

## SCIENCE FOUNDATION IRELAND

# SFIFELLOWSHIP PROGRAMME

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## Call for Submission of Proposals

### KEY DATES

Call announcement	19th November 2019
Deadline for submission of proposals	7 <sup>th</sup> January 2020

### Terms of Reference

While every effort has been made to ensure the accuracy and reliability of this document, it is provided for information purposes only and as a guide to expected developments. It is not intended, and should not be relied upon, as any form of warranty, representation, undertaking, contractual, or other commitment binding in law upon Science Foundation Ireland, the Government of Ireland, or any of their respective servants or agents. Science Foundation Ireland Terms and Conditions of Research Grants shall govern the administration of SFI grants and awards to the exclusion of this and any other oral, written, or recorded statement.

All responses to this Call for Proposals will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the applicant except insofar as is specifically required for the consideration and evaluation of the proposal or as may be required under law, including the Industrial Development (Science Foundation Ireland) Act 2003, the Industrial Development (Science Foundation Ireland (Amendment) Act 2013 and the Freedom of Information Acts 2003 and 2014.

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➤ **Introduction**

Science Foundation Ireland (SFI) invests in academic researchers and research teams who are most likely to generate new knowledge, leading edge technologies and competitive enterprises in the fields of science, technology, engineering and maths (STEM). The Foundation also promotes and supports the study of, education in, and engagement with STEM and promotes an awareness and understanding of the value of STEM to society and, in particular, to the growth of the economy.

SFI's legal remit is to promote, develop and assist the carrying out of oriented basic and applied research in strategic areas of scientific endeavour that concern the future development and competitiveness of industry and enterprise in the State. As outlined in SFI's Strategic Plan, Agenda 2020, the Foundation is committed to continuing its focus on funding excellent science that will deliver strongly on impact, thus realising significant benefits for the Irish economy and Irish society.

SFI is strongly committed to providing career development opportunities for researchers and others who are currently based in academia in Ireland. The Fellowship Programme aims not only to provide career development and experiential learning opportunities for postdoctoral researchers but is also open to applications from candidates working in other relevant offices of eligible Research Bodies including but not limited to Engagement, Communications, Finance, Human Resources, Technology Transfer Offices (TTO) and Innovation. It is open to both SFI-funded and non-SFI funded researchers who may be at a natural break between projects or nearing the end of their current contract.

For this particular SFI Fellowship Programme Call, we are seeking applications from individuals interested in working in the following SFI Directorates:

- **Science for Society Directorate** - Opportunities available in the Challenge Research (incorporating International Partnership Programmes); Individual-Led Research, and Education and Public Engagement divisions.
- **Science for the Economy Directorate** – Opportunities available in Enterprise Partnerships and SFI Research Centres divisions.
- Strategy & Transformation Directorate** – An opportunity is available in Corporate Communications.

## ➤ Objectives of the Fellowship Programme

The purpose of the programme is to provide successful candidates with the opportunity to develop their careers through experiencing first-hand, the diversity of activities carried out by a funding agency. Some of these activities are outlined in Appendix 1.

SFI is keen to be part of a framework that enables researchers and others to seek and secure diverse career opportunities in areas such as industry, research funding and administration, public administration and Government Affairs. The Fellowship programme will provide an opportunity for Fellows to develop key skills which will assist them in securing these types of roles.

The specific objectives of the programme are:

- To provide applicants interested in pursuing a career in research administration for example with an Irish or International funding agency, experience of the duties and activities involved in such organisations.
- To provide applicants interested in pursuing a career in academic research a holistic overview and understanding of a funding agency.
- To provide applicants with an interest in Communications and/or public engagement an opportunity to gain experience in either the Corporate Communications and/or Education & Public Engagement Divisions.
- To provide applicants interested in a career in the private sector, experience and general training in administrative duties, strategic development, strategic implementation, public administration, national policy, presentation skills, project management, communication & Influencing, problem analysis and resolution and teamwork, and a broad introduction to Intellectual Property guidelines relevant to research funded from exchequer sources.
- To provide candidates currently based in Research and Finance Offices, experience that will support them in effectively assisting researchers in the preparation of competitive grant applications and inform their interactions with both funding agencies and the research community in their organisation.

