

Science Foundation Ireland Future Innovator Prize 2019

Call SESAME Guide

Version: June 2019

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.

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 to the guidelines in the call documentation and to review the application prior to submission in SESAME.

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This Science Foundation Ireland Future Innovator Prize 2019 Call SESAME Guide should be read in conjunction with the SFI Future Innovator Prize 2019 Call Handbook¹, and should be referenced for applications. For the SFI Future Innovator Prize, applications will only be accepted through SESAME, SFI's online grants and awards management system.

Access to SESAME is granted by staff at the Research Office of your host Research Body. Please follow your internal organisational process to request this access for both Lead Applicant and Co-Lead (Co-Applicant).

Once you have been registered by your Research Office, you will receive an email containing your Username, Password, and SFI PIN.

Your **username** and **password** are needed to log in to SESAME.

SESAME is accessed using the internet; no additional software needs to be installed. You can access SESAME online from any location. 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 using the following Internet address:

<https://grants.sfi.ie>



The screenshot shows the SESAME login interface. On the left, there is a 'Login' section with an 'Email' input field, a 'Password' input field, and a blue 'Login' button. Below the password field is a 'Forgot Password?' link. On the right, there is a 'Science Foundation Ireland (SFI)' section. It includes a support availability notice: 'SESAME support is available weekdays between 9AM-5:30PM (Dublin local time). Helpdesk tickets can be raised by clicking the Helpdesk "quick link" on your portal.' Below this is a 'Please ensure:' section with a bulleted list: 'To use Firefox, Chrome or Edge browser for optimum SESAME compatibility', 'To use a stable internet connection', 'Pop-ups are ENABLED in your browser configuration', and 'To not use the browser BACK button when navigating SESAME.' At the bottom of this section is a link to 'Learn more about SFI's Privacy Policy'.

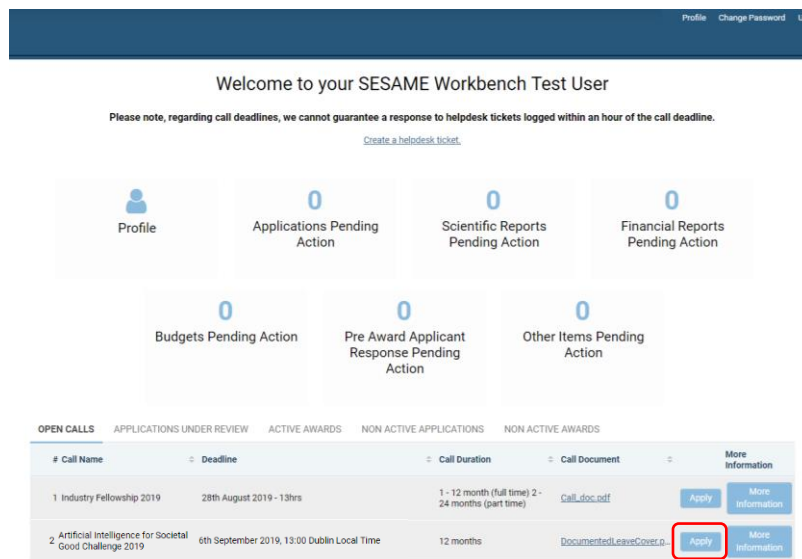
¹ <http://www.sfi.ie/funding/funding-calls/future-innovator-prize/SFI-Future-Innovator-Prize-2019-Application-Handbook.pdf>

1 Before Starting Your Application

Before starting the application process on SESAME:

- Refer to the SFI Future Innovator Prize 2019 Call Application Handbook to ensure that your team is eligible to apply.
- Please ensure that both the Lead Applicant and the Co-Applicant have an ORCID ID². If you do not already have one, please go to the ORCID website and create one.
- Log into SESAME and update/create your Researcher Profile. Please note that SESAME is integrated with ORCID making it possible for you to import your publication data directly from ORCID into your Researcher Profile. For the SFI Future Innovator Prize, both the **Lead and Co-Applicant** are required to complete their Researcher Profile and link it to an ORCID ID **before an application can be submitted**. Please refer to the SESAME Researcher Guide³ for more detailed information on how to complete your Researcher Profile.

