



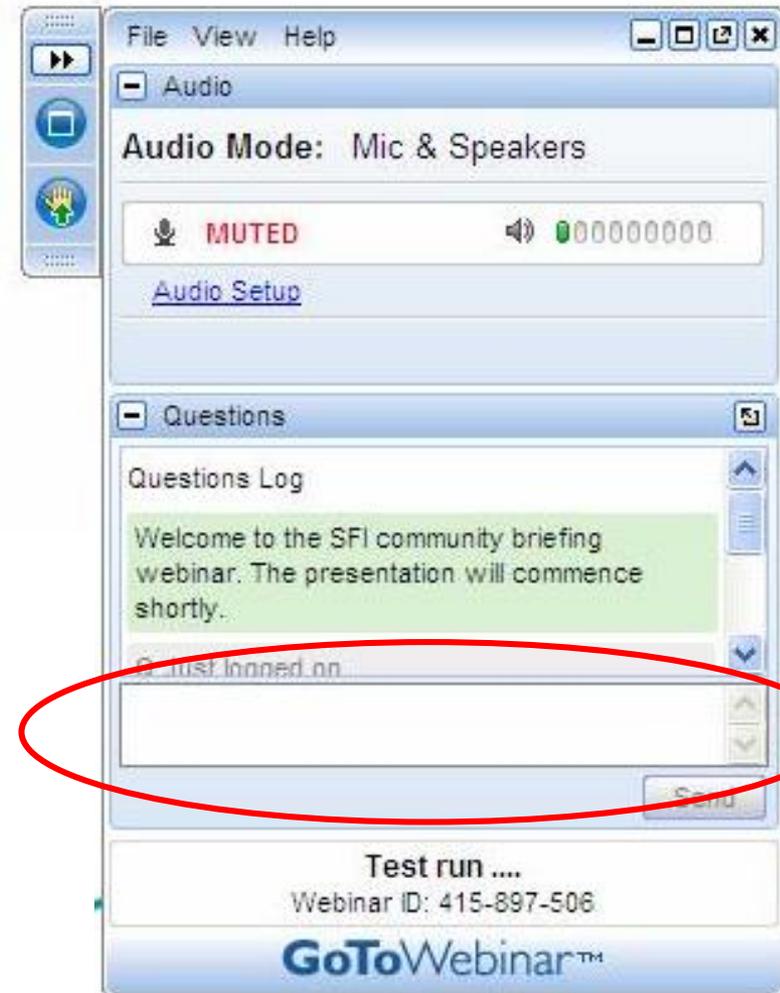
Research Centres 2012 Phase 2 Call - Information Webinar

April 12th 2017

Roisin Cheshire – Research Centres Manager
Yvonne Halpin – Scientific Programme Mgr
Aine Duffy - Admin Mgr, Post Award Team

Webinar Instructions

- This webinar consists of a short PowerPoint presentation with voiceover (1-way!)
- We'll walk you through the presentation and answer questions at the end
- Have FAQ document to hand
- Submit questions by text on the GoToMeeting control panel – be concise
- We will post link to recording of webinar on www.sfi.ie shortly



Presentation Overview

- **Quick Overview of Call Document**
- **Submission Process**
- **Checklist**
- **FAQs**
- **Q&A**

Overview of Phase 2 Call

- Applicable to 7 x 2012 RCs (AMBER, APC, INFANT, Insight, IPIC, MaREI, SSPC)
 - Opportunity to apply for a second phase of funding (2019 - 2025)
 - As part of submission process, two key documents required
 - Progress Report
 - Proposal for Phase 2 funding
 - Phase 2 call launched 2nd March 2017
 - Clarification documents and FAQs circulated April 7th
 - All documentation available on call webpage ;
<http://www.sfi.ie/funding/funding-calls/call-for-submission-of-pr/index.xml>
-
- SESAME Application will go live on April 28th

Submission deadline to SFI : 14th June 2017 at 13:00

Late and incomplete submissions will not be reviewed!

