

Science Foundation Ireland Discover Call Application User Guide

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Proposals for the Science Foundation Ireland Discover Programme Call must be submitted via SESAME, Science Foundation Ireland's Grants Award System. Log-in details are required to access SESAME. Please email the following information below to discover.programme@sfi.ie. A SESAME profile will be created for you and log-in details will be emailed to the email address provided.

- ✓ Project Lead Name
- ✓ Email address
- ✓ Registered Company Name
- ✓ Legal Status: (e.g. company limited by guarantee, limited company, charity etc.)
- ✓ Trading Name
- ✓ VAT Number

Once your profile has been set up, you will receive an email similar to the one shown below containing your username, password and SESAME website address. Please note that this email address is generic for all users. If you have any questions please contact discover.programme@sfi.ie or sesame@sfi.ie

You DO NOT need to use the SFI PIN for this call.

Dear Prof X,

You have been registered in SESAME, Science Foundation Ireland's system for Awards Management.

If you have any questions you can e-mail john.smith@uoi.ie or the appropriate contact in your local research office.

Your user name is x.y@uoi.ie and your temporary password is CHALRAEND.

Your SFI PIN number is A826 E5S5 6EAA F27X XXXX X.

If you are a grant applicant, you will need to provide this PIN number to colleagues in order for them to associate you with any application they are preparing, where you will be designated as a co-applicant.

You can click the link below to log into SESAME.

<https://grants.sfi.ie>

Once you log in you will be prompted to change your password.

Welcome to the SESAME community

Logging into SESAME

The SESAME Grants and Award Management System is accessed using the Internet and there is no requirement for the installation of SESAME specific software. You can access SESAME from any computer connected to the Internet from any location. However, 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 internal IT support team in the first instance.

The SESAME system is accessed using the following Internet address:

<https://grants.sfi.ie>

1. Start your **Web Browser**.

	<p>SESAME supports Internet Explorer, Chrome and FireFox. With Mac we recommend that you use either Firefox or Chrome.</p>
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2. Type the SESAME **address** into the **address bar** of your browser.



3. Press the **Enter** key or click the **Go To** button.

The SESAME login page is displayed.

<p>Science Foundation Ireland (SFI)</p> <hr/> <p>SESAME support is available weekdays between 9AM-5:30PM (Dublin local time). Support tickets can be raised by clicking the Support "quick link" on your Workbench.</p> <p>If you are having login issues, please click "Forgot Password?". If the issue persists please contact sesame@sfi.ie.</p> <hr/> <p>Please ensure:</p> <ul style="list-style-type: none"> • To use Firefox, Internet Explorer or Chrome for optimum SESAME compatibility. • Pop-ups are ENABLED in your browser configuration. • To not use the browser BACK button when navigating SESAME. <hr/>	<p>Login</p> <p>Email: <input type="text" value="Enter Email"/></p> <hr/> <p>Password: <input type="password" value="Enter Password"/></p> <p><input type="button" value="Login"/></p> <p>Forgot Password?</p>
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	<p>It would be a good idea to save this page to your 'favourites', as you may be using this page frequently.</p>
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Pop-up Blocker Detection

If your browser has a pop-up blocker enabled the following message will be displayed at the top of the SESAME login page.

Science Foundation Ireland (SFI)

SESAME support is available weekdays between 9AM-5:30PM (Dublin local time). Support tickets can be raised by clicking the Support "quick link" on your Workbench.

If you are having login issues, please click "Forgot Password?". If the issue persists please contact sesame@sfi.ie.

Please ensure:

- To use **Firefox, Internet Explorer or Chrome** for optimum SESAME compatibility.
- **Pop-ups are ENABLED** in your browser configuration.
- **To not use** the browser **BACK** button when navigating SESAME.

Login

Warning

We have detected that you are using a pop-up blocker. To use some features, you will need to allow pop-ups or disable your pop-up blocking software.

Email:

Password:

[Forgot Password?](#)

You must choose the browser option to allow pop-ups from SESAME.

If you do not enable pop-ups when using SESAME, many functions within the system will appear not to function, simply because the associated pop-up window cannot be displayed.

	<p>Sometimes you may find your browser will have more than one pop-up blocker installed through various toolbars, spam blockers, virus checkers etc.</p> <p>All Pop-up blockers need to be disabled when accessing SESAME.</p>
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SESAME Login Screen Options

There are four additional options on the login page:

- **Remember Email Address** – if selected, the email address you use to log in will be stored on the computer you are using and pre-populated whenever you access the SESAME login page from this computer in the future. The password will not be stored on the computer.
- **Login Full Screen**– when selected, the browser toolbars will be hidden when you log in. This provides for more room on the webpage.
- **Forget your password?** – clicking this link and entering your email address will trigger an email to be sent to your email address with a new password.