Once you have completed these steps, navigate to your SESAME Workbench, locate the SFI Future Innovator Prize 2019 Call and click “Apply” button to start the application process.



Welcome to your SESAME Workbench Test User

Please note, regarding call deadlines, we cannot guarantee a response to helpdesk tickets logged within an hour of the call deadline.
[Create a helpdesk ticket.](#)

Profile 0 Applications Pending Action 0 Scientific Reports Pending Action 0 Financial Reports Pending Action

0 Budgets Pending Action 0 Pre Award Applicant Response Pending Action 0 Other Items Pending Action

#	Call Name	Deadline	Call Duration	Call Document	More Information
1	Industry Fellowship 2019	28th August 2019 - 13hrs	1 - 12 month (full time) 2 - 24 months (part time)	Call_doc.pdf	Apply More Information
2	Artificial Intelligence for Societal Good Challenge 2019	6th September 2019, 13:00 Dublin Local Time	12 months	DocumentedI...eaveCovent...	Apply More Information

² <http://orcid.org/>

³ [http://www.sfi.ie/funding/award-management-system/SFI_SESAM User Guide - Researcher-v_6_13 \(Arcadia\).pdf](http://www.sfi.ie/funding/award-management-system/SFI_SESAM User Guide - Researcher-v_6_13 (Arcadia).pdf)

2 Application Process

The application is completed in a number of steps:

- Completion of field data including text boxes and drop-down boxes.
- Uploading related documents in PDF format.
- Preparing a requested budget.
- Association of Co-Applicant and Societal Impact Champion - when applying as a team you will need to associate them with the application.
- Submission – once you have completed all the mandatory sections of the application, you submit it to your Research Office for review and endorsement.

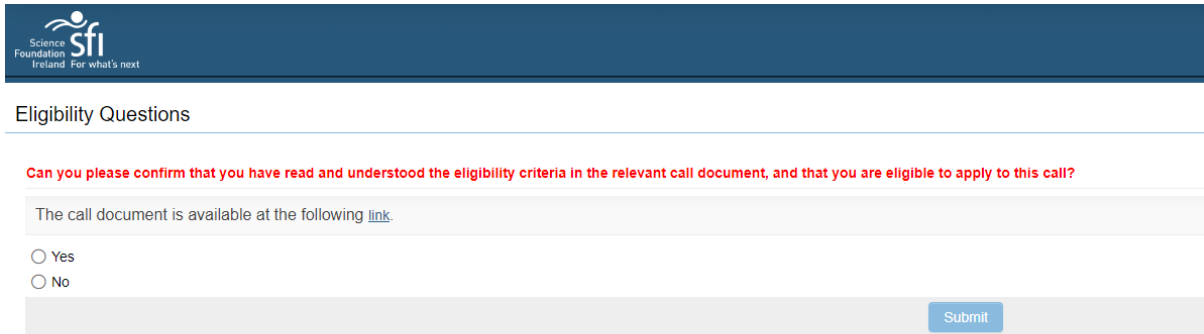
You should carefully follow the instructions below to complete the various sections of the application. Please note that some sections of your application must be completed directly in SESAME, and others are completed by uploading PDF documents to SESAME.

- All **text in uploaded PDFs** should be provided in **Times New Roman font or similar**, with minimum **font size of 11**, and at least single line spacing.
- 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.
- Please note you must click “Save Draft” before you can upload documents, prepare budget and associate Co-Applicant and Societal Impact Champion. Clicking “Save Draft” after uploading documents will make these visible in the application form.
- Uploads for the Future Innovator Prize 2019 call include Curricula Vitae for the core applicant team (Lead Applicant, Co-Lead Applicant and Societal Impact Champion); Team, Challenge, Solution & Societal Impact document; References; Budget Justification document and Letters of Support.
- Appendices or other unsolicited documentation are not permitted.
- **File sizes** of attachments should be **less than 2 GB**.
- Applicants and Co-applicants must complete all mandatory Researcher Profile fields (marked in red) before submitting an application. It is not possible to submit an application without completing these fields.

