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Taighde Éireann  
Research Ireland



Accelerating Research  
to Commercialisation

## ARC Hub Indicator Reporting Guidance

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Research Ireland has a responsibility to report on Indicators for the ARC Hub programme, which have been pre-defined in the Southern, Eastern & Midland Regional Operational Programme 2021-2027 and the Northern and Western Regional Operational Programme 2021-2027. Applicants to the Research Ireland ARC Hub Programme were asked to propose targets for each of the following indicators:

- Research Organisations participating in joint research projects
- Patent applications submitted
- Number of spinouts created dependent on IP from HEI
- Licensed Technologies
- Assignments

Following international peer-review, and based on ERDF-requirements, Research Ireland have agreed set targets for each of the above Indicators with each ARC Hub awardee, as specified in their Letter of Offer.

ARC Hub grant holders have a responsibility to report on their progress against the agreed indicator targets on a yearly basis with a deadline that is typically at the beginning of February. This Indicator Reporting guidance document provides definitions of the various indicators, required supporting evidence and instruction on how to report through **SESAME**.

### ePPM indicator reporting

ARC Hub grant holders are also required to report on the progress of their project against the pre-agreed output and performance indicators via the project performance report on the ePPM. The ‘ERDF Beneficiary EPPM User Guide’ can be found on the ARC Hub [Award Management webpage](#); Section 4 of the ‘ERDF Beneficiary User Guide – EPPM’ provides step-by-step guidance on creating an ‘ERDF CPR Project Performance Report’. This should be completed on a yearly basis, with the same deadline as SESAME indicator reporting (typically at the beginning of February).

## 1. Research Profile for ARC Hub Award

SESAME is Research Ireland’s online grants and awards management system and is accessible online at [grants.researchireland.ie](https://grants.researchireland.ie). Instructions on how to navigate and use SESAME can be found in various guidance documents (See Section 7).

The Researcher Profile on SESAME is the section of the researcher workbench where researchers store information about their history and their research outputs.

A similar research profile (Award Administrator profile) has been set up for each of the ARC Hubs to facilitate the comprehensive reporting of outputs from the entire award, including those of relevant team members who may or may not have a profile of their own on SESAME.

A research profile is divided into two key areas:

- General information such as contact information, date of birth, and nationality etc. Mandatory fields (marked in red) must be completed for research profiles to function correctly. For Award Administrator profiles, the general information details should relate to the Hub Director.
- Research Profile information which details the research outputs of the Hub. You can add any number of specific activity-based information to the Award Administrator profile.

## 2. Researcher Affiliation to ARC Hub award

### 2.1. Translational Researchers

To ensure accurate reporting, it is recommended that approved Translational Researchers (TRs) be affiliated with the ARC Hub parent award on SESAME. This step means the researcher can attribute their outputs to the Hub and the Award Administrator can access the information entered on their profile to include it in the indicator reporting process.

To affiliate a TR, the Award Administrator submits a request via the “Request Changes/Additions to Personnel” function on the homepage.



The screenshot shows the SESAME Award Administration interface. At the top, there are several status indicators: 'Profile' (0), 'Applications Pending Action' (0), 'Scientific Reports Pending Action' (0), 'Financial Reports Pending Action' (0), 'Budgets Pending Action' (0), 'Applicant Response Pending Action' (0), and 'Other Items Pending Action' (0). Below these, a navigation bar includes links for 'OPEN CALLS', 'APPLICATIONS UNDER REVIEW', 'ACTIVE AWARDS', 'NON ACTIVE APPLICATIONS', 'NON ACTIVE AWARDS', and a red-highlighted 'REQUEST CHANGES/ADDITIONS TO PERSONNEL' button. A sub-menu for 'REQUEST CHANGES/ADDITIONS TO PERSONNEL' shows a single item: '1 Accelerating Research to Commercialisation (ARC) Hub Programme'. The bottom of the screen shows a table with columns for 'Grant Type', 'Proposal ID', 'Lead Applicant', 'Proposal Title', 'Start Date', 'Close Date', and 'Create Form'. The 'Create Form' button for the first item is also highlighted with a red box.