In order to login you must:

4. Type your **full e-mail address** when prompted for your Username.
5. Type your case-sensitive **password** as previously provided by Science Foundation Ireland, in your welcome email.

Login

Email:

Password:

[Login](#)

[Forgot Password?](#)

Click the **Login** button.

You are logged into SESAME and the Researcher Workbench is displayed.

Research Profile Overview

Your profile stores general information ranging from contact information, date of birth, and nationality. **This is required to be completed for submission of your application.**

Updating your Profile

A very basic researcher profile will have been created by Science Foundation Ireland staff when they first add your contact details to SESAME. You will now see how to extend that profile before starting the application process.

	<ul style="list-style-type: none"> You do not need to update your profile in any particular sequence nor do you need to complete the process in a single session. You can log in as often as you need in order to complete your profile. You can start an SFI application without completing your profile but you should have completed the mandatory fields (shown in red) before submitting the application for review. Details of research outputs are not needed in your profile to complete an application. <p style="text-align: center; margin-top: 10px;">PLEASE NOTE THAT YOU MUST COMPLETE ALL MANDATORY FIELDS UNDER THE BASIC PROFILE SUBMISSION BEFORE SUBMITTING AN SFI APPLICATION. <u>YOU WILL BE UNABLE TO SUBMIT WITHOUT THIS INFORMATION.</u></p> <ul style="list-style-type: none"> You should remember to update your profile on a regular basis.
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1. Log in to SESAME using the instructions in above and view your Researcher workbench.

- You can access your profile by clicking on the “Manage Profile” button OR “Profile” button on the top right of your workbench (yellow boxes).



- The Profile page is displayed.



The profile screen consists of a Basic Contact Details section at the top of the page and a more detailed contact Information section below, which is divided into 5 tabs: Additional Contact Information, Identifiers, Research Profile, Researcher Snapshot and Reports. **PLEASE NOTE: YOU DO NOT HAVE TO COMPLETE INFORMATION WITHIN THE TABS FOR IDENTIFIERS, RESEARCH PROFILE OR RESEARCHER SNAPSHOT BEFORE SUBMITTING YOUR APPLICATION FOR THE DISCOVER CALL.**

By default, your profile opens with the Additional Contact Information section active. This section contains contact details such as address, email etc as well as some personal information such as gender, nationality and year of Ph.D. **If, for example, any of the fields do not apply like Year of Ph.D, please enter 0000.**

Editing Basic Contact Information

To edit your basic contact details, simply enter the relevant data and Save.

1. Enter your **General Profile details** as appropriate.
 - Mandatory fields are indicated in red, all other fields are optional.
2. Please ensure that any existing information is correct and up to date.

Additional Contact Information	
Organisation:	University of Ireland
Please Specify if Other:	
Secondary Email:	
Website URL:	
Gender:	Female
Address 2:	
City:	Dublin
Post code:	
Country:	Ireland
Year of Ph.D. (or equivalent):	2005
If equivalent, please explain	
Save	

3. Click on **Save**

	<p>Remember, if you change your email address, you should also update your profile. You should then use your updated email address for future logins.</p>
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Applying for the Discover Programme Science Week Call

All open programme calls are displayed in the top right of the Researcher Workbench. The Eligibility Questionnaire for each call is accessed by clicking “Apply”.

SFI Open Calls

Science Week 2018
Duration: 12 or 36 months

[Apply](#)

Locate the Discover Call you wish to apply to (e.g. SFI Discover Programme Science Week 2018 Call).

1. Click the Apply link.
2. Additional details of the programme are displayed.

Home | Home | Documentation | Logout

SFI Open Calls

Programme Name: Discover Programme
Call Name: Science Week 2018
Call Description:
 The purpose of this Call is to support festivals, events and a Dublin family day that encourage people of all ages and from all walks of life to be informed, inspired and involved in STEM during Science Week 2018.
Duration: 12 or 36 months
Amount: Events - €8,000, Festivals - up to €35,000, Dublin family day - €20,000
Eligibility Criteria:
 The Call is open to a wide range of people and organisations. For full details on eligibility please see the Science Week 2018 Call Guidance Document.
Deadline: 13th March 2018

Please click on Apply to confirm that you are eligible to apply for this call and begin the application process
 Please note that you only have 5 attempts.

[Apply](#) [Back](#)

3. Scroll to the **end of the description**.
4. Click the **Apply** button.

[Apply](#)

5. This will direct you to the Eligibility Questionnaire Page. Review the **Eligibility Questionnaire** and answer the question

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?

Yes
 No

[Submit](#)

6. If you are eligible to apply for this call, click on Yes and then click the **Submit** button.

[Submit](#)

If you are eligible then the following message will be displayed, and you can now begin to complete the application.