Need to build ample time to allow Research Office approval

Call Document

1. Introduction
2. Research Centre Programme Objectives
3. Definitions
4. Eligibility
5. Economic and Societal Impact
6. Proposal Review Process and Criteria
7. Funding
- 8. Submission Process**
9. Research Body Approval
10. Applicant Agreement to T&Cs
11. SFI Policies and Positions
12. State AID

Appendices

Appendices

- **APPENDIX 1: REVIEW PROCESS AND SCORING MECHANISM**
- **APPENDIX 2: APPLICANT CV TEMPLATE (MAX. 6 PAGES) – NEW!!!!!!**
- **APPENDIX 3 - PROGRESS REPORT TEMPLATE**
- **APPENDIX 4 - PHASE 2 PROPOSAL TEMPLATE**

Appendix 2 - New CV template

- Available now in Appendix 2 of the Call Document
- Available now on the Call Webpage
<http://www.sfi.ie/funding/funding-calls/call-for-submission-of-pr/index.xml>

- Will be available underneath Guidelines section of SESAME workbench
- Section 1 (max 3 pages)
- Section 2 (max 3 pages)
- **NOTE: The research funding track record is not now part of the CV, must be uploaded via SESAME**

All Applicants can complete CVs in advance of SESAME application going live

Changes to CV template

Section	Old Template	New Template	Input Directly into SESAME
Research Funding	Yes	No	Yes
History of Mentoring and Supervision	Yes	No	Yes
Key Achievements	No	Yes	No
Overview of publications to date	Yes	No	Yes
List up to 10 senior author publications	No	Yes	No
Other publications	No	Yes	No

Appendix 3 - Progress Report Template

- Appendix 3 of call document
- Word Version of Appendix 3 available on _____
<http://www.sfi.ie/funding/funding-calls/call-for-submission-of-pr/index.xml>

- Ensure strict adherence to page limit requirements
 - Submissions violating page limit requirements will not be reviewed!
- Permissible appendices include:
 - Appendix (A)– US-Ireland Centre-to-Centre Partnership Programme
 - Appendix (B)– Spokes Programme awards
- Unsolicited appendices will result in an ineligible submission

Appendix 3 - Progress Report Template

Changes made since Templates were circulated in November

Section 6 (Research Programme)

- Addition of separate Appendices so that the Research Centres can provide additional detail on US-Ireland Centre to Centre and Spokes awards;
 - Appendix (A) - US-Ireland Centre to Centre
 - Appendix (B) - Spokes
 - Addition of a section for References
 - Clarification that the page limit for the research programme is exclusive of references;

Please note: the 40 page limit for the overall Research Centre research programme does not include the US-Ireland C2C or the Spokes awards. An additional 10 pages (max) are allowed for each US-Ireland C2C and each Spoke award for the Centre.

Section 10 (Impact section) - general update

Appendix 4 – Phase 2 Proposal

- Template in Appendix 4 of call document
- Ensure strict adherence to page limit requirements
 - Submissions violating page limit requirements will not be reviewed!
- Industry letters of support not allowed
 - If included, will result in an ineligible submission
- Permissible appendices include:
 - Appendix A – Budget Tables
 - Appendix B – KPI Table
- Unsolicited appendices will result in an ineligible submission

Appendix 4- Changes to Phase 2 Proposal Template

Section 2 (Research Centre leadership team)

- More emphasis has been placed on the requirement to balance Gender
- The entire co-Applicant team will be reviewed, even if some of the co-Applicants are currently already PIs in the Centre

Section 4 (Support of the Host Research Bodies)

- Reference to the potential implementation of a Service Level Agreement

Section 6 (Research Programme)

- Addition of a section for References and clarification that the page limit for the research programme is exclusive of references

Section 7 (Business Plan)

- More clarity has been provided on the cost share model
- More detail has been provided on what can be counted as industry cost share; this had previously been provided as a link

Appendix 4 - Changes to Phase 2 Proposal Template

Section 8 (Budget section)

- Clarification has been provided on the level of detail required on the industry contribution to targeted project budgets
- Reference has been made to the Governance advisory review committee report in the Budget section
- **Discretionary Directors fund** can be requested
- **Support costs for Governance Committee** can be requested

Section 10 (Impact section) – General Update

Appendix B – KPI Table

- The KPI table includes a line for “**Number of trainee departures with industry as a first destination**” as well as “Percentage of trainee.....”
- New EPE KPI

Submission Process for Phase 2 Call

- **Submission through SESAME – SFI’s Grants Management System**
- **Application will go live on SESAME April 28th**
- **Documents can be prepared in advance of application being available**
 - Co-Applicant CVs
 - Progress Report
 - Phase 2 Proposal
- **All uploads must be in PDF**
- **Allow enough time for Co-Applicant section completion and Research Office review**

**Submission deadline to SFI : 14th June 2017 at 13:00
Late and incomplete submissions will not be reviewed!**

Submission Process - SESAME

- Application will be available through Lead Applicant's SESAME account – 'Current Applications' tab on home page

