



SFI Metrics Report Guidelines

December 2017

All outputs generated by Research Centres are captured in the SFI Researcher Profile (hereafter referred to as “RP”) corresponding to each Research Centre (hereafter referred to as “Centre”) in SESAME. The following describes how SESAME draws data from the RP to build the Centre’s Metrics Report.

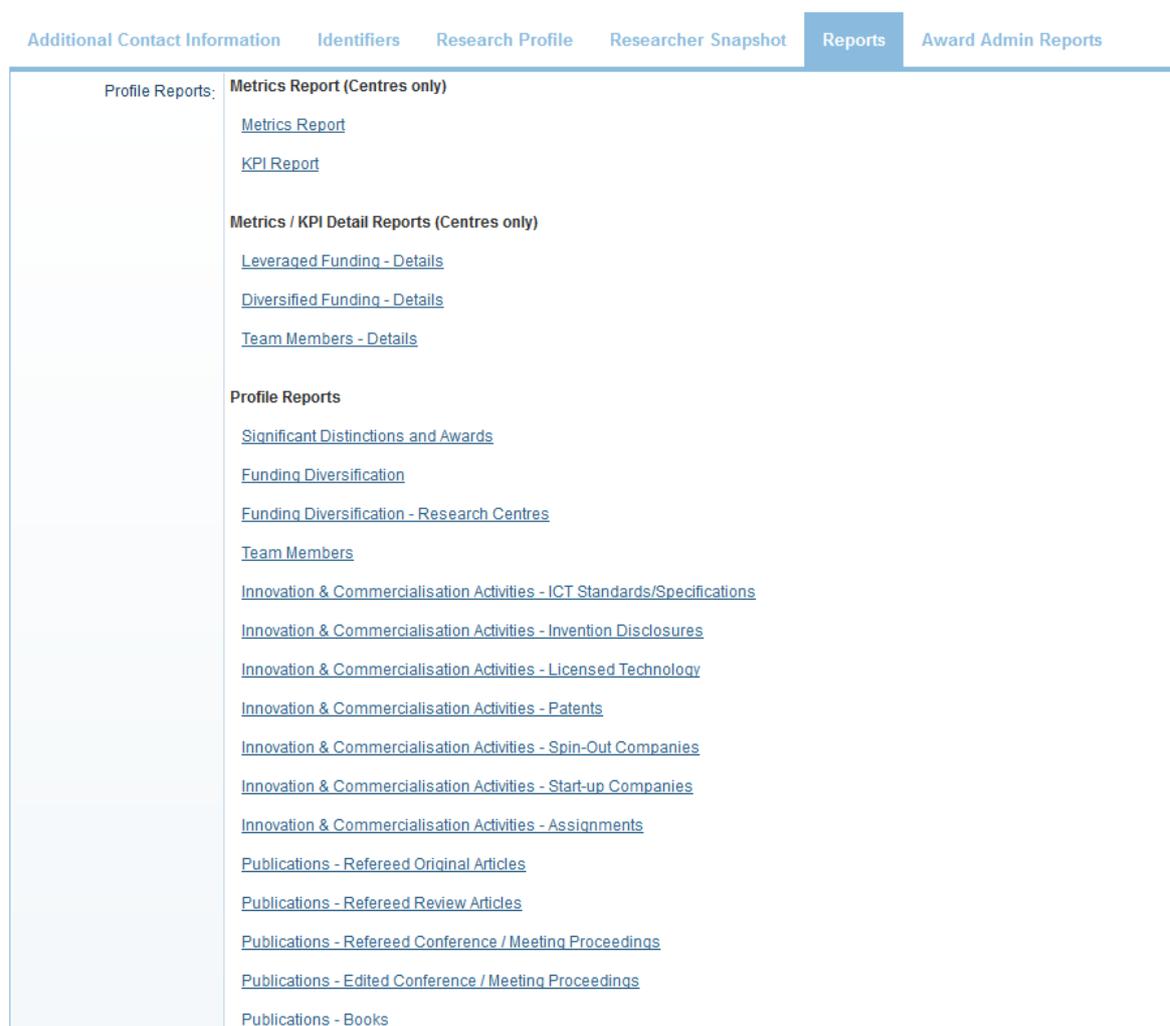
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1. Generating the Metrics Report on SESAME

The Metrics Report can be run by SFI staff and the awardees on SESAME between any two given dates. The Metrics report will only ever be as accurate as the data that is entered into the Research Centre's Researcher Profile on SESAME. Research Centres are therefore strongly encouraged to keep their Researcher Profiles up to date to guarantee accurate reporting at any time.

