



**Science Foundation Ireland**

**Grants and Awards Management System –  
SESAME**

**Annual Research Outputs Survey**

**User Guide**

**Version: 5.0**

**December 2018**

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<b>Version</b>	5.0
<b>Date</b>	December 2018

# VERSION HISTORY

- VERSION 2.0 INCORPORATING CHANGES MADE TO RESEARCH PROFILE FIELDS AND SUBMISSION PROCESS FOR 2014 RESEARCH OUTPUTS SURVEY
- VERSION 3.0 CHANGE SCREENSHOTS TO REFLECT NEW SCREEN LAYOUTS  
ADD INSTRUCTIONS FOR LINKING PROFILE WITH ORCID ACCOUNT  
ADD INSTRUCTIONS FOR IMPORTING PUBLICATIONS FROM PUBMED AND ORCID  
ADD INSTRUCTIONS FOR BIBTEX PARSING
- VERSION 3.1 CHANGE SCREENSHOTS AND REFLECT NEW SCREEN LAYOUTS  
AMEND INSTRUCTIONS AROUND IMPORTING FROM ORCID ACCOUNT
- VERSION 3.2 UPDATE SCREENSHOTS
- VERSION 4.0 UPDATE SCREENSHOTS  
CHANGE DOCUMENT TITLE  
AMEND INSTRUCTIONS AROUND THE NEW SUBMISSION PROCESS
- VERSION 5.0 UPDATE SCREENSHOTS TO REFLECT RE-DESIGNED RESEARCHER WORKBENCH

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### What is the Research Outputs Survey?

Science Foundation Ireland carries out an annual survey of its active and inactive award holders to gather information on the outputs arising from its funding. In addition to programme planning and evaluation, the data we gather is used to demonstrate to pivotal stakeholders that continued investment in STEM research is justified. We do this by providing quantitative and qualitative evidence, derived from the annual survey, that our researchers are delivering a return to Ireland both in the short and long term.

The survey opens in SESAME each year in December and closes the following January and is completed via your research profile on SESAME.

The purpose of this document is to give clear Instructions on how to complete this survey.

### What is the Researcher Snapshot?

For researchers who held active awards in the reporting period, as part of the Research Outputs Survey, you must ensure that your Researcher Snapshot on SESAME is up-to-date.

The Researcher Snapshots are pdf documents that are published in the Researcher Database on SFI's website and are used by the Foundation to inform third parties about the work being carried out by SFI researchers, with particular emphasis on communicating their work to industry.

The Researcher Snapshots are generated from information entered into your profile by you such as your basic contact details, photo and other details completed by you in the Research Profile section. You will be able to fully review and modify your snapshot before submitting to SFI for approval.

### Research Profile Overview

Your Researcher profile consists of two main types of information.

- General information, ranging from contact information, date of birth, and nationality, to detailed information on key achievements and research outputs. See **Module 2** for information on how to add / edit this data.
- Research Profile information which details your background, team composition and related research outputs. You can add any number of specific activity-based information such as Publications, Conferences/workshops organised, commercial outputs, impacts etc. to your profile and then choose the most significant ones to attribute to a specific annual report or application as required. See **Module 4** for information on how to add / edit data in this section during the survey period.

*It should be noted that you may update your profile / outputs at any time throughout the year. However, the approach may vary. The purpose of this document is to guide you through the update of your research outputs / researcher snapshot and submission of same.*

Although the emphasis of this document is on the Research Outputs Survey, the creation and maintenance of your profile also simplifies the grant application process and annual reporting in a number of important ways.

Your profile is independent of any application, but certain information (known as transactions in SESAME), such as research funding, can be pulled from your profile into your application as required. In addition, general information including contact details and year of PhD (or equivalent) are automatically associated with your application.

For the preparation of annual reports you can select transactions from your profile. Conversely you can create the new transactions within your annual report, which will automatically update your profile.

### Logging into SESAME

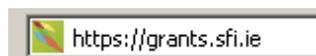
The SESAME Grants and Award Management System is accessed using the Internet and there is no requirement for the installation of SESAME specific software. You can access SESAME from any computer connected to the Internet from any location. However, the configuration of some browsers and internet infrastructure (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 internal IT support team in the first instance.

The SESAME system is accessed using the following Internet address: <https://grants.sfi.ie>

1. Start your **Web Browser**.

	<p>SESAME supports the two most recent versions of Internet Explorer, Chrome and FireFox.</p> <p><u>With Mac we recommend that you use either Firefox or Chrome.</u></p>
---	--

2. Type the SESAME address into the address bar of your browser or click on this link: <https://grants.sfi.ie>.



3. Press the Enter key or click the Go To button. The SESAME login page is displayed:

## Science Foundation Ireland (SFI)

SESAME support is available weekdays between 9AM-5:30PM (Dublin local time). **Support tickets** can be raised by clicking the **Support** “quick link” on your Workbench.

If you are having **login issues**, please click “**Forgot Password?**”. If the issue persists please contact [sesame@sfi.ie](mailto:sesame@sfi.ie)

Please ensure:

- To use **Firefox**, **Internet Explorer** or **Chrome** for optimum SESAME compatibility.
- **Pop-ups** are **ENABLED** in your browser configuration.
- To **not use** the browser **BACK** button when navigating SESAME.

	It would be a good idea to save this page to your ‘favourites’, as you will be using this page frequently.
---	--

### Pop-up Blocker Detection

If your browser has a pop-up blocker enabled, a warning message or banner may be displayed at the top of the SESAME login page, or once logged in. Consult the appropriate browser help facility in order to make the required changes to the browser settings.

You must choose the browser option to allow pop-ups from SESAME. If you do not enable pop-ups when using SESAME, many functions within the system will appear not to function, simply because the associated pop-up window cannot be displayed.

	Sometimes you may find your browser will have more than one pop-up blocker installed through various toolbars, spam blockers, virus checkers etc.  All Pop-up blockers need to be disabled when accessing SESAME.
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### Forget Password?

If you forget your password, click on the “Forget password?” link below the login button. Clicking this link and entering your email address will trigger an email to your email address with a new password.

In order to login you must:

Type your **full e-mail address** when prompted for your Username. Type your case-sensitive **password**. Click the **Login** button. (If you have forgotten your password, click on the “Forgot password?” link below the log in button).

### Login

**Email:**

**Password:**

[Forgot Password?](#)

You are logged into SESAME and the Researcher Workbench is displayed.

Profile Change Password User Guide GDPR Acceptance Test Researcher

Home Activities Helpdes

## Welcome to your SESAME Workbench Test Researcher

Please note, regarding call deadlines, we cannot guarantee a response to helpdesk tickets logged within an hour of the call deadline.

Click [here](#) to create a helpdesk ticket.

 Research Outputs 88%	 Profile	43 Applications Pending Action	2 Scientific Reports Pending Action
2 Financial Reports Pending Action	1 Budgets Pending Action	1 Applicant Response Pending Action	7 Other Items Pending Action

The workbench is divided into a number of areas.

- The main workbench area (or Home screen) in the centre of your screen from which you can access Research Outputs (during the reporting period); your Profile; open applications and other application / award-related activities.
- Shortcuts pinned to the top right-hand corner – including a link to your profile; user guides; helpdesk etc. These are always visible and can help you to navigate back to the Home screen above and other important areas of the workbench.

***In these guidelines, we are concerned only with the Profile / Research Outputs section of your workbench and more specifically in submitting your profile during the Research Output Survey period. If you are looking for more general SESAME instructions, please refer to the [Researcher User Guide for SESAME Award Management System](#) accessible on our website.***

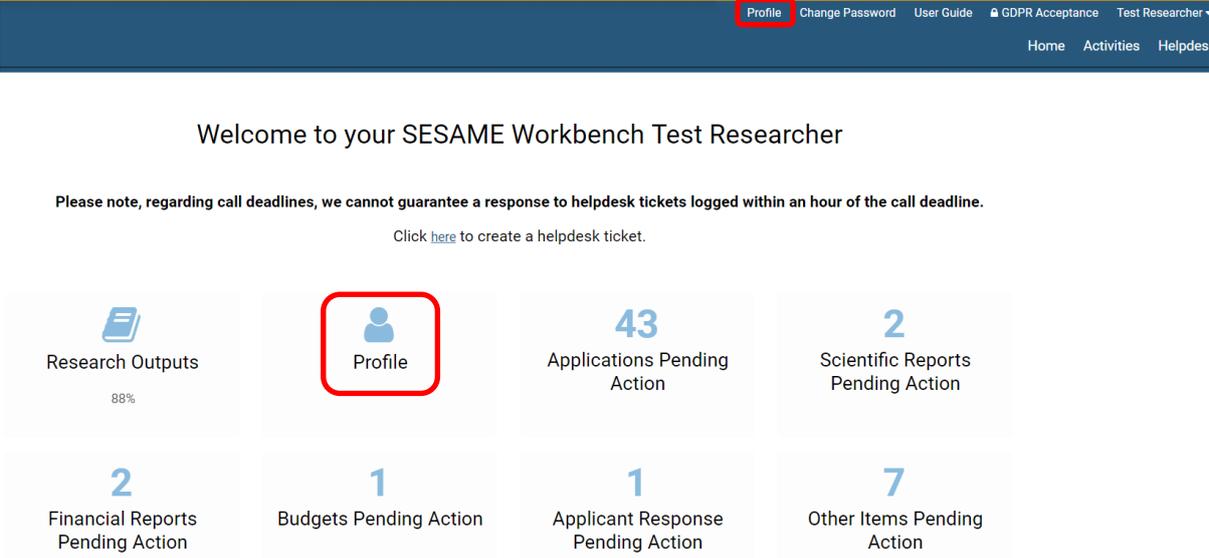
## Module 2: Managing your Contact Information

### Updating your Profile

A very basic researcher profile will have been created by research office staff when they first add your contact details to SESAME.