Thank you. You have successfully completed the questionnaire.
Please [click here](#) to start the application process.

If you are ineligible then the following message will be displayed, and you can choose to retry the Eligibility Questionnaire again or to return to your Home Page.

Your answer indicates that you are not eligible to apply to SFI for the call.
Please contact info@sfi.ie for further information.
Please [click here](#) to return home.

7. If you have successfully completed the Eligibility Questionnaire, then click the **link** to start the **application process**. The Programme application form is displayed.

PLEASE NOTE: You cannot submit your application until you have connected your SESAME profile to an ORCID ID. Please navigate to your SESAME profile and connect to an ORCID ID in the Identifiers tab.

Guidelines for preparation of a Science Foundation Ireland Science Week Programme Application

1. Please refer to the relevant SFI Programme call document and SESAME guidelines when completing this application.
2. Please complete all mandatory fields in the Profile by clicking on Manage Profile and updating the required information under Additional Contact Information. If you do not have a PhD or equivalent, please enter 0000.
3. Please click Save Draft both before adding attachments and after addition of Collaborators (Project Team Members).
4. All uploaded documents must be in Adobe PDF format and must not exceed the page allowances.
5. To check that required fields have been completed prior to submission, click the Validation button. Validation will automatically occur when "Submit" is selected. However, it is important to note that there is no system validation on multiple upload file fields. Also, the number of documents required may vary depending on each application and is not validated. The Validate button can be used throughout the application completion process to assist the applicant.
6. You should view the PDF of your application prior to submission to allow you to verify content, print or save your application. It is the responsibility of the Applicant to ensure that all documentation is included and that page lengths are not exceeded. Please refer to the call document for information.
7. Clicking Submit will submit your application to Science Foundation Ireland. Please note that once you have submitted you cannot resubmit your application.
8. Applications cannot be accepted after the closing date or by any other means.
9. Please click [here](#) to download the relevant FAQs for the relevant call.

If you have any queries about your application form, please contact discover.programme@sfi.ie

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

Nationality: Ireland
Citizenship: EU

Proposal Summary

Project Title (max 10 words): 10 words left

Which category are you applying for?:

Starting the Application

1. To start your application, you must select what you are applying for. You can apply for either the Science Foundation Ireland Discover **Project** funding OR Science Foundation Ireland Discover **Regional or National Impact project** funding. Depending on the option you choose here, you will access the appropriate application form.
2. Enter in the **Project Title** and click on **Save Draft**.

Project Title (max 10 words):	<input type="text"/> 10 words left
Proposal ID:	~2375

[Save Draft](#)

3. Tick the appropriate funding type that you are applying for. If you change the type of funding being applied at a later stage, please click on **Save Draft** to reflect the change.

Proposal Summary

Project Title (max 10 words):	<input type="text"/> 10 words left
Which category are you applying for?:	Please select ▼

[Save Draft](#)

Proposal Summary

Project Title (max 10 words):	<input type="text"/> 10 words left
Which category are you applying for?:	<div style="border: 1px solid #ccc; padding: 2px;"> Please select ▼ <ul style="list-style-type: none"> <li style="background-color: #4f81bd; color: white; padding: 2px;">Please select <li style="padding: 2px;">Festival - 12 months <li style="padding: 2px;">Festival - 36 months <li style="padding: 2px;">Event(s) <li style="padding: 2px;">Dublin family day </div>

[Save Draft](#)

4. This will display the remaining fields on the form.

All the fields and functions will then be available, including the Submit button allowing submission of the application.

Application Save Options

Once you have saved the application, three buttons will be displayed at the bottom of the page – Save Draft, Validate and Submit.

Each of these buttons performs a different function.

- **Save Draft** – saves the application but **no** validation is performed on any value other than a check that the Proposal Title field is populated. You will not be informed if you have not completed other mandatory fields etc.
 - *Using the Save Draft button is useful in the early stages of preparation.*
- **Validate** – saves the application and performs the application validation. You will be informed if there are any mandatory fields that you have not completed or if any other submission criteria have not been met. It is important to note that validation of page length does not occur for some multiple upload fields like Letters of Support.
 - *Using the Validate is useful in the later stages of preparation when you want to ensure your application is ready for submission.*
- **Submit** – saves the application, performs all the application validations and submits the application to Science Foundation Ireland. If the application fails the validation it will not be submitted for review.
 - *Using the Submit button is the final step in preparing the application. Once you submit the application you will not be able to edit the application again.*

The application will remain listed under the Current Application tab on your workbench but when you click the Details button a read only view of the application will be presented.

