



# EPSRC-SFI Lead Agency Agreement

Guidance

and

SFI Documentation

## 1 Introduction

EPSRC and Science Foundation Ireland (SFI) have entered an agreement to welcome, encourage and support research applications that cut across national boundaries involving collaborative teams led by researchers from the UK and Ireland. The new partnership will support joint research and technology development in all areas of EPSRC's remit which covers chemistry, engineering, information and communications technologies, materials, mathematical sciences and physics.

Under the lead agency agreement, a single joint proposal from applicants in both countries is submitted to EPSRC. The application is processed according to the normal procedures of EPSRC Standard Grants, and funding by EPSRC and SFI is decided by the appropriate EPSRC Theme Lead following the recommendation of the EPSRC panel. UK-based research groups will be funded by EPSRC and Ireland-based research groups will be funded by SFI.

EPSRC will accept joint applications for Standard Research Grants at any time; however, potential applicants should submit an Expression of Interest to EPSRC in advance of their full application to ensure that applicants meet their respective funding organisations' eligibility requirements and that the proposed research falls within their remits.

The usual guidance for Standard Grants applies for the UK partners, along with the additional guidance provided below pertaining to the ROI-based Co-Investigators and research programme.

## 2 Expression of Interest

At least 3 months prior to planned submission of a joint application, potential applicants should submit an Expression of Interest using the form on the EPSRC website to ensure that applicants meet their respective funding organisations' eligibility requirements and that the proposed research falls within their remits. At this stage, applicants should submit the following information:

- Lead Agency Agreement under which you wish to apply; SFI in this case
- Organisation where the EPSRC grant would be held
- Organisation where the SFI grant would be held
- Project title
- Start date and duration
- Name, organisation, department, role on the project and e-mail address for each Investigator (for UK applicants please provide the e-mail address held in your Je-S account)
- Summary of proposed research (up to 5000 characters including spaces)
- Attached signed cover sheet using template given in Appendix 1; this is also available to download from EPSRC's website (either pdf or odt format)
- Summary of resources required for the project
- Please include a primary contact e-mail address for correspondence

**All of the above information should be submitted by the UK lead applicant** via the form on the EPSRC webpage. This information will be shared with SFI for eligibility checking and to ensure that they are aware of potential budget implications.

### 3 Full Proposal

Only applicants who have received prior written confirmation from EPSRC that they may proceed with their proposal should submit a joint EPSRC-SFI application. Joint EPSRC-SFI applications are submitted through the normal EPSRC Standard Research Grant application process via Je-S (Joint electronic Submissions). Please read carefully the guidance below on how to prepare a joint application on Je-S as well as the additional documentation required by SFI, which will be uploaded as part of the Je-S application. There is no requirement to wait once invited to submit the full proposal; please submit the proposal when ready.

#### 3.1 EPSRC Je-S Application

In the preparation of a joint application, please note the following:

- The title of all applications submitted under this partnership must begin with “EPSRC-SFI: ”
- Except where indicated otherwise below, joint applications should follow standard EPSRC format; no additional pages in the case for support will be permitted.
- A single joint proposal should be submitted to EPSRC via Je-S with the UK applicants designated as Principal and Co-Investigators and the ROI applicants designated as project partners. Please note that although the ROI applicants are designated as project partners, their role in the joint application will be equivalent to that of a Co-Investigator and will be reviewed as such. If there are ROI applicants from more than one Research Organisation, they should be entered separately as multiple project partners.
- Joint Parent and Child grant proposals are permitted on the UK side; however, the ROI Investigators should only be included as project partners in the Parent grant Je-S submission.
- A section on the ROI applicant(s) must be included in the Track Record section of the Case for Support document.
- A letter of support is required for each project partner entered into the Je-S application form, which for ROI applicants must be a letter of support from each of the ROI applicants’ host institutions (see section 3.4 below). These should be submitted as attachment type ‘Project Partner Letter of Support.’
- The UK-based Principal Investigator must include the total direct costs requested by the ROI applicants from SFI under the project-partner section of the Je-S form as a cash contribution (this amount should be entered in GBP using the EUR-GBP exchange rate on the day of submission). A maximum request of €500,000 direct costs for durations of 12-60 months will apply to the total ROI budget. An additional contribution to overhead costs will also be made, as detailed in Section 4 below.
- The Justification of Resources document must include a section on the costs requested by the ROI-based research groups, making sure that it is clear which costs will be funded by SFI and which costs will be funded by EPSRC if the application is successful.
- The SFI Application Form and associated documents described below must be included with the Je-S submission as a single PDF attachment. This document should be submitted as attachment type ‘Other Attachment’ (not seen by reviewers and panel members).
- Please note that all proposal documentation will be shared with SFI, including reviewers’ comments and the PI response to reviews.