	<ul style="list-style-type: none"><li>• You do not need to update your profile in any particular sequence nor do you need to complete the process in a single session.</li><li>• You can log in as often as you need in order to complete your profile.</li><li>• <b>You can start an SFI application or Annual Progress Report without completing your profile but you should have completed the mandatory fields (shown in red) before submitting them for review.</b></li><li>• You should remember to update your profile on a regular basis.</li></ul>
---	---

1. Log in to SESAME using the instructions in Module 1 and view your Researcher workbench.
2. You can access your profile by clicking on the **Profile** links in the main area of the Home screen on the top right of your workbench (red boxes).



Welcome to your SESAME Workbench Test Researcher

Please note, regarding call deadlines, we cannot guarantee a response to helpdesk tickets logged within an hour of the call deadline.  
Click [here](#) to create a helpdesk ticket.

Research Outputs 88%	Profile	43 Applications Pending Action	2 Scientific Reports Pending Action
2 Financial Reports Pending Action	1 Budgets Pending Action	1 Applicant Response Pending Action	7 Other Items Pending Action

The Profile page is displayed.

## Prof. Test Researcher

**GENERAL**

AWARD ADMIN REPORTS

**ADDITIONAL CONTACT INFORMATION**

SFI PIN/ORCID ID

REPORTS

**First Name:**

**Last Name:**

**Job Title:**

**Prefix:**

**Suffix:**

**Phone:**

**Phone Ext.:**

The profile screen consists of a General Contact Details (default); Additional Contact Details; Identifier details (where you can find your SFI PIN, your ORCID and other relevant identifiers); and Reports (full reports of all research outputs reported in a format which may be uploadable into other systems).

### Editing Basic Contact Information

To edit your contact details, click on both the General and Additional Contact Information tabs enter the relevant data and Save.

1. Enter your **General Profile details** as appropriate.
  - Mandatory fields are indicated in red, all other fields are optional.
2. Please ensure that any existing information is correct and up to date.
3. Click on **Save**.

	<p>Remember, if you change your email address, you should also update your profile. You should then use your updated email address for future logins.</p>
---	---

## Module 3: Updating your Researcher Snapshot

Upon completion of this module you will be able to:

- Update your Researcher Snapshot
- Submit your Snapshot to SFI
- Extract your Approved Snapshot

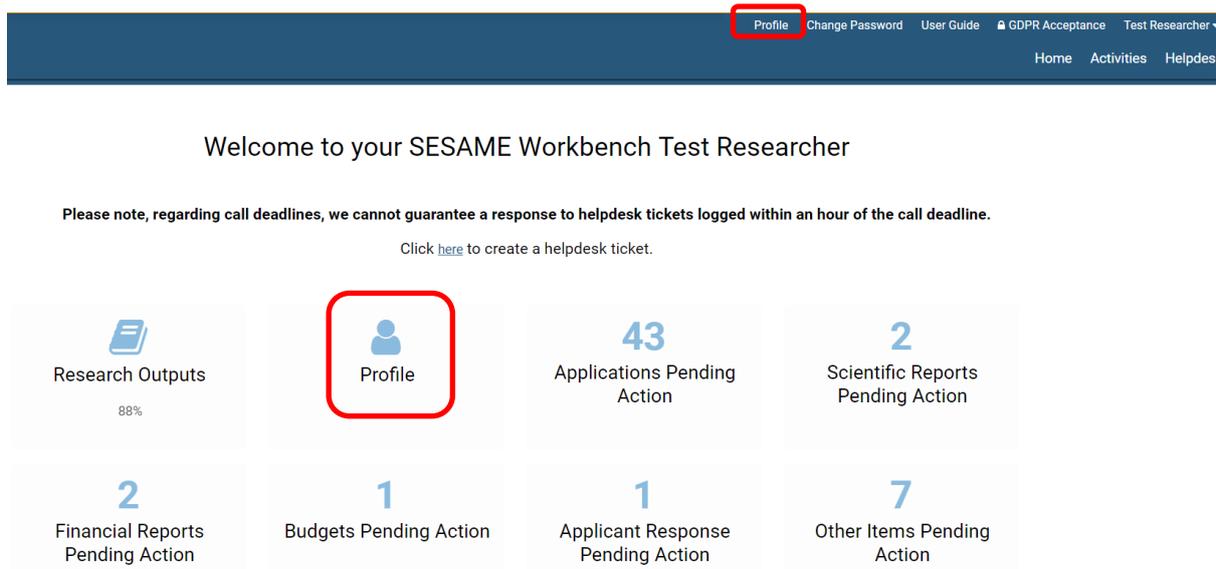
The Researcher Snapshots are pdf documents that, once approved, are published in the Researcher Database on SFI's website and are used by the Foundation to inform third parties about the work being carried out by SFI researchers, with particular emphasis on communicating their work to industry.

The Researcher Snapshots will be generated from information entered into your profile by you such as your basic contact details, photo and other details completed by you in the Research Profile section. You will be able to fully review and modify your snapshot before submitting to SFI for approval. **As this will be in the public domain, please ensure that you are satisfied that there is no confidential information included.**

\*\*\*Please note that, since the introduction of the New Researcher Workbench, and on request from Researchers, the Researcher Snapshot has been moved from a separate tab into General tab of the Researcher's Profile, where it sits below the research outputs data entry sections. See instructions below.

### Updating the Researcher Snapshot

1. Log in to SESAME using the instructions in Module 1 and view your Researcher workbench.
2. Navigate to your profile by clicking on the **Profile** buttons in the centre of the main Home Screen OR on the top right of your workbench (red boxes).



Welcome to your SESAME Workbench Test Researcher

Please note, regarding call deadlines, we cannot guarantee a response to helpdesk tickets logged within an hour of the call deadline.  
Click [here](#) to create a helpdesk ticket.

Research Outputs 88%	Profile	43 Applications Pending Action	2 Scientific Reports Pending Action
2 Financial Reports Pending Action	1 Budgets Pending Action	1 Applicant Response Pending Action	7 Other Items Pending Action

3. The Profile page is displayed.

Prof. Test Researcher

GENERAL
 AWARD ADMIN REPORTS    ADDITIONAL CONTACT INFORMATION    SFI PIN/ORCID ID    REPORTS

**First Name:**

**Last Name:**

**Job Title:**

**Prefix:**

**Suffix:**

**Phone:**

**Phone Ext.:**



4. Click on the **General** tab
5. Scroll down to below the Research Outputs section (i.e. Publications, etc)

Ireland For what's next

GENERAL
    AWARD ADMIN REPORTS    ADDITIONAL CONTACT INFORMATION    SFI PIN

---

**Researcher Snapshot**

Researcher Snapshots provide an overview of the research activities of SFI awardees and, once submitted, data entered into the fields below are appropriate for public release.

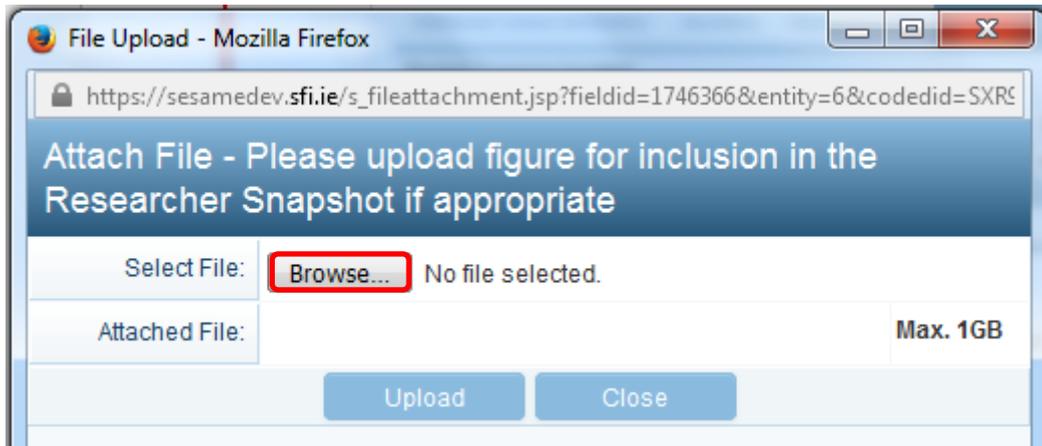
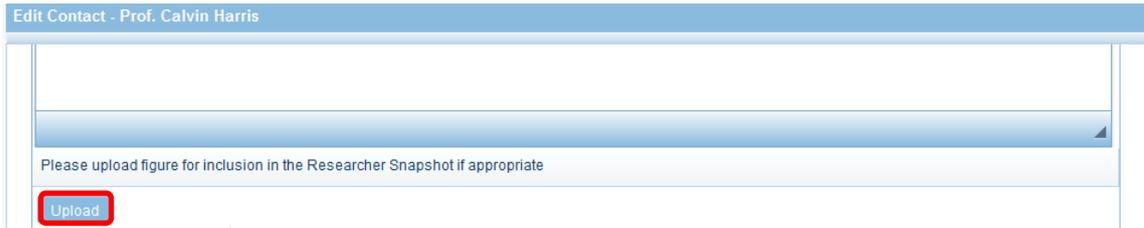
**Research Programme Description**

Source
Image
Table
Cut
Copy
Paste
Undo
Redo
Search
Find
Print
Check
Fullscreen
Help

Image
Table
Omega
Styles
Format
Font
Size
Text Color
Background Color
Link

The SFI Researcher Database provides a facility to search for SFI funded researchers by name, award type

6. Complete these fields as required. If you wish to use text formatting please use the formatting tools on each of the fields you are completing. Please refrain from copying and pasting already formatted text into these fields.
7. Researchers may also add a figure to their snapshot by uploading a picture in .jpg or .img format to the following field by using the Upload button beside "Please upload figure for inclusion in the Researcher Snapshot if appropriate".  
  
