Co-Centre Programme 2022

Guidance for applicants

Version: 15th November 2022

Contents

1 General Eligibility information

The eligibility criteria set down below must be met by the Lead Applicant, Co-Applicants and host institutions within each jurisdiction on the closing date for submissions of the application. It is the responsibility of the applicants to ensure that eligible applications are received by SFI through SESAME by the deadline of 16th March 2023, 13:00 Ireland local time. Any submissions to the programme not submitted by the deadline will not be accepted and will be eliminated from the programme without review.

Applicant groups must have a Co-Director from each jurisdiction on the island of Ireland and a number of Co-Applicants from across all jurisdictions (Ireland, Northern Ireland, and Great Britain). The appropriate number of Co-Applicants and spread across each jurisdiction should be defined by the applicant group. The Co-Director based in Ireland must be listed as the Lead Applicant on the SESAME application and the Co-Director based in NI as the first named Co-Applicant on the SESAME application. The second named Co-Applicant on the SESAME application will be the nominated UKRI-funded lead and must be based within Northern Ireland or Great Britain. When defining the applicant group, it should be noted that all Co-Applicants will receive equal evaluation to the Lead Applicant and will hold equal accountability for the delivery of the proposed research objectives of the proposed Co-Centre.

The Research Body is the body responsible for the overall financial and administrative co-ordination of research programmes supported by this programme. The award will be jointly administered by the host Research Bodies of the Co-Directors. Host Research Bodies must be situated in Ireland or NI and be eligible for funding from SFI or DAERA respectively. A list of eligible Research Bodies within Ireland is available on the SFI website[1].

The following NI Institutions are eligible to apply for funding from DAERA under the Co-Centre Programme:

- Queen's University Belfast
- Ulster University
- Agri-Food and Biosciences Institute (AFBI)

Co-Applicants from the Northern Ireland and Great Britain who will be participating in the UKRI-funded Spoke must be hosted by Research Bodies situated in those regions and be eligible for funding from UKRI. A list of the types of eligible UKRI Research Bodies are listed below and is available on the UKRI website[2,3];

- Higher education institutions
- Research Institutes
- NHS bodies
- Public Sector research establishments
- Independent research organisations
- Research and technology organisations

Please check your organisation is eligible before applying. Research Bodies which are eligible to apply to both UKRI and DAERA should choose which body they wish to apply to for which parts of their application i.e., which Research Bodies will form the UKRI-funded Spoke and which will be the DAERA-funded host Body or any DAERA-funded Spokes and indicate this in the relevant budget tables (templates available on the SFI website).[4]

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[1] https://www.sfi.ie/funding/sfi-policies-and-guidance/eligibility-related-information
[2]https://www.ukri.org/apply-for-funding/before-you-apply/check-if-you-are-eligible-for-research-and-innovation-funding/who-can-apply-for-funding/#contents-list
[3] Confirmation of eligibility to receive UKRI funding must be in place at time of submission of application
[4] https://www.sfi.ie/funding/funding-calls/co-centres/

2   Information for applicants requesting SFI Funding

2.1 Eligibility Criteria of the SFI-funded Applicants

The SFI-funded Lead Applicant and Co-Applicants must:

- Be either:
    a. Members of the academic staff of an eligible Research Body within Ireland[5] (permanent or with a contract that covers the period of the grant), or
    b. A contract researcher with a contract that covers the period of the grant, who is recognised by the Research Body as an independent investigator and will have an independent office and research space at the host Research Body for which he/she will be fully responsible for at least the duration of the SFI grant, or
    c. Individuals who will be recognised by the Research Body upon receipt of the grant as a member of the academic staff or as a contract researcher as defined above. The applicant does not necessarily need to be employed by the Research Body at the time of proposal submission.
- Hold a PhD or equivalent for at least 8 years by the application deadline. The official date of a PhD is defined as the year that the degree was conferred, i.e., the year printed on the official PhD certificate. The number of years is determined by calendar year.
- Be senior author on at least 10 international peer reviewed articles. Only original research publications, and not review articles, are acceptable. Consult the accompanying FAQ document regarding the definition of "senior author". Please note that 10 senior author publications is a minimum eligibility criterion, however applicants with higher numbers of publications are likely to be more competitive.
- Have demonstrated research independence through securing at least one independent research grant as a lead investigator or as co-investigator. Personal awards such as travel awards, career fellowships (which only include the salary of the PI and not research team costs (i.e., salary for team member(s) & consumables etc.)) do not count as independent research grants. Consult the accompanying FAQ document for further details.
- Have proven prior experience, capability and authority to mentor and supervise postgraduate students and team members.

A Lead Applicant is only permitted to be named on one submission. An investigator may be a named Co-Applicant on a maximum of two submissions. Lead Applicants who are currently under evaluation in other SFI programmes, are eligible to apply for funding under this programme.

Centre Directors of currently funded SFI Research Centres are not eligible to apply to the Co-Centre Programme call as a Lead Applicant or Co-Applicant but are eligible to contribute to a proposal as either a Funded Investigator or official collaborator. Co-Principal Investigators of currently funded SFI Research Centres are eligible to apply as a Co-Applicant, Funded Investigator or official collaborator. Approval for an investigator to engage as a co-principal investigator on two separate SFI funded Research Centres will only be granted in exceptional cases and will be evaluated on an on-going basis during the lifetime of the Co-Centre.

> **In all cases where Lead or Co-Applicants are already in receipt of significant research funding from the Funding Partners, the evaluation process will examine the commitment and workload of the Lead/Co-Applicant in determining the suitability of such an arrangement. Such applicants must include strong justification for their role in the applicant group.**

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[5] https://www.sfi.ie/funding/sfi-policies-and-guidance/eligibility-related-information

2.2 Eligibility Criteria of SFI-funded Funded Investigators

Those nominated as Funded Investigators in the proposal must:

- Hold a PhD or equivalent for at least 3 years by the full-proposal deadline. The official date of a PhD is defined as the year that the degree was conferred, i.e., the year printed on the official PhD certificate. The number of years is determined by calendar year.
- Be senior author on 3 international peer reviewed articles. Only original research publications, and not review articles, are acceptable.
- Have the experience, capability and authority to mentor and supervise postgraduate students and team members.

2.3 SFI Eligible Costs

SFI eligible costs include:

- Contributions to salaries/stipends of research staff hired specifically to carry out the research programme
- Contributions towards salaries of operations staff (e.g., Executive Director or CEO, Co-Centre Manager, EU Grants Manager, Administration staff)
- Materials and consumables, equipment, travel
- Access to facilities and services not available to the applicant, including test-bed facilities for technology demonstration
- Access charges for use of infrastructure where SFI pre-approved access charge plans are in place. Note that these may include, with SFI approval, access to facilities and services not available to the applicant, such as the costs associated with accessing international databases or commissioning specific experiments in national facilities (e.g., Tyndall etc.)
- Travel fellowships and travel costs associated with hosting senior international researchers in the proposed Co-Centre
- Directly related education and public engagement costs, including a contribution towards an Education Public Engagement resource. Requests should be included as separate line items under the Materials and Consumables and/or Staff sections of the budget and should be specifically described in the budget justification. A high-level guiding principle is that 5% of the budget should be allocated to EPE activities.
- Support for activities aimed at coordinating or supporting research activities in complementary fields/ existing SFI Research Centres (networking, exchanges, trans-national access to research infrastructures, studies, conferences, etc.)
- Conference & workshop organisation costs
- Teaching Replacement for Technical University/Institute of Technology sector applicants

Examples of ineligible costs include, but are not necessarily limited to:

- Contingency or miscellaneous costs
- Entertainment costs
- Technology transfer or patent costs
- Legal Fees
- Journal subscriptions
- Relocation expenses
- Access to facilities, where access by the research community has already been provided for by alternate Exchequer funding.

Please note that requests for clinical buy-out will be considered from Co-Applicants that are clinician scientists, with prior approval from SFI.

Please review the SFI Grant Budget Policy for full details on eligible costs and team members salary scales.[6]

2.4 State Aid and SFI Grant Funding

As per SFI's Grant Conditions (inclusive of SFI's General Terms & Conditions, Letters of Offer and SFI Policy documents), all SFI funding granted is subject to, and must be compliant with, State aid legislation based on Article 107(1) of the Treaty of the Functioning of the European Union (TFEU).[7]

Where a proposed programme of research involves a collaboration with an "undertaking"[8] or industry party, the activities must comply with the definition of "effective collaboration" and the conditions relating to the allocation between the parties of the results and/or intellectual property rights arising from the collaboration, as per the Framework for State aid for research, development and innovation (2022/C 414/01) (the "Framework").[9] SFI has set out guidance to support how the programme of research or project is developed and undertaken in accordance with these conditions. See "Guidance on State aid for applicants to, and recipients of, SFI Grant funding" for further information.[10]

Recipients of Grant funding under the Co-Centre Programme are required to demonstrate compliance with the conditions of "effective collaboration" and to support this, SFI has developed an "Industry Collaboration Form" (ICF). The ICF is to assist applicants in defining the relationship with the relevant industry partners in order to comply with the conditions of "effective collaboration" and the conditions relating to the allocation between the parties of the results and/or intellectual property rights arising from the collaboration.