Through the SFI Fellowship Programme candidates will have an opportunity to gain experience in and further develop the following competencies:

- Project Management
- Teamwork
- Stakeholder & Client Service – building relationships with internal and external stakeholders including Industry, Academic and Government Partners
- Presentation Skills
- Initiative & Creativity
- Personal Effectiveness
- Flexibility & Resilience
- Communication & Influencing
- Problem Analysis & Resolution
- Networking

Successful candidates will have an opportunity to attend training relevant to their role. SFI has a comprehensive training plan for all Fellows and its HR team engage proactively with those individuals on the Fellowship Programme in developing and implementing the plan.

The successful Fellow will be assigned an SFI staff member as a mentor upon joining SFI. The mentor will provide support and guidance for the duration of the Fellowship Programme.

➤ **Definitions of Applicant**

The **Applicant** will be either

- i) A team member currently funded through an SFI award, or
- ii) A member of staff currently working in an administrative role/ office of an eligible Research Body, or
- iii) Non SFI Funded researchers

The candidate must currently be on a contract in an eligible research body. It is the expectation that the applicant may be at a natural break between projects or nearing the end of their contract. However, at the time of application, for the period of the recruitment process and at the point of offer the candidate must be under contract with an eligible research body.

➤ **Eligibility Criteria of Applicant**

The applicant must be in a position to take a period of 12 to 36 months (continuous and full-time) away from their current research activities or other position within the Research Body. The applicant must upon receipt of the fellowship be recognised as an employee of the Research Body for the duration of the fellowship grant. Some, but not all, fellowships require that candidates hold a [PhD degree or equivalent](#)<sup>1</sup>. A graduate degree will be a minimum requirement with relevant qualifications as appropriate (as detailed in Appendix 1).

Please note that applicants interested in Fellowship positions in either Corporate Communications or Education & Public Engagement do not require a PhD to apply for these positions.

The application must be supported by the VP of Research but the applicant may wish to discuss their application with their PI or Head of Department.

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<sup>1</sup>PhDEquivalencePolicy

➤ **Eligibility of the Research Body**

The Research Body is responsible for the overall financial and administrative co-ordination of research programmes supported by research grants from SFI. Host Research Bodies must be situated in the Republic of Ireland and be eligible for SFI funding. A list of [Eligible Research Bodies](#) is available on the SFI website. The award will be administered by the host Research Body of the Applicant.

➤ **Fellowship Start Date**

There is an immediate requirement for these Fellows. Successful applicants must be able to take up the SFI Fellowship Placement as soon as possible following the reference check and funding approval stage.

➤ **Fellowship Duration**

For successful applicants, a fellowship will be offered for a period of up to **36 months**, including a probationary period of 11 months. SFI endeavours to select and develop candidates that are open to taking on new projects outside their current experience and have ongoing flexibility and interest in career progression and development, however, in the event that the candidate does not meet the expectation of the organisation the Fellowship will be terminated.

➤ **Duties of the Fellow**

Applicants who are successful in the Fellowship Programme, will be assigned to work in the relevant division within SFI that they either selected in their application and/or where there is an identified skills fit.

(i.e. Challenge Research, Individual-Led Research, Education & Public Engagement, SFI Research Centres, Enterprise Partnerships and Corporate Communications Divisions for this call). Depending on the duration of the Fellowship, they may be required/permitted to rotate between divisions in order to gain wider experience.

Fellows will support the work of the teams across a range of activities relevant to their assigned division/team. Further details on the duties and responsibilities for the various Fellowship Positions are outlined in Appendix 1.

➤ **Remuneration**

SFI will award successful applicants in the Fellowship Programme with a position in SFI for up to 36 months.

**Candidates who are currently employed on an SFI Award or on a Non SFI Award**

- For successful applicants currently funded through an SFI award, the Fellow will be remunerated at the rate they are currently paid through this award and will continue to be paid through their host institutions. All terms and conditions associated with the Fellow's current contract of employment with their Research Body will continue to apply.
- SFI will reimburse the Research Body for the salary and related costs of the Fellow. SFI will issue a Letter of Offer to the Research Body.