The role type should be entered as ‘Translational Researcher’ and the SESAME Researcher ID, name and email address of the new TR/Co-TR should be provided. Please note, there is no distinction between TRs and Co-TRs in terms of Hub affiliation. Both should be affiliated and will be listed as ‘Translational Researchers’.

**Instructions**

Please ensure you have the Researcher ID, Name and Email address before completing this form. For industry role type, Researcher ID is not required.

**Role Type:** Translational Researcher

**Researcher ID:** XXXXXX

**Name:** Joe Bloggs

**Email:** jbloggs@fake.ie

**Save Draft** **Submit** **Delete Draft**

Once the submission has been processed by Research Ireland, the TRs will be prompted to log in to SESAME and approve the affiliation request. Once a researcher accepts the request, they're redirected to a 'Submission Successful' page and instructed to follow some additional steps (see below).

**Submission Successful**

You have approved the request to affiliate your profile with the Award Admin.

Please navigate to your profile to action:

- 1) Click Go to Profile
- 2) Select Award Admin Affiliation tab
- 3) Tick box(s) for the Award Admin(s) you wish to affiliate your profile with
- 4) Click Save

**Go to Profile**

Please note, affiliation is optional and if the TR chooses not to affiliate their SESAME profile, the Hub Award Administrator should make arrangements to obtain the TR's Research Outputs manually, outside of SESAME.

If the TR does not have a SESAME profile, they should be directed to contact the Research Office at their host Research Body to request access to SESAME. Once they have been registered by their Research Office, they will receive an email containing their details and they should then supply the Award Administrator with the Researcher ID, name and email address associated with their profile. They can find their Researcher ID by navigating to the 'Researcher ID/PIN' tab on their SESAME profile. The Award Administrator can then use that information to submit a 'Changes to Personnel' request as outlined above.

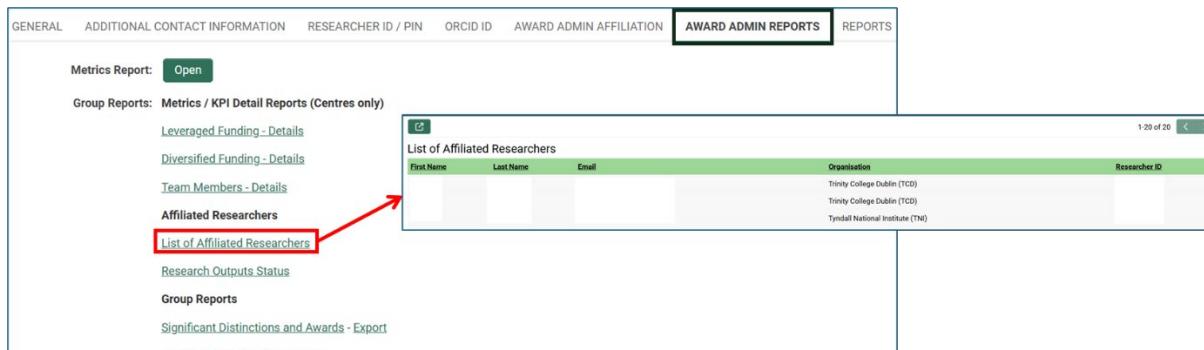
## 2.2. PIs/Co-PIs

Additionally, the Hub PI and Co-PIs (regardless of whether they hold the role of TR) should also affiliate their profile with the Award Administrator profile to have any Hub-specific research outputs attributed. 'Changes to personnel' requests are not necessary for PIs and Co-PIs that were on the original application for funding. However, these individuals will need to log into SESAME and choose to affiliate their profile. This can be done by

navigating to the 'Award Admin Affiliation' tab on their profile and clicking on the tick box next to the relevant Award Administrator profile. Hub Award Administrators should request that PIs make this update on SESAME.

### 2.3. Tracking affiliations

The Award Administrator can track who has successfully affiliated their profiles by navigating to the 'Award Admin Reports' tab on the Award Administrator profile and clicking on 'List of Affiliated Researchers'. Please note, only individuals that have completed the affiliation process (ticked the box on their profile next to the relevant Award Admin) will appear on this list.