The screenshot displays the 'University of Ireland Researcher Workbench' interface. At the top, the SFI logo and 'Science Foundation Ireland' branding are visible. The user is identified as 'Julio Cesar'. The main content area is divided into sections: 'Welcome to the SESAME Workbench' with a detailed description of the system's capabilities; 'Active Awards' showing a count of 0; and 'SFI Open Calls' listing various research programs like 'SFI President of Ireland Young Researcher Award Programme (PIYRA)', 'Conference and Workshop', 'President of Ireland Future Research Leaders Call 2016', 'Research Centres 2016', 'Strategic Partnerships', 'Discover 2017', and 'SFI-NSFC Partnership 2017'. Each call includes a duration and a link to the call document, with an 'Apply' button. A support ticket information box is also present. At the bottom, a navigation bar includes 'Current Applications', 'Active Awards', 'Non-Active Awards', and 'Tickets'. Below this is a table of current applications with columns for Proposal ID, Project Title, Grant Type, Status, Created Date, Role, and View/Edit. The first application is '12/RC/2278_P2' with 'AMBER_Phase 2' as the project title, 'Research Centres Phase 2' as the grant type, and 'Full Proposal - In Preparation' as the status. A red box highlights the 'Current Applications' tab, and another red box highlights the 'Details' button for the first application, with an arrow pointing to it and the text 'Click here'.

University of Ireland
Researcher Workbench

Welcome: Julio Cesar

Home | Profile | Documentation | Logout

Welcome to the SESAME Workbench

The SESAME Workbench enables you to readily access information relating to SFI proposals to which you are associated. You have the ability to manage your personal profile, to create new applications to open calls, to track applications from submission through to award decision and to manage your awards through report submission to SFI. All calls include an eligibility questionnaire to assist you in determining whether you are eligible to apply. Your personal profile within SESAME includes both your contact details and relevant research outputs which will be used in the submission of annual reports to SFI.

Active Awards
0

Please submit a support ticket for any issues/queries. If you wish to email sesame@sfi.ie regarding an issue/query please ensure you include the ticket number in the subject of the email. Emails which do not contain a ticket number will not be addressed.

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

Manage Profile
Click here to manage your profile.

Support
Click here to create support ticket.

Change Password
Click here to change your password.

SFI Open Calls

SFI President of Ireland Young Researcher Award Programme (PIYRA)
Duration: Up to 5 Years
[PIYRA Call July 2014.pdf](#) [Apply](#)

Conference and Workshop
Duration: Not Applicable
[SFI Conferences and Workshops 2014 Call Doc.pdf](#) [Apply](#)

President of Ireland Future Research Leaders Call 2016
Duration: 5 years
[FRL Call Doc.pdf](#) [Apply](#)

Research Centres 2016
Duration: 6 years
[Research Centres Programme Call 2016.pdf](#) [Apply](#)

Strategic Partnerships
Duration: 12 - 60 months [Apply](#)

Discover 2017
Duration: 1 year [Apply](#)

SFI-NSFC Partnership 2017
Duration: 4 Years [Apply](#)

TIDA 2017
Duration: 12 months [Apply](#)

Test Programme

Current Applications | Active Awards | Non-Active Awards | Tickets

Proposal ID	Project Title	Grant Type	Status	Created Date	Role	View / Edit
12/RC/2278_P2	AMBER_Phase 2	Research Centres Phase 2	Full Proposal - In Preparation	14/08/2013 10:20:03	Co-Applicant	Details
12/RC/2272_P2	INFANT_Phase 2	Research Centres Phase 2	Full Proposal - In Preparation	14/06/2013 16:00:20	Lead Applicant	Details

Click here

Submission Process - SESAME

Guidelines for Preparation of an SFI Research Centres Phase 2 Application.

1. Please refer to the relevant SFI Programme call document and SESAME guidelines when completing this application.
2. Please complete all mandatory fields under "Additional Contact Information" (e.g. nationality, Year of PhD etc) in your personal profile prior to submission.
3. Lead applicant (and co-applicants where applicable) must use the official SFI CV template. Please download the relevant CV template from [here](#).
4. Please click Save Draft both before adding attachments and after addition of Collaborators or Co-applicants.
5. To add co-applicants to your application, you will need their SFI PIN number located in their SESAME Profile. Co-applicants must provide this PIN to the lead applicant.
6. Applicants and Co-applicants may complete the required fields, but only the Lead Applicant can submit this application.
7. All uploaded documents must be in Adobe PDF format.
8. To check that required fields have been completed prior to submission, click the Validation button. Validation will automatically occur when "Submit" is selected.
9. You should view the PDF of your application prior to submission to allow you to verify content, print or save your application. It is the responsibility of the lead applicant to ensure that all documentation is included and that page lengths are not exceeded. Please refer to the checklist provided.
10. Clicking Submit will submit your application to your local Research Office (RO) for approval. If your research office approves your application, it will be submitted to SFI and you will be notified when this occurs.
11. Please click [here](#) to download the relevant FAQs for the relevant call.