**All other candidates who are currently employees in an eligible Research Body**

- For successful applicants currently holding administrative positions in an eligible Research Body, SFI will reimburse the Research Body for the salary and related costs of the Fellow. SFI will issue a Letter of Offer to the Research Body.

➤ **Application Procedure**

The Fellowship Programme is a fixed call with a deadline; candidates are invited to submit an application and suitable candidates will be short listed for interview.

To apply to the programme, please complete the application form (see Appendix 2) and submit it with a two-page *Curriculum Vitae* and supporting cover letter, addressed to Holly Anderson, Senior HR Executive. These documents should be submitted **for the attention of Holly Anderson** by email to [fellowship@SFI.ie](mailto:fellowship@SFI.ie)

Your CV should be a maximum of 2 pages and should focus on communicating any relevant skills and administrative experience in support of your application. We would ask that you please keep the details of your research achievements to a minimum.

Applicants should indicate which Division in SFI they see as the most appropriate fit for their skillset and

why. When considering applying for the SFI Fellowship applicants are asked to give due consideration to their current research and/or other work activities. Applicants are required to indicate an optimal start date but are asked to note there is an immediate requirement for the successful candidate to take up the placement as soon as possible.

Once applications are received and reviewed, suitable candidates will be selected for interview.

➤ **Institutional Approval**

**Candidates who are currently employed on an SFI Award**

Where an applicant is a team member currently funded through an SFI Award at the time of submission, the VP of Research **MUST** support the application made to the Fellowship programme in the first instance. The applicant may wish to discuss the application with the Award Holder/PI. By signing the application form, the VP of Research is agreeing to support the application being made by the respective fellow candidate and is confirming that there will be no negative impact on the award deliverables that the applicant is currently being supported on.

**Candidates who are currently employed on a Non SFI Award**

Where an applicant is not on an SFI funded award at the time of submission, the VP of Research **MUST** support the application made to the Fellowship programme in the first instance. The applicant may wish to discuss the application with the Award Holder/PI. By signing the application form, the VP of Research is agreeing to support the application being made by the respective Fellow candidate and is confirming that there will be no negative impact on the eligible research body that the applicant is currently employed in.

### **Other Candidates who are currently employees of an eligible Research Body**

Where an applicant is an employee in an eligible Research Body, the VP of Research MUST support the application made to the Fellowship programme in the first instance. The applicant may wish to discuss the application with the Head of Department. By signing the application form the VP of Research is agreeing to support the application being made by the respective Fellow candidate and is in confirmation that there will be no negative impact on the office that the applicant is currently employed in. In certain cases, it may also be appropriate to include the signature of the relevant office manager.

It should be noted that a signed application denotes approval of an application and agreement with SFI's [Terms and Conditions](#).

#### ➤ **Confidentiality Clause**

SFI takes all reasonable steps to ensure that information provided in the application form is treated as confidential, subject to submission to the members of its interview panel and to any obligations under law. Successful Fellows will be required to sign a confidentiality clause.

#### ➤ **Research Integrity**

SFI places high importance on ensuring research integrity and endorses the [National Policy Statement on Ensuring Research Integrity in Ireland](#). All applicants and institutions are expected to abide by the aforementioned Irish Policy on Research Integrity and the [European Code of Conduct for Research Integrity](#). SFI expects that all applicants, successful Fellows and their respective Research Bodies conduct themselves in a way which upholds the principles laid down by the European Code of Conduct for Research Integrity. Successful applicants will be asked to sign a Research Integrity Declaration prior to joining SFI under the Fellowship Programme.

➤ **Conflict of Interest**

Conflict-of-interest rules are applied rigorously and apply to applications of the SFI Fellowship Programme.

Where a potential conflict of interest exists, SFI requires that it is disclosed by the applicant to the Foundation in the relevant section on the application form.

➤ **Data Protection**

SFI will collect, use and disclose personal data provided in the Application and otherwise obtained under or in connection with the application for processing the application and 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 individuals' rights in respect of personal data relating to them which is held by SFI are available elsewhere in this Call Document, in the privacy statement on the SFI Website and in reports, documents and other bulletins published by SFI.