The Metrics report is accessed in SESAME by selecting the Reports tab of the Additional Information section of the Research Centre's profile page. The Reports tab also includes a number of additional Profile reports designed to extract the data from each section of the Researcher Profile and facilitate the validation of the Metrics report.



The screenshot shows the 'Reports' tab selected in the SESAME interface. The navigation bar includes 'Additional Contact Information', 'Identifiers', 'Research Profile', 'Researcher Snapshot', 'Reports', and 'Award Admin Reports'. The 'Reports' tab is active, displaying a list of profile reports under the heading 'Profile Reports:'. The reports are organized into several categories:

- Metrics Report (Centres only)**
 - [Metrics Report](#)
 - [KPI Report](#)
- Metrics / KPI Detail Reports (Centres only)**
 - [Leveraged Funding - Details](#)
 - [Diversified Funding - Details](#)
 - [Team Members - Details](#)
- Profile Reports**
 - [Significant Distinctions and Awards](#)
 - [Funding Diversification](#)
 - [Funding Diversification - Research Centres](#)
 - [Team Members](#)
 - [Innovation & Commercialisation Activities - ICT Standards/Specifications](#)
 - [Innovation & Commercialisation Activities - Invention Disclosures](#)
 - [Innovation & Commercialisation Activities - Licensed Technology](#)
 - [Innovation & Commercialisation Activities - Patents](#)
 - [Innovation & Commercialisation Activities - Spin-Out Companies](#)
 - [Innovation & Commercialisation Activities - Start-up Companies](#)
 - [Innovation & Commercialisation Activities - Assignments](#)
 - [Publications - Refereed Original Articles](#)
 - [Publications - Refereed Review Articles](#)
 - [Publications - Refereed Conference / Meeting Proceedings](#)
 - [Publications - Edited Conference / Meeting Proceedings](#)
 - [Publications - Books](#)

Upon running the Metrics report, the **Reporting Period** is defined by start and end dates that are entered in the form dd/mm/yyyy.

From:	<input type="text"/>	
To:	<input type="text"/>	
View Report		

The metrics report can be run by SFI staff and the awardees between any two given start and end dates. For example, for a Centre with a start date of 1st June 2013, the following start and end dates may apply for **in-period reports**:

In-year reporting period: Year 1: 01/06/2013 - 31/12/2013; Year 2: 01/01/2014 - 31/12/2014; etc.

H1 2015 reporting period: 01/01/15 - 30/06/15

H2 2014 reporting period: 01/07/2015 - 31/12/2015

Cumulative reports are generated by running the report between the start date of the Centre and the end of the current reporting period.

	RESEARCH CENTRE AWARD	RESEARCH CENTRE ASSOCIATED	AWARD + ASSOCIATED
INDICATORS	Column 1 <i>sum of entries where relevant date tag falls during the reporting period and the <u>primary</u> attribution is the research centre award</i>	Column 2 <i>sum of entries where relevant date tag falls during the reporting period and the <u>secondary</u> attribution is the research centre award</i>	Column 3 <i>sum of all <u>primary and secondary</u> Centre outputs in a given category during the reporting period</i>
TEAM MEMBERS			
Co-Principal Investigators			
Funded Investigators			
Postdoctoral Researchers			
Postgraduate (PhD) Students			
Postgraduate (MS) Students			
Research Assistants			
Management Staff			
Administrative Staff			
Education and Outreach Staff			
Other			
Total Headcount			
ACADEMIC OUTPUTS			
Refereed Original Articles			
Refereed Review Articles			
Refereed Conference/ Meetings Proceedings			