Please ensure to use unencrypted, non-password protected PDFs with the copying function disabled, developed using either Adobe or Microsoft word PDF converter software only.

Dr. Researcher1 O'SmartSimple Test

Researcher1: Test (DO NOT DELETE)
SmartSimple Test University
123 This street (DO NOT DELETE)
Toronto
Researcher1.sfi@smartsimple.com

Nationality: Ireland
Citizenship: EU

Submission Process - SESAME

- Certain fields will be pre-populated
- Proposal Title – existing name of the Centre Phase 2 – do not edit!

Proposal Summary

Proposal Title (max. 30 words):	<input type="text" value="INFANT_Phase 2"/>
Proposal ID:	12/RC/2272_P2
Total funding request amount (in €):	€5,444,768.00
Duration of award requested (in months):	<input type="text" value="72"/>
NRP Area:	<input type="text" value="Priority Area F - Diagnostics"/>
Research Area - Primary:	<input type="text"/>
Research Area - Secondary:	<input type="text"/>
Does your research involve the use of animals?:	<input type="text" value="Yes"/>
Does your research involve human participants, human biological material, or identifiable/potentially identifiable data?:	<input type="text" value="Please select"/>
Ethical Issues Table: Please download here and re-upload (in PDF format) once completed	<input type="button" value="Upload"/>

Error in call document – page 11/12

Total Funding Request Amount

Enter the total funding request amount in direct costs, in Euro (€).

The total funding request will be derived from the Summary Budget table – See Budget Slide

The Ethical Issues Table is downloaded as a word document for editing purposes but when completed, must be uploaded as a pdf document.

Please describe how your proposal is aligned with SFI's legal remit (max 250 words):

250 words left

SESAME – Lead Applicant

Lead Applicant Details

Lead Applicant % Commitment to Project:

Lead Applicant CV (max 6 pages):

Upload



CV template in Appendix 2 of call document

Please provide numbers of publications to date (Lead Applicant)

The Lead Applicant and all Co-Applicants are required to link their SESAME Research Profiles to an ORCID ID before an application can be submitted.

Senior Author Publications:

Journal Articles:

Reviews:

Book Chapters:

Books:

Peer reviewed Conference Publications:

Edited Conference Proceedings:

Other:



NB - Lead Applicant and all Co-Applicants must link their SESAME Research Profiles to an ORCID ID before an application can be submitted. If this is not completed submission is not possible, see Validation step

Please provide supervisory experience to date (Lead Applicant)

Masters Students graduated:

PhD Students graduated:

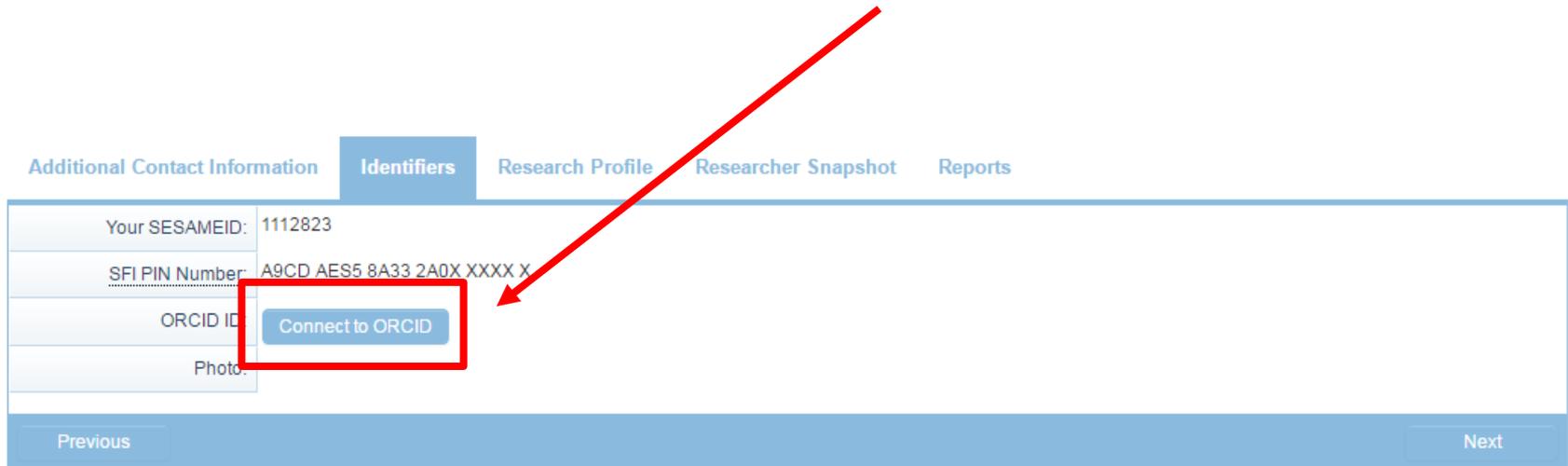
Masters Students currently supervising:

PhD Students currently supervising:

Other Staff currently supervising:

SESAME – Linking ORCID ID

- ORCID provides a unique identifier for all researchers, which can then be linked to their different research works across different platforms
- ORCID ID is entered through 'Connect to ORCID' function under the 'Identifiers' tab of the researcher's SESAME profile



The screenshot displays the 'Identifiers' tab of a researcher's SESAME profile. The interface includes a navigation bar with tabs for 'Additional Contact Information', 'Identifiers', 'Research Profile', 'Researcher Snapshot', and 'Reports'. The 'Identifiers' tab is active, showing a table with the following information:

Your SESAMEID:	1112823
SFI PIN Number:	A9CD AES5 8A33 2A0X XXXX X
ORCID ID:	Connect to ORCID
Photo:	

At the bottom of the page, there are 'Previous' and 'Next' navigation buttons. A red box highlights the 'Connect to ORCID' button, and a red arrow points to it from the text above.

SESAME – Assignment of Co-Applicants

- Co-Applicants added by Lead Applicant to application
- Need to know 1) Researcher's last name and 2) Researcher's SFI PIN (Identifiers tab of Researcher's profile)

The screenshot displays the 'Co-Applicant Details' section of the SESAME application. A red box highlights the 'Add Co-Applicants:' button and the 'Add' button. Below this, a message states: 'Co-Applicants must log in and complete required fields'. A table lists co-applicants, with the first one being Dr. Brian Rese. A modal window titled 'Assign Co-Applicant' is overlaid, showing a form with fields for 'SFI PIN' and 'Researcher Last Name', and a 'Retrieve Researcher' button. A red message above the form reads: 'All Co-Applicants are required to link their SESAME Research Profiles to an ORCID iD before an application can be submitted.'

If the Co-Applicant is not registered with SESAME, they need to contact their Research Body immediately to get set up

Submission Process for Co-Applicants

- Application available through co-Applicant's SESAME account
 - 'Current Applications' tab on home page

University of Ireland Researcher Workbench

Welcome: Julio Cesar

Home | Profile | Documentation | Logout

Welcome to the SESAME Workbench

The SESAME Workbench enables you to readily access information relating to SFI proposals to which you are associated. You have the ability to manage your personal profile, to create new applications to open calls, to track applications from submission through to award decision and to manage your awards through report submission to SFI. All calls include an eligibility questionnaire to assist you in determining whether you are eligible to apply. Your personal profile within SESAME includes both your contact details and relevant research outputs which will be used in the submission of annual reports to SFI.

Active Awards

0

Please submit a support ticket for any issues/queries. If you wish to email sesame@sfi.ie regarding an issue/query please ensure you include the ticket number in the subject of the email. Emails which do not contain a ticket number will not be addressed.

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

Manage Profile
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Support
Click here to create support ticket.

Change Password
Click here to change your password.

SFI Open Calls

- SFI President of Ireland Young Researcher Award Programme (PIYRA)**
Duration: Up to 5 Years
[PIYRA Call July 2014.pdf](#) [Apply](#)
- Conference and Workshop**
Duration: Not Applicable
[SFI Conferences and Workshops 2014 Call Doc.pdf](#) [Apply](#)
- President of Ireland Future Research Leaders Call 2016**
Duration: 5 years
[FRL Call Doc.pdf](#) [Apply](#)
- Research Centres 2016**
Duration: 8 years
[Research Centres Programme Call 2016.pdf](#) [Apply](#)
- Strategic Partnerships**
Duration: 12 - 60 months [Apply](#)
- Discover 2017**
Duration: 1 year [Apply](#)
- SFI-NSFC Partnership 2017**
Duration: 4 Years [Apply](#)
- TIDA 2017**
Duration: 12 months [Apply](#)
- Test Programme**

Current Applications						
Proposal ID	Project Title	Grant Type	Status	Created Date	Role	View / Edit
12/RC/2278_P2	AMBER_Phase 2	Research Centres Phase 2	Full Proposal - In Preparation	14/08/2013 10:20:03	Co-Applicant	Details
12/RC/2272_P2	INFANT_Phase 2	Research Centres Phase 2	Full Proposal - In Preparation	14/06/2013 16:00:20	Lead Applicant	Details