 This figure will appear under your Key Highlights and Impacts Arising from Research section on the completed snapshot.
8. Click on **Upload** below the field and then click on **Browse** to select the file from your hard drive before clicking Upload again.



9. Clicking **Save** on the main page will display the figure on the page and the snapshot.



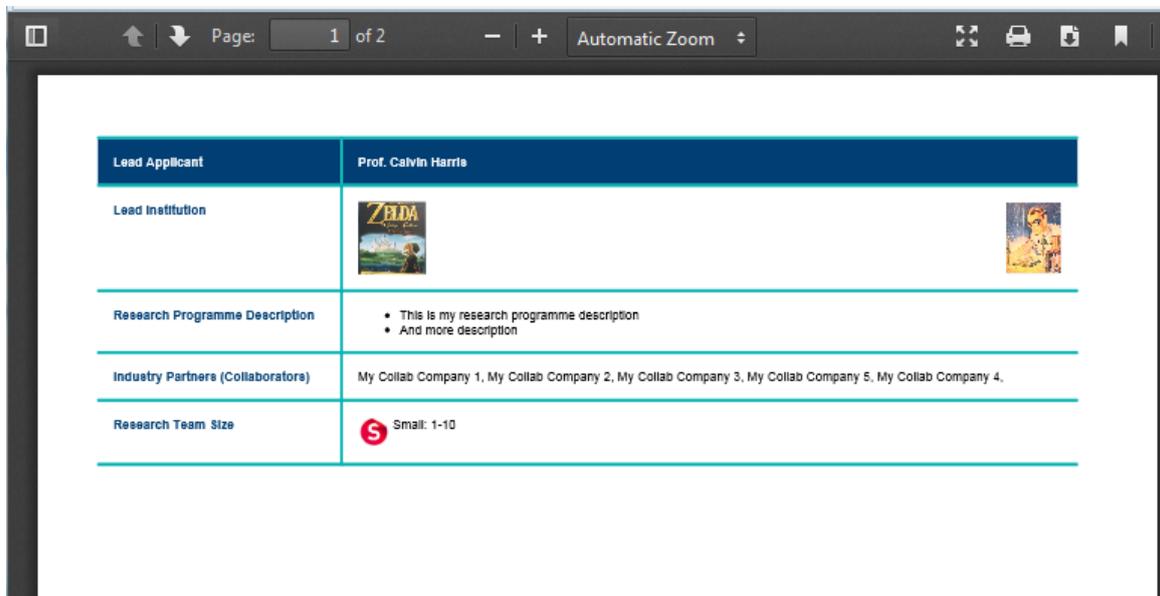
10. Should you need to update or delete this figure, click on the **Upload** button beside it and click **Delete** or **Browse** to find another file and follow the steps above.
11. You can also preview your snapshot at any time in the process before submitting by clicking on the **Open** button beside Preview Snapshot.

### Previewing and amending the Researcher Snapshot before submission

Your Researcher Snapshot will also pull information from other sections of your Profile and you will need to update and review these sections ahead of submission. You can preview your Researcher Snapshot by clicking on **Open** beside the Preview Snapshot section within the Researcher Snapshot tab.



This will open a PDF version of your snapshot. This is only a draft version of your snapshot and can be amended by going into the fields as specified below. After making changes across your profile, click the **Save** button at the bottom of the profile before opening the PDF in the **Preview Snapshot** section.



### Lead Applicant

Your name will be pulled from the Edit Contact section of your Profile. Please ensure this is completed correctly. It will be extracted in the format of Prefix\_First Name\_Last Name

**Edit Contact - Prof. Calvin Harris**

First Name:	<input type="text" value="Calvin"/>
Last Name:	<input type="text" value="Harris"/>
Job Title:	<input type="text" value="Head of Dept"/>
Prefix:   Suffix:	<input type="text" value="Prof."/> <input type="text"/>

### Lead Institution Logo and Researcher Photo

The standard logo for your Research Body will appear on the Researcher Snapshot PDF beside the Lead Institution section. This logo will be added by SFI and will appear automatically.

Under the Identifiers section of your profile you will be able to upload your photo which will display on the completed snapshot. This is detailed in Module 1 of this guide.

### Research Programme Description

This section pulls from the Research Programme Description text section under the Researcher Snapshot tab.

## Industry Partners (Collaborators)

A list of industry collaborators will automatically be included from the Non-Academic Collaborations section of your SESAME Research Profile. If you do not wish for an industry collaborator's name to appear on your public Researcher Snapshot, you must specify this for the relevant industry collaborator in the Non Academic Collaborations section of the Researcher Profile. If on review of your snapshot, you are satisfied that the companies listed are interactions that you may make public, you do not have to take any further steps.

If you wish to amend visibility of any interactions you have previously included as part of your Research Profile, you can follow the steps below:

1. Navigate to your **Profile** tab of your profile and show the Non Academic Collaborations section.
2. Click on **Open** beside the specific record.

Non Academic Collaborations (5)							Add New	Hide
Edit/View	Date Began	Date Ended	Organisation Type	Organisation	Location	Primary Proposal Attribution		
<a href="#">Open</a>	27/11/2015		MNC	My Collab Company 1	Ireland	Other SFI award		

3. This will open the record. After ensuring that all other mandatory fields are completed, go to the bottom of the record and review the field "Are you happy to share the information on this collaboration externally. Click **here** for information". By clicking on the link you will be able to review how SFI will use this information.
4. Select **Yes** and the company name will be automatically added to your snapshot on SESAME. If you select **No**, the company name will not be added to the snapshot.
5. If you are creating new records for Non-Academic Collaborations, follow the steps above and ensure to review each entry to approve that the company name may be used by selecting Yes or No as in step 2(d) above.

## Research Team Size

1. For each team member you have added under the Research Profile Team Members section you will have to confirm if you wish them to be included in your Researcher Snapshot as part of the Research Team Size.
2. To include team members on your snapshot please click on the Team Members section on your Research Profile.

**GENERAL**

AWARD ADMIN REPORTS ADDITIONAL CONTACT INFORMATION SFI PIN/ORCID ID REPORTS

Prefix:

Suffix:

Phone:

Phone Ext.:

Email:

Last Updated: 04/12/2018 23:33



**Research Profile**

After modifying any of the transactions listed below please click **Save** button to update **Research Profile** tab.

- Education (4) [Add New](#) [Show](#)
- Employment (2) [Add New](#) [Show](#)
- Professional Societies (1) [Add New](#) [Show](#)
- Significant Distinctions / Awards (7) [Add New](#) [Show](#)
- Funding Diversification (30) [Add New](#) [Show](#)
- Team Members (728)** [Add New](#) [Hide](#)

Start Date	Departure	Position Within the	Current/Former	Primary Research
------------	-----------	---------------------	----------------	------------------

- Please note: For previously created transactions, you must go into each record and confirm whether the team member should be included or not. To do this please click on Open beside each transaction within Team Members and update the record.

View List New

After modifying a

Primary Proposal Attribution: Other NON-SFI award

Secondary Attribution:  Other SFI award  Other NON-SFI award

Position within the Team: Co-Principal Investigators

Include Team Member in Researcher Snapshot: Yes

First Name: test

Last Name: test

Gender: Male

Affiliation of Team Member: Please Select

Prior Affiliation:

Nationality: Ireland

Highest Degree:

Start Date (with the Team): 01/01/2011

Masters Graduation Date: dd/mm/yyyy

PhD Graduation Date: dd/mm/yyyy

Use this person departed

Team Member

Edit/View

Open

Open

Open

Innovation

- If you have selected **Yes** on the “Include Team Member in Researcher Snapshot” section, this number will be counted and updated on your combined Researcher Snapshot document. This is calculated as you being one team member, and every additional team member is added to this calculation. These will be displayed on the Team Member Size section of the snapshot with the following logic: Small: 1-10; Medium: 11-25; Large: 25+
- To view this click on the **Open** button beside Preview Snapshot.

Research Team Size	<b>S</b> Small: 1-10
--------------------	----------------------

### Expertise

This section pulls from the Expertise text section under the Researcher Snapshot section of your profile.

### Infrastructure

This section pulls from the Infrastructure text section under the Researcher Snapshot section of your profile.

### Key Highlights and Impacts Arising from Research

This section pulls from the Key Highlights and Impacts Arising from Research text section under the Researcher Snapshot section of your profile.

### Figure

If you have uploaded a figure to the “Please upload figure for inclusion in the Researcher Snapshot if appropriate” section, this will display below the Key Highlights and Impacts Arising from Research section on the PDF

## Contact Details

Your contact details will be automatically pulled from your SESAME profile on to your Researcher Snapshot in the following format:

Name:

Telephone:

Email:

Web:

Please also ensure that these details are correct on the basic contact details and the Additional Contact Details before submitting your snapshot.

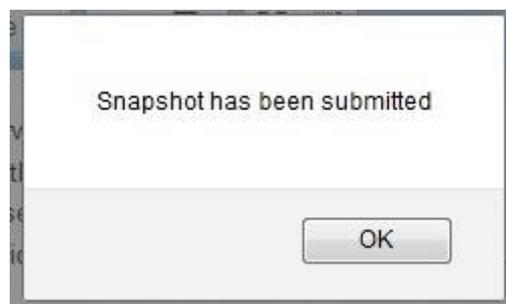
## Submitting your Researcher Snapshot

Once you have completed and reviewed all sections of your Researcher Snapshot, you can then submit the snapshot to SFI for review.