Applicants are required to complete and return the ICF to SFI on or before the date that the Collaborative Research (or Intellectual Property Rights) Agreement (CRA) has been "agreed", or signed by, the relevant partner(s). For the Co-Centre Programme, the form should be submitted by the Co-Director and uploaded to SESAME, as requested. A download of the ICF and related guidance, inclusive of an FAQ document, can be found on the SFI website.[11]

SFI may request a copy of the signed CRA to be provided (as advised in the Grant Terms & Conditions) and held on file by SFI for audit purposes. Further information on the role of the CRA and SFI's ex-post State aid verification checks (i.e., on-going checks after the granting of funds / partial funds) can be found in "Guidance on State aid for applicants to, and recipients of, SFI Grant funding" on the SFI website.

Funding leveraged through Targeted Projects will only be counted against Cost Share targets where ICFs are submitted in tandem with CRAs, supporting compliance with the requirements of Effective Collaboration.

Applicants are advised to seek independent legal advice in advance of applying to Funding Partners for funding, where further clarification is sought.

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[6] https://www.sfi.ie/funding/sfi-policies-and-guidance/budget-finance-related-policies/
[7] https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52016XC0719(05)&from=EN
[8] The concept of an "undertaking" under EU competition law rules is an entity that is engaged in an "economic activity" regardless of its legal status or the way that it is financed. An activity is economic in nature when it involves offering goods or services on a market
[9] https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52016XC0719(05)&from=EN
[10] https://www.sfi.ie/funding/sfi-policies-and-guidance/state-aid/
[11] https://www.sfi.ie/funding/sfi-policies-and-guidance/state-aid/

2.5 SFI's Policies and Positions

All members involved in the SFI-funded research should be apprised of the non-exhaustive list of relevant policies indicated below, which may be revised from time to time:

Clinical Trials

Research programmes that include clinical trials as part of the study must adhere to the **SFI Clinical Trial and Clinical Investigation Policy**,[12] as well as with the requirements set out by the Health Products Regulatory Authority (HPRA).

Animal Usage

Applicants intending to use animals in their research projects are obliged to comply with the **SFI Use of Animals in Research Policy**,[13] and should also ensure that their studies align with the HRPA's position on the use of animals in research.

Research Integrity

SFI places paramount importance on ensuring that the highest standards of research integrity underpin all aspects of the research that it supports. To this end, SFI endorses the **National Policy Statement on Ensuring Research Integrity in Ireland**[14]; that is, all institutions and SFI award holders are expected to abide by this statement and the **European Code of Conduct for Research Integrity**,[15] in addition to their respective institutional policies and procedures for handling research misconduct allegations.

Doctoral Education

For postgraduate students funded by SFI, the host Research Body is expected to adopt the principles, standards and good practice for doctoral education described in the **National Framework for Doctoral Education (2015)**,[16] which SFI has endorsed.

Intellectual Property Management

Intellectual Property (IP) should be managed according to the policies set out in the Government publication: **Ireland's National IP Protocol 2019** and must comply with State aid Regulations.[17] The IP arrangements are the responsibility of the Research Body and shall reflect the collaborative nature of the project and the level of cash and in-kind commitment made by the Industry Partner. IP arrangements should be explicitly described in collaborative research agreements (CRAs).

Gender Strategy

Research should fully consider potential biological sex and socio-cultural gender dimensions as key analytical and explanatory variables. As articulated in the **SFI Gender Strategy (Strand 3: Integrating Gender in Research**

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[12] http://www.sfi.ie/funding/sfi-policies-and-guidance/ethical-and-scientific-issues/
[13] http://www.sfi.ie/resources/SFI-Policy-on-the-Use-of-Animals-in-Research_June_2016.pdf
[14] https://www.iua.ie/wp-content/uploads/2021/04/National-Policy-Statement-on-Ensuring-Research-Integrity-in-Ireland.pdf
[15] https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/european-code-of-conduct-for-research-integrity_horizon_en.pdf
[16] http://hea.ie/assets/uploads/2017/04/national_framework_for_doctoral_education_0.pdf
[17] http://www.sfi.ie/funding/sfi-policies-and-guidance/national-policies-sfi-positions/

and Innovation)[18], applicants are advised to demonstrate that they have considered any potential sex/gender aspects in their proposed research programme.

In the SFI Strategy 2025 Shaping Our Future,[19] targets are set for 35% of SFI's funded leadership positions (PIs & Co-PIs) to be women and for research teams to be composed of at least 40% of the underrepresented genders by 2025. As such, applicants should consider and describe how these targets can be achieved at all levels of the research team

Maternity Supplement

SFI is committed to removing and mitigating any existing or perceived factors that may limit the participation of women in Science, Technology, Engineering and Mathematics (STEM) careers. SFI invites its award holders to apply for a supplemental discretionary allowance to support their SFI-funded award when either an SFI Awardee or a team member, including PhD students funded by an SFI award, takes a period of maternity or adoptive leave.[20]

Appeals Process

The Appeals Process Policy establishes procedures and responsibilities for the appeal of the declination of a proposal by SFI.[21]

State Aid

All SFI funding granted under this call will be subject to, and must comply with, State aid law. As such, proposals must be designed to ensure that any funding received from SFI does not, directly or indirectly, give rise to the granting of State aid. Applicants are referred to the guidance provided by the European Commission in Section 2 of its **2022 Framework for State aid for research and development and innovation** (2022/C 414/01)**)**[22] and that which has been developed by Knowledge Transfer Ireland.[23] If in any doubt as to the interpretation or application of this guidance, applicants are advised to seek independent legal advice.

Child Protection

Where relevant, applicants and Research Bodies are required to comply with the provisions of the **Children First Act 2015**,[24] and the **National Guidance for the Protection and Welfare of Children 2017**.[25] It is the responsibility of the Research Body to ensure that they are compliant with all applicable law.

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[18] https://www.sfi.ie/research-news/publications/SFI-Gender-Strategy-2016-2020.pdf

[19] https://www.sfi.ie/strategy/

[20] https://www.sfi.ie/funding/sfi-policies-and-guidance/gender/

[21] https://www.sfi.ie/funding/sfi-policies-and-guidance/review/

[22] https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52022XC1028(03)&from=EN

[23]https://www.knowledgetransferireland.com/Model-Agreements/Practical-Guides/Practical-Guide-to-State-Aid-Considerations-in-Research-Development-and-Innovation-for-RPOs-and-Industry.pdf

[24] http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf

[25] http://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf

Data Protection Policy

The General Data Protection Regulation[26] is a legal framework that sets out guidelines for the collection and processing of personal information of individuals within the European Union.[27] Applicants are advised that they must be compliant with this regulation if they collect or process personal data.

SFI may collect, use and disclose personal data provided in the application and/or otherwise obtained under, or in connection with, the application for processing the submission, for the performance of its statutory powers and functions, and for the general activities of SFI. Further details regarding SFI's collection, use and disclosure of personal data, and the rights of individuals with respect to any personal data held by SFI, are available in the **SFI Privacy Statement**.[28]

During peer review procedures, information may be sent to external experts in countries outside of the European Economic Area, including countries that are not recognised by the European Commission as having adequate data protection laws. By submitting an application to SFI, the Research Body and members of the Research Team are agreeing that they consent to the processing and transfer of personal information in this way.

During the application process or at any time thereafter, SFI may contact the Research Body, the Principal Investigator, or any member of the Research Team with regard to funding opportunities, activities or events organised by SFI or other relevant bodies, or for the purposes of monitoring and evaluation (including, but not limited to, the collection of scientific data or data relating to the application process). SFI may choose to authorise a third party to contact the Research Body, the Principal Investigator or any member of the Research Team on its behalf.

Conflict of Interest

SFI recognises that applicants may have a prior relationship with an industry partner engaged in an application for funding to SFI (e.g., industry consultancy role, founder of an academic spin-out company) which may be perceived as a conflict of interest. Where a potential conflict of interest exists, SFI requires that it is disclosed by the applicant to SFI and their Research Body and that any such situations are managed by the Research Body in accordance with the principles and mandates laid out in **Ireland's National IP Protocol 2019**.[29]

Open access

In line with the principles espoused by Plan S[30] and as a signatory of the National Action Plan for Open Research 2022- 30[31], SFI is committed to ensuring that all publicly funded research articles are openly available. Where a research publication arises in whole or in part from SFI-funded research (i.e., where at least one of the researchers concerned receives SFI funds in support of their endeavours), the researcher(s) should adhere to **SFI's Open Access policy.**[32] SFI monitors compliance with this policy through scientific and financial reporting, financial audits and other reviews, and data gathered through Research Outputs.

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[26] https://www.dataprotection.ie/
[27] https://www.eugdpr.org/
[28] http://www.sfi.ie/privacy/
[29] http://www.sfi.ie/funding/sfi-policies-and-guidance/national-policies-sfi-positions/
[30] https://www.coalition-s.org/principles-and-implementation/
[31] https://norf.ie
[32] https://www.sfi.ie/funding/sfi-policies-and-guidance/open-research

Data Management

Good data governance and stewardship are key components of good research practice. Science Foundation Ireland is part of an initiative for the voluntary international alignment of research data management policies.[33] Applicants may find it helpful to consult with this and Science Europe's framework for discipline-specific research data management if preparing a data management plan as part of their application for funding to SFI.[34] Applicants should review individual programme funding call requirements regarding data management plans and timelines as to when they are required to be submitted.

Current SFI policies and positions are reviewed on a regular basis; applicants are advised to consult the policy information in advance of submission of a proposal.