3 Eligibility Question

Lead Applicants are required to complete the eligibility question upon commencing an application to the SFI Future Innovator Prize call (see Section 7 of the Applicant Handbook for eligibility details).

Please note that the Lead Applicant completes the eligibility question on behalf of the Co-Applicant.



Eligibility Questions

Can you please confirm that you have read and understood the eligibility criteria in the relevant call document, and that you are eligible to apply to this call?

The call document is available at the following [link](#).

Yes
 No

[Submit](#)

4 Application Summary/Idea

- Title (Max. 20 words)**

The title should clearly convey the challenge to be addressed and should not contain confidential details, given that the titles of funded applications are published by SFI.

[Idea](#)

Title

The title should clearly convey the challenge to be addressed and should not contain confidential details, given that the titles of funded applications are published by SFI. (Max. 20 words)

Title

19 words left

- Summary (Max. 200 words)**

Provide a brief, non-confidential summary of your idea clearly describing the challenge and your solution. Describe what is unconventional about your approach, why you expect it to succeed, how it will deliver impact and how the work will be performed within the budget and timeline?

Summary

Provide a brief, non-confidential summary of your idea clearly describing the challenge and your solution. Describe what is unconventional about your approach, why you expect it to succeed and how it will deliver impact. How will the work you describe be performed within the budget and timeline? (Max. 200 words)

200 words left

- **Resubmission Statement (Max. 1000 words)**

As part of an application to SFI, a declaration must be provided as to whether a new submission relates to a previously submitted application to any SFI scheme. If the application is a resubmission, a statement referencing the previous application and explaining any differences must be provided referring to reviewer comments where relevant. This statement will assist SFI in the assessment of eligibility of a revised application and will not be shared with reviewers. See SFI's Resubmission policy for further details.⁴

Resubmission

Does your proposal relate to a previously submitted application to any SFI scheme?

Resubmission

Does your proposal relate to a previously submitted application to any SFI scheme?

Resubmission Statement - If the application is a resubmission, a statement referencing the previous application and explaining the differences must be provided below and make reference to reviewer comments where relevant. This statement will assist SFI Scientific Staff in the assessment of eligibility of a revised application and will not be shared with reviewers

- **Priority Area and Alignment**

Select one of the 14 Refreshed Priority Areas, from the drop-down menu, as the Primary Priority Area to which your application aligns, and which best describes the proposed research. It is also possible to select a Secondary Priority Areas that the research will be relevant to.

Research Alignment

Primary Priority Area:

Secondary Priority Area:

- Priority Area A - Future Networks, Communications and Internet of Things
- Priority Area B - Data Analytics, Management, Security, Privacy, Robotics and Artificial Intelligence (including Machine Learning)
- Priority Area C - Digital Platforms, Content and Applications, and Augmented Reality and Virtual Reality
- Priority Area D - Connected Health and Independent Living
- Priority Area E - Medical Devices
- Priority Area F - Diagnostics
- Priority Area G - Therapeutics
- Priority Area H - Food for Health
- Priority Area I - Smart and Sustainable Food Production and Processing
- Priority Area J - Decarbonising the Energy System
- Priority Area K - Sustainable Living
- Priority Area L - Advanced and Smart Manufacturing
- Priority Area M - Manufacturing and Novel Materials
- Priority Area N - Innovation in Services and Business Processes
- Other - Area under SFI's Legal remit where there is convincing evidence that there be significant potential for economic, and/or societal impact

- **Research Area (Primary)**

Select a primary SFI research area, from the drop-down menu, which best describes the proposed research.

Research Area - Primary:

⁴ https://www.sfi.ie/resources/SFI_Resubmission-Policy_August-2016.pdf

- **Research Area (Secondary)**

Select a secondary SFI research area, from the drop-down menu, which in combination with the primary SFI research area already selected best describes the proposed research.

Research Area - Secondary:

- **United Nations Sustainable Development Goals (UN SDGs)**

Select the UN SDG, from the drop-down menu, to which your research is most closely aligned.