The screenshot shows the SESAME platform interface with the 'Award Admin Reports' tab selected. On the left, there is a sidebar with various report links. A red arrow points to the 'List of Affiliated Researchers' link under the 'Affiliated Researchers' section. The main content area displays a table titled 'List of Affiliated Researchers' with columns for First Name, Last Name, Email, Organisation, and Researcher ID. The table shows data for Trinity College Dublin (TCD) and Tyndall National Institute (TNI).

First Name	Last Name	Email	Organisation	Researcher ID
Trinity College Dublin (TCD)	Trinity College Dublin (TCD)	Tyndall National Institute (TNI)		

## 3. Research Outputs

Research Ireland carries out an annual survey of its award holders to gather information on the outputs arising from its funding. In addition to programme planning and evaluation, the data is used to demonstrate to key stakeholders that continued investment in research is justified.

The Research Ireland Research Outputs are drawn directly from the data entered into researchers' SESAME Profiles, which must be completed by those in receipt of Research Ireland funding in January each year. The form contains the following items: Significant Distinctions / Awards; Funding Diversification; Team Members; Innovation & Commercialisation Activities; Publications & Proceedings; Presentations; Academic Collaboration; Non-Academic Engagements; Conferences / Workshops / Seminars Organised; Communications Activities; Research Ireland Funding Ratio; Education & Public Engagement (EPE); Technical Reports; and Impacts.

To allow ARC Hub administrators to capture relevant research outputs, it is important that PIs and Translational Researchers update their profiles each January.

The Award Administrator can run a report to see which of the Hub affiliated researchers have completed this process by navigating to the 'Award Admin Reports' tab on the Award Administrator profile and clicking on 'Research Outputs Status'.

GENERAL	ADDITIONAL CONTACT INFORMATION	RESEARCHER ID / PIN	ORCID ID	AWARD ADMIN AFFILIATION	AWARD ADMIN REPORTS	REPORTS
Metrics Report: <a href="#">Open</a>						
Group Reports: <a href="#">Metrics / KPI Detail Reports (Centres only)</a>						
<a href="#">Leveraged Funding - Details</a>						
<a href="#">Diversified Funding - Details</a>						
<a href="#">Team Members - Details</a>						
<a href="#">Affiliated Researchers</a>						
<a href="#">List of Affiliated Researchers</a>						
<a href="#">Research Outputs Status</a>						

## 4. ARC Hub Indicators

Indicator reporting includes providing supporting evidence of reported performance. Certain reporting requirements will require the ARC Hub host Research Body to obtain and share information from industry partners and the other research bodies party to the Grant. This includes providing information on the gender breakdown of those funded through the ARC Hub. The host Research Body must therefore make these partners aware of this requirement and obtain their permission to share selected data and documentation as a condition of support. The host Research Body is obliged to support the evaluation activities of Research Ireland, the Managing Authority and the Commission.

ARC Hub grant holders have a responsibility to report on their progress against the agreed indicator targets on a yearly basis through updating the ARC Hub Award Administrator Research Profile on SESAME.

This deadline is two weeks after the ‘Research Outputs’ deadline for individual researchers to update their SESAME profiles. Relevant information on ARC Hub-related outputs can then be pulled into the ARC Hub Award Administrator SESAME profile to update on progress against the Indicator targets.

### 4.1. Data capture

SESAME indicator reporting involves capturing the outputs from the individuals affiliated to the award and adding them to the Award Administrator account. Any output that is a result of ARC Hub-related activities can be entered manually, directly onto the Award Administrator Research Profile, as outlined in Section 4.3 or pulled from affiliated researchers’ profiles through ‘bulk upload’ as outlined in Section 6, once researchers have completed their manual input.

- Only outputs which have a primary or secondary attribution to the ARC Hubs need to be entered onto SESAME. The primary attribution reflects the main award that has contributed to those outputs and outcomes, and the secondary attributions are associated awards that also contributed to the output.

- Data does not need to be re-entered each year. However, it is important that existing records are updated, where relevant. For example, if a team member departed during the year, rather than providing us with details of that team member, you can simply update the existing record with their departure date and with any relevant departure information requested.
- The Award Administrators have the responsibility of de-duplicating information (e.g. a patent might be reported by two researchers in the Hub, but the Award Administrator should only report that once to Research Ireland as a Hub output). They should also sense check the information to make sure it has all been correctly affiliated with the Hub.