SESAME – Co-Applicant Requirements

1. Link to ORCID ID in own research profile
2. Upload CV using template in Appendix 2 of Phase 2 call document

Co-Applicant Details

Addition of Co-Applicant(s), where applicable

Add Co-Applicants:

Add

Co-Applicants must log in and complete required fields

	Co-Applicant Details	% Commitment	Applying Under ICA criteria	ICA Criteria	Declaration of Co-Applicant	Actions
1	Dr. Brian Researcher SmartSimple Test University 01 223 4400 bfallon6086@hotmail.com.fake	25	No		Agree	Complete Fields Upload CV
	Co-Applicant Details	% Commitment	Applying Under ICA criteria	ICA Criteria	Declaration of Co-Applicant	Actions
2	Dr. Researcher2 SmartSimple Test SmartSimple Test University +1 416-591-1668 Researcher2.sfi@smartsimple.com	20	No		Agree	Complete Fields Upload CV

SESAME – Co-Applicant Requirements

3. Complete all required fields and hit 'save'

CO-Applicant Details	Commitment	ICA criteria	ICA criteria	Applicant	Actions
2 Dr. Researcher2 SmartSimple Test SmartSimple Test University +1 416 504 1668	20	No		Agree	Complete Fields Upload CV Actions
3					Complete Fields Upload CV Actions
4					Complete Fields Upload CV Actions
5					Complete Fields Upload CV Actions

Complete Fields - Google Chrome

Secure | https://sesamedev.sfi.ie/s_viewpagefield.jsp?fieldid=1743701&codedid=H1FTSVNwFspaOF14C1

Co-applicant Details. This section is to be completed by the co-applicant

% Commitment:

Please provide your history of supervision

Masters students graduated	PhD student graduated
<input type="text"/>	<input type="text"/>
Masters students currently supervising	PhD students currently supervising
<input type="text"/>	<input type="text"/>
Other Staff being supervised	
<input type="text"/>	

Please provide a summary of your publications to date

Senior Author Publications	Journal Articles
<input type="text"/>	<input type="text"/>
Reviews	Book Chapters
<input type="text"/>	<input type="text"/>
Books	Peer reviewed Conference Publications
<input type="text"/>	<input type="text"/>
Edited Conference Proceedings	Other
<input type="text"/>	<input type="text"/>

Submission of an application confirms acceptance of and agreement with the SFI Grants and Awards Terms and Conditions; that the applicant meets eligibility requirements; that the project is in full agreement with all legal and regulatory matters governing research in Ireland; that no aspect of this project is already being funded from another source and that all details provided are correct.

[Save](#) [Close](#)

Col
Ad

© sfi 21

Submission Process for Co-Applicants

- **Lead-Applicant logged in – the record is locked (indicated at bottom of application page – see below)**
- **However, co-Applicants can still access application and complete all required fields**
- **BUT!!!**
- **Only the Lead Applicant can submit the proposal and the Lead Applicant will not be able to submit if a co-Applicant is logged in!!**
- **So make sure all Co-Applicant details are completed well before the deadline**
- **Research Funding History is carried out for both Lead and Co-Applicants at a later stage in the application**

Created Date:	14/06/2013 16:00:20
Full Proposal Application Deadline Date:	02/11/2017 13:00:00



This record is locked. Checked out by Julio Cesar (07 April 2017 2:14PM)

SESAME – Co-Applicant Tracking

- A co-Applicant tracking function is enabled in the application
 - Table below the co-Applicant details
- Applications cannot be submitted unless all co-Applicants have completed the following
 1. ORCID ID connected ✓
 2. CV uploaded ✓
 3. All required fields completed ✓
 4. Research Funding section ✓ (not included in the table)

Co-Applicant Name	ORCID Connected	CV Uploaded	Completed fields
Dr. Brian Researcher	Yes	No	Yes
Dr. Researcher2 SmartSimple Test	Yes	Yes	Yes
Dr. Dan Dare	No	Yes	No

Checklist – Co-Applicants

To do, even before SESAME Application goes live

- **Is the Co-Applicant registered on SESAME with SFI PIN**
- **Is the Co-Applicant Research Funding History up to date**
- **Is the Research Profile on SESAME linked to ORCID ID**
- **Complete required co-applicant fields on application page in SESAME**
- **Are they aware that the CV template is new**
- **Have they started completing their CVs**

Given the large number of co-Applicants in each Research Centre, it is the responsibility of the Lead-Applicant to ensure that this activity is co-ordinated well in advance of the submission deadline

Funded Investigators

CV not required

Summary information entered in the Collaborator section

The screenshot displays the 'University of Ireland Researcher Workbench' interface. At the top left is the SFI logo with the text 'Fondúireacht Eolaíochta Éireann / Da bhíúil romhainn / Science Foundation Ireland / For what's next'. The top right shows the user 'Welcome: Julio Cesar'. The main content area is divided into two sections: 'Collaborator Details' and 'Assign Collaborator'.