UN Sustainable Development Goal:

- **United Nations Sustainable Development Goals (UN SDGs) Alignment (Max. 100 words)**

Provide a brief justification for the UN SDG alignment and a description of how the proposed solution has potential to positively impact the chosen goal. Please also consider the nature of the target(s) associated with the SDG in question.

Please justify the alignment for the selected SDG and describe how the proposed solution has potential to positively impact this goal

(Max. 100 words)

100 words left

- **Biological Sex or Social Gender Element (Max. 1000 words)**

Applicants must indicate if there is a potential biological sex or social gender element to be considered in their research? If yes, please describe how the biological sex and/or social gender elements will be considered in your research proposal. If no, please explain why there is no potential biological sex and/or social gender dimension to be considered in your proposed research.

Is there a potential biological sex or social gender element to be considered in your research proposal?

No

Please explain why there is no potential biological sex and/or social gender dimension to be considered in your proposed research

(Max 1000 words)

1000 words left

- **Alignment to SFI Legal Remit (Max. 100 words)**

Describe how the proposed research aligns to SFI's legal remit. This statement will be used to determine the eligibility of the application.

Justification that the proposed research is within SFI remit as defined in the call document.

(Max. 100 words)

100 words left

5 Lead Applicant Details

Prior to completing this section of the application form, please ensure that you have completed the mandatory SESAME researcher profile information, including Year of PhD (or equivalent).

- **Lead Applicant CV (Upload, max. 3 pages)**

A three-page CV of the Lead Applicant is required. Please use the CV template (MS-Word) provided on the SFI Future Innovator Prize 2019 Call webpage.⁵ After completing the template, convert it to PDF format before uploading it to SESAME. CV sections include:

- Career Profile (Education and Employment)
- Key Achievements (Research and Impact), please include details of maximum five key achievements relevant to the application
- Key Outputs (Research and Impact)
- Other Information as appropriate

Please click Save Draft after uploading the CV to make it visible in the application form.

- **Lead Applicant Publication and Mentoring record**

Please fill in all the mandatory fields marked in red under the Lead Applicant Details section.

Lead Applicant Details

Location of Applicant at time of Submission:

Lead Applicant % Commitment to Project:

Lead Applicant CV:

(Max. 3 pages)

[Download CV template.](#)

⁵ <http://www.sfi.ie/funding/funding-calls/future-innovator-prize/>

[-] Please provide numbers of publications to date (Lead Applicant)

Senior Author Publications: ?

Journal Articles: ?

Reviews:

Pre-prints:

Open Access:

Book Chapters:

Books:

Peer reviewed Conference Publications:

Edited Conference Proceedings:

Other:

[-] Please provide supervisory experience to date (Lead Applicant)

Masters Students graduated:

PhD Students graduated:

Masters Students currently supervising:

PhD Students currently supervising:

Other Staff currently supervising:

Note: % Commitment to Project - Given the objectives and timelines of the SFI Future Innovator Prize, applicants should ensure that their time commitment is appropriate for the highly competitive nature of the programme.

6 Co-Applicant Details

To associate a Co-Applicant to a proposal, the Lead-Applicant will **enter the Co-Applicant's surname and SESAME SFI PIN into the draft proposal**. This will allow the Co-Applicant access to the draft proposal. Please note that **you can only assign Co-Applicants once you have saved a draft of your application**. Until then, the buttons to assign individuals will not be visible.

[-] Co-Applicant Details

Add Co-Applicants:

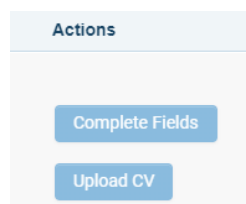
Co-Applicants must log in and complete required fields

Following this, the Co-Applicant must log in and complete all the mandatory fields in their profile and in the Future Innovator Prize application before the Lead Applicant can submit the application to the Research Office. **Note: SESAME does not permit two individuals to concurrently modify a proposal.**

Co-Applicant and/or the Lead Applicant may choose to complete fields or upload documentation that are common to both applicants (e.g., summaries, uploads, etc.); however, only the Lead Applicant can submit an application.