As the ARC Hub profile uses a regular researcher profile structure, some of the fields may need to be interpreted slightly differently. Where a researcher enters outputs relating to their own activities, the Award Administrator should enter outputs relating to the entire Hub as a collective. So, for example, when an individual researcher is entering a publication, the Senior Author field is asking “Are you the senior author on this publication?”. This same field for an Award Administrator is asking “Is one of the ARC Hub Team the senior author on this publication?”

## 4.2. Data verification

For research outputs to be counted towards indicator results, Research Ireland undertakes a review of the submitted data and must be satisfied that (i) sufficient evidence has been supplied to support the validity of the indicator, as described below for each indicator, (ii) that the relevant individual is an ARC Hub team member (see Section 5.1) and (iii) the activity took place within the lifetime of the award.

If there are any queries about any of the inputted information, these are supplied to the Award Administrator who is asked to resolve the issue or remove the entry. Any output about which there is an unresolved query will not count towards the indicator results until the query has been resolved.

Once complete, Research Ireland finalise the ‘official’ indicator numbers for that reporting period and supply these back to the ARC Hub.

## 4.3. Indicator definitions and required input

Instructions on how to manually submit progress against each of the five indicator targets via the Research Profile on SESAME are given below. **Teal bold text** indicates a field on SESAME.

### 4.3.1. Research organisations participating in joint research projects

#### **Definition:**

Number of supported research organisations that cooperate in joint research projects. A joint research project includes at least one research organisation and another partner

(such as an enterprise, another research organisation etc). Cooperation in R&D activities may be new or existing, and it should last at least for the duration of the project supported. The indicator covers active participations in joint research projects, and it excludes contractual arrangements with no active cooperation in the supported project (i.e. exclude cases where partners in a framework contract do not all participate in a specific joint research cooperation). i.e., any Translational Research Project (TRP) supported in a Research Body outside of the Host Research Body will be considered as a ‘joint research project’ for the purposes of this indicator.

**Reporting:**

For this indicator, we will have a record on SESAME of all TRPs funded through each Hub and therefore, will be able to calculate the number of Research Bodies hosting one or more TRPs outside of the host RB. Each RB will be counted once only per Hub, regardless of the number of TRPs they are hosting.

In addition, any TRP that involves an industry partner will contribute to this count of ‘joint research projects’.

#### 4.3.2. Patent applications submitted

**Definition:**

Number of patent applications submitted and validated (“filing”), and which are due to projects supported by the ARC Hub. The ultimate granting of the application is not a requirement. The supported project should have a clearly identifiable contribution to the patent for which the application is submitted. Design patent applications are included in the indicator.

(Excluded: double counting, such as a patent application for the same invention filed in more than one patent jurisdiction)

**Reporting:**

1. Under the “**Innovation and Commercialisation Activities**” section of the Research Profile, click “**Add New**”
2. The activity should be primarily or secondarily attributed to the ARC Hub award, in order for it to be counted towards the indicator target.
3. Using the **[Type]** field, select **[Patent]** from the drop-down options
4. Complete the mandatory fields **[Patent Title]**, **[Inventor(s)]**, **[Patent Application Number]**, **[Filing Date]**, **[Status]**, and **[Enterprise Ireland (EI) Identifier No.]** which is available from the TTO office.
5. Add the **[Team Member (Name) associated with this transaction]**. Please also ensure that the **[Gender]** field has been completed for this team member, to comply with the gender breakdown requirements of ERDF indicator reporting (see Section 5.1 for further detail).

6. Complete any other non-mandatory fields where the information is available and click **[Save]**.

**Data verification:**

Research Ireland will be using the European Patent Office database, [Espacenet](#), to check the patent is listed and key details match the data provided in SESAME. It is recommended that the Award Administrator checks this database ahead of submission, to confirm the patent is listed there.

#### 4.3.3. Number of spin-outs created dependent on IP from HEI

**Definition:** A spin-out is an incorporated entity with a business plan, dependent on the exploitation of specific intellectual property rights of the HEI and in which the HEI holds equity and/or has executed a licence to the relevant IPR (Intellectual Property Right) on which the company is founded.