Completion of Field Level Data

Your application is a combination of text fields, drop-downs and uploads. **All uploads must be in PDF format.**

1. Text fields can be completed by typing straight on to the form. You may also copy and paste unformatted text into these fields. Please do not copy and paste formatted text with bullets into the text fields.
2. Uploading of Application Related Documents

Part of the application process will include the uploading of documents to the application.

- For the Discover Call please refer to the call document for a list of uploads that you need to include such as Project Lead CV, Project Team CVs, STEM track record etc.
- The validation will only take place when you use the Submit or Validate button
- All documents must be in PDF format
- 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**.

Uploading a File to the Application

The basic process for uploading any documents for the application is the same. Use the following steps, which describe how to upload the description of the proposed research project, as a worked example.

- a. Locate the **Upload** button for the relevant section.

Project Lead CV (max 1 page)

A one page CV written **with relevance** to this project must be included for the Project Lead to demonstrate the skills and experience necessary to deliver their responsibilities to the project.

Upload

- b. Click the button.
The Attach File window is displayed.



- c. Click the **Choose File** button.
- d. Locate the **file** on your computer.

File name:

- e. Click the **Open** button.
The document file is displayed in the Select File field.



- f. Click the **Upload** Button.
- g. To view the uploaded file on the application, click on **Save Draft** first and then return to the section.

Project Lead CV (max 1 page)

A one page CV written **with relevance** to this project must be included for the Project Lead to demonstrate the skills and experience necessary to deliver their responsibilities to the project.

[Project Lead CV.pdf](#) **Upload**

- h. A similar process will be used for uploading other documents required as part of the application.

It is highly recommended to click the “Save Draft” button after each upload

Assigning Collaborators – Project Team

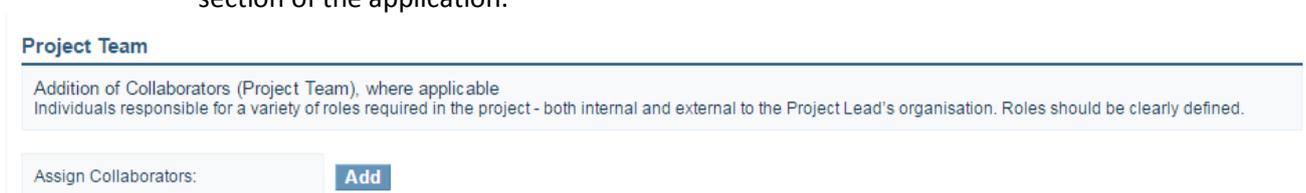
Each project team member must be assigned under the Collaborators section. You must include a 1-page CV for each added Project Team Member. The collaborator will serve under the direction of the Lead Applicant, and may or may not, receive funding through the award.

- Within SESAME, collaborators need not be previously registered on the system and the lead applicant can add collaborators to their application as required.
- Collaborators do not have access to your application within SESAME.

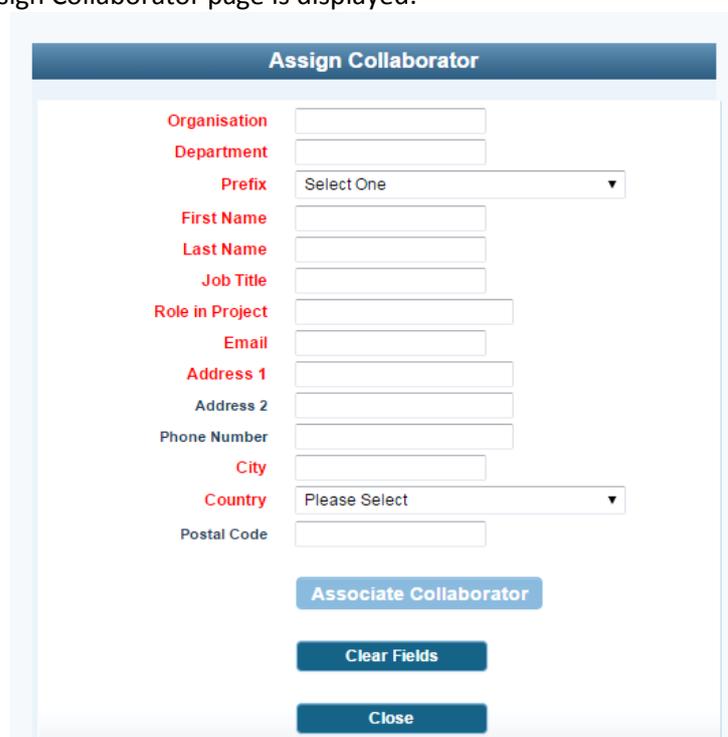
Assigning Collaborators – Project Team

Use the following process to add your project team members to the application.

1. Within the application follow these steps:
 1. Scroll to the Project Team - **Addition of Collaborators (Project Team) where applicable** section of the application.