Collaborator Details

Addition of Collaborator(s), where applicable

Assign Collaborators:

Name	Organisation
Dr. Collaborator SmartSimple Test	SmartSimple Test Uni

Assign Collaborator

Organisation:

Department:

Prefix:

First Name:

Last Name:

Job Title:

Collaborator Type:

Email:

Address 1:

Address 2:

City:

Country:

Postal Code:

A callout box points to the 'Collaborator Type' dropdown menu in the 'Assign Collaborator' form, containing the following list:

- Academic
- Funded Investigator
- Industry
- Mentor

Main Body of Proposal

- Two programme documents to be uploaded as part of submission process
 1. Progress Report
 2. Phase 2 Proposal
- PDF format only!

Main Body of Proposal

Keywords (max. 15)

15 words left

Scientific Abstract (max 200 words)

200 words left

Lay Abstract (max. 100 words)

100 words left

Programme Documents

Progress Report:

Upload

Phase 2 Proposal:

Upload

Research Funding

Current pending or expired support of applicants (to be completed by lead and co-applicant(s))

Research Funding

Must be completed by Lead and Co-Applicants

4. Complete *Research Funding* section

- Click 'Add from Profile' or 'Create New'
- Tick relevant awards and click 'Attribute' to add to the application

Research Funding

Current, pending or expired support of applicants (to be completed by lead and co-applicant(s))

To edit existing entries, please click on 'Add from Profile', then open, edit and save the relevant record.

Add from Profile

Create New

Funding Diversification

Start Date	End Date	Amount of Funding Allocated to PI	Funding Body	Funding Programme	Status
<input checked="" type="checkbox"/>	Open	2011-10-26	2012-09-30	National Institute of Health USA (NIH)	Expired
<input type="checkbox"/>	Open	2012-01-01	2011-12-31	Science Foundation Ireland (SFI)	Expired
<input checked="" type="checkbox"/>	Open	2012-01-01	2013-06-30	Health Research Board (HRB)	Expired
<input checked="" type="checkbox"/>	Open	2011-10-01	2015-07-01	Health Research Board (HRB)	Expired
<input type="checkbox"/>	Open	2010-10-01	2013-09-30	Health Research Board (HRB)	Expired
<input type="checkbox"/>	Open	2008-12-15	2012-12-14	Science Foundation Ireland (SFI)	Expired
<input type="checkbox"/>	Open	2012-10-01	2015-09-30	Health Research Board (HRB)	Expired

Submission Process - SESAME

- ***'Total funding request amount (in €)'*** field – read-only

Proposal Summary

Proposal Title (max. 30 words):	INFANT_Phase 2
Proposal ID:	12/RC/2272_P2
Total funding request amount (in €):	€5,444,768.00
Duration of award requested (in months):	72

- To populate this field, complete the *Budget* section and click ***'save draft'*** at the bottom of the application page

Budget

Prepare Budget: [Open](#) For guidelines on how to complete your budget please click [here](#)

View Proposal Prior to Submission

Full Proposal Document: [Open](#)

Declaration

Submission of an application confirms acceptance of and agreement with the SFI Terms and Conditions of Research Grants; that the applicant meets eligibility requirements; that the project is in full agreement with all legal and regulatory matters governing research in Ireland; that no aspect of this project is already being funded from another source and that all details provided are correct.

I Agree

Additional Application Details

Created Date:	14/06/2013 16:00:20
Full Proposal Application Deadline Date:	02/11/2017 13:00:00

[Save Draft](#) [Validate](#) [Submit](#)

SESAME – Budget Completion

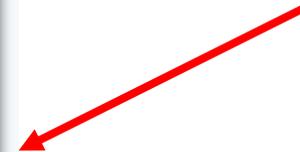
- Enter budget SESAME (below) and include in Phase 2 Proposal PDF (using template in Appendix A of proposal template)

The screenshot displays the SESAME web application interface. On the left, the 'Programme Documents' section includes 'Progress Report' and 'Phase 2 Proposal' with 'Upload' buttons. Below this is the 'Research Funding' section with 'Add from Profile' and 'Create New' buttons. A red box highlights the 'Budget' section, which contains a 'Prepare Budget' button and an 'Open' button. The 'View Proposal Prior to Submission' section has a 'Full Proposal Document' button. The 'Declaration' section includes a checkbox for 'I Agree'. The 'Additional Application Details' section shows 'Created Date: 14/06/2013 16:00:20' and 'Full Proposal Application Deadline Date: 02/11/2017 13:00:00'. At the bottom, there are 'Save Draft', 'Validate', and 'Submit' buttons.