**Reporting:**

1. Under the “**Innovation and Commercialisation Activities**” section of the Research Profile, click “**Add New**”.
2. The activity should be primarily or secondarily attributed to the ARC Hub award, in order for it to be counted towards the indicator target.
3. Using the **[Type]** field, select **[Spin-Out Companies]** from the drop-down options
4. Complete the mandatory fields **[Company Name]**, **[Company registration number]**, **[Main Shareholders]**, **[Date Incorporated]**, **[FTE Employees]**, and **[Enterprise Ireland (EI) Identifier No.]** which is available from the TTO office.
6. Add the **[Team Member (Name) associated with this transaction]**. Please also ensure that the **[Gender]** field has been completed for this team member, to comply with the gender breakdown requirements of ERDF indicator reporting (see Section 5.1 for further detail).
6. Complete any other non-mandatory fields, where the information is available, and click **[Save]**.
7. Upload the required documentation for data verification (see below) under **[ARC Hubs Only Upload]**.

**Data verification:**

Research Ireland will be using Companies Registration Office CORE [search service](#) for the verification of the spin-out data. We will confirm that the company is legally incorporated and check the key details match the information provided (Company name, Registration number, Incorporation date). It is recommended that the Award Administrator checks this database ahead of submission, to confirm the company is listed there.

In addition, the Award Administrator should upload supporting documentation to the specific activity on SESAME to demonstrate that this is a spin-out (i.e. the Research Body

has an equity share). This could be through a Subscription & Shareholders Agreement or a letter to show the project has been accepted as a campus company. The supplied documents must have valid dates and signatures. Please note, this upload ability is available to Award Administrators only (not the individual researchers) and this ‘evidence’ will need to be manually added by the Award Administrator for any spin-outs associated with the Hub. These documents should be available through the TTO Office of the relevant Research Body.

#### 4.3.4. Licensed Technologies

##### **Definition:**

Licences are agreements between a public research organisation and one or more commercial undertakings, whereby IP rights are transferred to that undertaking for the purpose of commercialisation. This includes Non-Exclusive Royalty Free (NERF) licences. Specifically, a licence is a grant of rights for the purpose of commercialisation of IP. Licences reported as ARC Hub outputs must match licences recorded by the TTO and reported by them to Knowledge Transfer Ireland.

##### **Recording data:**

1. Under the “**Innovation and Commercialisation Activities**” section of the Research Profile, click “**Add New**”.
2. The activity should be primarily or secondarily attributed to the ARC Hub award, in order for it to be counted towards the indicator target.
3. Using the **[Type]** field, select **[Licensed Technology]** from the drop down options
4. Complete the mandatory fields: **[License Agreement Date]**, **[Licensing Agreement Partner]**, **[Time Period of Agreement]**.
5. Also complete the field **[Revenue Associated with License field]**, which is an additional tracked metric.
6. Complete the mandatory field **[Enterprise Ireland (EI) Identifier No.]** which is available from the TTO office.
7. Add the **[Team Member (Name) associated with this transaction]**. Please also ensure that the **[Gender]** field has been completed for this team member, to comply with the gender breakdown requirements of ERDF indicator reporting (see Section 5.1 for further detail).
8. Complete any other non-mandatory fields where the information is available and click **[Save]**.
9. Upload the required documentation for data verification (see below) under **[ARC Hubs Only Upload]**.

##### **Data verification:**

The Award Administrator should upload a copy of the executed licence agreement (may be a redacted version if there are confidential details included) to the specific activity on SESAME to allow for verification of the output by Research Ireland. Please note, this

upload ability is available to Award Administrators only (not the individual researchers) and this 'evidence' will need to be manually added by the Award Administrator for any licenses associated with the Hub. These documents should be available through the TTO Office of the relevant Research Body.

Submitted document will be reviewed to confirm:

- It is signed by both the Research Body and industry partner
- It is dated and the date of signature is after the start date of the award
- There is a commencement date
- There is information on payment of royalties/milestone payments (this might be redacted but it should be clear that the section has been completed)
- The IP Schedule has been filled out

#### 4.3.5. Assignments

##### Definition:

Assignments are agreements between a public research organisation and one or more commercial undertakings, entailing a grant of ownership of IP rights for the purpose of commercialisation of IP. Assignment may in rare circumstance be instead of a Licence or a Licence may convert into an Assignment, subject to a milestone trigger.