2. Adjacent to the **Assign Collaborators** field, click on the **Add** button.
3. The Assign Collaborator page is displayed.



4. You will use this screen to add each collaborator.

The Organisation, Department, Prefix, First Name, Last Name, Job Title, Role in Project, Email, Address 1, City and Country are required fields.

5. Enter the **Project Team** details.
6. Click the **Associate Collaborator** button.

The Project Team member is added to your application and the following message displayed.



7. Click the **OK** button.

If you need to add additional Project Team members, you can do so from this same window once the previous details have cleared.

8. When complete click the **Close** button.
2. Click **Save Draft** after adding your Team Members. This refreshes the page and displays a list of the Project Team members. This view will show a highlight of the information you have entered. The remainder of your information will be contained in your combined PDF as detailed below.

Project Team

Addition of Collaborators (Project Team), where applicable
Individuals responsible for a variety of roles required in the project - both internal and external to the Project Lead's organisation. Roles should be clearly defined.

Assign Collaborators:

Add

Name	Organisation	Email	Role in Project			
Dr. Jon Team Member	Resource Centre Dublin	jon@test.fake	IT Support	Remove	Upload / View CV	Edit

3. Once you have added the Project Team member in the collaborator's section you may then add their CV.

- a. Click on **Upload/View CV** beside the relevant Team Member

Project Team

Addition of Collaborators (Project Team), where applicable
Individuals responsible for a variety of roles required in the project - both internal and external to the Project Lead's organisation. Roles should be clearly defined.

Assign Collaborators:

Add

Name	Organisation	Email	Role in Project			
Dr. Jon Team Member	Resource Centre Dublin	jon@test.fake	IT Support	Remove	Upload / View CV	Edit

- b. A new window will pop up. Click on Upload CV to find the PDF file for upload, and click on **Choose File**.

Collaborator CV. This section is to be completed by the lead applicant

CV: Upload CV

Save
Close

Select File: Choose File No file chosen

Attached File: Max. 1GB

Upload
Close

- c. Once you have found the relevant PDF file, click on Upload.

Attach File - Upload Collaborator CV

Select File: Choose File Team Member CV.pdf

Attached File: Max. 1GB

Upload
Close

- d. You will be presented with the window where you can view your CV. Click On **Save** and then **Close**.

Collaborator CV. This section is to be completed by the lead applicant

CV: Team Member CV.pdf Upload CV

Save
Close

Removing Project Team members from the application

When a Project Team member/collaborator is added to an application, a **Remove** button is displayed adjacent to each of the records within the **Collaborator** section.

1. To remove a Project Team member, click on the **Remove** button to the right of the record to be removed.

Project Team

Addition of Collaborators (Project Team), where applicable
Individuals responsible for a variety of roles required in the project - both internal and external to the Project Lead's organisation. Roles should be clearly defined.

Assign Collaborators:

Name	Organisation	Email	Role in Project			
Dr. Jon Team Member	Resource Centre Dublin	jon@test.fake	IT Support	<input type="button" value="Remove"/>	<input type="button" value="Upload / View CV"/>	<input type="button" value="Edit"/>

2. Click the **Yes** button on the popup.



Editing collaborator details

1. If you have entered some collaborator details in error, you may edit the record. To do this click on **Edit** against the collaborator record to be changed. Please note once if the contact already exists on the system or you re-add after removing previously, you will not be able to edit the First Name, Last Name or Email address.

Project Team

Addition of Collaborators (Project Team), where applicable
Individuals responsible for a variety of roles required in the project - both internal and external to the Project Lead's organisation. Roles should be clearly defined.

Assign Collaborators:

Name	Organisation	Email	Role in Project			
Dr. Jon Team Member	Resource Centre Dublin	jon@test.fake	IT Support	<input type="button" value="Remove"/>	<input type="button" value="Upload / View CV"/>	<input type="button" value="Edit"/>

2. Edit the details and click on **Save Collaborator**.

Edit Collaborator

Organisation	<input type="text" value="University of Ireland"/>
Department	<input type="text" value="IT"/>
Prefix	<input type="text" value="Dr."/> ▼
First Name	<input type="text" value="Melanie"/>
Last Name	<input type="text" value="Tester"/>
Job Title	<input type="text" value="Job"/>
Role in Project	<input type="text" value="Coordinator"/>
Email	<input type="text" value="testing@test.fake"/>
Address 1	<input type="text" value="Address"/>
Address 2	<input type="text" value="Address 2"/>
Phone Number	<input type="text"/>
City	<input type="text" value="Dublin"/>
Country	<input type="text" value="Ireland"/> ▼
Postal Code	<input type="text"/>