Two browser windows are overlaid on the main interface:

- Budget History - Google Chrome**: Shows a table with columns: Budget Type, Status, Created By, Creation Date, Last Modified, and Budget Worksheet. A row is visible for 'Requested' (Draft) by 'Julio Cesar' on '06/04/2017 08:01', last modified on '06/04/2017 08:02:00', with an 'Open Budget' button.
- Notional Budget View - Google Chrome**: Shows a 'REQUESTED BUDGET' of 0 (IN EUROS). It includes a table for 'STAFF' and 'EQUIPMENT' with columns for 'YEAR 1' through 'YEAR 6' and 'TOTAL'. The 'STAFF' table has a 'Total' row with values 0 for all years and 0 for the total. The 'EQUIPMENT' table also has a 'Total' row with values 0 for all years and 0 for the total. There are '+' buttons below the 'STAFF' and 'EQUIPMENT' tables. At the bottom of the window are 'Save', 'Clear', and 'Close' buttons.

SFI direct costs only



SESAME – Validation Step

What co-Applicant sees

View Proposal Prior to Submission

Full Submission Document:

[Open](#)

Additional Application Details

Created Date:

14/08/2013 10:20:03

Full Proposal Application Deadline Date:

02/11/2017 13:00:00

[Save Draft](#)

[Validate](#)

What Lead-Applicant sees

View Proposal Prior to Submission

Full Submission Document:

[Open](#)

Declaration

Submission of an application confirms acceptance of and agreement with the SFI Terms and Conditions of Research Grants; that the applicant meets eligibility requirements; that the project is in full agreement with all legal and regulatory matters governing research in Ireland; that no aspect of this project is already being funded from another source and that all details provided are correct.

I Agree

Additional Application Details

Created Date:

14/06/2013 16:00:20

Full Proposal Application Deadline Date:

02/11/2017 13:00:00

[Save Draft](#)

[Validate](#)

[Submit](#)

Submission Process - Key Messages

- **Lead Applicant is responsible for coordinating the co-Applicants' input to the application in SESAME – set an internal deadline!**
- **It is the responsibility of the Lead Applicant to ensure that eligible proposals are received by SFI on, or before, 14th June 2017 at 13:00.**
- **Ensure that the application is submitted to the Research Office well in advance of the 14th June deadline.**
- **In order to safeguard against ineligibility, applicants are reminded to adhere rigorously to the guidelines in the call documentation.**
- **Applications not adhering to the specifications in the call documentation, or with incomplete content, will be deemed ineligible and will not be accepted for review, regardless of the date of submission.**

Research Office Information

- Once the Lead Applicant submits their application for Research Office review, the Research Body will receive an email notification to your generic SESAME email address
- The Research Office can take any one of the following actions in relation to the application:
 - Endorse
 - Request Revision
 - Decline Proposal
- See *Research Body User Guide for SESAME Award Management System* (page 27) - <http://www.sfi.ie/funding/award-management-system/>

- Next Research Office meeting for Phase 2 call preparation:
 - 9th May 2017 at 11:00 – SFI Offices

Checklist

- **Key Documents for upload:**
 - **Lead Applicant and all co-applicant CVs (PDF)**
 - **Ethical Issues Table (PDF)**
 - **Progress Report (PDF)**
 - **Phase 2 Proposal (PDF)**
- **Key messages:**
 - **Uploads in SESAME must be in Adobe or Microsoft PDF format only**
 - **Number of pages must not exceed the specifications for any given section**
 - **Unsolicited appendices or other unsolicited documentation are not permitted**
 - **Currency to be used is the Euro (€)**

Key Timelines

Deadline for submission	14th June 2017, 13:00
Postal review of progress report and proposal	July 2017
Applicant response (two week period)	July-August 2017
Finalise review schedule	4 weeks in advance of review
Submit presentations to SFI	3 weeks in advance of review
Oversight panel	Feb/Mar 2018

Frequently Asked Questions

- Testimonials
- Case Studies
- Detail required in Budget section for targeted projects
- Detail required in Research Programme for targeted projects
- FAQ circulated Friday, April 7th, will go through main questions

If you have a question.....

- Q&A session now
- Consult the Centres Programme Call Document & FAQ's
- Contact your Research Office
- Subsequently, email Centres@sfi.ie

Q&A Session

- Q&A session now
- We may put voice on 'mute' for a few minutes while we gather questions – please be patient
- Submit your text-based questions via the GoToMeeting control panel
- We will deal with as many of these as we can, verbally
- We will post a recording of the webinar on the RC 2016 webpage