##### Recording data:

1. Under the "**Innovation and Commercialisation Activities**" section of the Research Profile, click "**Add New**".
2. The activity should be primarily or secondarily attributed to the ARC Hub award, in order for it to be counted towards the indicator target.
3. Using **the [Type]** field, select **[Assignments]** from the drop-down options
4. Complete the mandatory fields **[Assignment Agreement Date]**, **[Assignment Agreement Partner]**, **[Time Period of Agreement]**.
5. Also complete the field **[Revenue Associated with Assignment]** field, which is an additional tracked metric.
6. Complete the mandatory field **[Enterprise Ireland (EI) Identifier No.]** which is available from the TTO office.
7. Add **the [Team Member (Name) associated with this transaction]**. Please also ensure that the **[Gender]** field has been completed for this team member, to comply with the gender breakdown requirements of ERDF indicator reporting (see Section 5.1 for further detail).
8. Complete any other non-mandatory fields where applicable and click **[Save]**.
9. Upload the required documentation for data verification (see below) under **[ARC Hubs Only Upload]**.

**Data verification:**

The Award Administrator should upload a copy of the executed assignment (may be a redacted version if there are confidential details included) to the specific activity on SESAME to allow for verification of the output by Research Ireland. Please note, this upload ability is available to Award Administrators only (not the individual researchers) and this ‘evidence’ will need to be manually added by the Award Administrator for any assignments associated with the Hub. These documents should be available through the TTO Office of the relevant Research Body.

Submitted document will be reviewed to confirm:

- It is signed by both the Research Body and industry partner
- It is dated and the date of signature is after the start date of the award
- There is a commencement date
- There is information on payment of royalties/milestone payments (this might be redacted but it should be clear that the section has been completed)
- The IP Schedule has been filled out

## 5. General SESAME Reporting

In addition to the specific ERDF indicators, Research Ireland is interested in other ‘performance measures’, which will be captured through both Research Outputs and the annual report.

As outlined above, Research Outputs covers: Significant Distinctions / Awards; Funding Diversification; Team Members; Innovation & Commercialisation Activities; Publications & Proceedings; Presentations; Academic Collaboration; Non-Academic Engagements; Conferences / Workshops / Seminars Organised; Communications Activities; Research Ireland Funding Ratio; Education & Public Engagement (EPE); Technical Reports; and Impacts.

The Research Outputs information that is particularly important to capture on the Administrator’s Profile is outlined below but please update on any ARC-related activity that is covered by Research Outputs.

### 5.1. Team Members

The ARC Hub Team member list is made up on the PIs/Co-PIs leading the Hub and the individuals funded wholly or in part by the ARC Hub budget (Translational Researchers and their team members (post docs, research assistants etc)). The ARC Hub Operations staff should also be listed as team members. Operations staff can be entered as ‘Administrative Staff’ or ‘Management Staff’, as appropriate. Please note, Governance or Advisory Committee members do not need to be listed.

The team member list is generated from the “Team Members” transactions entered on the Administrator Profile on SESAME. It is important that this list is up to date and

accurate, as indicator validation by Research Ireland includes confirmation that the output has been created by a Hub team member.

Academic collaborators are not considered ARC Hub team members and research outputs created solely by academic collaborators cannot be counted towards indicators results.

A team member should have two entries on the team members list when:

- They are acting as both a Co-PI and Translational Researcher.
- They have changed position on the team. In such cases a new team member entry should be created on the Administrator's Profile on SESAME to reflect the new position. The original record for this individual should be updated to reflect that the individual has departed that position and the "Moved to a new position within the team" option selected. Please ensure that the team member name is entered and spelled consistently across all records.
- They depart the team and return at a later date.

In addition to recording the specific outputs against the various indicator targets, ERDF reporting requires information on the gender breakdown of team members.