3   Information for applicants requesting DAERA Funding

3.1 Eligibility Criteria of DAERA funded Applicants and Funded Investigators

Qualification requirements

There are no specific qualification requirements, you must have the appropriate skills to lead the project in line with Terms & Conditions of the Funding Partners.

Appointment/career stage requirements

DAERA acknowledges and supports the different career paths within the research and innovation community. Individuals must have the skills/knowledge and experience required for the project. This means that an individual does not necessarily need a qualification such as a PhD; they may have taken alternative career paths which provided the required knowledge and skills.

May be employed part time as long as this matches the time spent on the project.

Organisation requirements

Must be employed by an eligible organisation as agreed by DAERA or listed as an NI eligible Research Body as described in Section 1.

By submitting the application, the submitting organisation is agreeing to provide all required support/infrastructure to the Applicant/Team to carry out the project, for at least the duration of the Partner Agency support.

All lead and co-applicants are required to submit a CV using the template available in Section 5. By submitting the application submitting organisations are confirming that the named applicants meet the standards expected to take part in this award.

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[33]https://www.scienceeurope.org/our-resources/practical-guide-to-the-international-alignment-of-research-data-management/
[34]https://www.scienceeurope.org/our-resources/guidance-document-presenting-a-framework-for-discipline-specific-research-data-management/

3.2 DAERA Eligible Costs

DAERA eligible costs include:

- Contributions to salaries/stipends of research staff hired specifically to carry out the research programme
- Contributions towards salaries of operations staff (e.g. Executive Director or CEO, Co-Centre Manager, EU Grants Manager, Administration staff)
- Materials and consumables, equipment, travel
- Access to facilities and services not available to the applicant, including test-bed facilities for technology demonstration
- Access charges for use of infrastructure. Note that these may include, access to facilities and services not available to the applicant, such as the costs associated with accessing international databases or commissioning specific experiments in national facilities
- Travel fellowships and travel costs associated with hosting senior international researchers in the proposed Co-Centre
- Directly related education and public engagement costs, including a contribution towards an Education Public Engagement resource. Requests should be included as separate line items under the Materials and Consumables and/or Staff sections of the budget and should be specifically described in the budget justification. A high-level guiding principle is that 5% of the budget should be allocated to EPE activities.
- Support for activities aimed at coordinating or supporting research activities in complementary fields/ existing SFI Research Centres (networking, exchanges, trans-national access to research infrastructures, studies, conferences, etc.)
- Conference & workshop organisation costs

Examples of ineligible costs include, but are not necessarily limited to:
- Contingency or miscellaneous costs
- Entertainment costs
- Technology transfer or patent costs
- Legal Fees
- Journal subscriptions
- Relocation expenses
- Access to facilities, where access by the research community has already been provided for by alternate Exchequer funding.

3.3 State Aid and DAERA Grant Funding

Funding granted by DAERA through this programme is also subject to and must be compliant with the State aid legislation based on Article 107(1) of the Treaty of the Functioning of the European Union (TFEU).[35]

Where a proposed programme of research involves a collaboration with an "undertaking"[36] or industry party, the activities must comply with the definition of "effective collaboration" and the conditions relating to the allocation between the parties of the results and/or intellectual property rights arising from the collaboration,

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[35] https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52016XC0719(05)&from=EN
[36] The concept of an "undertaking" under EU competition law rules is an entity that is engaged in an "economic activity" regardless of its legal status or the way that it is financed. An activity is economic in nature when it involves offering goods or services on a market

as per the Framework for State aid for research, development and innovation (2022/C 414/01) (the "Framework").[37]

Recipients of funding from DAERA under the Co-Centre Programme are required to demonstrate compliance with the conditions of "effective collaboration" and to support this, the funders have developed an "Industry Collaboration Form" (ICF). The ICF is to assist applicants in defining the relationship with the relevant industry partners in order to comply with the conditions of "effective collaboration" and the conditions relating to the allocation between the parties of the results and/or intellectual property rights arising from the collaboration.

Applicants are required to complete and return the ICF to the funder on or before the date that the Collaborative Research (or Intellectual Property Rights) Agreement (CRA) has been "agreed", or signed by, the relevant partner(s). For the Co-Centre Programme, the form should be submitted by the Co-Director and uploaded to SESAME, as requested. A download of the ICF and related guidance, inclusive of an FAQ document, can be found on the SFI website.[38]

SFI may request a copy of the signed CRA to be provided (as advised in the Grant Terms & Conditions) and held on file by SFI for audit purposes. Further information on the role of the CRA and SFI's ex-post State aid verification checks (i.e., on-going checks after the granting of funds / partial funds) can be found in "Guidance on State aid for applicants to, and recipients of, SFI Grant funding" on the SFI website.

Funding leveraged through Targeted Projects will only be counted against Cost Share targets where ICFs are submitted in tandem with CRAs, supporting compliance with the requirements of Effective Collaboration.

Applicants are advised to seek independent legal advice in advance of applying to Funding Partners for funding, where further clarification is sought.

3.4 DAERA Policies and Positions

All members involved in the DAERA-funded research should be apprised of the non-exhaustive list of relevant policies indicated below, which may be revised from time to time:

Use of animals in research proposals

Researchers are expected to give appropriate consideration to the 3Rs (replacement, reduction and refinement) in any research and innovation involving animals that has the potential to cause the animals harm. They must also explain in any grant proposals (and in information provided to ethics committees) how they have taken the 3Rs into account.

Researchers and associated veterinary and animal care staff should adopt a culture of care with regard to the animals and stay abreast of developments in good practice and advances in the 3Rs. They are expected to familiarise themselves with the National Centre for the Replacement, Refinement and Reduction of Animals in Research (NC3Rs) and the organisation's resources and publications.

Everyone using animals, whether for experimentation, testing, tissue samples, or breeding and maintaining stock colonies, is responsible for ensuring high levels of welfare and protection. They should seek advice on animal welfare from the Named Animal Care and Welfare Officers, Named Veterinary Surgeons and, where appropriate, others with relevant animal welfare expertise.

Ethics committees are responsible for reviewing animal use at a local level and addressing situations where there is a risk that the use of animals may be in conflict with their best welfare interests. The committees have a key role in ensuring high standards. We recommend that the research establishment's ethics committee, whether the Animal Welfare Ethical Review Body established under the Animals (Scientific Procedures) Act or otherwise, should be central to implementation of this guidance.

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[37] https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52022XC1028(03)&from=EN
[38] https://www.sfi.ie/funding/sfi-policies-and-guidance/state-aid

Overseas animal use

If the research involves the use of specific animals (rodents, rabbits, sheep, goats, pigs, cattle, Xenopus – African clawed frogs) overseas rather than in the UK, you should also complete the additional questions that can be found at NC3RS: use of animals overseas. You should attach the completed forms as a letter of support to your application.

If the research involves the use of pigs, you should also provide answers to the NC3Rs standardised questions on the use of pigs (PDF, 39KB) using the template provided. You should attach the completed template as a letter of support to your application.

All applications involving animal research conducted overseas must submit a signed statement. This is to confirm that this research would be conducted in accordance with regulatory systems in the United Kingdom (and applicable regulation in the host country) and that all applicants understand the requirements. This statement must be signed by all DAERA-funded principal investigators, based in Northern Ireland and Great Britain and overseas, to make sure that:

- they will adhere to all relevant national and local regulatory systems in the UK and overseas

- they will follow the guidance laid out by NC3Rs: responsibility in the use of animals in bioscience research and make sure that the work is carried out to UK standards

- before initiation of the proposed research, appropriate approvals from institutional or central animal ethics committees will be obtained for experimental protocols to be adopted in their projects (successful projects may be expected to provide copies of these permissions before funding is released.)

- details are provided to indicate where the animal research will take place and through which funder the resources are being sought.

These additional documents are not required for applications that only involve animal research being carried out in the UK.

Further information on policies relevant to DAERA funding, including use of animals in research equality, diversity and inclusion and research integrity can be found in the Good Research Resource Hub.[39]

Further details regarding DAERA's collection and use and disclosure of personal data are available in the **DAERA Privacy Statement[40].**

4 Information for applicants requesting UKRI Funding

4.1 Eligibility Criteria of UKRI funded Applicants and Funded Investigators

Qualification requirements

There are no specific qualification requirements, you must have the appropriate skills to lead the project in line with Terms & Conditions of the Funding Partners.

Appointment/career stage requirements

UKRI acknowledges and supports the different career paths within the research and innovation community. Individuals must have the skills/knowledge and experience required for the project. This means that an

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[39] https://www.ukri.org/about-us/policies-standards-and-data/good-research-resource-hub/
[40] https://www.daera-ni.gov.uk/daera-privacy-statement#:~:text=Regulation%20(UK%20GDPR)%20and%20the,which%20it%20has%20been%20provided.&text=to%20prevent%20and%20detect%20crime.

individual does not necessarily need a qualification such as a PhD; they may have taken alternative career paths which provided the required knowledge and skills.

May be employed part time as long as this matches the time spent on the project.

Organisation requirements

Must be employed by an eligible organisation as agreed by UKRI in Section 1.

By submitting the application, the submitting organisation is agreeing to provide all required support/infrastructure to the Applicant/Team to carry out the project, for at least the duration of the Partner Agency support.

All lead and co-applicants are required to submit a CV using the template available in Section 5. By submitting the application submitting organisations are confirming that the named applicants meet the standards expected to take part in this award.