Edited Conference/ Meeting Proceedings			
Book Chapters			
Books			
Invited Presentations			
Conferences and Workshops Organised			
HUMAN CAPITAL OUTPUT			
PhD Degrees Awarded			
Masters Degrees Awarded			
INDUSTRY ENGAGEMENTS			
Number of industry engagements			
INNOVATION AND COMMERCIALISATION ACTIVITIES			
Invention Disclosures			
Patent Applications			
Patents Awarded			
Standards Approved/Ratified by Standardisation Bodies			
# Spin-out Companies founded			
# Licence Agreements			
LEVERAGED FUNDING			
Funding Body	# Awards	Total award Funding	Amount allocated to PI
Total funding leveraged, all sources included			
DIVERSIFIED FUNDING*			
Funding Body	# Awards	Total award Funding	Amount allocated to PI
Total diversified funding, all sources included			
OUTREACH INITIATIVES			
	Media Interactions	Visits/ Presentations to Primary/ Secondary Schools	Public lectures/ demonstrations
SCIENTIFIC AWARDS			

* Note: the Diversified Funding section ignores the start date entered on SESAME to allow counting of any award listed in the Centre's Researcher Profile, including those awards that started before the start date of the Centre.

2. Associated metrics

SFI monitors the outputs arising from all of the awards that it makes. SFI recognises that different awards might contribute to a common scientific mission, and therefore it endeavours to capture all outputs arising from other SFI and non-SFI funding sources that can contribute to the overarching goals of the Centre in question.

Metrics and indicators will be collected under two headings, “Award” and “Associated” in order to accurately capture the outputs arising from both the Centre award funding from SFI (“Award”) and those arising from the larger integrated Research Centre entity including other contributing funding sources (“Award”+“Associated”).

“Funding Diversification” items (awards) are “Associated” outputs by nature. In the metrics report they are broken down as “Diversified” and “Leveraged”, whereby “Leveraged” is a subset of “Diversified” (see definitions below). Depending on the nature of the output, “Award”, “Associated”, “Diversified” and/or “Leveraged” metrics are counted in the metrics report, and further explanations can be found in the sections describing each individual output below.

The definitions are as follows:

Award: Metrics which directly result from the SFI Research Centre award (inclusive of industry cost-share).

Associated: Metrics which directly result from other awards (inclusive of industry cost-share where relevant) that have been secured by the Centre awardees, and whose mission aligns with the scientific mission of the Centre. These would include publications, team members, industry partners etc., whose involvement in the Centre is primarily funded from other sources, e.g. FP7, H2020, EI, sponsored research etc.

Diversified: Diversified Funding awards must comply with all of the following criteria:

- Be or have been active during at least part of the reporting period.
- Be aligned with the mission of the Centre.
- Be or have been held by a PI, co-PI, FI or other team member of the Centre. In the latter case, the primary attribution of the team member holding the award should be the Centre, in order for the diversified award to be counted within the Centre’s metrics.
- Note that “Funding Diversification” is the only section of the RP where you are permitted to include outputs (awards) that pre-date the start date of the Centre. This is to facilitate reporting of all Diversified Funding. Outputs in any other category (publications, team members, etc.) with a start date that precedes the start date of the Centre should not be counted and as such should not be listed on the Centre’s RP.

Leveraged: Leveraged Funding awards are a subset of Diversified Funding awards, and must comply with all of the following criteria:

- Have started on or *after* the start date of the Centre.
- Be or have been active during at least part of the reporting period.
- Be aligned with the mission of the Centre.
- Be or have been held by a PI, co-PI, FI or other team member of the Centre. In the latter case, the primary attribution of the team member holding the award should be the Centre, in order for the leveraged award to be counted within the Centre’s metrics.