#### **Recording data:**

1. Under the Under the "**Team members**" section of the Research Profile, click "**Add New**"
2. The activity should be primarily or secondarily attributed to the ARC Hub award, in order for it to be captured.
3. Complete the mandatory fields **[Position within the Team]**, **[First name]**, **[Last name]**, **[Nationality]**, **[Start Date (with the team)]**, **[Expected / Actual Departure Date (from the position)]**, **[Has this person departed the position?]**, **[Has Epigeeum Research Integrity training been undertaken by this team member?]**
4. Also complete the field **[Gender]** and **[Affiliation of Team Member]** fields. These are non-mandatory on SESAME but necessary for tracking.
5. Complete any other non-mandatory fields where applicable, and click **[Save]**.

## **5.2. Innovation and Commercialisation Activities**

In addition to the commercialisation activities that inform the Indicator results (patents, spin-outs, licensed technologies and assignments), the 'Innovation and Commercialisation Activities' section should be used to capture other types of outputs of this nature: ICT Standards/Specifications, Invention Disclosures, Start-up companies

## **5.3. Funding Diversification**

The "Funding Diversification" section of the Award Administrator profile should be used to capture various forms of leveraged or diversified funding stemming from the

Translational Research Projects or other ARC Hub activities. Examples of this could include EI Commercialisation Fund awards, Horizon Europe EIC awards, Venture Capital funding etc.

### Recording data:

6. Under the “**Funding Diversification**” section of the Research Profile, click “**Add New**”
7. The activity should be primarily or secondarily attributed to the ARC Hub award, in order for it to be captured.
8. Using the **[Funding Body]** field, select the most appropriate option from the drop-down options
9. Complete the mandatory fields **[Funding Programme or Company Name][Title of Proposal][Grant No.][Status][Total Amount of Funding for the Project (€)][Amount of Funding Allocated to PI (€)][Amount of the allocated funding that is cash]**
10. Also complete the field **[Position held of Award]** field.
11. Complete the mandatory fields **[Start Date][End Date]**
12. Add the **[Team Member (Name) associated with this transaction]**
13. Complete any other non-mandatory fields where applicable, and click **[Save]**

## 6. Group reports and bulk upload

Once researchers are affiliated with the ARC Hub (as outlined in Section 2), their outputs will be included in the ‘Group reports’ available to the Award Administrator under the ‘Award Admin Reports’ Tab as shown below. Click on the report name to view the data in SESAME or click ‘Export’ to download the Excel file. This will allow you to see what information has been included on the profiles of the researchers affiliated with the Hub, for each of the Research Outputs topics.

GENERAL    ADDITIONAL CONTACT INFORMATION    RESEARCHER ID / PIN    ORCID ID    AWARD ADMIN AFFILIATION    **AWARD ADMIN REPORTS**    REPORTS

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Metrics Report: [Open](#)

Group Reports: Metrics / KPI Detail Reports (Centres only)

[Leveraged Funding - Details](#)  
[Diversified Funding - Details](#)  
[Team Members - Details](#)  
[Affiliated Researchers](#)  
[List of Affiliated Researchers](#)  
[Research Outputs Status](#)  
**[Group Reports](#)**  
[Significant Distinctions and Awards - Export](#)  
[Funding Diversification - Export](#)  
[Team Members - Export](#)

Any output that is a result of ARC Hub-related activities can be entered manually, directly onto the Award Administrator Research Profile, as outlined in Section 4.3 or Award Administrators can use the information from group reports to complete an Excel template and ‘bulk upload’ information on each of the Research Output topics, to help with the management of large sets of data.

Instructions on how to view group reports, download templates and bulk upload data to SESAME is described in detail in the ‘Guide to uploading data to SESAME’ (see section below).

## 7. Further guidance on SESAME

Various SESAME-specific user guides are available on the External SharePoint for the Hubs

- SEMRA Hub [Link](#) (ARC Hub for Therapeutics and ARC Hub for ICT)
- NWRA Hub [Link](#) (ARC Hub for HealthTech)

Contact [arc@researchireland.ie](mailto:arc@researchireland.ie) for access

The user guides encompass:

- SESAME User Guide for Researchers
- Dictionary of Researcher Profile Terms
- Annual Research Outputs Survey User Guide
- Research Outputs Data Protection Notice
- Guide to uploading data to SESAME (Award Administrator specific guidance on bulk uploading data to SESAME)

You can also find these guides in SESAME by clicking on your account icon (takes the form of your first initial) at the top right of your workbench and then clicking on User guides.