

## SFI Research Infrastructure Programme 2018

---

### Call for Submission of Proposals

#### **Key Dates**

Call launch:

Expression of Interest Deadline: **16<sup>th</sup> April 2018, 13.00 Dublin local time**

Full Proposal Submission Deadline: **1<sup>st</sup> May 2018, 13.00 Dublin local time**

#### **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. SFI 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 Submission of 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 1997 and 2003.

<b>1</b>	<b>Introduction .....</b>	<b>3</b>
<b>2</b>	<b>Programme Details .....</b>	<b>3</b>
2.1	Remit of Programme .....	3
2.2	Objectives of the Research Infrastructure Programme.....	3
2.3	Categories of Proposal.....	5
2.4	Eligibility of Research Body.....	6
2.5	Lead Applicant, Lead Research Body and Collaborating Research Body.....	6
2.6	Funding .....	7
2.7	Cost Share .....	7
2.8	Eligible Costs .....	8
2.9	Ineligible Costs .....	9
2.10	Proposal Review Procedure and Criteria .....	9
<b>3</b>	<b>Application Procedure .....</b>	<b>10</b>
3.1	Expression of Interest: Category A and B (Submission via Email) .....	11
3.2	General Submission Guidelines .....	12
3.3	ORCID ID .....	12
3.4	SESAME.....	13
3.5	Full Proposal Format: Category A and B (Submission via SESAME).....	14
3.6	Research Body Approval.....	19
3.7	Applicant Agreement to Terms and Conditions .....	19
3.8	View Proposal Prior to Submission.....	19
<b>4</b>	<b>SFI Policies and Positions .....</b>	<b>20</b>
<b>5</b>	<b>Award Management .....</b>	<b>21</b>
5.1	Reporting Requirements.....	21
	<b>Appendix A: Template for Expression of Interest for Category A.....</b>	<b>23</b>
	<b>Appendix B: Template for Expression of Interest for Category B .....</b>	<b>27</b>
	<b>Appendix C: Detailed description of Key Users of Infrastructure .....</b>	<b>31</b>
	<b>Appendix D: Access Charge Plan Template.....</b>	<b>32</b>
	<b>Appendix E: Budget Template .....</b>	<b>33</b>
	<b>Appendix F: Sample Budget.....</b>	<b>34</b>
	<b>Appendix G: Expression of Interest Checklist (Email Submission).....</b>	<b>35</b>
	<b>Appendix H : Full Proposal Submission Checklist .....</b>	<b>36</b>

## 1 Introduction

The legal remit of Science Foundation Ireland (SFI) 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 Agenda 2020<sup>1</sup>, SFI 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.

Innovation 2020<sup>2</sup>, Ireland's five-year strategy on research and development, science and technology, highlights the importance of investment in research infrastructure. This strategy sets out the roadmap for continuing progress towards the goal of making Ireland a Global Innovation Leader, driving a strong sustainable economy and a better society, underpinned by excellent research.

The purpose of the Research Infrastructure Programme is to support the research community in building and sustaining the required infrastructural capacity to accomplish high quality, high impact and innovative research in areas of science, technology, engineering and mathematics that demonstrably enhance and underpin enterprise competitiveness and societal development in Ireland. SFI encourages the efficient use, renewal and development of existing national research infrastructures whilst also recognising the need for continued investment in cutting-edge research equipment and infrastructure in areas of national priority of particular relevance to SFI's prior and future investments.

## 2 Programme Details

### 2.1 Remit of Programme

All infrastructure requests are required to align with areas of national strategic importance and any area under SFI's legal remit where strong evidence can be provided of significant industrial relevance and strong economic impact. All requests should aim to address the wider large scale infrastructural needs of the research community. Applicants are strongly encouraged to justify their requests within the context of the programmatic objectives (Section 2.2).