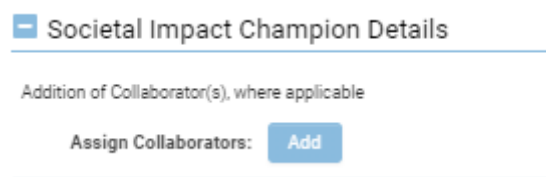
- **Co-Applicant CV (Upload, max. 3 pages)**

A three-page CV of the Co- Applicant is required. Please use a CV template provided on SFI Future Innovator Prize webpage.⁶ After filling in the template, please convert it to PDF format and upload it to SESAME. Please click Save Draft after uploading the CV to make it visible in the application form.



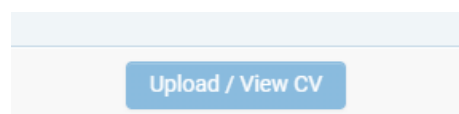
7 Societal Impact Champion Details

The Lead Applicant can associate a Societal Impact Champion with an application in SESAME by using the “Add Collaborator” button. Please note that you can only assign Societal Impact Champion as part of your team once you have saved a draft of your application. Until then, the buttons to add collaborators will not be visible. The Societal Impact Champion does not have to be previously registered by a Research Body and they do not have access to the application within SESAME.



- **Societal Impact Champion CV (Upload, max. 3 pages)**

The Societal Impact Champion is not required to use the CV template provided and may use a format of their choosing. However, the overall length of the CV must not exceed three pages and a PDF document should be uploaded to SESAME.



⁶ <http://www.sfi.ie/funding/funding-calls/future-innovator-prize/>

8 Team, Challenge, Solution & Societal Impact (Upload, max. 4 pages)

In this section, describe the team, the challenge and solution. Please use the template provided on the SFI Future Innovator Prize 2019 Call webpage⁷. Once completed, please convert it to PDF format before uploading it to SESAME.

- Briefly describe the applicant team. Describe how, through its formation, the team brings a unique perspective and unfair advantage in addressing this challenge.
- Describe clearly the challenge, its importance and the opportunity for Ireland. How is it visionary and inspirational? Is it high-risk/high-reward? Why is the team's perspective on this challenge different? How have you engaged with stakeholders/beneficiaries to validate the challenge? What are the key barriers that your team will address? Has this challenge international relevance?
- Describe clearly the solution proposed? How is it novel and/or unconventional? How will the proposed approach (technical/non-technical) lead to disruptive innovation? How feasible/viable is the solution? What are the risks?
- What outcomes will your solution deliver and when (provide an indication of key milestones, deliverables and timelines)? How will your solution transform society?
 - What is the question that this proposal addresses? This section should include research aim, objectives, hypotheses and reference to preliminary data.
 - Why is this question significant? This section should include the background for context, including current state of the art and how this project will advance the current state of the art. The section should explain why the proposed research is at the cutting edge and should compare with related on-going international research.
 - How will the question be addressed? This section should include details of the methodology and intended work packages along with anticipated deliverables from the programme.

⁷ <http://www.sfi.ie/funding/funding-calls/future-innovator-prize/>

[-] Team, Challenge, Solution & Societal Impact

Upload Team, Challenge, Solution & Societal Impact Document

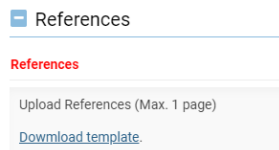
(Max. 4 pages) Note: The Team description (Max. 1/2 page)

[Download template.](#)

Please refer to the content guidance provided in the Section 10.2 in the SFI Future Innovator Prize 2019 Call Handbook.

9 References (Upload, max. 1 page)

Appropriate references and citations for the proposed research may be provided in a separate one-page PDF document. Please use the template provided on SFI Future Innovator Prize webpage⁸.



[-] References

References

Upload References (Max. 1 page)

[Download template.](#)

10 Ethical Issues

- Use of Animals

Please indicate whether animals are to be involved in any of the research planned in their pre- and full proposals.