During the application process or at any time following the termination of the application process and decision, SFI may contact the Research Body, the Principal Investigator or any member of the Research Team concerning funding opportunities, SFI activities or any events, or for the purposes of monitoring and evaluation including but not limited to collecting scientific data and data related to the applications 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.

➤ **Questions**

For frequently asked questions, please refer to the following [link](#)

For all additional queries please contact: Holly Anderson, Senior HR Executive at [fellowship@SFI.ie](mailto:fellowship@SFI.ie)

## Appendix 1



<b>Programme Title &amp; Team</b>	<b>Science Foundation Ireland Fellowship Programme</b>  <b>Challenge Research Team</b>
<b>Duration</b>	<b>36 months</b>

### SFI Challenge Research Team

The SFI Challenge Research Team is responsible for the development and delivery of **challenge-based funding** opportunities for Science Foundation Ireland. The team is also responsible for the management of SFI's suite of **international partnerships** (including with the Wellcome Trust, the UK Royal Society, the EPSRC and the US Ireland partnership with both the NSF and the NIH) and SFI's **entrepreneurial training programmes**. The team sits within the "Science for Society" Directorate.

Challenge-based funding models are an increasingly prevalent tool used by governments, philanthropists and other funders to drive research, development and innovation activities toward addressing significant societal challenges with the aim of driving societal benefit. Challenge-based funding is used to bring interdisciplinary teams together and is focused on delivery of a solution, maximizing the potential for societal impact.

### Key Responsibilities

Successful candidates to this call will be required predominantly to support **international partnerships** as well as a number of challenge-based funding programmes (including for example – the SFI Future Innovator Prize). The selected candidate will play a key role in the team in the support of Challenge Research Managers and Scientific Programme Managers. Fellows will:

- Assist in the development of new programmes and the drafting of associated call documentation;
- Assist in the administration and processing of applications and awards under the international partnership programmes;

- Assist in the organisation and delivery of workshops;
- Assist in programme promotion and interaction with SFI Communications team;
- Assist in the preparation of research summaries for SFI's website and other venues;
- Sourcing of peer reviewers;
- Organisation of site reviews and panel review meetings;
- Review of annual reports;
- Preparation of updates and reports for internal and external stakeholders;
- Preparation of briefings and webinars;
- Preparation of review summaries and documentation to support the evaluation of grant proposals;
- Participating in SFI working groups and team meetings;

#### Key Competencies

- Communication
- Initiative & Creativity
- Teamwork
- Personal Effectiveness
- Project Management
- Respect & Integrity

#### Essential Requirements

- PhD degree or equivalent;
- A self-starter with the ability to multi-task;
- An excellent and confident communicator (both oral and written);
- Interest/training in structured innovation processes and entrepreneurship an advantage;
- Attention to detail important;
- Familiarity with standard software (Word, Excel and PowerPoint)



<b>Programme Title</b>	<p align="center"><b>Science Foundation Ireland Fellowship Programme (SFI Research Centres &amp; Enterprise Partnership Divisions)</b></p> <p align="center"><b>Science for the Economy Directorate</b></p>
<b>Duration</b>	<b>36 months</b>

**Key Responsibilities**

Support Scientific Programme Managers with directorate activities including but not limited to:

- Programme development.
- Processing of funding applications.
- Sourcing of expert peer reviewers.
- Organisation of site reviews.
- Support of panel meetings.
- Review of annual reports.
- Preparation of directorate updates and reports for internal and external stakeholders.
- Assisting researchers with queries.
- Data validation and analysis.
- Analysis of narrative that supports research impact.
- Participate in conferences/events to raise awareness of SFI programmes.
- Development of content for Communications purposes.
- Engaging with industry representatives that are interested in collaborating with Ireland based academic researchers.
- Supporting Directorate initiatives.

### Key Competencies

- Communication
- Teamwork
- Respect & Integrity
- Initiative & Creativity
- Personal Effectiveness
- Project Management

### Essential Requirements

- PhD degree or equivalent (note that we are particularly interested in receiving applications from candidates with a PhD in Computer Science);
- A self-starter with the ability to work under pressure;
- Attention to detail;
- Familiarity with technical tools (e.g. Microsoft Office);
- An interest in science policy and a willingness to work in an office/administrative environment.