3. General points on SESAME attributions

For most SESAME outputs, SFI award holders must specify a primary and a secondary attribution with an award code. The primary attribution reflects the main source of funding that has supported a

particular output. The secondary attribution reflects other sources of funding that have contributed to the same output. Secondary attributions are SESAME’s indicator that an output is considered “Associated” with a particular award. **The Centre’s associated outputs will be defined by having the Centre as the secondary attribution.**

For example, if an output is a direct result of the SFI Research Centre award, its primary attribution should be the Centre award code to allow the output to be counted in Column 1 of the metrics report. If an output is a direct result of another award but can be associated to the Centre, its primary attribution should be “Other SFI award” or “Other non-SFI award”, and its secondary attribution should be the Centre award code to allow the output to be counted in Columns 2 of the metrics report.

For a given output, only one primary attribution may be selected out of three available options (Centre’s award code, “Other SFI” and “Other non-SFI”). Multiple secondary attributions may be selected, in recognition of the fact that an output may result from partial contributions by several different awards. The primary and secondary attributions of an output should not be the same (see example in Table 1).

	Refereed Original Articles			
	Primary Attribution	Secondary Attribution	Title	Publication Date
E.g. 1	Other SFI award	12/RC/2278	Paper X	01/10/2013
<i>Centre award is not included in primary attribution but is included in Secondary attribution, therefore paper counted as an “Associated” metric</i>				
E.g. 2	12/RC/2278	Other SFI award	Paper Y	01/10/2013
<i>Centre award is included in primary attribution, therefore paper counted as “Award” metric</i>				
E.g. 3	Other NON-SFI award	Other SFI award	Paper Z	01/10/2013
<i>Centre award is not included, either in the primary attribution or secondary attribution, therefore the paper is not counted in the metrics report</i>				

Table 1.

The “Funding Diversification” entries in the SESAME RP do not have attributions. “Funding Diversification” entries are “Associated” outputs by nature and therefore they are defined by their start date as being either Leveraged or Diversified Funding. Awards, and related income, whose start date falls on or after the start date of the Centre will be counted as Leveraged Funding. Diversified Funding will include Leveraged Funding and also those awards listed in the RP whose start date falls before the start date of the Centre provided that these awards comply with the definition in Section 2.0. Note that associated outputs such as publications resulting from both Leveraged AND Diversified

Funding awards, complying with all other criteria defined in Section 2.0, can be counted as part of the Centre's associated outputs.

4. Definitions of the Metrics Report categories

Team Members

The metrics report will count team members whose start date on the award is before the end of the reporting period, and whose departure date is either empty or after the start of the reporting period. A Centre's team member may contribute to more than one research project at a point in time and hence have several secondary attributions, but his/her salary will be primarily funded through only one award, which will be his/her primary attribution. A team member cannot have a primary attribution in more than one RP, e.g. both in the Centre's RP and in another SFI-funded RP. Team members working as part of the Centre's diversified awards (see definition in Section 2.0) can be counted as part of the Centre's associated outputs, whereby the Centre award will be their secondary attribution. A team member cannot have the Centre as a primary attribution and a start date before the start date of the Centre award, see example in FAQs.

Co-Principal Investigators

The metrics report will count the number of co-Principal Investigators (co-PI) listed on the RP. Here, the primary attribution refers to the main source of research funding for the co-PI. Secondary attributions may reflect other sources of research funding. The metrics report will count co-PIs whose primary ("Award") or secondary ("Associated") attribution is the Centre, therefore the total number of co-PIs within a Centre will be reported in Column 3 of the metrics report. The total number of co-PIs reported should at all times correspond to the total number of Centre co-PIs agreed with SFI at proposal stage or following changes in co-PIs approved by SFI.

Funded Investigators

The metrics report will count the number of Funded Investigators (FI) listed on the RP. Here, the primary attribution refers to the main source of research funding for the FI. Secondary attributions may reflect other sources of research funding. The metrics report will count FIs whose primary ("Award") or secondary ("Associated") attribution is the Centre, therefore the total number of FIs within a Centre will be reported in Column 3 of the metrics report. The total number of FIs reported should at all times correspond to the total number of Centre FIs agreed with SFI at proposal stage or following changes in FIs approved by SFI.