### 3.2 SFI Additional Documentation

As part of a joint proposal to the EPSRC Standard Grants Scheme, SFI Co-Investigators are required to submit the following documentation, using the template provided in Appendix II and adhering to the guidance given below.

- SFI Application Form
- A detailed budget breakdown prepared using the template in Appendix II (Excel version available for download from SFI's webpage on this activity)
- Detailed ROI budget justification (in addition to the Justification of Resources section of the Je-S application)

These documents should be merged into **a single PDF** and uploaded as an attachment to Je-S by the UK Principal Investigator. This document should be submitted as attachment type 'Other Attachment' (not seen by reviewers and panel members). If more than one SFI Co-Investigator is named on an application, only **one** SFI application form and **one** budget breakdown should be submitted, with a single institution to be designated as the lead institution if SFI Co-Investigators are based at different institutions. All SFI Co-Investigators, their host institutions and their time commitments must be listed on the cover sheet, but an institutional signature must be supplied only by the lead institution. Completion and submission of this signed cover sheet constitutes agreement to SFI's Terms and Conditions of Research Grants<sup>1</sup>.

### 3.3 Eligibility Criteria of ROI Applicants

To receive support from SFI, the ROI partner(s) must be based at an institution eligible for SFI support<sup>2</sup>. Additionally, the ROI SFI co-investigator(s) must be a member of the academic staff of an eligible Research Body (permanent or with a contract that covers the period of the grant) or a Contract Researcher with a contract that covers the period of the grant, who is recognised by the eligible Research Body as an independent investigator and will have an independent office and research space at the host eligible Research Body for which he/she will be fully responsible for at least the duration of the grant. The SFI co-investigator (s) must also have the capability and authority to mentor and supervise team members.

### 3.4 Host Research Body Letter of Support (max 2 pages)

A letter of support from the host Research Body of each SFI Co-Investigator **must** be submitted as a project partner letter of support in Je-S. This letter, which should be no more than 2 pages, serves as the Research Body's endorsement of the eligibility of the applicant (as defined in Section 3.3) as well as approval of the budget requested and the infrastructure to be provided by the Research Body. It is a formal dated letter on headed notepaper and is signed by an authorised institutional representative and must include the following declaration:

*[Research Body name]*, which is the host Research Body of *[Applicant]*, confirms its association and support of the application entitled *[Application title]* and endorses that the Applicant meets the eligibility criteria of the EPSRC-SFI Joint Funding Programme and is either a member of the academic staff, a contract researcher or a researcher awaiting appointment.

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<sup>1</sup> <http://www.sfi.ie/funding/grant-terms-conditions.html>

<sup>2</sup> <http://www.sfi.ie/funding/sfi-eligible-research-bodies.html>

## 4 Budget

Applicants must include the total direct costs for the ROI component of the research programme in the project-partner section of the Je-S form as a cash contribution. A corresponding description must be included in the Justification of Resources submitted as part of the joint application through Je-S. In addition, SFI Co-Investigators are requested to submit a detailed budget using the SFI consolidated budget spreadsheet (available on the SFI website) as well as a detailed budget justification (max. 2 pages) which clearly explains the request for each item listed in the budget in terms of the planned research programme. A maximum request of €500,000 in direct costs for durations of 12-60 months will apply to the ROI budget. **Please adhere to the relevant sections of SFI's Grant Budget Policy<sup>3</sup> in the preparation of the budget and budget justification.**

The costs eligible for grant support by SFI under the EPSRC-SFI Partnership are those costs which can, uniquely and unambiguously, be identified with the ROI component of the proposed research project. SFI Co-Investigators must give details of all relevant costs, including staff, equipment, materials and travel. Contributions to the salary of the applicant or co-applicants are not eligible costs. Ensure that the final total provided includes all costs requested from SFI. All awards are made directly to the designated lead institution for the SFI Co-Investigator.

Direct costs only should be included in the requested SFI budget. In addition to direct costs, SFI also makes an indirect or overhead **contribution** to the host Research Body, which is reflected as a percentage of the direct costs (excluding equipment). Overheads are payable as a contribution *to the Research Body* for the indirect costs of hosting SFI-funded research programmes and are intended to enable the Research Body to develop internationally competitive research infrastructure and support services.