1. Click on the button **Submit to SFI** under the Researcher Snapshot.



2. You will get a pop up to confirm that the snapshot has been submitted.

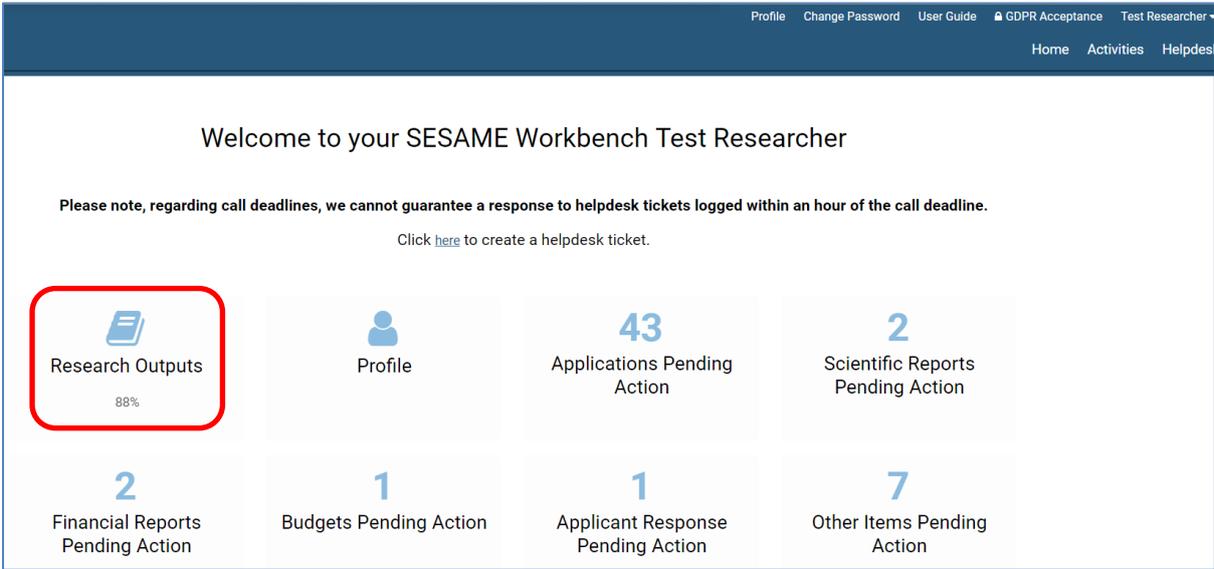


3. Please click **Save** to view the history of the submitted snapshot
4. This will show the current snapshot under the View Current Snapshot section.
5. SFI will receive notification once you have submitted your snapshot. SFI may request revisions or updates to your snapshot. You will be able to make amendments to your snapshot and resubmit by clicking on the **Submit to SFI** button once gain.
6. **Once SFI has approved your snapshot, you will be able to see it under the View Approved Snapshot section**

View Approved Snapshot	#	File Name	Size	Date
------------------------	---	-----------	------	------

## Module 4: Completing the Research Outputs Survey

During the yearly Research Outputs period, you will be reminded in SESAME that you have to complete and submit your profile to SFI. During this period, an “Research Outputs” button will appear on your home screen as you log in to the system. By clicking this button you will be taken to the Research Outputs data entry screen. As you fill in the individual sections, you will be able to update and track your progress in a progress bar.



Profile Change Password User Guide GDPR Acceptance Test Researcher

Home Activities Helpdes

Welcome to your SESAME Workbench Test Researcher

Please note, regarding call deadlines, we cannot guarantee a response to helpdesk tickets logged within an hour of the call deadline.  
Click [here](#) to create a helpdesk ticket.

 Research Outputs 88%	 Profile	43 Applications Pending Action	2 Scientific Reports Pending Action
2 Financial Reports Pending Action	1 Budgets Pending Action	1 Applicant Response Pending Action	7 Other Items Pending Action

Please follow these instructions to complete a Research Outputs submission and Submit your profile **during the current Research Outputs survey period.**

*Note: to update your Research Outputs outside of the survey period (or to update records from previous years), click on the Profile button on the home screen (or at top right) and navigate to the “Research Profile” tab. See module 3 of the general [SESAME Researcher User Guide](#) for instructions.*

1. Click on the “**Research Outputs**” button (highlighted above) on your home screen and the following form will appear. You can use this form to keep track of what sections of the profile you have completed and what is outstanding. For each section, please select Yes/No from the drop down list. (Yes = section updated; No = section not yet updated). You will not be able to submit your profile if any of these sections are flagged as No.

For researchers who held an active award during the reporting year, the form contains the following items:

Significant Distinctions / Awards; Funding Diversification; Team Members; Innovation & Commercialisation Activities; Publications & Proceedings; Presentations; Academic Collaboration; Non Academic Collaborations; Conferences / Workshops / Seminars Organised; Communications Activities; SFI Funding Ratio; Education & Public Engagement (EPE); Technical Reports; Impacts and Researcher Snapshot

For inactive researchers, you are only asked to complete sections on Publications, Innovation & Commercialisation Activities; and Impacts.

## Adding Research Output records

*Please remember that the purpose of this form is to facilitate the creation and update of records relating to the reporting year only.*

*You CAN create records for other years but they will not show (and cannot be modified) from this form. Should you wish to edit data from previous years you must click on the Profile link / button at the top / bottom of the page and scroll down to the "Research Profile" tab.*

Research Outputs 2018

Please add / edit 2018 Research Outputs below. When you have finished and are happy with the summary statements below each heading, select 'Yes' from the drop down box within that section. You will not be able to Submit if any of the answers are No. If you wish to update outputs from non-2018 years, you may do so by clicking the 'Back to Profile' button at the bottom of the page and navigating to the 'Research Profile' tab.

88% Save and Refresh

Output Type Confirm

**Significant Distinctions / Awards:**  
You have reported 0 awards / distinctions in 2018 Add New Show / Hide Yes

**Funding Diversification:**  
You have reported 0 new funding transactions in 2018 Add New Show / Hide Yes

**Team Members:**  
There were 120 people active in your team in 2018  
0 people departed your team in 2018 and 1 people moved to a new position within the team

1. Click **Add new** next to the Research Output section that you wish to modify by adding a new record.

Dublin City University (DCU) Researcher Workbench

Research Outputs 2017

Please add / edit 2017 Research Outputs below. When you have finished and are happy with the summary statements below each heading, select 'Yes' from the drop down box within that section. You will not be able to Submit if any of the answers are No. If you wish to update outputs from non-2017 years, you may do so by clicking the 'Back to Profile' button at the bottom of the page and navigating to the 'Research Profile' tab.

0% Save and Refresh

Output Type Confirm

**Significant Distinctions / Awards:**  
You have reported 0 awards / distinctions in 2017 Add New Show / Hide Yes

**Funding Diversification:**  
You have reported 0 new funding transactions in 2017 Add New Show / Hide Yes

**Team Members:**  
There were 0 people active in your team in 2017  
0 people departed your team in 2017 and 0 people moved to a new position within the team

**Innovation & Commercialisation:**  
You have reported 0 new licences in 2017 Add New Show / Hide Yes

**Publications & Proceedings:**  
You have reported 0 new publications in 2017 Add New Show / Hide Yes

New Significant Distinctions / Awards

Year: 2017

Details of Award / Distinction:

Awarding Body:

First Name of Awardee:

Last Name of Awardee:

Save

2. Fill in at least all the mandatory fields (marked in red). Click **Save** and close the window.

Dublin City University (DCU) Researcher Workbench

Research Outputs 2017

Please add / edit 2017 Research Outputs below. When you have finished and are happy with the summary statements below each heading, select 'Yes' from the drop down box within that section. You will not be able to Submit if any of the answers are No. If you wish to update outputs from non-2017 years, you may do so by clicking the 'Back to Profile' button at the bottom of the page and navigating to the 'Research Profile' tab.

0% Save and Refresh

Output Type Confirm

**Significant Distinctions / Awards:**

You have reported 1 awards / distinctions in 2017

Add New Show / Hide Yes

3. While the record is now saved, it will not be visible under the Show / Hide list until you have clicked on **Save and Refresh** (you can also click on **Save** at the bottom of the page).
4. When you have added all records for a given Research Output type (say Publications) and you are happy with the summary statement (e.g. "You have published 3 journal articles..."), **select Yes** from the Confirmation drop down box for this section.

Dublin City University (DCU) Researcher Workbench

Research Outputs 2017

Please add / edit 2017 Research Outputs below. When you have finished and are happy with the summary statements below each heading, select 'Yes' from the drop down box within that section. You will not be able to Submit if any of the answers are No. If you wish to update outputs from non-2017 years, you may do so by clicking the 'Back to Profile' button at the bottom of the page and navigating to the 'Research Profile' tab.

0% Save and Refresh

Output Type Confirm

**Significant Distinctions / Awards:**

You have reported 1 awards / distinctions in 2017

Add New Show / Hide Yes

5. Click on **Save and Refresh** at the top / bottom of page. This will update the progress bar at the top of the form.

Dublin City University (DCU) Researcher Workbench

Research Outputs 2017

Please add / edit 2017 Research Outputs below. When you have finished and are happy with the summary statements below each heading, select 'Yes' from the drop down box within that section. You will not be able to Submit if any of the answers are No. If you wish to update outputs from non-2017 years, you may do so by clicking the 'Back to Profile' button at the bottom of the page and navigating to the 'Research Profile' tab.

0% Save and Refresh

Output Type Confirm

**Significant Distinctions / Awards:**

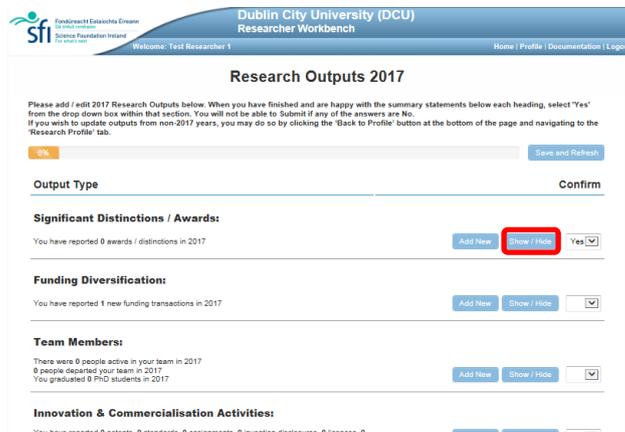
You have reported 1 awards / distinctions in 2017

Add New Show / Hide Yes

**Note:** For the most part, records are ordered according to a transaction ID; new additions go to the bottom of the list. With categories such as Publications and Proceedings, where you may need to add new transactions periodically, adding the most recent last will keep the list in date order, if so desired. Team members are ordered by Name.