Postdoctoral Researchers

The metrics report will count the number of postdoctoral researchers (postdocs) listed in the RP. Here, the primary attribution will indicate the main source of salary for the postdoc. Postdocs whose primary attribution is the Centre will be counted as "Award" (Column 1). Secondary attributions may indicate supplementary sources of funding, or research contributions to other awards. Postdocs whose secondary attribution is the Centre will be counted as "Associated" (Column 2).

Postgraduate (PhD) students

The metrics report will count the number of PhD students (PhDs) listed in the RP. Here, the primary attribution will indicate the main source of salary for the PhD student. PhDs whose primary attribution is the Centre will be counted as “Award” (Column 1). Secondary attributions may indicate supplementary sources of funding, or research contributions to other awards. PhDs whose secondary attribution is the Centre will be counted as “Associated” (Column 2).

Postgraduate (MS) students

The metrics report will count the number of Masters’ students (MS) listed in the RP (note: only Research Masters, not taught, should be included as “Postgraduate (Masters) students when entering team members). Here, the primary attribution will indicate the main funding source or primary source of research project for the MS students. MS students whose primary attribution is the Centre will be counted as “Award” (Column 1). Secondary attributions may indicate supplementary sources of funding, or research contributions to other awards. MS students whose secondary attribution is the Centre will be counted as “Associated” (Column 3).

Research Assistants

The metrics report will count the number of Research Assistants (RAs) listed in the RP. Here, the primary attribution will indicate the main funding source or primary source of research project for the RA. RAs whose primary attribution is the Centre will be counted as “Award” (Column 1). Secondary attributions may indicate supplementary sources of funding, or research contributions to other awards. RAs whose secondary attribution is the Centre will be counted as “Associated” (Column 2).

Management Staff

The metrics report will count the number of Management Staff listed in the RP. Here, the primary attribution will indicate the main funding source for the Management Staff. Secondary attributions may indicate supplementary sources of funding. It is expected that the Centre manager’s primary attribution will be the Centre.

Administrative Staff

The metrics report will count the number of Administrative Staff listed in the RP. Here, the primary attribution will indicate the main funding source for the Administrative Staff. Secondary attributions may indicate supplementary sources of funding. It is expected that the Centre administrators’ primary attribution will be the Centre.

Education and Outreach Staff

The metrics report will count the number of Education and Outreach Staff listed in the RP. Here, the primary attribution will indicate the main funding source for the Education and Outreach Staff. Secondary attributions may indicate supplementary sources of funding. It is expected that the Centre outreach staff’s primary attribution will be the Centre.

Other

The metrics report will count the number other team members listed in the RP. Here, the primary attribution will indicate the main funding source or main research project of the team member.

Secondary attributions may indicate supplementary sources of funding, or research contributions to other awards.

Academic Outputs

Refereed Original Articles

The metrics report will count “Publications and Proceedings” entries listed as “Refereed Original Articles” in the RP, whose publication date is within the reporting period. A publication date for articles “In Press” should not be entered. Here, the “Award” data will reflect Publications where the Primary Attribution is the Centre, whereby the primary attribution refers to the main source of funding for that particular research work. Secondary attributions may indicate additional sources of funding or contributions from other awards, and will be counted as “Associated” metrics. As stated in Section 3.0, publications resulting from the Centre’s diversified awards can be counted as part of the Centre’s associated outputs.

Refereed Review Articles

The metrics report will count “Publications and Proceedings” entries listed as “Refereed Review Articles” in the RP, whose publication date is within the reporting period. A publication date for articles “In Press” should not be entered. Here, the “Award” data will reflect Publications where the Primary Attribution is the Centre, whereby the primary attribution refers to the main source of funding for that particular research work. Secondary attributions may indicate additional sources of funding or contributions from other awards, and will be counted as “Associated” metrics. As stated in Section 3.0, publications resulting from the Centre’s diversified awards can be counted as part of the Centre’s associated outputs.