- Research Involving Human Participants, Biological Material or Identifiable Data

Applicants must indicate whether their research programme will involve human participants, human biological material or the use of identifiable (or potentially identifiable) human data. Selecting “Yes” further questions will appear. Further details can be found on the SFI Policy webpage.⁹

[-] Ethical Issues

Science Foundation Ireland requires evidence that relevant ethical and regulatory approval has been granted for studies involving human or animal subjects as well as human cells/tissues prior to research commencing.

Submission of an application to Science Foundation Ireland represents an agreement by the applicant to obtain the relevant approval for any research which requires ethical and/or regulatory approval prior to the commencement of the research.

Does your research involve the use of animals?

Please Select ▼ ?

Does your research involve human participants, human biological material, or identifiable/potentially identifiable data?

Please Select ▼

⁸ <http://www.sfi.ie/funding/funding-calls/future-innovator-prize/>

⁹ <http://www.sfi.ie/funding/sfi-policies-and-guidance/>

11 Budget

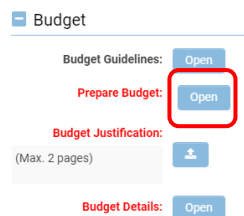
The Budget section should be used to provide a summary of the budget (direct costs) and resources you will need to complete the planned work. Given the phased nature of the SFI Future Innovator Prize programme, it will not be possible to provide significant detail in relation to requirements for the Seed Phase. As such, the requested budget and resources for the Seed phase should be indicative and be based on what you currently envisage. Please consult the SFI Grant Budget Policy (GBP)¹⁰ and the SFI Future Innovator Prize 2019 Call Application Handbook for more information.

Budget requests should be within the Programme limits (please see the SFI Future Innovator Prize 2019 Call Application Handbook for guidelines on how to complete your budget).

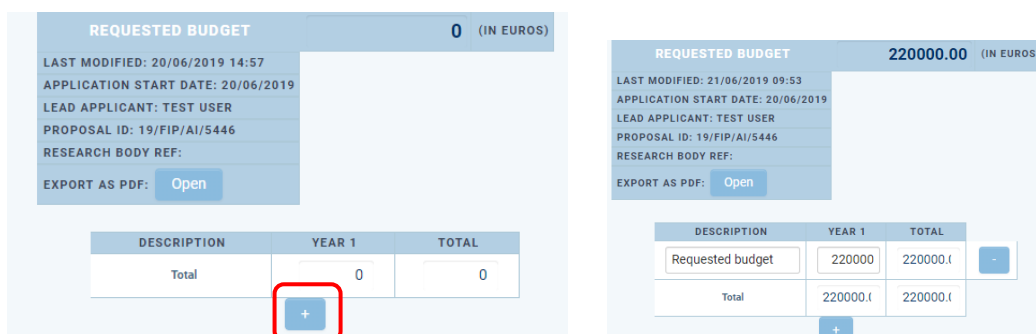
Please note that under the SFI Future Innovator Prize, no equipment costs may be requested in the Concept Phase.

11.1 Completing the SESAME Budget section

To complete the Budget section, you must fill in the total requested amount, upload budget justification PDF and fill in the detailed budget table.



As a first step, you are asked to fill in the total requested amount for Concept and Seed Phase. Click "Open" next to the Prepare Budget header and click to create a new budget within a popup window. Select the requested draft budget and click "Open Budget" to edit the budget worksheet.



REQUESTED BUDGET 0 (IN EUROS)		
LAST MODIFIED: 20/06/2019 14:57		
APPLICATION START DATE: 20/06/2019		
LEAD APPLICANT: TEST USER		
PROPOSAL ID: 19/FIP/AI/5446		
RESEARCH BODY REF:		
EXPORT AS PDF: <input type="button" value="Open"/>		
DESCRIPTION	YEAR 1	TOTAL
Total	0	0
<input type="button" value="+"/>		

REQUESTED BUDGET 220000.00 (IN EUROS)		
LAST MODIFIED: 21/06/2019 09:53		
APPLICATION START DATE: 20/06/2019		
LEAD APPLICANT: TEST USER		
PROPOSAL ID: 19/FIP/AI/5446		
RESEARCH BODY REF:		
EXPORT AS PDF: <input type="button" value="Open"/>		
DESCRIPTION	YEAR 1	TOTAL
Requested budget	220000	220000.0
Total	220000.0	220000.0
<input type="button" value="+"/>		

¹⁰ <http://www.sfi.ie/funding/sfi-policies-and-guidance/budget-finance-related-policies/>


To add **the total requested amount**, click on the "+" symbol under the budget table. To remove a line item, click the "-" symbol to the right of each line item. Click "Save" and "Close". Prior to submission, the requested amount table may be edited any number of times.