4.2 UKRI eligible costs

All costs that contribute to the full economic cost (fEC) of the proposal should be included for allowable cost categories (these are scheme-specific).

*UKRI fees and/or stipends associated with Masters and PhD studentships **are not eligible** under this call. Project specific travel and subsistence and research costs associated with students may be included.*

The cost headings are:

Directly Incurred: these are costs that are explicitly identifiable as arising from the conduct of a project, are charged as the cash value actually spent and are supported by an audit record. They can include:

- **Staff:** payroll costs requested for any staff (full or part-time) who will work on the project, whose time can be supported by a full audit trail during the life of the project.
- **Travel and Subsistence:** funds for travel and subsistence for staff who work on the project, where these are required by the nature of the work.
- **Equipment:** the cost of individual items of equipment dedicated to the project costing more than £10,000 (including VAT). Against each equipment item the applicant can specify the total cost of the equipment and the amount being requested from the Council. All equipment costs will now be shown under the Directly Incurred heading.
- **Other Costs:** costs of other items dedicated to the project, including consumables, books, survey fees, purchase/hire of vehicles, recruitment and advertising costs for staff directly employed on the project, registering a trial in the ISRCTN registry if not automatically registered with the Health Research Authority, items of equipment costing less than £10,000 should also be included under this heading.
- **Facilities:** all UKRI Services & Facilities must be fully costed within the limits of the proposal, and agreement that they can be undertaken within the timeframe of the spend must be provided by the facility.

Directly Allocated: these are the costs of resources used by a project that are shared by other activities. They are charged to projects on the basis of estimates rather than actual costs and do not represent actual costs on a project-by-project basis. They include:

- **Applicants/Investigators:** the cost of investigators/applicants whose time charged to the project will be based on estimates rather than actual costs.

- **Estates:** these costs may include building and premises costs, basic services and utilities and any clerical staff, equipment maintenance or operational costs not already included under other cost headings
- **Other Directly Allocated Costs:** these may include, for example, the costs of shared technical staff or institutional research facilities, such as equipment or IT systems.

Indirect Costs: these include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of the Research Organisation's administration, such as personnel, finance, library and some departmental services.

Exceptions: these are Directly Incurred costs that UKRI will fund in full (i.e., at 100%), subject to actual expenditure incurred, or items that are outside fEC.

All costings should be at current prices, inclusive of VAT and other taxes where applicable, with no allowance for inflation. Any allowance for inflation that has been included in the full economic costing of the proposal by the Research Organisation must be excluded.[41] UKRI may include an allowance for inflation if a grant is awarded.

Inclusion costs: UKRI are committed to equality, diversity and inclusion, and to continuing to attract and nurture talented people from the widest pool to remain internationally competitive in research and innovation. We believe that everyone has a right to be treated with dignity and respect, and to be provided with equal opportunities to flourish and succeed. This includes avoidance of bias due to disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sexual orientation, sex (gender), and age.

We also recognise, and will seek to maximise, the benefits achieved by diversity of thought and experience within inclusive groups, organisations and the wider community. UKRI are therefore committed to ensuring that the best potential researchers from a diverse population are attracted into research careers. For further information, please see our Equality, Diversity and Inclusion Principles and Action Plan.[42] Applicants are asked to consider encouraging participation from researchers from under-represented groups in the teams implementing their proposed activities.

Applicants may apply for funding to cover extra costs for such participation, for example, for disabled people who may otherwise not be able to participate, or for additional childcare. Please describe any action you are taking to encourage diversity within the CVs uploaded with your application form. Please make costs necessary to cover this inclusion clear in the operations section of the budget request within your application.

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[41] https://www.ukri.org/wp-content/uploads/2021/04/UKRI-021122-fECGrantTermsAndConditions.pdf
[42] https://www.ukri.org/about-us/policies-and-standards/equality-diversity-and-inclusion/

All resources must be justified. All costs associated with the project must be justified, with the following exceptions:

- **Estates and Indirect costs:** are specific to each UK research organisation, and do not require justification. UK research organisations that have implemented the TRAC costing methodology and have passed the Quality Assurance process should apply their own estate and indirect costs. Non-research organisations that are not required to implement TRAC must have a robust costing methodology in place that has been validated in order to apply their own estates and indirect cost rates. The standard default rates should be used where research organisations have not yet developed their own rates.
- **Costs of any Directly Allocated applicants'/investigators' salaries** (not time, which must be justified); and
- **Some other Directly Allocated costs where no alternative resource is available**, e.g., general technical services, shared laboratory equipment.

Animal costs must be shown as either DI or DA. If successful, these will need to be put under the relevant cost heading for the lead council upon resubmission to the UKRI funding portal.

Note: UKRI contributions to salary for administrative and coordination support roles within the operations may be supported where strongly justified. These operations costs will be paid to the institution of the UKRI lead but the positions may be sub-contracted to another institution within the UKRI jurisdiction.

4.3 Subsidy Control and UKRI grant funding

UKRI awards will all be made on the basis of Effective Collaboration under the RD&I framework. As such they are considered No Subsidy under the UK Subsidy Control Act 2022 and No Aid under EU regulations. Applicants will also need to complete the "Industry Collaboration Form" in line with the guidance above. It will be the responsibility of the applicants to make the case that they meet the criteria of effective collaboration as set out in the RD&I framework within the "Industry Collaboration Form." It will be the responsibility of UKRI to check that they believe the application meets this criteria.

4.4 UKRI Policies and Positions

All members involved in the UKRI-funded research should be apprised of the non-exhaustive list of relevant policies indicated below, which may be revised from time to time:

Use of animals in research proposals

Researchers are expected to give appropriate consideration to the 3Rs (replacement, reduction and refinement) in any research and innovation involving animals that has the potential to cause the animals harm. They must also explain in any grant proposals (and in information provided to ethics committees) how they have taken the 3Rs into account.

Researchers and associated veterinary and animal care staff should adopt a culture of care with regard to the animals and stay abreast of developments in good practice and advances in the 3Rs. They are expected to familiarise themselves with the National Centre for the Replacement, Refinement and Reduction of Animals in Research (NC3Rs) and the organisation's resources and publications.

Everyone using animals, whether for experimentation, testing, tissue samples, or breeding and maintaining stock colonies, is responsible for ensuring high levels of welfare and protection. They should seek advice on animal welfare from the Named Animal Care and Welfare Officers, Named Veterinary Surgeons and, where appropriate, others with relevant animal welfare expertise.

Ethics committees are responsible for reviewing animal use at a local level and addressing situations where there is a risk that the use of animals may be in conflict with their best welfare interests. The committees have a key role in ensuring high standards. We recommend that the research establishment's ethics committee, whether

the Animal Welfare Ethical Review Body established under the Animals (Scientific Procedures) Act or otherwise, should be central to implementation of this guidance.

Further information can be accessed here: Use of animals in research – UKRI. Further information on the use of animals in bioscience research can be found here: Use of animals in bioscience research – UKRI

Overseas animal use

If the research involves the use of specific animals (rodents, rabbits, sheep, goats, pigs, cattle, Xenopus – African clawed frogs) overseas rather than in the UK, you should also complete the additional questions that can be found at NC3RS: use of animals overseas. You should attach the completed forms as a letter of support to your application.

If the research involves the use of pigs, you should also provide answers to the NC3Rs standardised questions on the use of pigs (PDF, 39KB) using the template provided. You should attach the completed template as a letter of support to your application.

All applications involving animal research conducted overseas must submit a signed statement. This is to confirm that this research would be conducted in accordance with regulatory systems in the United Kingdom (and applicable regulation in the host country) and that all applicants understand the requirements. This statement must be signed by all UKRI-funded principal investigators, based in Northern Ireland and Great Britain and overseas, to make sure that:

- they will adhere to all relevant national and local regulatory systems in the UK and overseas

- they will follow the guidance laid out by NC3Rs: responsibility in the use of animals in bioscience research and make sure that the work is carried out to UK standards

- before initiation of the proposed research, appropriate approvals from institutional or central animal ethics committees will be obtained for experimental protocols to be adopted in their projects (successful projects may be expected to provide copies of these permissions before funding is released.)

- details are provided to indicate where the animal research will take place and through which funder the resources are being sought.

These additional documents are not required for applications that only involve animal research being carried out in the UK.

Further information on policies relevant to UKRI funding, including use of animals in research equality, diversity and inclusion and research integrity can be found in the Good Research Resource Hub.[43]

Further details regarding UKRI's collection, use and disclosure of personal data, and the rights of individuals with respect to any personal data held by UKRI, are available in the **UKRI Privacy notice**[44]**.**

UKRI is dependent on continuing funding from the UK government for its grant activities. In the event that this support is withdrawn, UKRI reserves the right to review its grant commitments.

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[43] https://www.ukri.org/about-us/policies-standards-and-data/good-research-resource-hub/
[44] https://www.ukri.org/about-us/privacy-notice/

5 Applicant /Co-applicant CV template (max. 6 pages)

To be used for the Co-Centre Programme Call 2022. Minimum Font Size 11, Times New Roman or similar.

It is the responsibility of the Lead Applicant to ensure that all documentation is included and that page lengths are not exceeded. Please **do not** include any type of journal or publication metrics, e.g., impact factor and h-index[45], or refer to the total number of papers you have authored or co-authored. Deviating from these instructions may result in the redaction of these details or make your application ineligible for review. More information and guidance on narrative CVs can be found here.[46]

SECTION 1 – Applicant Details

NAME AND CONTACT DETAILS

CAREER PROFILE (Education and Employment)

Please outline your education and employment history, provide details of any periods of leave from research (for example, due to parental leave, long-term absence through illness or working in industry) or periods of part-time work.