Refereed Conference/Meeting Proceedings

The metrics report will count “Publications and Proceedings” entries listed as “Refereed Conference/Meeting Proceedings” in the RP, whose publication date is within the reporting period. Here, the “Award” data will reflect Publications where the Primary Attribution is the Centre, whereby the primary attribution refers to the main source of funding for that particular research work. Secondary attributions may indicate additional sources of funding or contributions from other awards, and will be counted as “Associated” metrics. As stated in Section 3.0, publications resulting from the Centre’s diversified awards can be counted as part of the Centre’s associated outputs.

Edited Conference/Meeting Proceedings

The metrics report will count “Publications and Proceedings” entries listed as “Edited Conference/Meeting Proceedings” in the RP, whose publication date is within the reporting period. Here, where the Primary Attribution is the Centre the output will be counted within the “Award” category, as the primary attribution indicates the main source of funding for an output. If the secondary attribution of the output is the Centre, indicating that the output was primarily funded by another award (which will be its primary attribution), this output will be counted as “Associated”. As stated in Section 3.0, publications resulting from the Centre’s diversified awards can be counted as part of the Centre’s associated outputs.

Book chapters published

The metrics report will count “Publications and Proceedings” entries listed as “Book Chapters” in the RP, whose publication date falls within the reporting period. Here, where the Primary Attribution is the Centre the output will be counted within the “Award” data, as the primary attribution indicates the main source of funding for an output. If the secondary attribution of the output is the Centre, indicating that the output was primarily funded by another award (which will be its primary attribution), this output will be counted as “Associated”. As stated in Section 3.0, publications resulting from the Centre’s diversified awards can be counted as part of the Centre’s associated outputs.

Books authored/Edited

The metrics report will count “Publications and Proceedings” entries listed as “Books” in the RP, whose publication date falls within the reporting period. Here, where the Primary Attribution is the Centre the output will be counted within the “Award” data, as the primary attribution indicates the main source of funding for an output. If the secondary attribution of the output is the Centre, indicating that the output was primarily funded by another award (which will be its primary attribution), this output will be counted as “Associated”. As stated in Section 3.0, publications resulting from the Centre’s diversified awards can be counted as part of the Centre’s associated outputs.

Invited Presentations

The metrics report will count all “Presentations” entries where the “Presentation Type” is a “Keynote Talk”, “Plenary Talk” or “Invited Speaker”. Only entries whose date is within the reporting period will be included. Here, where the Primary Attribution is the Centre the output will be counted within the “Award” data, as the primary attribution indicates the main source of funding for an output. If the secondary attribution of the output is the Centre, indicating that the output was primarily funded by another award (which will be its primary attribution), this output will be counted as “Associated”. As stated in Section 3.0, presentations resulting from the Centre’s diversified awards can be counted as part of the Centre’s associated outputs.

Scientific Awards Won

The metrics report will count “Significant Distinctions/Awards” entries where the “Year” is within the reporting period. These entries do not have an attribution and are “Associated” by nature. Awardees should ensure that only prizes and distinctions granted to the Centre’s team members are listed in the Centre’s RP.

Conferences, and Workshops organised

The metrics report will count “Conferences/Workshops/Seminars” entries where the “Role” is any value and where the “Start Date”, indicating the first day in which the event was held, is within the reporting period. Here, where the Primary Attribution is the Centre, the output will be counted within the “Award” data, as the primary attribution indicates the main source of funding for an output. If the secondary attribution of the output is the Centre, indicating that the output was primarily funded by another award (which will be its primary attribution), this output will be counted as “Associated”. As stated in Section 3.0, events resulting from the Centre’s diversified awards can be counted as part of the Centre’s associated outputs.

Human Capital Outputs

PhD Degrees Awarded

The metrics report will count the number of PhD students amongst the “Team Members” whose PhD Graduation Date is not empty and falls within the reporting period. Associated outputs will be defined by having the Centre as the secondary attribution. As stated in Section 3.0, entries resulting from the Centre’s diversified awards can be counted as part of the Centre’s associated outputs.