After adding the the total requested amount please upload the Budget justification PDF document (Max 2 pages).

Budget

Budget Guidelines: [Open](#)

Prepare Budget: [Open](#)

Budget Justification:
(Max. 2 pages) 


Budget Details: [Open](#)

To complete a **detailed budget** click on "Open" next to Budget Details. Add line items as needed to both CONCEPT and SEED sections by clicking on the "+" symbol under each category. To remove line items, click on "x" symbol to the right of each line item. Click "Save" and "Close". Prior to submission, a budget may be edited any number of times.

Budget

Budget Guidelines: [Open](#)

Prepare Budget: [Open](#)

Budget Justification:
(Max. 2 pages) 

Budget Details: [Open](#)

Future Innovator Prize - Budget Details

Category	Concept	Seed	Total
Staff	€0.00	€0.00	€0.00
Equipment	€0.00	€0.00	€0.00
Materials Consumables	€0.00	€0.00	€0.00
Travel	€0.00	€0.00	€0.00
Total	€0.00	€0.00	€0.00

Please enter a detailed breakdown of the CONCEPT phase below:

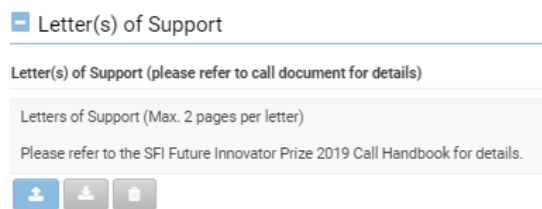
Staff	Total
	€0.00
	
Materials Consumables	Total
	€0.00
	
Travel	Total
	€0.00
	

Please enter a detailed breakdown of the SEED phase below:

Staff	Total
	€0.00
	
Equipment	Total
	€0.00
	
Materials and Consumables	Total
	€0.00
	
Travel	Total
	€0.00
	

After filling in the total requested amount, uploading budget justification and filling in the detailed budget table, please make sure the total requested amount matches with the information on the detailed budget table as this is not validated automatically.

12 Letters of Support (Uploads; max. 2 pages for each letter)



Letter(s) of Support

Letter(s) of Support (please refer to call document for details)

Letters of Support (Max. 2 pages per letter)

Please refer to the SFI Future Innovator Prize 2019 Call Handbook for details.

Upload icons: +, -, trash

The following letters of support **must** be included:

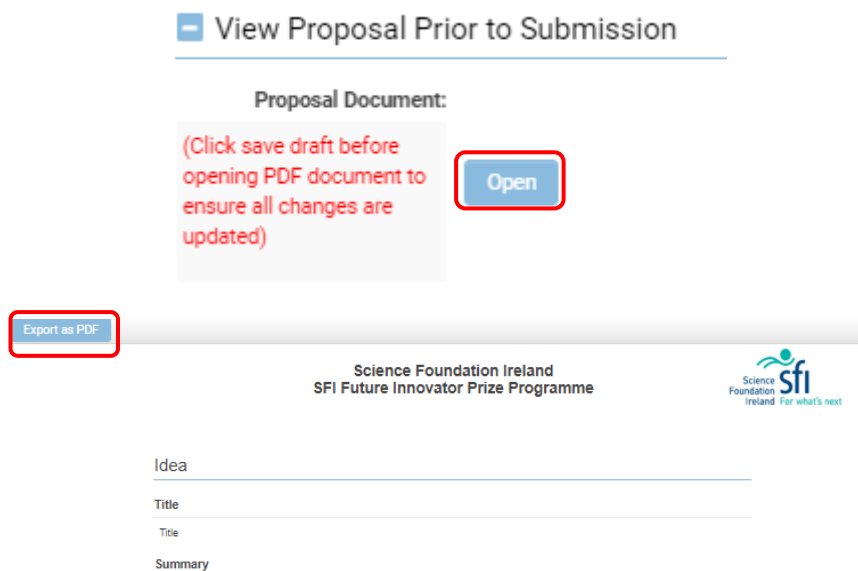
- A Letter of Support from the **Host Research Body of the Lead and Co-Applicant**, which should comment on the significance of the proposal and related infrastructure and services available to the applicant. In addition, in cases where team members will be transferring from another active SFI research grant, an outline the management plan (i.e. a description of how the individual will be replaced on the original award) to assure that both awards progress satisfactorily should be provided. Note also the Host Research Body Letter of Support should contain a description of the institutional policy regarding management of conflicts of interest.
- A Letter of Support from the **host Research Body of the Co-Applicant (only if different from the Research Body of the Lead Applicant)**. The details of the letter should be as outlined above.
- **Where the Co-Applicant is a postdoctoral/postgraduate researcher, the Co-Applicant must be endorsed by the Lead Applicant in the form of a Letter of Support.** This Letter of Support must confirm, that the Lead Applicant endorses the researcher and has agreed to act as mentor to the researcher for the duration of the award. In cases where the Lead Applicant is not the current mentor/supervisor of the researcher, the Letter of Support must outline how this situation will be managed and must be countersigned by the current mentor/supervisor of the researcher. The Letter of Support must include details of the Co-Lead's current role and funding arrangements including remuneration level. The grant identification code and grant title under which the applicant is currently funded should also be provided.

- A Letter of Support from the **Societal Impact Champion** outlining their role in the team and how they will actively guide the team to deliver impact.

NOTE: No additional Letters of Support may be included at the application stage.

13 Application Preview

You should view the PDF of your application prior to submission to verify content, print or save your application. It is the responsibility of the Lead Applicant to ensure that all documentation is included and that the maximum page lengths are not exceeded.



View Proposal Prior to Submission


Proposal Document:

(Click save draft before opening PDF document to ensure all changes are updated)

Open

Export as PDF

Science Foundation Ireland
SFI Future Innovator Prize Programme



Idea

Title

Title

Summary

To check that required fields have been completed prior to submission, click "Validate". Validation will also automatically occur when "Submit to RO" is selected. However, it is important to note that there is no system validation on multiple upload file fields, including for example Letters of Support. The number of documents required may vary depending on each application.



Save Draft Validate Submit to RO

14 Applicant Agreement to Terms and Conditions

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

Declaration

Submission of an application confirms acceptance of and agreement with the SFI Terms and Conditions of Research Grants; that the applicant meets eligibility requirements; that the project is in full agreement with all legal and reg

I Agree

15 Research Body Approval

Submissions may only be made by an authorised representative of the Research Body of the Lead Applicant. In particular, the Research Body is approving:

- The eligibility of the applicants
- That the applicants are, or will be upon receipt of the grant, recognised as employees of their Research Body for the duration of the grant
- That the requested budget including salaries/stipends, equipment, travel and consumables are in line with accepted institutional guidelines
- The availability of infrastructure within the institution, as outlined by the applicant in the research proposal
- That the proposed research programme has not been funded by other sources
- That relevant ethical approval has been or will be sought and must 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

16 Proposal Submission

Once you have filled in the application fully, previewed the PDF and agree with the SFI terms and conditions, click on “Submit to RO”. A submission is made initially to the Research Office of the Lead Applicant for approval, prior to final submission by the Research Office to SFI.

Applications must be received by SFI no later than **13:00 (Dublin Local Time) on 6th September 2019**.

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.

Please contact the Research Office well in advance in order to obtain registration details for SESAME and to become familiar with any internal Research Body submission deadlines.

Please note that after the submission deadline, applications cannot be submitted in SESAME.

Applicants 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 pending Research Office approval or is under review at SFI) is displayed in SESAME.