## Viewing or Editing records relevant to the reporting period

1. Click **Show/Hide** next to the Research Output section you wish to modify. This will show all records relating to the current reporting period only. To find out how to update records from an earlier period see the last section of this module.



2. Click **Open** next to the record you wish to edit.



Edit/View	Year	Awarding Body	Details of Award / Distinction	Team Members Name	Transaction ID
Open	2017	asd	asd	asd asd	282970
Open	2017	NNN	AAAA	UUU KKK	282971

3. Make the relevant changes and click **Save** and close the window.

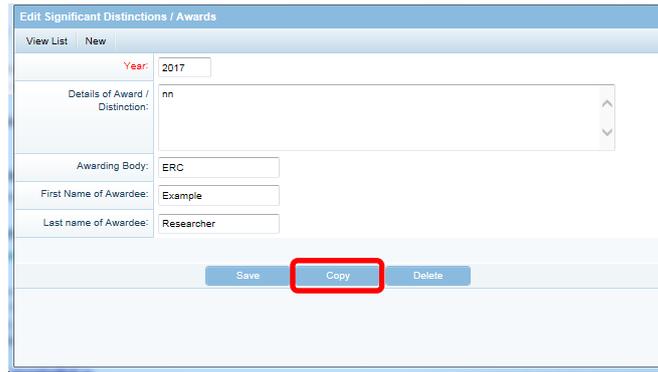
## Copying a record

If you wish to create a record that is similar to an existing one, click on **Show/Hide** next to the section in question. Then select the record you wish to copy and click on the **Open** button next to it.

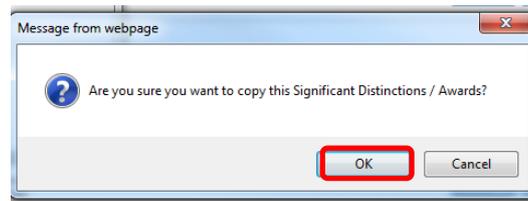


Edit/View	Year	Awarding Body	Details of Award / Distinction	Team Members Name	Transaction ID
Open	2017	asd	asd	asd asd	282970
Open	2017	NNN	AAAA	UUU KKK	282971

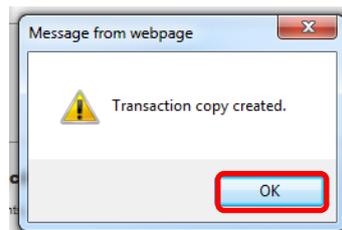
1. Click on **Copy**. This will create a new record with all of the details of the original record included.



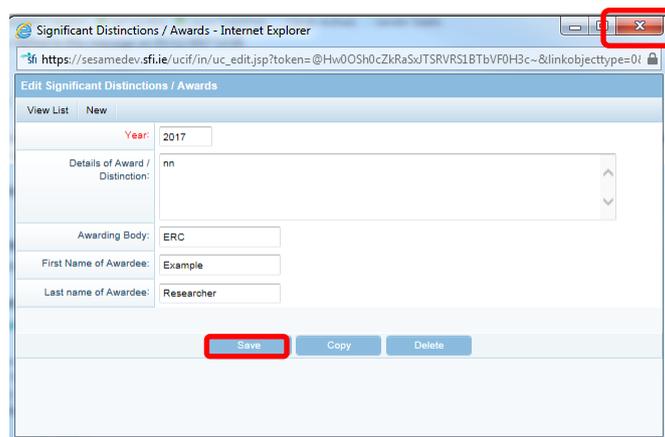
2. A pop-up window will appear, click on **OK**.



3. A further confirmation pop-up window will open, click on **OK**.



4. Make the necessary changes to the record and press **Save**. Close the window.



### Deleting a single record

If you wish to delete a single record, click on **Show/Hide** next to the section in question. Then select the record you wish to delete and click on the **Open** button next to it.

Output Type Confirm

**Significant Distinctions / Awards:**

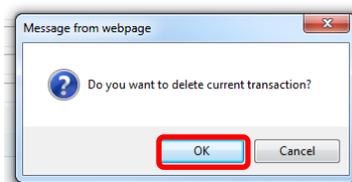
You have reported 2 awards / distinctions in 2017 Add New Show / Hide No

Edit/View	Year	Awarding Body	Details of Award / Distinction	Team Members Name	Transaction ID
<b>Open</b>	2017	asd	asd	asd asd	202070
Open	2017	NNN	AAAA	UUU KKK	202071

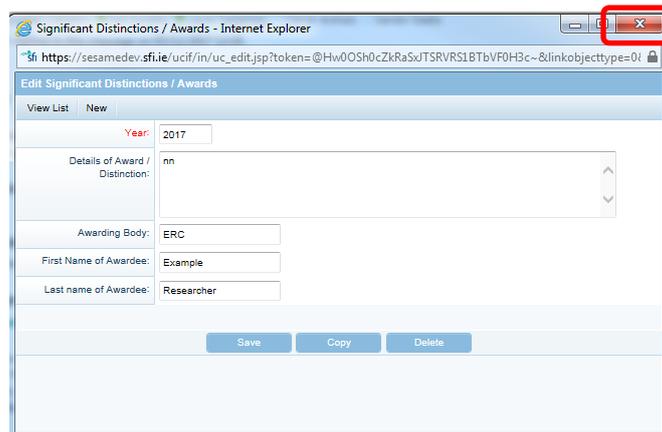
1. Click on **Delete**.

Form fields include: Year (2017), Details of Award / Distinction (nn), Awarding Body (ERC), First Name of Awardee (Example), Last name of Awardee (Researcher). Buttons: Save, Copy, Delete.

2. A pop-up window will appear, click on **OK**. **CAUTION: This cannot be undone.**



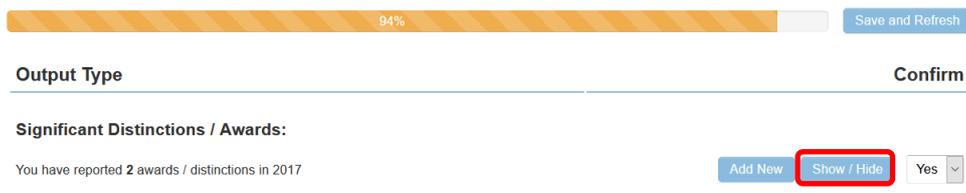
3. Close the window.



## Deleting multiple records

If you wish to cancel multiple records:

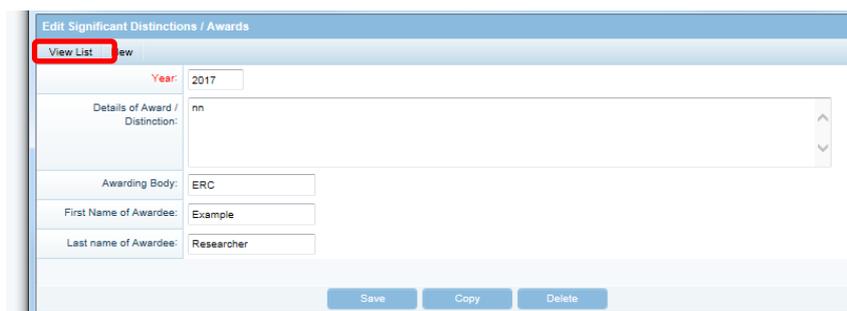
1. Click on **Show/Hide** next to the section in question.



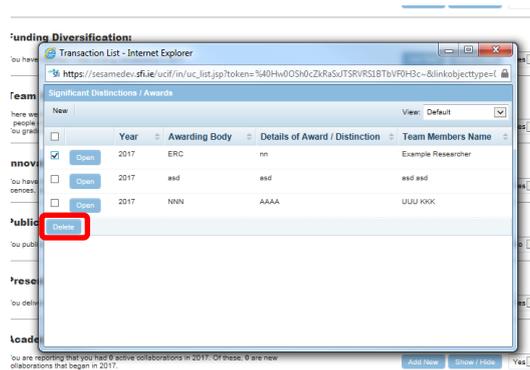
2. Click **Open** next to any record.



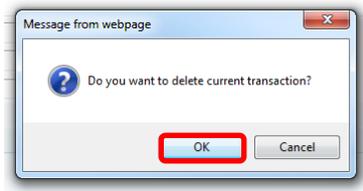
3. Then click on **View List** at the top left corner.



4. Select the records you wish to delete and click on the **Delete** button on the bottom left corner.



5. A confirmation pop-up window will appear, click on **OK**. **CAUTION: This cannot be undone.**



## Tracking Progress / Marking a Section Complete

As you may be updating your records over a number of days, you may wish to keep track of which sections are complete so that you do not have to revisit them prior to submission. To do this:

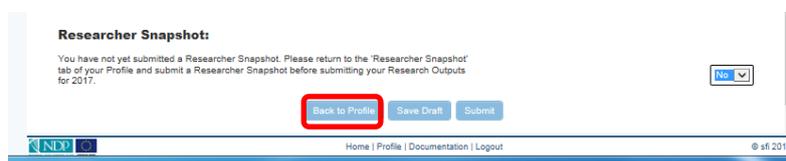
1. Click on **Save and Refresh** at the top /bottom of the page to ensure the summary statements capture all recent updates.

2. Once you are happy that you have added all records to a given section and that the summary statement(s) for that section are accurately reflecting your outputs, select '**Yes**' from the confirmation drop down box within that section.