Masters’ Degrees Awarded

The metrics report will count the number of Masters’ students “Team Members” whose MSc Graduation Date is not empty and falls within the reporting period. Associated outputs will be defined by having the Centre as the secondary attribution. As stated in Section 3.0, entries resulting from the Centre’s diversified awards can be counted as part of the Centre’s associated outputs.

Industry Engagements

Number of industry collaborators

The metrics report will count “Non Academic Collaborations” entries where “Organisation Type” is “SME” or “MNC”, where the “Year Collaboration Began” is within the reporting period and where the “Collaboration end date” is empty or within the reporting period. Here, where the Primary Attribution is the Centre the output will be counted within the “Award” data, as the primary attribution indicates the main source of funding for an output. If the secondary attribution of the output is the Centre, indicating that the output was primarily funded by another award (which will be its primary attribution), this output will be counted as “Associated”. As stated in Section 3.0, collaborations resulting from the Centre’s diversified awards can be counted as part of the Centre’s associated outputs.

Technology Transfer

Invention Disclosures

The metrics report will count “Innovation and Commercialisation Activities” entries where the “Type” is “Invention Disclosure” and the “Disclosure Date” is within the reporting period. Here, where the Primary Attribution is the Centre the output will be counted within the “Award” data, as the primary attribution indicates the main source of funding for an output. If the secondary attribution of the output is the Centre, indicating that the output was primarily funded by another award (which will be its primary attribution), this output will be counted as “Associated”. As stated in Section 3.0, invention disclosures resulting from the Centre’s diversified awards can be counted as part of the Centre’s associated outputs.

Patent Applications

The metrics report will count “Innovation and Commercialisation Activities” entries where the “Type” is “Patent”, the Status is “Filed and Pending” and the “Filing Date” is within the reporting period. Here, where the Primary Attribution is the Centre the output will be counted within the “Award” data, as the primary attribution indicates the main source of funding for an output. If the secondary attribution of the output is the Centre, indicating that the output was primarily funded by another award (which will be its primary attribution), this output will be counted as “Associated”. As stated in Section 3.0,

patent applications resulting from the Centre's diversified awards can be counted as part of the Centre's associated outputs.

Patents awarded

The metrics report will count "Innovation and Commercialisation Activities" entries where the "Type" is "Patent", the Status is "Awarded" and the "Award Date" is within the reporting period. Here, where the Primary Attribution is the Centre the output will be counted within the "Award" data, as the primary attribution indicates the main source of funding for an output. If the secondary attribution of the output is the Centre, indicating that the output was primarily funded by another award (which will be its primary attribution), this output will be counted as "Associated". As stated in Section 3.0, patents resulting from the Centre's diversified awards can be counted as part of the Centre's associated outputs.

Standards approved/ratified by standardisation bodies

The metrics report will count "Innovation and Commercialisation Activities" entries where the "Type" is "ICT Standards/Specifications", the "Standard Approved/Ratified" status is "Yes" and the "Year" is within the reporting period. Here, where the Primary Attribution is the Centre the output will be counted within the "Award" data, as the primary attribution indicates the main source of funding for an output. If the secondary attribution of the output is the Centre, indicating that the output was primarily funded by another award (which will be its primary attribution), this output will be counted as "Associated". As stated in Section 3.0, standards resulting from the Centre's diversified awards can be counted as part of the Centre's associated outputs.

Number of spin-out companies founded

The metrics report will count the "Innovation and Commercialisation Activities" entries where the Type is "Spin-out Companies" and the "Date Incorporated" falls within the reporting period. Here, where the Primary Attribution is the Centre the output will be counted within the "Award" data, as the primary attribution indicates the main source of funding for an output. If the secondary attribution of the output is the Centre, indicating that the output was primarily funded by another award (which will be its primary attribution), this output will be counted as "Associated". As stated in Section 3.0, spin-outs resulting from the Centre's diversified awards can be counted as part of the Centre's associated outputs.