KEY ACHIEVEMENTS IN RESEARCH EXCELLENCE & IMPACT

*Describe the **significance and/or impact** of **up to 3 key** achievements per category below. For each example, provide an outline of the stated achievement, what **specific** role you played, why you think it is important, any benefit to the field and, where relevant, the resulting impact.*

A. Key Achievements in the Generation of Knowledge
[Please describe how you have contributed to the generation of new ideas and hypotheses, and the significance and / or impact of the latter, including but not limited to, preprints, open data sets, software, publications, innovation and commercialisation activities (e.g., verified invention disclosures, patents, licences, novel assays and reagents), policy publications, and evidence synthesis pieces. Highlight if these are openly available and include a DOI if available. Please delete this guidance once completed.]

B. Key Achievements in the Development of Individuals and Collaborations
[Please describe your role in the success of a team or team members. You may wish to refer to how you have supported individuals in progressing their careers or how you have been integral to a team's success. (including supporting equality, diversity and inclusion in your team and mentoring). You may also wish to refer to contributions you have made to the success of consortia, collaborations, academic activities (e.g., teaching and workshops). Please delete this guidance once completed.]

C. Key Achievements Supporting Broader Society & the Economy
[Please describe your key achievements in supporting society and knowledge exchange, such as engagements with the private sector, the public sector and/or the broader public, e.g., spin-out activities, policy changes, including but not limited to, inclusion and/or collaboration of the public in research processes, community education and public engagement, efforts to advise policy makers, positive stakeholder feedback, or the provision of information to the press. Please delete this guidance once completed.]

D. Key Achievements Supporting the Research Community
[Please describe your key achievements supporting the wider research community, such as editing, reviewing, and evaluation of researchers and applications for funding. Your response can also include activities such as organising events that benefited the research community, improving research culture

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[45] Examples include, but are not limited to, H-index, i10-index, G-index, H(2)-index, HG-index, Q2-index, AR-index, M-quotient, M-index, W-index, Hw-index, E-index, A-index, R-index, W-index, J-index
[46] https://www.sfi.ie/funding/sfi-policies-and-guidance/narrative-cv-dora/

(including, but not limited to, ethics, research integrity, equality, diversity and inclusion). Please delete this guidance once completed.]

SECTION 2 – Publication Details

*Please **do not** exceed the maximum number of publications requested. Deviating from these instructions may result in the redaction of these details or make your application ineligible for review. Please briefly describe the importance/impact[47] of your publication and whether these publications are openly available.*

    A. SELECTED PUBLICATIONS
*Please detail up to 10 peer-reviewed, senior-author (that is, first, joint-first or last author) primary-research publications which will confirm, **where relevant,** that you meet the eligibility requirements for publications for this programme. Preprints may only be included where a Digital Object Identifier (DOI) is quoted. **Note that publications where the applicant claims joint-first authorship will only be accepted as senior-author publications where the article clearly verifies this**. UKRI and DAERA funded applicants can make a case here for alternative relevant expertise if needed.*

    B. OTHER PUBLICATIONS
- You should list up to 10 other publications (where you are a senior author or otherwise) that you wish to be considered in the assessment of this application. You should ensure that your primary research outputs are prioritised; however, reviews, essays and any other secondary-research articles <u>relevant to this application</u> may also be listed.

*** Please convert to PDF before upload to SESAME ***

SECTION 3 – Time Commitment Statement and Conflict of Interest (CoI) declaration (max 1 page)

- **Max 1 page**; include as Section 3 of the CV
- Where Lead or Co-Applicants are already in receipt of significant research funding from one of the funders (e.g., recipients of SFI Research Professorship, Investigators awards, strand leaders or co-PIs on Strategic Partnerships or Research Centres), the evaluation process will examine the commitment and workload of the Lead/Co-Applicant in determining the suitability of such an arrangement. The time commitment and workload statement of the CV should describe such commitments and include strong justification for their role in the applicant group.
- Where relevant, a declaration on potential conflicts of interest with respect to industry collaborators/partners named in the Co-Centres should be provided. See Section 2.52.5, SFI Policies and Positions, for further details.

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[47] Number of citations is appropriate in this instance.

6 Programme Document

Co-Centres Programme 2022

Programme Document

NOTE: Please ensure that you update the table of contents before you save this document in PDF format.

1 Co-Centre Executive Summary (max. 5 pages)

Proposal Title:	
Lead Applicant:	

2 Background Context (max. 15 pages)

Please provide a description of the background context to the proposal. In particular, the following areas must be addressed:

- *Cohesiveness, Value-Add and Profile of the Co-Centre*
  - *Provide a description of the applicant group as a whole, emphasising its history and development. Describe the key scientific or technical discoveries or achievements, focussing on the key economic and societal impact achievements of the group in recent years. It is particularly important to demonstrate how the configuration of the applicant group relates to the research and economic objectives of the proposed Co-Centre.*
  - *Describe how the applicant group will make a cohesive Co-Centre, and what steps need to be taken to develop that cohesion. In so doing, demonstrate why a Co-Centre award, as opposed to a number of individual Investigator Awards, is necessary to achieve the aims and objectives of the applicant group.*
  - *Describe how the Co-Centre will address gender equality, diversity and inclusion in the research team/environment.*
  - *Provide a detailed organisational chart that visualises the distribution of co-PIs and Funded Investigators across the Co-Centre work packages/ Spokes/ TPs*

- *Literature Survey/State of the Art Review*
  - *Provide a brief summary of the current state of the art in those fields related to your proposal. Clearly demonstrate in your summary that you are aware of the key problems and challenges in the area, of the limits of current practice and of the relevant seminal and recent work in this space. A full list of all references should be provided in the references section of the Programme Document Template, directly after the Research Programme section. References should include the following details: author(s), title of article, name of publication, date of publication, and other appropriate details (such as volume, pages).*

- *International Benchmarking*
  - *Provide a brief overview of other international academic and/or commercial research groups that are active in the fields related to your proposed Co-Centre. Describe how you benchmark yourself against those groups. In so doing, provide a brief description of the unique configuration of research activities that will make your Co-Centre competitive relative to other international groups.*

- *National Research Landscape*
  - *Provide an overview of the current national research landscape as it pertains to your group. Describe other relevant centres (both SFI and non-SFI funded), and how this proposal will relate to them. Describe relevant infrastructure that is available for your Co-Centre, both locally and nationally.*

- *International Collaborations and Partnerships*
  - *Provide an overview of the significant international research groups with which your applicant group collaborates, either formally on funded projects (e.g., EU FP7 Integrated Projects, STREPs or H2020 projects), or informally, such as through regular international visits. Describe the nature of these collaborations and in so doing, summarise the key achievements of the collaboration.*
  - *Describe how the proposed Co-Centre will develop further international collaborations with relevant, world-leading centres.*

3   Research Programme   (max. 30 pages)

Outline at a high-level the key research objectives of the proposed research programme identifying the critical novel discoveries/inventions/innovations that are to be sought by the Co-Centre and why they are important.

Provide a detailed description of the research programme: the proposed Platform Research component of the Co-Centre, and each proposed Targeted Project. The specific aims, objectives, milestones and deliverables of each should be described clearly and concisely.

Provide convincing evidence as to why the proposed research is relevant, timely and novel.

Describe how the proposed research programme will compete successfully for major initiatives such as Horizon Europe, or similar.

Provide a project plan, identifying any dependencies between the Platform Research and the Targeted Projects, or the Targeted Projects with each other and identify the associated industry partners. Specifically, within the project plan include the following details:

- *Summary of the objectives of the proposed research*
- *Describe the milestones and deliverables for each project along with delivery dates and any key performance indicators used to measure progress.*
- *Describe the role of specific Co-PIs and their teams with responsibility for delivering the project plan in the proposal, including the role of Co-PIs towards delivering each milestone. Clearly present all industry partners and their specific role in each Targeted Project.*
- *Include an assessment of risks associated with the delivery of each Targeted Project and explain measures to mitigate and manage these risks.*

Note: The project plan should be written in a way that facilitates evaluation by the postal and panel reviewers, and with due consideration to on-going annual assessment by the Funding Partners of the Co-Centres that are funded.

4   References (no page limit)

A full description of all references should be provided; include author(s), title of article, name of publication, date of publication, and other appropriate details (such as volume, pages).

5 Education and Public Engagement (max. 3 pages)

This section should include:

- *The vision for EPE in the Co-Centre including objectives, target audiences and impacts with clear links to the research programme.*
- *Public engagement experience of staff and external partners.*
- *How EPE will be monitored and evaluated, including success indicators.*
- *Details on host Research Body support for the EPE programme.*
- *Resourcing and budget requirements for the EPE Programme*

Note: It is likely that an EPE programme of scale will require a full EPE Manager role, as opposed to a combined role dealing with the areas of EPE and Communications. The budget allocated to the EPE programme should be discrete and clearly identifiable and should fully support the full programme identified here. The EPE role(s) should be included in the Operations Team cap but the non-pay costs can be allocated from research strand budgets or other sources (industry partners' CSR etc). If funded, Co-Centres will be required to submit a more detailed EPE strategy/plan 6 months into the award. This document will be reviewed by an international expert on education and public engagement prior to approval/funding.