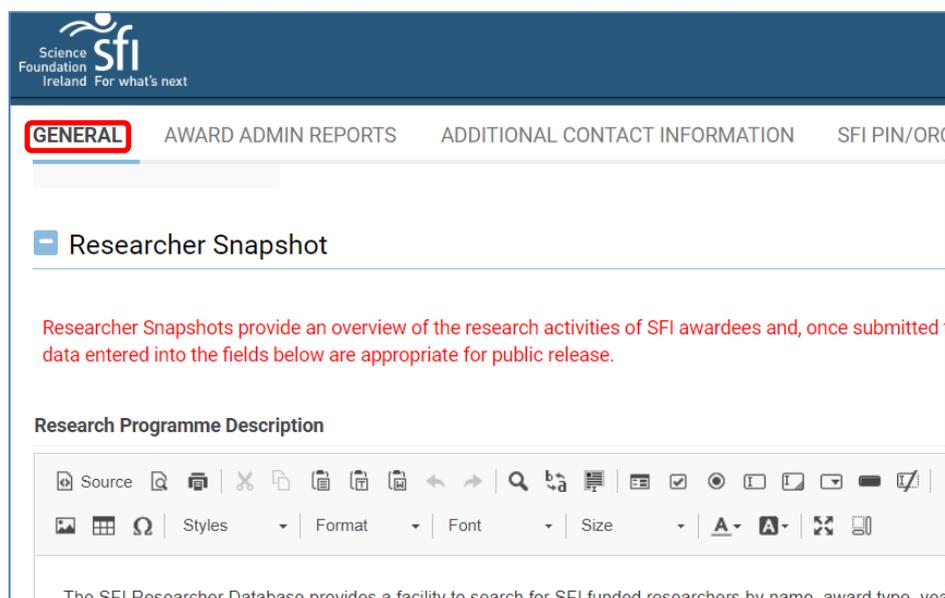
3. Click on **Save and Refresh** again and the progress bar will update to reflect this progress.
4. When all sections are marked as complete, the progress bar will rise to 94%. To complete your Research Outputs submission, you must click on Submit at the bottom of the page. Only then will the progress bar go to 100%.
5. Please note that you will not be able to Submit if any of these drop down boxes are set to No or are blank.

## Checking your Researcher Snapshot

1. The final section in the Research Outputs form is the Researcher Snapshot. The summary statement will let you know the status / action required. Unfortunately, however, you cannot view your snapshot from this form.
  - a. If the summary statement indicates that your Snapshot is submitted and under review by SFI, you may **select Yes** from the Confirmation drop down box to mark it as complete.
  - b. If the summary statement indicates that you have not yet submitted a Snapshot or that your current Snapshot requires revision, proceed to Step 2 to update and submit an up-to-date / revised Snapshot.
  - c. If the summary statement indicates that your Snapshot has been approved you should proceed to step 2 simply to check that you are happy that the Snapshot is still current.
2. Click on **Back to Profile** or **Profile** on the bottom or top of the page.



3. This brings you back to your main profile. Scroll down past your research output data to the **Researcher Snapshot** tab.



4. If your Snapshot has previously been approved by SFI, scroll down to view the approved Snapshot. If you are happy that it is up to date, skip to step 9 below to return to your Research Outputs Survey, otherwise proceed to update and submit your Snapshot.

Please ensure that all relevant fields have been completed, formatting is consistent using font type Arial size 12 in all sections, and that your Researcher Snapshot fits within the 2-page template design

Open ?

View Submitted Snapshot: # File Name

1. Snapshot 1102 ?

Snapshot Buttons: Submit to SFI ?

5. Full instructions for completing the Snapshot are in Module 3 above.
6. Scroll down and click on **Save**.
7. Scroll down and click on **Submit to SFI**.

Please upload figure for inclusion in the Researcher Snapshot if appropriate

Upload

Preview Snapshot

Before submitting your Researcher Snapshot, please ensure that all relevant fields have been completed, formatting is consistent using font type Arial size 12 in all sections, and that your Researcher Snapshot fits within the 2-page template design

Open ?

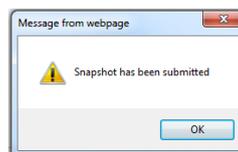
View Submitted Snapshot: # File Name

Snapshot Buttons: **Submit to SFI** ?

Previous Next

Submit to SFI

8. A pop-up window will confirm your successful submission, click on **OK**.



9. To return to the Research Outputs checklist and to submit your profile, click on **Update Progress / Submit** next to the progress bar.

Profile Change Password User Guide GDPR Acceptance Test Rese

Home Activities H

GENERAL AWARD ADMIN REPORTS ADDITIONAL CONTACT INFORMATION SFI PIN/ORCID ID REPORTS

Phone Ext.: 123

Email:

Last Updated: 04/12/2018 23:33

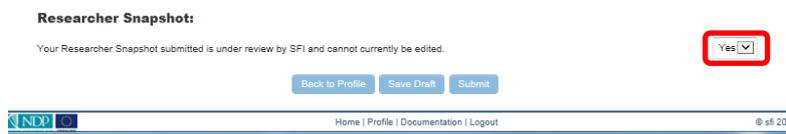
Research Outputs Progress:  **Update Progress / Submit**

Research Profile

After modifying any of the transactions listed below please click **Save** button to update **Research Profile** tab.

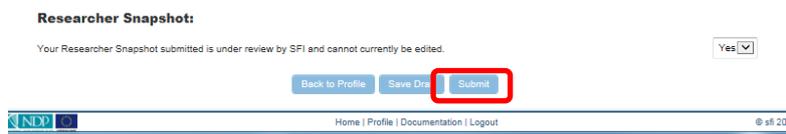
Education (4)

10. Scroll down and select 'Yes' from the drop down box next to Researched Snapshot.



## Submitting your Research Outputs

1. When you have finished filling the sections and are happy with the summary statements below each heading, select 'Yes' from the drop down boxes within each section. Please note that you will not be able to Submit if any of the answers are No.
2. If there are entries under a given section where mandatory fields have not been completed, these will be highlighted in red under the relevant section heading. You will not be able to submit your profile if these records are not completed.
3. Please review the summary statements under each heading carefully. Make sure you are happy with all of them and that you have selected the option 'Yes' next to all sections. Finally, at the bottom of the checklist, click on **Submit**.



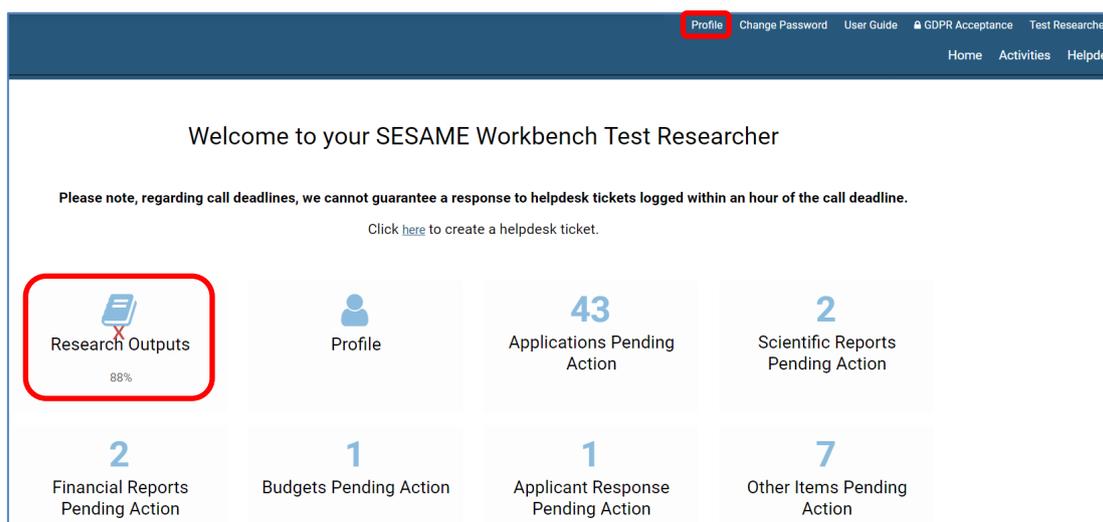
	<p>To update older or future outputs, please click the 'Back to Profile' button at the bottom of the page and navigate to the 'Research Profile' tab. For further instructions, please refer to the Researcher User Guide for SESAME Award Management System accessible in: <a href="http://www.sfi.ie/funding/award-management-system/">http://www.sfi.ie/funding/award-management-system/</a>.</p>
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## Updating Older Research Outputs (not relevant to the current reporting year)

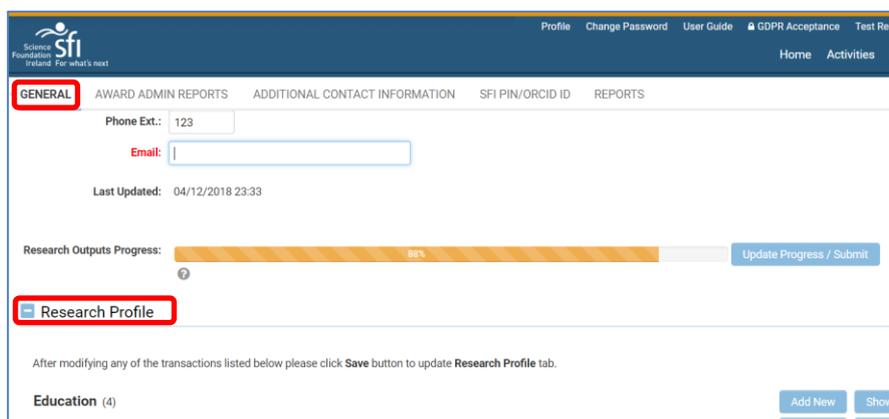
This purpose of this document is to provide instructions for completing your Research Outputs Survey for the year just gone. The form used for this purpose, therefore, allows for the update of records for that year ONLY.

