/Event will be appealing to the target participants. Any applicants who have previously received funding under the Science Week Call must clearly outline how they have used past evaluations to improve and shape their plans for Science Week 2024.

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 on evaluating and assessing the evolution of the Festival/Event, informed by previous evaluations and participant feedback.
- 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 including the project evaluation. A template for this report will be provided on SESAME.

5. Who can apply?

5.1. Project Lead

All projects must be represented by a Project Lead. **The Project Lead** is the person who is responsible for the main intellectual input, direction, and ownership of the outcomes if the application is successful. The Project Lead has primary responsibility and accountability for carrying out the programme of work within the funding limits awarded and in accordance with the SFI Discover Programme General Terms and Conditions. The Project Lead will serve as the primary point of contact for Science Foundation Ireland on the award, during the review process and, if successful, during the award and post award reporting period.

5.2. Organisation Types

This Call is open to a wide range of people and organisations. Organisations are defined in the SFI Discover Programme Call [Terms and Conditions](#). If you have any doubt about your organisation's status, please email scienceweek@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.

Failure to provide the required eligibility documentation outlined below, and as relevant for your organisation, will result in your application being deemed ineligible and will not be sent for review.

5.2.1. Eligible Research Bodies

Science Foundation Ireland has a list of **Eligible Research Bodies** – check list of Eligible Research Bodies [here](#). If your organisation is included on this list, then your application must be stamped and signed off by the appropriate officer (typically the Research Office) within your organisation using the Eligible Research Body Cover Sheet available on SESAME.

5.2.2. Other Bodies

State Bodies (e.g. city or county council)

To become eligible for the Science Week Call your application must be stamped and signed off by the appropriate officer (typically a senior executive) within your organisation using the *Other Bodies - State Body Cover Sheet* available on SESAME. A senior executive within the organisation is required to sign the cover sheet to indicate the organisation's support for the application.

Other Organisations

To become eligible for the Science Week Call 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). If your organisation is not required to publish an annual report, please complete, and sign confirmation of no annual report (available to download on SESAME)
- provide a signed copy of the most recent Audited Financial Statements (if applicable)¹
- completed and signed Letter of Solvency (available to download on SESAME)
- completed and signed Declaration of Bona Fides (available to download on SESAME).

5.3. Additional Eligibility Considerations

- 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.
- Applications will not be accepted from individuals and/or sole traders.
- Applicants may submit more than one grant application at any one time, provided the proposals are clearly differentiated. A statement of time commitment may be required to ensure adequate resourcing is possible.
- Previously unsuccessful projects may not be eligible to apply for funding under this Science Week Call 2024. 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 scienceweek@sfi.ie in advance of submitting your application to enquire about eligibility to apply to the current call.

¹ If your organisation is not required to produce audited accounts, management accounts signed off by an accountant will be accepted. Please contact scienceweek@sfi.ie if you have any queries in relation to this requirement.

6. Project Costs

Total project costs must include **ALL** costs of the project including project lead/team time for development, delivery and attending SFI meetings. In all categories partner contributions, financial or otherwise (in-kind), should be demonstrated and all costs must be justified and will be subject to cost scrutiny. Other sources of confirmed funding (including in-kind support) must be clearly identified in the application including any income to be derived from the project, if relevant. 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. Applicants who are unsure of cost eligibility should contact scienceweek@sfi.ie for clarification.

Any letters of support provided with this application must include details of the financial commitment from partners, as appropriate.

6.1. Eligible Costs

- 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 (if applicable)
- Quality assurance evaluation on the user experience and impact measurement
- Access requirements such as Irish Sign Language interpretation
- Insurance costs directly related to the Festival or Event

6.2. Ineligible costs

- Core overheads of the applying organisation not related to the project e.g., heating, rent, general insurances 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
- Value-Added Tax (VAT) - if your organisation is registered for VAT
- Direct costs for research elements of citizen science projects e.g. researcher salary, consumables, licences, publishing fees.