6 Impact Statement (max. 15 pages)

Outline the high-level economic, environmental and societal impact objectives of the Co-Centre.

Explain how the applicant group intends to achieve its anticipated economic, environmental and societal impact over the lifetime of the Co-Centre, explaining who will benefit from the research outcomes and how they will benefit.

Provide a brief business development plan outlining how the projected economic impact will be achieved. In particular, focus on how activities such as acquisition of new partner companies and projects, licensing of IP, development of spin-outs, etc. will be enabled and what resources will be required to do so. Describe the key performance indicators and targets related to the execution of the business development plan.

Describe the approach to IP management and commercialisation that the proposed Co-Centre will adopt.

Applicant groups should make specific reference to the objectives of the Co-Centre Programme as described in section 1 of the call document and how their proposed economic, environmental and societal impact will further those objectives.

Describe the training and education activities proposed for the Co-Centre. This should include both training of directly funded students (e.g., taught MSc and PhD courses) as well as indirectly funded students and wider training and education activities in the HEI sector and the industry/commercial sector.

7 Execution and Delivery (max. 10 pages)

Provide a description of the management and operations of the Co-Centre. In particular, the following areas should be addressed:

- *Executive Management*
  Describe the Executive Management structure of the proposed Co-Centre. Describe the membership of this Executive, both from the cohort of Lead/Co-Applicants and other members of the Co-Centre (e.g. Co-Centre Manager/Executive Director/CEO). Clearly describe the role of the Co-Centre Director and, where relevant, the roles of any Vice- or Co-Directors, and the process by which decisions will be made and disputes resolved.

- *International Research Initiatives*
  Applicant groups should describe which significant research initiatives that they are aligned to, including, but not limited to Marie-Sklodowska-Curie Actions, European Research Council, Horizon Europe and other relevant initiatives of scale, and should describe what proactive steps they will take to ensure that they are positioned competitively to lead and win in these programmes. Include specific plans and targets for participation in each of the relevant programmes.

- *Infrastructure Access Plan*
  Applicant groups with substantial existing capital infrastructure or equipment, or intending to purchase such infrastructure, who wish to submit an access charge plan for usage and access to the relevant infrastructure and facilities for SFI approval should contact centres@sfi.ie to request the relevant documentation.

- *Co-Centre Sustainability*
  The Funding Partners expect that Co-Centres funded through the 2022 Call will grow and evolve and develop a sustainable funding model over the lifetime of the award. Applicants are requested to outline the longer-term plans for how the Co-Centre will move towards a sustainable model, leveraging diverse sources of funding.

8 Budget

Copy and paste from the "Co-Centre Summary Budget" MS Excel Budget Template. For the purpose of these summary tables, all costings should be displayed in Euros (€). If converting from Pound Sterling, please use exchange rate 1.15 (this rate is based on the average exchange rate over the last 12 months).

Element	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
RESEARCH CENTRE BUDGET: TOTAL							
Operations							
Platform Research							
Spokes							
TOTAL	0	0	0	0	0	0	

Operations budget should not exceed 20% of the entire budget.

Element	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
SFI CONTRIBUTION							
Operations							
Platform Research							
Spokes							
TOTAL SFI CONTRIBUTION							

Element	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
DAERA CONTRIBUTION							
Operations							
Platform Research							
Spokes							
TOTAL DAERA CONTRIBUTION							

Element	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
UKRI CONTRIBUTION							
UKRI Spoke associated Operations							
UKRI Spoke associated Platform Research							
UKRI Spoke							
TOTAL UKRI CONTRIBUTION							

Element	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
INDUSTRY CONTRIBUTION							
Operations							
Platform Research							
Spokes							
TOTAL INDUSTRY COMMITMENT							

9 Budget Justification

The applicant group should justify all requested costs from each Funding Partner, except those listed as exceptions. A summary table of all requested resources/ positions broken down by platform and spokes should also be included.

10 Industry & "Other Non-Exchequer" Funding Commitments

Industry Funding Commitments					
Company	Spoke / TP Alignment	In-kind Committed (€)	Cash Committed (€)	In-kind Profiled (€)	Cash Profiled (€)
	e.g. TP1.1 etc.				
	Total:	€…..	€…..	€…..	€……

"Other Non-Exchequer" Funding Commitments			
Organisation	Spoke / TP Alignment	In-kind Contribution (€)	Cash Contribution (€)
	e.g. TP1.1 etc.		
	Total:	€…..	€……

Please check to ensure that the figures included in the tables above matches the commitments made in the Industry Partners and "other non-exchequer" Letters of Support, and those included in the Excel budget table.

11 Description of SFI Funded Team Members

For each team member (Postdoctoral Researcher, Research Assistant, PhD Student, Masters Student, operations staff etc.) for whom SFI funding is requested, provide a description of the required expertise and the specific tasks, projects and industry partners with whom that researcher will be working. Take note to fully justify the researcher's role in the relevant research project. The unique ID provided should cross-reference with the detailed excel budget submitted as part of the application.

Include the salary scale (as per SFI Grants Team Member Budgeting Scale) for each team member. Clear and explicit justification is required for any request for an experienced Postdoctoral Researchers and Research Fellows, i.e., one who will be appointed higher than Level 2A, Point 1 of the SFI team member budgeting scales. Please note that when preparing budgets, applicants should use a separate "budget line item" for each individual Postdoctoral Researcher post. Applicants may request a contribution towards salary costs of each Postdoctoral Researcher position for a period of one, two, three or four years.

Spoke Lead PI/FI	Location	Unique ID	Salary Scale	Short Description of Project	Expertise Required	Tasks	Industry Partner

7   Industry Partner Letter of Support

A letter of support from each industry partner outlining their intention to participate in the proposed Co-Centre must be provided. Industry letters of support should outline any previous history of collaborations with the academic group and outline how the research to be undertaken aligns itself with the current and future needs of that industry partner. It should also provide an overview of the profile of individuals in the company who will be involved with the proposed Co-Centre, and provide details of their role within the Co-Centre.

The letter of support should also describe the level of cost-share commitment from the industry partner, both in terms of cash and in-kind contributions and the time period for which the contribution is being made as per the following table:

INDUSTRY PARTNER "X" CONTRIBUTIONS							
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	**TOTAL**
Cash Contribution							
Staff Contribution							
Equipment Contribution							
Other In-Kind Contribution							
TOTAL							

8 "Other Non-Exchequer Contribution" Letter of Support

A letter of support from each organisation/individual committing "other non-exchequer contributions" (e.g. philanthropic, charity) towards the Co-Centre must be provided at both the pre and full proposal stages. The letter should provide details of the source of the funding, a background of the organisation / individual committing the funds, and details of what the funds are to be used for.

The letter of support should also describe the level of cost-share commitment from the organisation/individual, both in terms of cash and in-kind contributions and the time period for which the contribution is being made as per the following table:

ORGANISATION "X" CONTRIBUTIONS							
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	**TOTAL**
Cash Contribution							
In-Kind Contribution							
TOTAL							

9   Guidance for SESAME submission

> **The Co-Director based in Ireland must be listed as the Lead Applicant on the SESAME application and the Co-Director based in NI as the first named Co-Applicant on the SESAME application. The second named Co-Applicant on the SESAME application will be the nominated UKRI-funded lead and must be based within Northern Ireland or Great Britain.**

9.1   Registering for SESAME access

For applicants from Ireland and applicants based in Queen's University Belfast or Ulster University, access to SESAME is controlled by staff at the Research Office of your host Research Body. Please follow your internal organisational process to request this access. For Co-applicants based in other eligible Research Bodies within Northern Ireland or Great Britain, please email centres@sfi.ie, copying a representative from your Research Office, to be registered for a SESAME account. Once you have been registered, you will receive an email containing the following:

1. Username
2. Password
3. SFI PIN number
4. SESAME website address

Your **username** and **password** are needed to log in to SESAME. This PIN number is also stored in your **contact profile** on SESAME.

SESAME is accessed using the internet; no additional software needs to be installed. You can access SESAME online from any location. SESAME supports Internet Explorer, Chrome and Firefox. With Mac we recommend that you use either Firefox or Chrome. The configuration of some browsers and internet infrastructure (popup blockers, firewalls, etc.) can restrict an individual's access to the internet and as a result, to the SESAME system. If you are having any such difficulties, please contact your organisation's internal IT support team.

> **The SESAME system is accessed here: https://grants.sfi.ie**

Please see the SESAME Researcher User Guide[48] for more detailed information.

9.2 General Guidelines

Proposal submission requirements:

- All text in uploaded PDFs should be provided in Calibri font or similar, with minimum font size of 11, and at least single line spacing as well as a minimum margin size of 2.5cm. Text in diagrams may be in any clearly legible font.
- Applications should be prepared using the templates provided by SFI.
- Applications must be submitted in Adobe or Microsoft PDF format only. Please ensure to use unencrypted, non-password protected PDFs with the copying function disabled, developed using either Adobe or Microsoft word PDF convertor software only.
- The number of pages in uploads must not exceed the specifications for any given section.
- Appendices or other unsolicited documentation are not permitted. Applications that include such unsolicited documentation will be returned without review.

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[48] https://www.sfi.ie/funding/award-management-system/

- File sizes of attachments should be less than 5MB.
- The use of hyperlinks is limited to citing information already in the public domain which is non-critical to the evaluation of the proposal. The actual URL text should be referenced, so it appears on the page, for example in brackets or in a footnote, rather than embedding the URL in a specific word or phrase. Hyperlinks and URLs may not be used to provide additional information, which would be necessary for application review, and as a means of circumventing page limits. Reviewers are not obligated to view linked sites.