### Benefits

In addition to the standard SFI Fellowship benefits as outlined in the call document, Fellows in the Economy Directorate will also:

- Gain a deep understanding of SFI's suite of programmes that support partnerships between academic researchers and industry.
- Develop a network of contacts across the portfolio of SFI's world leading Research Centres.
- Gain exposure to, and interact with, industry participating in SFI co-funded collaborative research programmes, or with companies interested in engaging with academia in an SFI co-funded partnership.
- Have the opportunity to join cross directorate working groups within SFI.
- Develop expertise in technical tools such as MS Office and Tableau.
- Attend peer review panel meetings/site visits.



<b>Programme Title</b>	<b>Science Foundation Ireland Fellowship Programme Education &amp; Public Engagement</b>
<b>Duration</b>	<b>36 months</b>

### Key Responsibilities

- To assist in the management and delivery of the Discover Primary Science and Maths programme for primary schools.
- To coordinate the Discover Primary Science and Maths Awards, with the SFI Education and Public Engagement Programme Manager for education projects.
- Assist in the Science Foundation Ireland funding programme calls.
- Research, coordinate and analyse statistical/factual information to support education and public engagement activities.
- Contribute to evaluation processes across education and public engagement activities.
- Updating web platforms for education and public engagement activities.
- Liaise with education and public engagement partners and stakeholders.
- Co-ordinate designated Discover funded projects.
- Reporting on and analysis of education and public engagement activities.

### Key Competencies

- Communication
- Teamwork
- Respect & Integrity
- Initiative & Creativity
- Personal Effectiveness
- Project Management

### Essential Requirements

- A graduate degree will be a minimum requirement.
- A candidate working towards a PhD or with relevant science communication/engagement experience will be an advantage;
- A self-starter with the ability to work under pressure;
- Attention to detail;
- Familiarity with technical tools (i.e. Microsoft Office);
- An interest and willingness to work in an office/administrative environment;
- A passion for Ireland to have an engaged and scientifically informed public.



<p><b>Programme Title &amp; Team</b></p>	<p><b>Science Foundation Ireland Fellowship Programme</b></p> <p><b>Corporate Communications</b></p>
<p><b>Duration</b></p>	<p><b>36 months</b></p>

**SFI Corporate Communications**

As part of the Strategy and Transformation Directorate, the Corporate Communications Division has responsibility for the design, development and delivery of SFI’s marketing and communications strategy. The division plays a key role in driving engagement with SFI’s stakeholders nationally and internationally, raising the profile of Ireland as a location for excellent and impactful research, and telling the story of the compelling research and achievements of the researchers supported by SFI.

**Key Responsibilities**

- Write, often to tight deadlines, high-quality press releases, articles, quotes, and other materials to achieve positive coverage in local, national and international media.
- Understand and translate science and engineering research into accurate, engaging and clearly written texts for multiple audiences.
- Support SFI’s engagement with key stakeholder groups, including staff, government, research community, etc.
- Support the delivery of key events such as Science Week, SFI Science Summit, SFI Awards, etc.

- Production and distribution of marketing materials including drafting content; source designers from tender and procurement procedures, research content, liaise with research community and internal teams, etc.
- Organisation of corporate events photo-ops, award announcements, etc. (venue, catering, invitations, logistics, publicity, photography, video content, etc.).
- Metrics and evaluation of impact of Science Foundation Ireland communications actions.
- Support SFI's online and social media engagement through the delivery of high-quality content.
- Input into tactical planning for communications team, mission and vision development, operational planning.
- Participate and represent Communications on internal working groups.
- Carrying out additional communications projects and activities as they arise.

### Key Competencies

- Communications
- Teamwork
- Respect & Integrity
- Initiative & Creativity
- Personal Effectiveness
- Project Management

### Essential Requirements

- A graduate degree will be a minimum requirement. A candidate with relevant science communication experience will be an advantage.
- A self-starter with the ability to work under pressure.
- Attention to detail.
- Familiarity with social media tools (i.e. Facebook, LinkedIn, Twitter, etc.).
- An interest and willingness to work in an office/administrative environment.