7. Submitting your Application

Applications must be submitted via SESAME, Science Foundation Ireland's Grants Award 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 Science Week Funding Call is included on the 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. Log-in details are required to access SESAME (see 7.1 below).

Early submission in SESAME is strongly recommended. Applicants who wait until shortly before the close of the call take serious risk of encountering submission issues. The “submit” button will cease to be active at the indicated deadline and no late entries will be accepted.

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.

7.1. SESAME Account Set-Up

- 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 do not have a SESAME account;
 - If you are applying from an Eligible Research Body, contact your institution Research Office to be registered
 - If you are applying from a State Body or Other Organisation, please email the below information to scienceweek@sfi.ie. A SESAME profile will be created for you and log-in details will be emailed to the email address provided.
 - Project Lead Name
 - Email address
 - Registered Company Name
 - Legal Status: (e.g., company limited by guarantee, limited company, charity etc.)
 - Trading Name
 - VAT Number

8. Review Process

8.1. Process

Projects must be technically sound and have clear STEM content, either through direct collaboration with a qualified STEM professional (e.g. scientist, engineer) or having a qualified STEM professional acting in an advisory role.

Applications considered ineligible or unaligned to the SFI Science Week Call objectives or uncompetitive for the programme, for example if the subject area addressed is not related to STEM, will not be reviewed.

All eligible applications will be subject to review based on the criteria set out below. **Applicants applying to Categories A and B may be invited to a virtual interview review panel in April 2024.** Dates and full details will be confirmed to eligible applicants in advance.

Results will be notified by Quarter 2 of 2024. The decision of Science Foundation Ireland is 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.

8.2. Assessment Criteria

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

- Project Details
 - How the project is aligned and delivering against the call objectives
 - How the overview of activities aligns to the relevant call criteria
- Audience
 - How is the project going to reach the intended audience
 - How the project will be inclusive and diverse
- Budget
 - Project costs, value for money, and leverage of funding from other partners.
- Evaluation
 - outputs and impacts, evaluation methodology, dissemination of learnings, strategic planning including previous feedback
- Team
 - suitability of the project lead and any partners and whether the skills required to deliver the project successfully are evident

Special consideration will be given by reviewers to Event proposals which address the Science Week Theme directly.

9. Award Management

9.1. Child Safeguarding

Where relevant, applicants and Organisations are required to comply with the provisions of the **Children First Act 2015**,² and the **National Guidance for the Protection and Welfare of Children 2017**.³ It is the responsibility of the Organisation to ensure that they are compliant with all applicable law. Applicants are reminded to ensure the appropriate policies and procedures are in place to cover all aspects of delivery, including digital delivery to young people.

9.2. Data Protection

The General Data Protection Regulation⁴ is a legal framework that sets out guidelines for the collection and processing of personal information of individuals within the European Union.⁵ Applicants are advised that they must be compliant with this regulation if they collect or process personal data.

Science Foundation Ireland 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 Science Foundation Ireland. Further details regarding Science Foundation Ireland's collection, use and disclosure of personal data, and the rights of individuals with respect to any personal data held by Science Foundation Ireland, are available in the **SFI Privacy Statement**.⁶

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 Science Foundation Ireland, the organisation and members of the Project Team are agreeing that they consent to the processing and transfer of personal information in this way.

² <http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf>

³ http://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf

⁴ <https://www.dataprotection.ie/docs/GDPR/I623.htm>

⁵ <https://www.eugdpr.org/>

⁶ <http://www.sfi.ie/privacy/>

During the application process or at any time thereafter, Science Foundation Ireland may contact the Organisation, the Project Lead, or any member of the Project Team with regard to funding opportunities, activities or events organised by Science Foundation Ireland 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). Science Foundation Ireland may choose to authorise a third party to contact the Organisation, the Project Lead, or any member of the Project Team on its behalf.