It is the responsibility of the Lead Applicant to ensure that eligible proposals are received by SFI on, or before, the deadline indicated. In order to safeguard against ineligibility, applicants are reminded to adhere rigorously to the guidelines in the call documentation.

Once submitted by the host research body to SFI through SESAME, an application cannot be withdrawn and subsequently modified for resubmission in the same call, regardless of the date of submission.

Applications not adhering to these requirements, or with incomplete content, will be deemed ineligible and will not be accepted for review, regardless of the date of submission.

The Terms and Conditions of each funder shall govern the administration of the grants and awards within their respective jurisdictions and will be issued as part of a Grant Agreement by each funder to the relevant Award holder. It should be noted that by submitting a proposal under this call, the Research Body is indicating their willingness to agree to the Grant Terms and Conditions of this Programme, in the event the grant is awarded. Applications that fail to comply with the requirements outlined in this document, will not be eligible and will be withdrawn without review.

9.3 ORCID ID

Applicants are **required** to link their SESAME Research Profiles to an ORCID iD **before an application can be submitted**. ORCID[49] provides a unique identifier for all researchers, which can then be linked to their different research works across different platforms. There are a number of benefits to creating an ORCID iD, which include the following:

- ORCID allows you to pull information from different platforms, creating a centralised reference to your different works (e.g., publications, patents, awards) in one location using a single sign in.
- Your ORCID iD is a unique identifier, which distinguishes you from other researchers with a similar name.
- Using the ORCID iD helps to make your research works more visible to funders and publishers. You are able to build a complete picture of your research in one location.

As part of the integration of SESAME with ORCID, it is possible for researchers to import publication data from ORCID directly into their SESAME Research Profile.

9.4 Proposal Summary

- **Proposal Title** - This will be the name of the Co-Centre. The following format must be used for the name of the proposed Co-Centre: Co-Centre for XXX. Please use two to three words to describe the general remit of the research to be undertaken as part of this programme.

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[49] http://orcid.org/

- **Duration of Award Requested** - This will be pre-populated as 72 months.
- **Resubmission Statement** - Applicants must declare whether a new submission relates to a previous unsuccessful application to any SFI or IRC scheme. If the application is a resubmission, a statement referencing the previous application and explaining the differences must be provided and must make reference to reviewer comments where relevant. This statement will assist SFI and IRC Staff in the assessment of the eligibility of a revised application and will not be shared with reviewers. See SFI's Resubmission policy for further details.
- **Research Area (Primary) -** Select the Research Area which best aligns with the Co-Centre's activities.
- **Research Area (Secondary)** - Select the Research Area which next best aligns with the Co-Centre's activities.
- **Alignment to Funding Partners Legal Remit (max. 500 words) -** This section must be used to describe how the proposed research aligns with SFI[50], UKRI[51] and DAERA's legal remit.[52] This statement will be used to determine the eligibility of the application.
- **Total SFI Funding Request (in €)** - This figure will be populated from the high-level summary SFI requested budget (table completed on SESAME application form).
- **Total DAERA Funding Request (in £) -** Confirm the funding requested from DAERA in Pound Sterling.
- **Total UKRI Funding Request (in £) -** Confirm the funding requested from UKRI in Pound Sterling.

9.5 Lead Applicant Details

- **Commitment to the Project** - Indicate the time commitment, as a percentage of the total working time of the Lead Applicant, to the proposed research programme. This should represent a substantial time commitment to the overall management of the Co-Centre.
- **Supervisory Experience** - Provide summary information on supervisory history of the Lead Applicant to date. Indicate the total numbers of graduated MSc and PhD students and the number of staff currently under supervision.
- **CV (upload; max. 6 pages)** - A CV of the Lead Applicant, using the template provided in Section 5, must be completed and uploaded in PDF format. Please click on "Save Draft" after upload.

9.6 Co-Applicant Details

The Lead-Applicant must assign all co-Applicants to the proposal using the following procedure:

- In the Co-Applicant section of the application, the Lead-Applicant will be prompted to click the button labelled "Add" adjacent to the 'Add Co-Applicants' text;
- In order to add a Co-Applicant, the SFI PIN number of each Co-Applicant and their last name is required;
- If the Co-Applicant is based in an SFI eligible research body, Queen's University Belfast or Ulster University but not registered with SESAME, then they will need to register through their respective Research Body before the application can proceed;
- For Co-Applicants based in other UKRI eligible research bodies, please contact centres@sfi.ie, copying a representative from your institutional research office, to be added to registered on SESAME.
- Once a valid SFI PIN number and Researcher Last Name is entered, click the Retrieve Researcher button and the co-Applicant details will be displayed;
- If the details are correct, then click on the "Associate Researcher with Application" button;
- The resulting pop-up will confirm that the Researcher has been added and that you must click Save Draft to have the Co-Applicant listed against the application;

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[50] What We Do | About us | Science Foundation Ireland (sfi.ie)
[51] If your research spans different disciplines – UKRI
[52] https://www.daera-ni.gov.uk/articles/daeras-science-research-and-development-support-and-funding-authority

- Once a Co-Applicant has been assigned to an application, SESAME will send an email to the Co-Applicant providing them with login instructions.

The Co-Applicant must log in to the application and provide the following information:

- **Commitment to the Project** - Indicate the time commitment, as a percentage of the total working time of the Co-Applicant, to the proposed research programme.
- **Supervisory Experience** – For SFI funded co-applicants, provide summary information on supervisory history of the Co-Applicant to date. Indicate the total numbers of graduated MSc and PhD students and the number of staff currently under supervision. This field is not mandatory for UKRI or DAERA funded researchers.
- **CV (upload; max. 6 pages)** - A CV for each Co-Applicant, using the template provided in Section 5, must be completed and uploaded in PDF format. Please click on "Save Draft" after upload.

> **Note: SESAME does not permit two individuals to concurrently modify an application. The Lead Applicant must log out of the application to allow a Co-Applicant to make modifications, and vice versa. Given the large number of Co-PIs in each Co-Centre, it is the responsibility of the Lead Applicant to ensure that this activity is co-ordinated well in advance of the submission deadline.**

9.7 Research Funding History

The Lead-Applicant and all Co-Applicants must list any prior research funding that has been received within the last five years. Research funding may be added directly to the application or added from the applicant's profile (see the SESAME Researcher User Guide)[53]. If this section is left blank it will indicate that the applicant has NO expired, current or pending funding. Both the Lead and Co-Applicant(s) need to complete this section within SESAME. Please ensure that research funding added to the profile of the Lead Applicant, or the profile of the Co-Applicant, has actually been included in the application. A text box is provided in the SESAME application form to describe (in a maximum of 1,000 words) any scientific overlap that exists between any of the previously funded projects and the research proposed in the Co-Centre application.

9.8 Collaborator Details (Funded Investigators (FI) and industry/academic collaborators)

Include organisation (academic/industrial), name, contact information and other required details of Funded Investigators, official or industry collaborator(s), if any. Note that the "Mentor" role is not applicable for this call. Once all collaborator information has been entered, the collaborator may then be associated with the proposal by the Lead Applicant. Please note that CVs for Funded Investigators and academic/industry collaborators <u>are not required as part of this Call</u>. CVs for FIs will be requested at a later stage if the application is successful to ensure that the FI eligibility criteria are met.

> **The Funding Partners recognise that applicants may have a prior relationship with an Industry Partner engaged in a Co-Centre application for funding (e.g., a decision-making role in company, such as being the CEO or a major shareholder in the company), which may be perceived as a conflict of interest. Where a potential conflict of interest exists, the Funding Partners require that it is disclosed by the applicant to SFI via e-mail and Research Body and is managed by the Research Body. The Research Body Letters of Support should contain a description of the institutional policy regarding management of such conflicts.**

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[53]https://www.sfi.ie/funding/award-management-system/SFI_SESAME_User_Guide_-_Researcher-v_6_13_(Arcadia).pdf

9.9 Main Body of Proposal

- Keywords (max. 15) - List a number of descriptors (max. 15) that best characterise the subject of the proposal.
- Scientific Abstract (max. 200 words) - Provide a succinct and accurate scientific summary of the proposed work. Confidential information should not be included in the Scientific Abstract.
- Lay Abstract (max. 100 words) - Provide a succinct and accurate summary of the proposed work in lay (i.e. non-technical) language. Confidential information should not be included in the Lay Abstract.

9.10   Ethical Issues

All Applicants are required to answer questions related to ethical issues and will be guided to answer two questions initially:

1. "Does your research involve the use of animals?"
2. "Does your research involve human participants, human biological material, or identifiable/potentially identifiable data?"

If the answer is Yes for either of these questions, you will be prompted to answer further questions to further define the nature of the research. Please refer to Sections 2.5, 3.4 and 4.4 of this document for further information.

9.11   Sex and Gender

Applicants are advised to demonstrate that they have considered any potential sex/gender aspects in their proposed research programme. All applicants must complete a statement articulating the consideration of biological sex and/or social gender variables in their research programme.

Applications should also include information about the sex of the animals used in experiments, as well as the sex of studied tissues and cells. If the sex of the cells and tissues to be used is unknown, the applicants should plan to determine it as part of the research.