**Please note that PhD studentships are not eligible costs under EPSRC Standard Research Grants. Accordingly PhD studentships are also ineligible costs for ROI applicants to the EPSRC-SFI joint scheme. This will be subject to review and may be amended in the future.**

### Change log

Date	Version	Change
01/04/17	1.0	N/A
02/08/17	1.1	Change of Expression of Interest submission process and guidance
9/8/17	1.2	Changes to reflect consultation with SFI and Internal colleagues

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<sup>3</sup> <http://www.sfi.ie/funding/grant-policies/grant-applications-budget-policy.html>

# **Appendix I**

## **SFI Expression of Interest Form**

**TO BE COMPLETED BY ROI-BASED CO-INVESTIGATOR ON EPSRC-SFI JOINT FUNDING APPLICATIONS, AND SUBMITTED WITH EXPRESSION OF INTEREST BY UK-BASED PRINCIPAL INVESTIGATOR VIA THE FORM ON THE EPSRC WEBPAGE**

PROGRAMME NAME <b>EPSRC-SFI Joint Research Grants</b>	
TITLE OF PROPOSAL (max. 150 characters) <b>EPSRC-SFI:</b>	
FULL NAME OF SFI INVESTIGATOR(S)	HOST INSTITUTION(S)
FULL NAME OF EPSRC PRINCIPAL INVESTIGATOR(S)	HOST INSTITUTION(S)
TOTAL INDICATIVE SFI BUDGET (€)	PROPOSED DURATION (12 - 60 MONTHS)
NRP AREA ALIGNMENT <sup>4</sup> :	

**Signatures below confirm acceptance and agreement with the SFI grants and awards Terms and Conditions, and that the institution ensures the applicant meets eligibility requirements.**

INSTITUTIONAL SIGNATORY AUTHORITY (LEAD INSTITUTION ONLY)

Name:

Position:

Email:

Signed:

Date:

#### COMPLIANCE WITH THE DATA PROTECTION ACT 1998

In accordance with the Data Protection Act 1998, the personal data provided on this form will be processed by EPSRC, and may be held on computerised database and/or manual files.

<sup>4</sup>Select from: **A** Future Networks & Communications; **B** Data Analytics Management, Security & Privacy; **C** Digital Platforms, Content & Applications; **D** Connected Health & Independent Living; **E** Medical Devices; **F** Diagnostics; **G** Therapeutics - synthesis formulation, processing and drug delivery; **H** Food for Health; **I** Sustainable Food Production and Processing; **J** Marine Renewable Energy; **K** Smart Grids & Smart Cities; **L** Manufacturing Competitiveness; **M** Processing Technologies and Novel Materials; **N** Innovation in Services and Business Processes; **X** Other (please specify)

# Appendix II

## Full Proposal: SFI Additional Documentation

The following additional documentation should be prepared using the templates provided below, merged into **a single PDF or ODT** (saved as SFI Application Form) and uploaded as an attachment to Je-S by the UK Lead Investigator (attachment type 'Other Attachment').

- SFI Full Application Cover Sheet
- Detailed budget breakdown prepared using the budget template (Excel version available for download from SFI's webpage on this call)
- Budget Justification (max. 2 pages)



PROGRAMME NAME <b>EPSRC-SFI Joint Research Grants</b>	
TITLE OF PROPOSAL (max. 150 characters) <b>EPSRC-SFI:</b>	
FULL NAME OF EPSRC PRINCIPAL INVESTIGATOR(S)	HOST INSTITUTION(S)
FULL NAME OF SFI CO-INVESTIGATOR(S)	HOST INSTITUTION(S)
% SFI CO-INVESTIGATOR(S) COMMITMENT	% EPSRC PRINCIPAL INVESTIGATOR COMMITMENT
TOTAL REQUESTED SFI BUDGET (€)	TOTAL REQUESTED EPSRC BUDGET (£)
REQUESTED STARTING DATE	PROPOSED DURATION (12 - 60 MONTHS)

**Signatures below confirm acceptance and agreement with the SFI grants and awards Terms and Conditions, and that the institution ensures the applicant meets eligibility requirements, and that the project is in full agreement with all legal and regulatory matters governing research in Ireland, and no aspect of this project is already being funded from another source and all details provided are correct.**

INSTITUTIONAL SIGNATORY AUTHORITY (LEAD INSTITUTION ONLY)

Name:

Position:

Email:

Signed:

Date:

An Excel version of the following template is available for download from SFI's webpage on this call



## EPSRC-SFI SFI Budget

SFI Lead Investigator

EPSRC Lead Investigator

Planned Start Date

Duration

(12-60 mths)

Please refer to the Guidance documentation for this call and to the SFI Grant Budget Policy in the preparation of this budget. Note that PhD studentships are not eligible costs under this call.

Cost items	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Staff	0	0	0	0	0	0
Equipment	0	0	0	0	0	0
Materials	0	0	0	0	0	0
Travel	0	0	0	0	0	0
<b>Total (Direct)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### STAFF

Position	Year 1	Year 2	Year 3	Year 4	Year 5	Total
						0
						0
						0
						0
						0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### EQUIPMENT

Items	Year 1	Year 2	Year 3	Year 4	Year 5	Total
						0
						0
						0
						0
						0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MATERIALS AND CONSUMABLES**

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Total
						0
						0
						0
						0
						0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**TRAVEL**

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Total
						0
						0
						0
						0
						0
						0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Justification of costs requested from SFI (max 2. pages)**