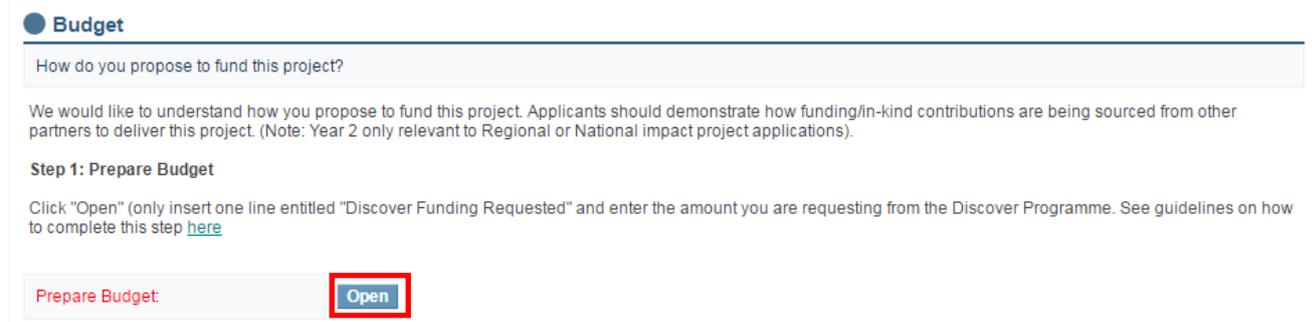
3. Click on Save Draft at the bottom of the application form to reflect the changes made to the project team member.

Preparation of the Application Request Budget

Creating a Requested Budget

Under the Prepare Budget section you must enter the “Discover Funding Requested” amount.

1. Go to **Budget** section in your application
2. Beside the **Prepare Budget** header click **Open**.



Budget

How do you propose to fund this project?

We would like to understand how you propose to fund this project. Applicants should demonstrate how funding/in-kind contributions are being sourced from other partners to deliver this project. (Note: Year 2 only relevant to Regional or National impact project applications).

Step 1: Prepare Budget

Click "Open" (only insert one line entitled "Discover Funding Requested" and enter the amount you are requesting from the Discover Programme. See guidelines on how to complete this step [here](#))

Prepare Budget: Open

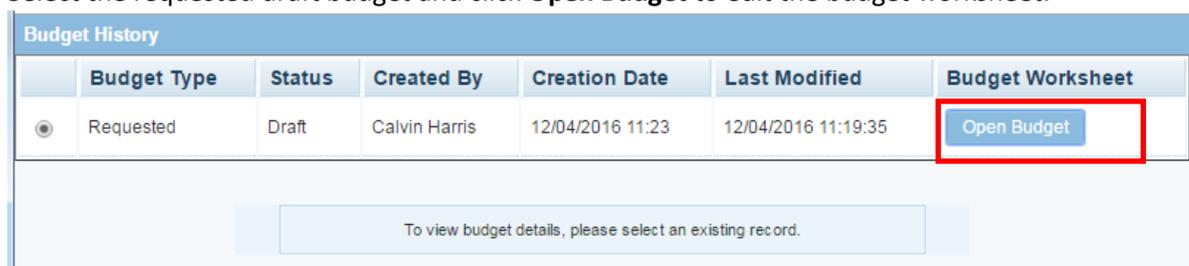
3. Click to create a new budget.



Budget Type	Status	Created By	Creation Date	Last Modified	Budget Worksheet
No budgets available. Please click here to create a budget.					

To view budget details, please select an existing record.

4. Select the requested draft budget and click **Open Budget** to edit the budget worksheet.



Budget Type	Status	Created By	Creation Date	Last Modified	Budget Worksheet
<input checked="" type="radio"/> Requested	Draft	Calvin Harris	12/04/2016 11:23	12/04/2016 11:19:35	Open Budget

To view budget details, please select an existing record.

5. To add line items, click the “+” button.

REQUESTED BUDGET

0

(IN EUROS)

LAST MODIFIED: 12/04/2016 11:19

APPLICATION START DATE: 11/04/2016

LEAD APPLICANT: CALVIN HARRIS

PROPOSAL ID: 16/DP/3899

RESEARCH BODY REF:

EXPORT AS PDF: Open

DESCRIPTION	YEAR 1	YEAR 2	TOTAL
Total	0	0	0

+

6. Under Description please type **“Discover Funding Requested”** and the amount under Year 1 if applying for one-year Science Week festival, event or family day funding. Please also fill in Year 2, and Year 3 if applying for three-year Science Week festival funding.

x

7. To remove line items, click the **“-”** button to the right of each line item.
8. Click **“Save”** and **“Close”**.
9. Prior to submission, a budget may be edited any number of times.
10. Please see the Discover Programme call document for details of category funding limits.

Entering the Project Costs

In addition to creating the Discover Funding Requested budget above, you will need to enter the Project Costs.