Applicants should not include information on how they have addressed gender equality, diversity and inclusion in the research team/environment; this should be addressed in the CV, should you choose to highlight.

In completing this section, applicants will be asked to consider the following questions:

- Is sex as a biological variable taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?
- Is gender as a socio-cultural factor taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?

If the answer is yes, please describe how sex and/or gender considerations will be integrated into your research proposal. This may include:

- Have measures been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project? This includes the development of the project, the participants of the research and the beneficiaries of the research
- The expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond.
- The impact on the relations between people of different genders and people of the same gender.
- Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)?

If no, please explain why sex and/or gender are not applicable to your research proposal.

9.12   Data Management

Good data governance and stewardship are key components of good research practice. Applicants to the Co-Centre programme will be required to provide a short (2 page) Data Management Plan (DMP) as part of their Full Proposal application.

In preparing this plan, consideration should be given to SFI's Guidance on Data Management Plans[54]. A DMP is a living document which details the procedures for careful handling of data and other research outputs. A DMP follows the data through the lifecycle of the programme of research[55], from collection to analysis and interpretation, sharing and dissemination, and long-term storage.

9.13   Data Management Plan Requirements for SFI Grant Applicants

DMPs will be evaluated by reviewers to ensure that they contain sufficient information on practices and standards as guided below; this assessment will be incorporated into the overall scoring criteria for the Research Programme section of the application. Although practices and standards vary across disciplines, the Funding Partners recommend the use of Science Europe DMP templates and guidelines.[56] Each DMP should include the following as appropriate to the programme or project[57]:

1.   Data description and collection or re-use of existing data

2.   Documentation and data quality

3.   Storage and backup during the research process

4.   Legal and ethical requirements, codes of conduct

5.   Data sharing and long-term preservation

6.   Data management responsibilities and resources including institutional or project-specific resources dedicated to managing data and ensuring adherence with the FAIR principles (Findable, Accessible, Interoperable, Re-usable).

The Completed DMP should be saved as a separate [word/PDF] file and uploaded to SESAME as indicated at the full proposal stage.

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[54] https://www.sfi.ie/funding/sfi-policies-and-guidance/open-research/SFI-DMP-Guidance-FINAL-140322.pdf
[55] SFI-funded research programmes, as described in call documents, can range from a single research project to a collection of research projects encompassed in several work packages. The data management plan should reflect the relevant standards for individual research projects while describing a cohesive approach to managing data across the overall programme of research as appropriate.
[56]https://ec.europa.eu/info/law/law-topic/data-protection_en
[57]Based primarily on guidance provided by Science Europe: https://www.scienceeurope.org/our-resources/practical-guide-to-the-international-alignment-of-research-data-management/ and supplemented by guidance from the European Research Council of the European Commission: https://erc.europa.eu/sites/default/files/document/file/ERC_info_document-Open_Research_Data_and_Data_Management_Plans.pdf

9.14 Budget Information

The budget section on SESAME is to be completed to summarise the SFI funding requested. Further guidance can be found in this section on SESAME. A detailed Co-Centre budget prepared in the Microsoft Excel budget template available on the SFI website is also required which will provide a full breakdown of funding requested across all Funding Partners. A separate budget template is required for funding requests from each of the funders in the currency of the funder. These budget files should be uploaded in Microsoft Excel format to SESAME using the Programme Documents upload button.

In addition to the individual budget templates, a summary budget must also be completed with all costs converted to Euro. If converting from Pound Sterling, please use the exchange rate £1 = €1.15 (this is based on the average exchange rate over the last 12 months). The summary tables from this excel template are to be included as part of the Programme Document alongside a detailed budget justification.

9.15 Programme Document (upload)

The Programme Document, as per the template provided in Section 6 must be completed and uploaded as a pdf file using the file upload buttons located in the Programme Documents section of the SESAME application form. Uploads in SESAME must be submitted in Adobe or Microsoft PDF format only. The number of pages in uploads must not exceed the specifications for any given section. Appendices or other unsolicited documentation are not permitted.

9.16 Excluded reviewers

Applicants will be provided with the option of listing up to three individuals may be excluded from acting as reviewers of proposals for reasons of competition.

9.17 Letters of Support

Applicants must include the following letters of support with their proposals:

- A letter of support from each Industry Partner outlining their intention to participate in the proposed Co-Centre. Industry letters of support should outline any previous history of collaborations with the academic applicants and outline how the research to be undertaken aligns itself with the current and future needs of that Industry Partner. The letter of support should describe the level of cost-share commitment from the industry partner, both in terms of cash and in-kind contributions and the time period for which the contribution is being made. Applicants should ensure that a completed company contribution table (Industry Partner Letter of Support) is included within each letter.
- A letter of support from each official collaborator. Details of how official collaborators will contribute to the proposed research programme must be clearly described.
- A letter of support from the Research Body of the Lead Applicant, each Co-Applicant, and each Funded Investigator. These letters should comment on the infrastructure, services and support available to the proposed Co-Centre. They should also name the Lead Applicant, Co-Applicant(s), and/or Funded Investigator(s) from their Research Body who are listed on the application and include an endorsement of their eligibility. The letter of support from the Research Body of both Co-Directors should also describe what services and supports will be made available to the proposed Co-Directors.
- Where applicable, a letter of support from each organisation committing other non-exchequer contributions (e.g., philanthropic, charity) towards the Co-Centre (see Section 8)

Letters of Support can be uploaded in PDF format directly to the Letter(s) of Support section of the SESAME application form.

9.18   View Proposal Prior to Submission

The PDF of the Full Proposal submission (through SESAME) should be reviewed prior to submission to enable validation of an application. The responsibility lies with the Lead Applicant in this regard. The Lead Applicant and their Host Research Body will receive a notification from SESAME periodically when the status of their proposal changes. Alternatively, the status of a proposal (e.g., where a proposal is under review at SFI) is displayed in SESAME.

9.19   Declaration

The Terms and Conditions of each funder shall govern the administration of the grants and awards within their respective jurisdictions and will be issued as part of a Grant Agreement by each funder to the relevant Award holder.

9.20   Research Body Approval

It will be noted that Research Body submission of a proposal under this call represents their approval of an application and agreement with the Terms and Conditions of this Programme. Submission must only be made by an authorised Research Body representative. In particular, the Research Body is approving:

- Eligibility of the Lead Applicant, each Co-Applicant and Funded Investigator;
- That the Lead Applicant, each Co-Applicant and Funded Investigator are recognised as an employee of one of the collaborating Research Bodies for the duration of the award;
- That the requested budget including salaries/stipends, equipment, travel and consumables are in line with accepted institutional and national guidelines;
- The availability of infrastructure within the institution as outlined by the applicant group in the research proposal;
- That the proposed research programme has not been funded by other sources;
- That relevant legal and ethical approval has been sought and will be granted prior to the award commencing;
- That the relevant licences will be in place at the time of award;
- That the details provided in relation to research funding history (i.e., current, pending or expired grants, as detailed in the application) are valid and accurate.

10 Submission Checklist

PROPOSAL CHECKLIST		
SECTION	**DESCRIPTION**	**REQUIREMENTS**
Proposal Summary	Title	Co-Centre for XXX (using two to three words to describe the general remit of the research)
	Proposal ID	Will be pre-populated
Resubmission	Resubmission statement (if relevant).	Max. 1000 words
Research Alignment	Justification of alignment with legal authority of each funder	Max. 500 words
	Research area (Primary and Secondary)	Select from list for each
	Thematic Area	Select Climate or Sustainable and Resilient Food Systems
Lead Applicant details	*SESAME Profile information	Complete your SESAME profile (including ORCiD) before proceeding with proposal. Mandatory profile fields marked in red
	ORCID iD	Link SESAME profile to ORCID iD
	Percentage Time Commitment	Insert time commitment (%)
	DORA-Compliant CV	Max. 6 pages (use template provided)
	Supervisory Experience	Enter details
Co-Applicant details	Add Co-Applicants	All Co-Applicants registered on SESAME and added to the application page
	*SESAME Profile information	Complete your SESAME profile (including ORCiD) before proceeding with proposal. Mandatory profile fields marked in red
	ORCID iD	Link SESAME profile to ORCID iD
	Percentage Time Commitment	Insert time commitment (%)
	DORA-Compliant CV	Max. 6 pages (use template provided)
	Supervisory Experience	Enter details if relevant
Research Funding	Research Funding History	Enter details of funding secured in last 5 years
Collaborator(s) details	Assign Collaborators	Funded Investigators, industry partners and collaborators added
	Name/Contact details etc.	Add contact name, details etc.
Main Body of Proposal	Keywords	Max. 15 words
	Research Abstract	Max. 200 words
	Lay Abstract	Max. 100 words
Ethical Issues	Answer questions regarding ethical issues (Use of Animals, Research involving Human Participants, Biological Material or Identifiable Data)	Select relevant answers
Sex & Gender Dimension in Research	Sex & Gender Dimension in Research Statement	Max. 1000 words
Budget	Prepare Budget	Details of all relevant SFI costs using Budget Table in SESAME
	Detailed budget request	4 excel templates provided
Programme Documents	Research Programme	Template provided
Letter(s) of Support	Industry Partner	Template provided
	Research Body	To be provided by Research Body of the Lead Applicant, each Co-Applicant and each Funded Investigator
	Collaborator Letter of Support	Max. 2 pages
Excluded Reviewer	Up to three individuals may be excluded from reviewing the proposal	