9.3. Publicity and Progress

Funded organisations will be required to acknowledge Science Foundation Ireland (or its successor organisation Research 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 and Science Foundation Ireland branding should be evident at all activity funded under the Science Week Call. Branding guidelines and the relevant logos 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 Science Foundation Ireland 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:

- the national Science Week website and social media presence. Festival and Event organisers are required to provide information about their project (format and details to be confirmed in Letter of Offer) and submit/update all events/activities to the Science Week website database in the timeframe outlined in the Letter of Offer
- the Science Week team may suggest 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
- use of all appropriate branding materials and signage templates provided by the Science Week team.

9.4. Reporting

Science Foundation Ireland 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 Science Foundation Ireland Calls impacted.

The SFI Grants and Awards Management System, SESAME, is the primary conduit for reporting. Science Week awardees will be requested to submit their final report by 31st March 2025. 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).

10. Application Submission Checklist

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

1. Complete all sections of the application form via SESAME, Science Foundation Ireland's online grants and awards management system.
 - a. Project Details
 - b. Audience Details
 - c. Evaluation Budget
 - d. Project Team and Collaborators
2. Upload a one-page (max) CV for the project lead and each of the project team members **using the SFI Discover Programme CV Template and written with relevance to this project.**
3. Have you completed and signed the relevant cover sheet?
 - a. **Eligible Research Bodies** should complete, sign, stamp and upload the Eligible Research Body cover sheet (i.e. if your Research Body is listed [here](#)).
 - b. **Other bodies** should complete the below steps to be eligible for the SFI Science Week Call Funding 2024:
 - i. **State Body** (e.g., city or county council) – complete, sign, stamp and upload the Other Body – State Body Cover Sheet available on SESAME.
 - ii. **Other Organisations** (i.e., not an Eligible Research Body or a State Body) complete, sign and upload, relevant cover sheet (Other Organisation Cover Sheet) and all required corporate / financial information as outlined in the Guidance Document/on SESAME. Complete, sign and upload the Declaration of Bona Fides and Letter of Solvency (both available to download from SESAME).
4. 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.

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 to provide a comprehensive submission.

11. Grant Conditions

SFI Discover Grant Terms and Conditions for the Discover Programme Calls can be found [here](#).

11.1. State Aid

As per SFI's Grant Conditions (inclusive of the SFI Discover Grant Terms & Conditions, Letters of Offer and SFI Policy documents), all SFI funding granted under this call is subject to, and must be compliant with, State aid legislation based on Article 107(1) of the Treaty of the Functioning of the European Union (TFEU)⁷.

Recipients of Grant funding must therefore ensure that any funding received from SFI does not, directly, or indirectly, give rise to the granting of State aid.

Recipients of Grant funding from SFI under this call should be aware, as advised in the Call documentation and Letter of Offer, that there is no reliance on State aid Decision(s), the De Minimis Regulation, or the General Block Exemption Regulation.

When SFI awards a Grant under this Programme it is on the understanding that:

- a) The SFI grant will not give rise to the granting of State aid within the meaning of Article 107(1) TFEU;
- b) The SFI Grant will be used only for non-economic activities; and
- c) Where the recipient, in receipt an SFI Grant under this call, is engaged in both economic and non-economic activities, that the recipient has in place appropriate accounting separation processes, such that the two kinds of activities and their costs, funding and revenues can be clearly separated so that cross-subsidisation of the economic activity is effectively avoided.

It is the responsibility of applicants to ensure that State aid does not apply to SFI Grants under this Call. The State aid information in this call document is provided by way of guidance only and it is not a substitute for legal or professional advice, which is the responsibility of applicants.

Guidance on State aid for applicants to and recipients of, SFI grant funding [can be found here](#).

12. Appendix

- [Education and Public Engagement Framework and Impact](#)
- [Making Science Outreach More Accessible](#)
- [The Arts Council – Mapping Your Audience](#)

⁷ [Commission Notice on the notion of State aid as referred to in Article 107\(1\) of the Treaty on the Functioning of the European Union](#)