1. Click on the **Edit Costs** button.

Step 2: There are two tables to be completed in this section

- a. How much will the project cost?
- b. How will the balance of the project costs be funded?

Total Cost of Project

Please click on **Edit Costs** to complete the financial details
Please **Save Draft** after completing this section.

Edit Costs

2. This will open a new table which allows you to enter information on how much the project will cost and how you propose to fund the project. You should enter the costs under the headings provided.

How much will the project cost?

There are no fixed limits on the amount that can be requested (up to a maximum of €50,000 for project funding and up to €300,000 over a maximum of two years (2018/2019), with a maximum eligible funding request of €200,000 allowed in any one year). Note that all costs need to be reasonable and justified and will undergo a stringent cost scrutiny process.

Category	Details	Year 1 Total Cost	Year 1 Discover Award	Year 2 Total Cost	Year 2 Discover Award	Total
		0.00	0.00	0.00	0.00	0.00

How will the balance of the project costs be funded?

Provide details of where the balance of the funding will be sourced (cash or in-kind) including any project income.

Partner Organisation	Contribution to Project	Year 1 Cash	Year 2 Cash	Year 1 In Kind	Year 2 In Kind	Total
		0.00	0.00	0.00	0.00	0.00

Save Clear Close

3. How much will this project cost?
 - a. Click on the + button below the table.
 - b. Select from the Category drop-down for each line that you enter.

How much will the project cost?

There are no fixed limits on the amount that can be requested (up to a maximum of €50,000 for project funding and up to €300,000 over a maximum of two years (2018/2019), with a maximum eligible funding request of €200,000 allowed in any one year). Note that all costs need to be reasonable and justified and will undergo a stringent cost scrutiny process.

Category	Details	Year 1 Total Cost	Year 1 Discover Award	Year 2 Total Cost	Year 2 Discover Award	Total
						0.00
Project Management		0.00	0.00	0.00	0.00	0.00
Direct activity and production costs (inc. venue, 4w etc.)						
Marketing & Promotion (include website)						
Consumables						
Training						
Evaluation						
Expenses (e.g. travel)						
Other - details must be provided	project costs be funded? pursed (cash or in-kind) including any project income					

Partner Organisation	Contribution to Project	Year 1 Cash	Year 2 Cash	Year 1 In Kind	Year 2 In Kind	Total
						0.00
		0.00	0.00	0.00	0.00	0.00

Buttons: Save, Close, Done

- c. You may wish to enter information into the Details section. Please ensure to enter details if you have selected “Other” as a category.

d. Enter your costs into the relevant years. Please do not use symbols or commas.

How much will the project cost?

There are no fixed limits on the amount that can be requested up to a maximum of €50,000 for project funding and up to €300,000 over a maximum of two years (2018/2019), with a maximum eligible funding request of €250,000 allowed in any one year. Note that all costs need to be reasonable and justified and will undergo a stringent cost scrutiny process.

Category	Details	Year 1 Total Cost	Year 1 Discover Award	Year 2 Total Cost	Year 2 Discover Award	Total
Project Management	More details	100	200	300	400	1000.00
		100.00	200.00	300.00	400.00	1000.00

4. How do you propose to fund this project?
 - a. Click on the + button below the table.
 - b. Enter in Details for Partner Organisations, Contribution to Project and then the relevant Year Cash Contributions and Year In Kind Contributions.

How will the balance of the project costs be funded?

Provide details of where the balance of the funding will be sourced (cash or in-kind) including any project income.

Partner Organisation	Contribution to Project	Year 1 Cash	Year 2 Cash	Year 1 In Kind	Year 2 In Kind	Total
Resource Centre	Contribution	500				500.00
		500.00	0.00	0.00	0.00	500.00

- c. Once you have entered all relevant details click on **Save** at the bottom of the form to save your details.
5. You may click Save as many times as desired. You may exit this form and re-enter to edit throughout the application process by clicking on **Edit Costs**.
6. Once you have completed your table **Close**, and then click **Save Draft** in the application form.

7. You will now be able to see your table in the main application form. If you need to edit this table click on **Edit Costs**.

Budget

How do you propose to fund this project?

We would like to understand how you propose to fund this project. Applicants should demonstrate how funding/in-kind contributions are being sourced from other partners to deliver this project. (Note: Year 2 only relevant to Regional or National impact project applications).

There are two steps to complete the Budget and Funding section

Step 1: Prepare Budget

Click "Open" (only insert one line entitled "Discover Funding Requested" and enter the total amount you are requesting from the Discover Programme. See guidelines on how to complete this step [here](#))

Prepare Budget:

Open

Step 2: There are two tables to be completed in this section

- How much will the project cost?
- How will the balance of the project costs be funded?

