Guidance for completing the SFI Discover Science and Maths Application form through SESAME

This document provides guidance on how to navigate the online application system (SESAME) and submit your application for the SFI Discover Science and Maths Awards. For details on what you need to do to meet the criteria for each Award Step, please refer to the relevant Award information sheets which can be found on this webpage.

Deadline for submission to Science Foundation Ireland: 1pm on Friday 24th of April 2020.

Click on the link in the email you receive from primaryscience@sfi.ie to gain access to SESAME. The first thing you will be asked to do is change your password. Follow the onscreen instructions and once you have completed this step you can begin your application. If you have registered for an award but have not received an email with a link to SESAME, please contact primaryscience@sfi.ie or 01 607 3247 as soon as possible.

Once your password has been reset you will then be taken to the home screen shown below. In order to start your application, you must first select whether you intend to apply for a Certificate or Plaque by clicking on the relevant tab (circled in red here).
After selecting which type of Award you want to apply for, you will be asked to input information about your school and principal before continuing, as per the screenshot below.

At this stage you must also indicate how you intend to submit your Log of evidence for review i.e. by uploading files directly to SESAME, AND/OR including a URL to a relevant webpage or blog OR posting a hardcopy to SFI.

Please note: if you select to post a hard copy Log of Evidence to SFI you are still required to complete all relevant sections of the online form, but you do not have to upload PDFs/provide a URL in your application. Instead you will be asked to confirm that you have included all relevant evidence in your hard copy Log.

If you indicate that your school has previously been awarded a Plaque of STEM, you will be asked whether you would be interested in participating in a pilot to trial a third level of the Award, the SFI Badge of Excellence. Participation in this pilot is limited to 30 schools for the coming year and the DPSM team will notify you before the end of November if your school has been selected.
Next you must confirm whether the school name that appears at the top if this page is correct, and if you indicate that it is not, a text box will appear for you to enter the correct school name. Please ensure that the school name you include on your application form is correct as this will be the name that appears on your Award.

You must also enter your principal details before moving to the next section. Please take care to ensure that you enter your principal’s email address correctly, as approval from your principal will be required before you can submit your application to Science Foundation Ireland.

Upon completion of this section, click continue to move to the next part of the form. If any information is missing here, a pop up will appear to let you know which information is required before you can move on to the next stage, as per the screenshot below.

Once all your school data has been inputted correctly, a navigation pane will appear above your school’s information (circled in red here). This can be used to move between each of the steps for your award ensuring that you include only relevant information for each step.
Click on the step you would like to provide evidence for first and then scroll down to reveal what needs to be included in this step, as per the screen shot below. The grey section at the top of each step provides guidance on what is required for that individual step (circled in red here).
The text in red indicates compulsory sections whereas the text in black indicates optional sections. Use the text boxes (step 1) and dropdown menus (steps 1-5) to indicate which relevant hands-on investigation or activity you are providing evidence for.

To upload the relevant evidence for each step, scroll down to the evidence section at the bottom of the page, as shown below.

If you have a school blog or website that contains the relevant evidence, use the textbox as shown in the screenshot below to enter a valid URL (webpage address). If you have a video that you would like to include in your log of evidence, you can also use this space to include a URL to where you have uploaded that video e.g. YouTube, Vimeo etc.
There is no limit to the number of URLs that you can include here but please take care to make sure that each one is entered correctly so that our assessors will be able to access all necessary evidence for each step.

If you have prepared your evidence using programmes such as MS Word, MS PowerPoint or other similar programmes, save this in PDF format and then use the upload evidence option, circled in red below, to upload your evidence directly to the relevant step on SESAME. **Please note a maximum of 5 files can be uploaded to each step.**

This will open a new window as shown in the screenshot below and by clicking on the blue folder, circled in red, you can navigate to where you have saved the required file on your computer.
Once you have found the file you want to upload, click open

The file will automatically upload to SESAME as shown below.
If you accidentally upload the wrong document by mistake, use the button (circled in red below) to delete the file. Then repeat the upload steps above to add the correct file. This button also provides an option to rename the uploaded file, as shown below.

You can repeat the process to upload another file or if you are happy that you have uploaded all relevant evidence for this step, click X in the top right hand corner of the pop-up to close out of the upload option.
From the main page of the form you can save your draft application at any stage and return to it later. To save the draft scroll down to the bottom of the page and click the save draft button shown below.

The next time you log in to SESAME you will be able to access your application by clicking the open button next to your application on the home page.
This will bring you back to the main page of your application and you can resume editing by using the navigation pane to move between each step.

When you are satisfied that you have completed all the relevant steps to your award and provided all necessary supporting evidence, the final step that you must complete is to confirm that you have fully completed the application. To do this click on the confirmation tab in the navigation pane as shown below.

Use the tick box at the bottom of this section to confirm that you have completed all sections and provided all relevant information.
Once you have completed the confirmation and are ready to submit your application, click on the Submit to Principal button at the bottom of the page.

You will receive an alert to confirm that your principal details are correct and if not please select “no” and update your principal email before re-clicking “submit to principal”.

After submitting your application to your principal, you will see the following display:

An automated email will be sent to your principal giving them the option to approve your application and submit to SFI for assessment or they can request revisions and return the application to you to amend accordingly.

You can keep track of your application progress on the home page by looking at the application status.
Once you have submitted your application to your principal for approval you will no longer be able to edit the application but will be able to view it as read only. Your principal will receive the following email:

The principal hits the “click here” link circled in red to navigate to the approval section shown in the screenshot below. He/She can preview a PDF version of the application form by clicking the preview button.

If the principal would like to request revisions to the application, he/she should enter the revisions in the text box provided (circled in red below) and click on the request revisions button.
After clicking request revisions the principal will see the following display message and you (the coordinating teacher) will receive an email from primaryscience@sfi.ie outlining the required revisions.

The application status will change to revisions requested so that you can edit it by clicking the open button (circled).
When you return to the main page of the application form you will see a text box containing the requested revisions from your principal as shown below.

When you have amended your application accordingly, you will need to re-complete the confirmation step and then click the Submit to Principal button at the bottom of the page.
Once again, the principal will receive an email from primaryscience@sfi.ie as below:

The principal hits the “click here” link circled in red to navigate to the approval section shown in the screenshot below. He/She can preview the application form to ensure that the relevant revisions have be made. If the principal is satisfied that the application is ready to submit to Science Foundation Ireland, he/she clicks the approve button.
This is the display message that the principal will see and both the principal and coordinating teacher will receive an email from primaryscience@sfi.ie confirming that the application has been submitted.

At this point the status of your application will change to submitted and you will no longer be able to edit it.

Please note that the **deadline for submission of all applications to SFI is 1pm on Friday 24th of April 2020** and therefore it is your responsibility to ensure that your principal has adequate time to review your application before submitting to SFI.