However, you can still add / amend records related to any year directly in your profile, without using the Research Outputs 20XX form. To do so:

1. Click on **Profile** from your Home Screen; or click on **Profile** in the top right corner from any screen.



2. Under the “General” tab scroll down to the Research Outputs section.



Each output / transaction type has associated Add new and Show buttons next to them, similar to the Research Outputs form, which allows the user to create new transactions and view existing transactions, respectively.

A number (in parentheses) next to each heading represents the number of transactions listed under that heading e.g. Funding Diversification (2) indicates that there are two Funding Diversification transactions entered under this heading. The user can either click on the Funding Diversification heading or the “Show” button to view this record. Clicking on the header or the Hide button will hide the details again. The following transaction types are available.

Education  
Employment  
Professional Societies  
Significant Distinctions/Awards  
Funding Diversification  
Team Members  
Innovation & Commercialisation Activities  
Publications & Proceedings  
Presentations  
Academic Collaboration  
Non Academic Collaborations  
Conferences / Workshops / Seminars Organised  
Communications Activities  
SFI Funding Ratio  
Education and Public Engagement (EPE)  
Technical Reports

## Module 5: Importing Publications

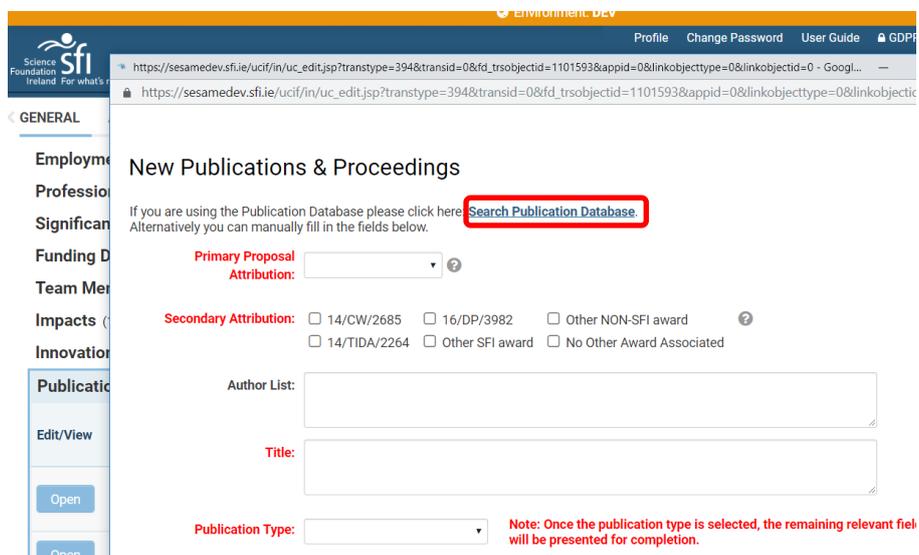
In addition to manually entering publications, there are alternative facilities within SESAME to import publications individually and in bulk from external sources.

It should be noted that only a certain number of fields will be imported. Any remaining fields will have to be manually entered to complete the record.

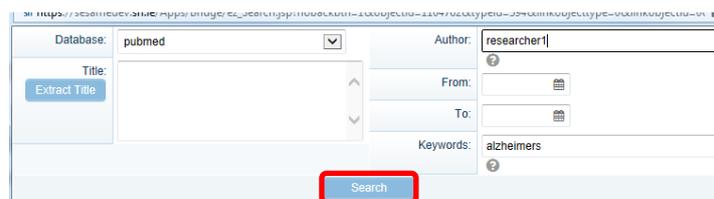
### Importing from Pubmed

To import publications from Pubmed:

1. Open an existing publication or click on **Add New**.
2. Click on **Search Publication Database**



3. Enter criteria to search for records within pubmed and click on **Search**.



4. A list of publications satisfying the criteria entered will be returned (20 results per page). Click on the **check boxes** next to the publications that you want to import from the first page of results.

**Publication Search**

Database:  Author:

Title:  From:

To:

Keywords:

**Results**

<input type="checkbox"/>	#	Summary
<input checked="" type="checkbox"/>	1.	<p><b>Title:</b> <a href="#">Assessing clinicopathological correlation in chronic traumatic encephalopathy: rationale and methods for the UNITE s</a></p> <p><b>Authors:</b> Mez J, Solomon TM, Daneshvar DH, Murphy L, Kiernan PT, Montenigro PH, Kriegel J, Abdolmohammadi B, Fry B, E</p> <p><b>Date:</b> 2015-10-12</p> <p><b>Issue:</b> 1</p> <p><b>ISSN:</b></p> <p><b>SO:</b> 2015 Oct 12;7(1):62</p>
<input checked="" type="checkbox"/>	2.	<p><b>Title:</b> <a href="#">Down syndrome individuals with Alzheimer's disease have a distinct neuroinflammatory phenotype compared to spor</a></p> <p><b>Authors:</b> Wilcock DM, Hurban J, Helman AM, Sudduth TL, McCarty KL, Beckett TL, Ferrell JC, Murphy MP, Abner EL, Schmitt I</p> <p><b>Date:</b> 2015-09-01</p> <p><b>Issue:</b> 9</p> <p><b>ISSN:</b> 0197-4580</p> <p><b>SO:</b> 2015 Sep;36(9):2468-74</p>
<input type="checkbox"/>	3.	<p><b>Title:</b> <a href="#">Acyl-coenzyme A cholesterol acyltransferase 1 blockage enhances autophagy in the neurons of triple transgenic Alzhe</a></p> <p><b>Authors:</b> Shikama Y, Ali Z, Bading EV, Hwang BT, Munkh CS, Zhanalbek A, Bading TS, Chong CC, Chong TY</p>

5. Scroll down and click on **Add**

<input type="checkbox"/>	18.	<p><b>Title:</b> <a href="#">Regional brain stiffness changes across the Alzheimer's disease spectrum</a></p> <p><b>Authors:</b> Murphy MC, Jones DT, Jack CR Jr, Glaser KJ, Senjem ML, Manduca A, Felmlee JP, Carter RE, Ehman RL, Hust</p> <p><b>Date:</b> 2016-01-01</p> <p><b>Issue:</b></p> <p><b>ISSN:</b></p> <p><b>SO:</b> 2016;10:283-90</p>
<input type="checkbox"/>	19.	<p><b>Title:</b> <a href="#">Guidelines for the use and interpretation of assays for monitoring autophagy (3rd edition)</a></p> <p><b>Authors:</b> Klionsky DJ, Abdelmohsen K, Abe A, Abedin MJ, Abelovich H, Acevedo Arozena A, Adachi H, Adams CM, Adar</p> <p><b>Date:</b> 2016-01-01</p> <p><b>Issue:</b> 1</p> <p><b>ISSN:</b> 1554-8627</p> <p><b>SO:</b> 2016;12(1):1-222</p>
<input type="checkbox"/>	20.	<p><b>Title:</b> <a href="#">Assessing clinicopathological correlation in chronic traumatic encephalopathy: rationale and methods for the UNITE s</a></p> <p><b>Authors:</b> Mez J, Solomon TM, Daneshvar DH, Murphy L, Kiernan PT, Montenigro PH, Kriegel J, Abdolmohammadi B, Fry I</p> <p><b>Date:</b> 2015-10-12</p> <p><b>Issue:</b> 1</p> <p><b>ISSN:</b></p> <p><b>SO:</b> 2015 Oct 12;7(1):62</p>

6. Click on **Create Transactions**

**National Center for Biotechnology Information Search**

<input type="checkbox"/>	#	Summary
<input checked="" type="checkbox"/>	1.	<p><b>Title:</b> <a href="#">Assessing clinicopathological correlation in chronic traumatic encephalopathy: rationale and metho</a></p> <p><b>Author:</b> McKee AC</p> <p><b>Date:</b> 2015-10-12</p> <p><b>Issue:</b> 1</p> <p><b>ISSN:</b></p> <p><b>SO:</b> 2015 Oct 12;7(1):62</p>
<input checked="" type="checkbox"/>	2.	<p><b>Title:</b> <a href="#">Down syndrome individuals with Alzheimer's disease have a distinct neuroinflammatory phenotype</a></p> <p><b>Author:</b> Head E</p> <p><b>Date:</b> 2015-09-01</p> <p><b>Issue:</b> 9</p> <p><b>ISSN:</b> 0197-4580</p> <p><b>SO:</b> 2015 Sep;36(9):2468-74</p>

- The records will be added and the window will close, bringing you to a list of your current publications. **Close** the list to return to your profile. **To refresh the view and see the new records on your profile, click on Save.**

Additional Contact Information Identifiers **Research Profile** Researcher Snapshot Reports

After modifying any of the transactions listed below please click **Save** button to update Research Profile tab.

Education (0) Add New Show

Employment (0) Add New Show

Professional Societies (0) Add New Show

Significant Distinctions / Awards (0) Add New Show

Funding Diversification (1) Add New Show

Team Members (0) Add New Show

Impacts (0) Add New Show

Innovation & Commercialisation Activities (0) Add New Show

**Publications & Proceedings (2)** ORCID Import Add New Hide

Edit/View	Publication Year	Publication Type	Title	Journal / Conference Name	Publication Status	DOI	Primary Proposal Attribution	Transaction ID
Open	2017		Tolerability of ORM-12741 and effects on episodic memory in patients with Alzheimer's disease.	Alzheimer's & dementia (New York, N. Y.)		10.1016/j.tnci.2016.11.004	Record Incomplete	262956
Open	2017		In vivo imaging of prodromal hippocampus CA1 cultured oxidative stress in models of Alzheimer disease and Angelman syndrome.	FASEB journal : official publication of the Federation of American Societies for Experimental Biology		10.1096/j.2017.00229.R	Record Incomplete	262957

**Save**

- The records will be visible on your profile. The record will be marked as incomplete. Please refer the section “Completing Imported Records” (page 37) for instructions on how to complete the records.