Number of licence agreements

The metrics report will count the "Innovation and Commercialisation Activities" outputs where the Type is "Licensed Technology" and the "License Agreement Date" falls within the reporting period. "Exploited" patents will NOT be counted within this category to avoid duplication of data, therefore awardees are advised to enter all the Centre's licensed technology under the "Licensed Technology" type in Innovation and Commercialisation Activities. In addition, assignments are not counted in this category. These should be entered under the 'Assignments' type. Here, where the Primary Attribution is the Centre, the output will be counted within the "Award" data, as the primary attribution indicates the main source of funding for an output. If the secondary attribution of the output is the Centre, indicating that the output was primarily funded by another award (which will be its primary

attribution), this output will be counted as “Associated”. As stated in Section 3.0, licenses resulting from the Centre’s diversified awards can be counted as part of the Centre’s associated outputs.

Funding Diversification

“Funding Diversification” entries listed in the SESAME RP do not have attributions. Note that while the term “Funding Diversification” refers to the Centre funding streams in their entirety at a point in time, the definitions of Diversified and “Leveraged Funding, as defined in Section 2.0, apply when it comes to including awards in the metrics report based on their start dates. All awards, and related income, whose start date falls after the start date of the Centre will be counted in the metrics report as a Leveraged Funding Centre output. Diversified Funding outputs will include Leveraged Funding outputs and also awards, and related income, whose start date falls before the start date of the Centre, provided that they align to the definition set in Section 2.0 for “Diversified” metrics.

Leveraged Funding

The metrics report will sum the number of “Funding Diversification” entries where the “Start Date” falls within the reporting period, and the Status is “Expired” or “Current”. Awards that have been active through only part of the reporting period should be counted too, hence the inclusion of “Expired” awards as long as the Expiry date falls within the reporting period.

The awards will be broken down by “Funding Body”.

Entries resulting from the Centre’s diversified awards (i.e. with start date prior to the start date of the Centre) will NOT be counted as part of the Centre’s leveraged funding.

Diversified Funding

The metrics report will sum the number of “Funding Diversification” entries with any “Start Date”, and whose Status is “Expired” or “Current”. Awards that have been active through only part of the reporting period should be counted too, hence the inclusion of “Expired” awards as long as the Expiry date falls within the reporting period.

The awards will be broken down by “Funding Body”.

Entries resulting from the Centre’s diversified awards (i.e. with start date prior to the start date of the Centre) WILL be counted as part of the Centre’s Diversified Funding. Therefore, given that Diversified Funding will effectively include all Funding Diversification entries listed on the Centre’s RP to the end of the reporting period, **the Centres should not list on their RP awards that do not comply with the definition of Diversified metrics as set out in Section 2.0.**

Outreach initiatives

The metrics report will report the number of “New Outreach Initiatives” entries where the “Year” falls within the reporting period, for each of the three different categories.

6. FAQs

Q. A postdoc was funded by Grant X since 01/01/2011 but since 1st July 2013 she is funded through the Research Centre award. How do I report it in SESAME?

A. If the Centre began on the 01/07/2013, it cannot have team members who started on 01/01/2011. In this example, the postdoc should have an end date with Grant X e.g. 31/07/2013 with Grant X as primary attribution in Grant X's RP, and a start date with the new Centre on 01/07/2013 with the Research Centre as primary attribution in the Centre's RP.

Q. One of the Centre's team members holds a research award that has started before the Research Centre's start date. Can I count it as an "associated" award and how?

A. As long as it is active during at least part of the reporting period and it is aligned to the mission of the Research Centre, this award can be counted as diversified funding for the Centres. This means that it will not contribute to the Funding Diversification metrics, where only leveraged awards will be counted (i.e. awards whose start date falls after the start date of the Centre), however its outputs, such as publications and team members, can be listed in the Centre's RP with the Centre as a secondary attribution.

Q. One of the Centre's team members holds a research award that has started after the Research Centre's start date. How is this award considered?

A. As long as it is active during at least part of the reporting period and it is aligned to the mission of the Research Centre, this award will be counted as leveraged funding for the Centre.