<b>Programme Title</b>	<b>Science Foundation Ireland Fellowship Programme</b> <b>Individual-Led Research</b>
<b>Duration</b>	<b>36 months</b>

### Key Responsibilities

Fellows will be required to support a number of individual-led programmes. The Individual-Led Fellow will support Scientific Programme Managers with directorate activities including but not limited to:

- Processing of funding applications;
- Sourcing of expert peer reviewers;
- Organisation of site reviews;
- Review of annual reports;
- Preparation of directorate updates and reports for internal and external stakeholders;
- Preparation of briefings and webinars;
- Preparation of review summaries and documentation to support the evaluation of grant proposals;
- Assisting researchers with queries;
- Attendance and contribution to the management of site reviews, working groups and scientific staff meetings;
- Data validation and analysis;
- Analysis of narrative that supports research impact;

### Key Competencies

- Communication
- Teamwork
- Respect & Integrity
- Initiative & Creativity
- Personal Effectiveness
- Project Management

### Essential Requirements

- PhD degree or equivalent (note that we are particularly interested in receiving applications from candidates with a PhD in Computer Science);
- A self-starter with the ability to work under pressure;
- Attention to detail;
- Familiarity with technical tools (i.e. Microsoft Office, in particular Excel and PowerPoint. Knowledge of Tableau would be an advantage);
- An interest and willingness to work in an office/administrative environment.

## Appendix 2

### Application Checklist

Section	Description	Requirements
Application Process	Application Form	Signed by the relevant supervisor(s)
	Applicant CV	2 pages (maximum)
	List of Publications	To be included as appropriate.
	Supporting Cover Letter	Outline why you would like to work in SFI.  Communicate any relevant skills & administration experience for the Fellowship position you are applying for.

For this call under the SFI Fellowship Programme, we are looking for applications for Challenge Research, SFI Research Centres, Education & Public Engagement (EPE), Corporate Communications, Enterprise Partnerships and Individual Led Research.

Name of Applicant		
Name of Current Employer		
Host Institution		
SFI Award Holder or VIP of Research		
Proposal ID for SFI Award Holder		
Please Put an X to express area of interest		
Challenge Research		
SFI Research Centres		
Education & Public Engagement		
Corporate Communications		
Enterprise Partnerships		
Individual- Led Research		

Current Annual Salary			
Salary €			
Are you due an increment? (Yes/No)			
<i>If you answered yes to the above question, please complete the following information:</i>			
Increment amount due & Effective Date			
Year 1			
Year 2			
Year 3			
Current Salary Scale			
<i>Please note, if successful that we will be contacting your HR department to verify the salaries as outlined above</i>			
Potential Effective Start Date:		Applicant Eligibility (Please place an X in the relevant box)	
Year Ph.D received (Where applicable):		Team member currently funded through SFI	
Please outline any actual or potential conflict of interest that may arise if successful in being appointed to a Fellowship position within SFI.		Member of staff currently working in a relevant admin office of an eligible research body	
		Non SFI funded research in an eligible research body	

Signatures below confirm acceptance and agreement with the SFI grants and awards Terms and Conditions, that the institution ensures the applicant meets eligibility requirements and is supportive of the candidate's application to be considered for a SFI Fellowship position and that the applicant must upon receipt of the grant be recognised as an employee of the Research Body for the duration of the grant.

The signature by the VP of research (or equivalent) is mandatory.

<b>VP OF RESEARCH</b>  <b>Email Address:</b>  <b>Name:</b>  <b>Signature:</b>  <b>Date:</b>
<b>INSTITUTIONAL SIGNATORY AUTHORITY (HEAD OF DEPARTMENT OR EQUIVALENT)</b>  <b>Name:</b>  <b>Position:</b>  <b>Email Address:</b>  <b>Signature:</b>  <b>Date:</b>

<b>SFI FELLOWSHIP APPLICANT</b>  <b>Applicant Signature:</b> _____ <b>Date:</b> _____
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