**Publications & Proceedings (2)** ORCID Import Add New Hide

Edit/View	Publication Year	Publication Type	Title	Journal / Conference Name	Publication Status	DOI	Primary Proposal Attribution	Transaction ID
Open	2017		Tolerability of ORM-12741 and effects on episodic memory in patients with Alzheimer's disease.	Alzheimer's & dementia (New York, N. Y.)		10.1016/j.tnci.2016.11.004	Record Incomplete	262956
Open	2017		In vivo imaging of prodromal hippocampus CA1 cultured oxidative stress in models of Alzheimer disease and Angelman syndrome.	FASEB journal : official publication of the Federation of American Societies for Experimental Biology		10.1096/j.2017.00229.R	Record Incomplete	262957

## Importing from ORCID

Please follow these steps to secure a connection to your ORCID profile.

- From the Research Profile tab click on the **ORCID Import** button next to the Publications & Proceedings output type.

Team Members (0) Add New Show

Impacts (0) Add New Show

Innovation & Commercialisation Activities (0) Add New Show

**Publications & Proceedings (2)** **ORCID Import** Add New Show

Presentations (0) Add New Show

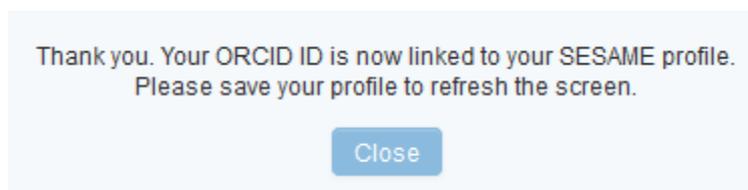
Academic Collaboration (0) Add New Show

Non Academic Collaborations (0) Add New Show

- This will open a new ORCID window.

3. If you have an ORCID account, click on **Sign In**. Otherwise, create an ORCID account by clicking on **Register**. Complete the registering or sign in and grant access by clicking on **Authorize**.

4. You will get a confirmation message



5. Click on **Close**, then save your profile.

- Now click on the **ORCID Import** button again beside the Publications & Proceedings and this will display a list of the publications listed on your ORCID account.

<input type="checkbox"/>	Publication Exists ⓘ	Previously Imported from ORCID ⓘ	Publication Title	Work Type	DOI	Jou
<input type="checkbox"/>	Yes	Yes	Protein-assisted 2D	journal-article	10.1039/c2cc37288f	Che
<input type="checkbox"/>	No	No	Bicomponent fibre mats	journal-article	10.1039/c2jm30572k	Jou
<input type="checkbox"/>	No	No	Phase-specific pore growth	journal-article	10.1039/c1sm06020a	Sof
<input type="checkbox"/>	No	No	Ultrathin Cellulose Films of	journal-article	10.1021/bm900099e	Bio

- If a publication is already on your profile, it will be flagged with a red “Yes” under the Publication Exists (if there is a record with this DOI on your profile) or Previously Imported from ORCID (if you have previously imported the record from ORCID – details are in the right most column of this window).
- Select the records you want to import to your SESAME profile and click on **Import**.

**NOTE: As your ORCID records do not contain all the information required on SESAME, you will need to return to the records in SESAME once imported to complete the relevant fields. You will not be able to submit your profile until these records are complete. For this reason, we advise that you only import relevant records.**

<input type="checkbox"/>	Publication Exists ⓘ	Previously Imported from ORCID ⓘ	Publication Title	Work Type	DOI	Jou
<input type="checkbox"/>	Yes	Yes	Protein-assisted 2D	journal-article	10.1039/c2cc37288f	Ch
<input checked="" type="checkbox"/>	No	No	Bicomponent fibre mats	journal-article	10.1039/c2jm30572k	Joi
<input type="checkbox"/>	No	No	Phase-specific pore growth	journal-article	10.1039/c1sm06020a	So
<input type="checkbox"/>	No	No	Ultrathin Cellulose Films of	journal-article	10.1021/bm900099e	Bic

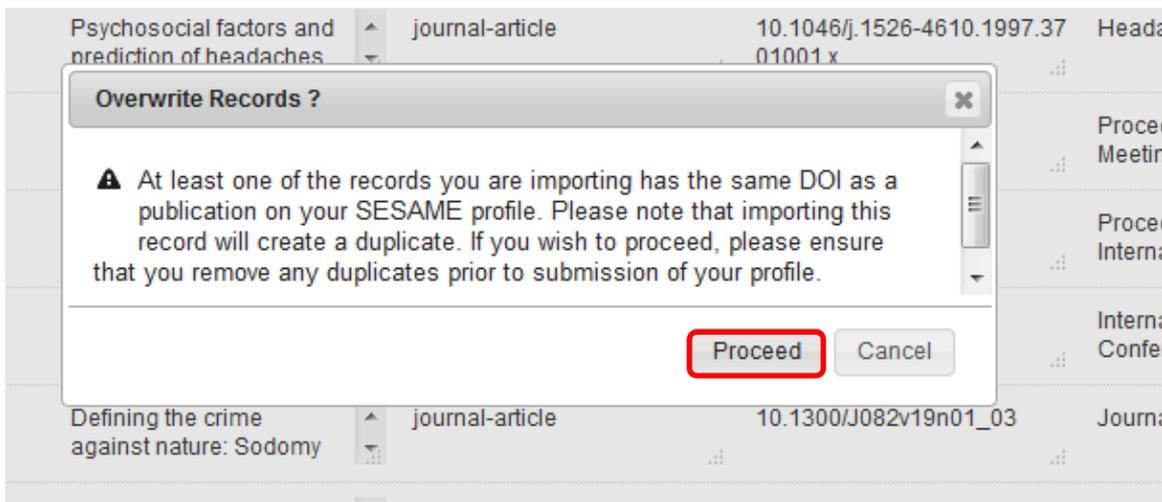
- If you select a record that already exists on your profile, you will get a caution.

No	Psychosocial factors and prediction of headaches	journal-article	10.1046/j.1526-4610.1997.3701001.x
No			
No			
No			
No	Defining the crime against nature: Sodomy	journal-article	10.1300/J082v19n01_03

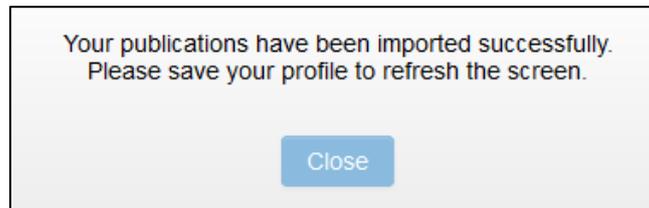
**Overwrite Records ?**

⚠ At least one of the records you have selected has been imported from ORCID previously. Do you wish to update the record with the current values from ORCID? Please be aware that previously saved data on these records may be overwritten.

10. If you choose to import records that already exist on your profile, the import will overwrite some key fields with the values on ORCID. If you wish to re-import the records, click **Proceed**. Otherwise, click on Cancel and then uncheck any items you do not wish to reimport. Then click Import again.
11. If you have a publication on your ORCID ID that has a matching DOI on an existing transaction on your profile, you will see a “Yes” below the Publication Exists column. If you select one or more of these records and then click the Import button on the ORCID Import window, you will get an warning message to indicate that a transaction already exists with the same DOI.



12. If you click on Proceed, this will create a duplicate record on your profile. *Please ensure to remove any duplicates prior to submission.* Otherwise, click on Cancel and uncheck any items you do not wish to re-import. Then click Import again.
13. The checked records will be imported.



14. Save your profile to refresh the publication list.

### Completing Imported Records

1. When records are imported from external sources, only certain fields imported, depending on the source data, so the record will be flagged as incomplete. Add any remaining data by clicking on Open and then click on Publication Type to select the type of publication the item is. Once the type is selected, the relevant fields will be displayed.

you are using the Publication Database please click **Search Publication Database** above. Alternatively you can manually fill in the

<b>Primary Proposal Attribution:</b>	<input type="text"/>
<b>Secondary Attribution:</b>	<input type="checkbox"/> 15/TIDA/1243 <input type="checkbox"/> Other SFI award <input type="checkbox"/> Other N
<b>Author List:</b>	Mez J, Solomon TM, Daneshvar DH, Murphy L, Kiernan PT, Montenegro PH, Kriegel J, Abdolmohamm Adams JW, Bourlas AP, Papadopoulos Z, McHale L, Ardaugh BM, Martin BR, Dixon D, Nowinski CJ, C Tripodis Y, Stein TD, Goldstein LE, Katz DI, Kowall NW, Cantu RC, Stern RA, McKee AC
<b>Title:</b>	Assessing clinicopathological correlation in chronic traumatic encephalopathy: rationale and method
<b>Publication Type:</b>	<input type="text"/> <b>Note: Once the publication type is selected presented for completion.</b>
<input type="button" value="Save"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>	

2. All mandatory fields should be completed. Click on **Save**.

### BibTeX Parser

1. Some ORCID records contain a bibtex citation of the publication fields which may contain more details of the publication than was directly imported from ORCID. This data is stored in the Citation field of the BibTeX Parser section of the publication record.
2. To parse the bibtex citation into the existing record, click on Run. If the citation is not in BibTeX format, the data will not be parsed.

<b>BibTeX Parser</b>	
BibTeX is a platform-independent, plain-text format used for bibliographic citations. If the text in the below Citation corresponding SESAME publication fields. If it is not in BibTeX format, the data will not be parsed.	
<b>Citation:</b>	bibtex-@article { murphy2015,title = {Commercialized biomarkers: New horizons in prostate cancer diagnostics}, = {4},pages = {491-503},author = {Murphy, L. and Prencipe, M. and Gallagher, W.M. and Watson, R.W.}}
<b>BibTeX Parser:</b>	<input type="button" value="Run"/>
<b>Senior Author:</b>	<input type="text"/>

3. When prompted “Are you sure you want to continue?” click on **OK**.