Total Cost of Project

Please click on **Edit Costs** to complete the financial details
Please **Save Draft** after completing this section.

Edit Costs

How much will this project cost?

Category	Details	Year 1 Total Cost	Year 1 Discover Award	Year 2 Total Cost	Year 2 Discover Award	Total
Project Management	More details	100.00	200.00	300.00	400.00	1000.00
		100.00	200.00	300.00	400.00	1000.00

How will the balance of the project costs be funded?

Partner Organisation	Contribution to Project	Year 1 Cash	Year 2 Cash	Year 1 In Kind	Year 2 In Kind	Total
Resource Centre	Contribution	500.00				500.00
		500.00	0.00	0.00	0.00	500.00

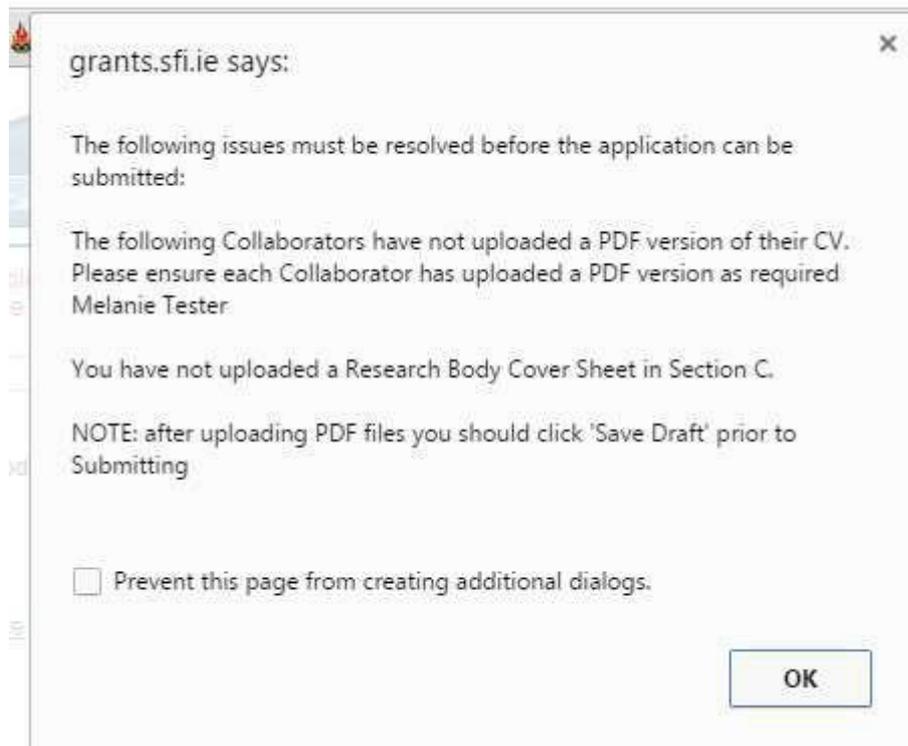
Note: Total Project Costs less Balance of Project Costs should equal Funding Amount Requested

Submitting your Application

Before submitting the application, you should review the check lists included within the call documentation.

Once you are satisfied that the application is complete you can submit. Prior to submitting, click on **Validate** to ensure that you have entered mandatory fields, be mindful that not all fields have mandatory validation.

If you have not completed all necessary sections, you may receive a warning message like the one below:



At the bottom of the form you can view a PDF version of your application which is what Science Foundation Ireland will see on submission. Please review this PDF for content to ensure that all documents have been added correctly. Click on Export as PDF at the top of the form if this is not done automatically.

View Proposal Prior to Submission

Proposal Document

[Open](#)

Science Foundation Ireland Science Week Programme



Proposal Summary	
Proposal ID:	18/SW/4961
Project Lead:	
Project Title (max 10 words):	1
Which category are you applying for?:	1

1. Back in the application form, scroll to the bottom of the application form.
2. Click the **Submit** button.

Submit

If there are no validation issues, the application is submitted to the Science Foundation Ireland for review,

Your form has been submitted.

Your application titled Project Title for Discver call (Ref: 16/DP/3899) has been submitted to Science Foundation Ireland.

Thank you for your effort in completing this application.

Click [here](#) to return to your homepage.

3. Click on here to return to your homepage.
4. You will be able to view your submitted application from the Current Applications section.

Current Applications		Active Awards	Non-Active Awards				
Proposal ID	Project Title	Grant Type	Status	Created Date	Role	View / Edit	
16/DP/3899	Project Title for Discver call	Discover	Full Proposal - Under Review	11/04/2016 09:07:36	Lead Applicant	Details	

You should receive an auto-generated email which acknowledges receipt of your application.

Note that the Submit button will cease to function once the call closes and no applications can be received after this time or by any other means.