### 2.2 Objectives of the Research Infrastructure Programme

The specific **objectives** of the call are:

- To give Irish researchers access to cutting-edge research infrastructure that will enhance high quality research activities and innovation in areas of strategic priority
- To facilitate inter-institutional sharing of national research infrastructure, especially with Institutes of Technology
- To support the strategic development and growth of the SFI Research Centres
- To encourage effective research partnership with industry through collaborative initiatives involving provision of industry access to infrastructure, with particular focus on growing multi-national companies and/or small and medium-sized enterprise partnerships

---

<sup>1</sup> [Agenda 2020; Published 2012](#)

<sup>2</sup> [Innovation 2020; Published 2015](#)

- To provide outstanding research infrastructure that will enable Irish researchers to compete for Horizon 2020 research funding calls
- To make Ireland an attractive location for recruitment of world-leading scientists and engineers
- To support national and European Open Science policies and principles and ensure access to an effective digital research infrastructure ecosystem
- To optimise utilisation and promote future sustainability of research infrastructures through the development of management and access charge plans

In line with the above objectives, applicants should give consideration to the following important aspects:

#### *Partnerships*

Demonstration of partnership, sustainable planning, intra- and inter- institutional collaboration to ensure maximal usage and alignment with institutional strategic plans including those of the SFI Research Centres will be paramount. Collaborative applications from research bodies, through a national nominated lead, would be strongly encouraged thus facilitating the provision of infrastructure to existing national research networks, clusters and centres.

#### *Industry links*

Awards might attract and promote academic partnerships with industry to support technology development needs. Outputs expected might include innovative ideas or products with wide scientific or commercial impact. Partnership and negotiation with vendors should result in cost effectiveness and impact on sustainability. Additionally, academic-industry partnership in the context of infrastructure awards should be structured in compliance with the European Commission's Framework for State Aid for research and development and innovation.

#### *International links*

Investments arising from this programme call may also enable the participation of researchers in Ireland in other international and national infrastructural or research programmes including H2020 funding programmes. Links with other relevant Research infrastructure consortia such as the economic and social research institute (ESRI) projects/landmarks are encouraged.

#### *Recruitment*

Investments arising from this programme call may also act as a key driver in the recruitment of world leading scientists and engineers.

#### *Open Science Infrastructure*

Infrastructure requests may also address the increasing challenges of data driven research and address the vision of European Open Science to align with emerging European policies, principles and funding agency requirements. Innovative approaches for the promotion of open data and open access of datasets, libraries and publications are encouraged.

#### *Access charge plans*

Requests for access charges for infrastructure funded by SFI are permissible through grant applications to other SFI Research Programmes. Hence, the development of suitable and auditable access charge plans is an important element in applications. This will strengthen the future sustainability of funded infrastructure and will maximise utility and impact within the academic and industrial research

community. Please find the link to SFI Guidelines for Preparing a Research Infrastructure Access Charge Plan<sup>3</sup> [here](#).

### 2.3 Categories of Proposal

Applications will be accepted for the following two categories of infrastructure request:

- **Category A: H2020 Research Infrastructure Integrating Activities – Advanced Communities** aligned bids.
- **Category B: Strategic Research Infrastructures** that focus on applications for large-scale infrastructure requests in areas of national priority and other areas of strategic opportunity

#### Category A: H2020 Research Infrastructure

*H2020 Advanced Communities* are communities whose research infrastructures already show an advanced degree of coordination and networking through Integrating Activities awarded under previous Framework Programmes.

One of the aims of this category is to support Irish researchers within H2020 Advanced Communities in their bids to compete for H2020 funding in the *Research Infrastructure Integrating Activities (INFRA-IA) Advanced Communities call* by funding key items of research infrastructure through the SFI Research Infrastructure call that *could strengthen their opportunities to either lead or join a consortium submitting a bid to this H2020 call*.

The H2020 INFRA-IA call does not provide funding for research infrastructure; rather its focus is on addressing the long-term sustainability and efficient operation of Europe's Research Infrastructures by providing funding for transnational access, networking, and joint research. The **draft** H2020 INFRA-IA-01-2018-2019 Research Infrastructure work programme document and a list of advanced community topics is provided [herewith](#) for information purposes only, subject to change by the European Commission. The finalised list will become available in March 2018 and will be available on the SFI Research Infrastructure 2018 call programme website. Applications must identify Advanced Communities whose topic is included on the 2018 work programme to be considered under Category A. The H2020 INFRA-IA-01-2018-2019 call is due **to launch** in November 2018, and will **close** in March 2019.

Category A applicants will be asked to submit Letter(s) of Support from relevant consortia that are considered likely to be bidding for future H2020 funding. Ideally, this letter should provide a strong statement of support for the Irish partner and their SFI infrastructure request indicating that this investment would address an infrastructural gap in the consortium's planned application to the next H2020 Research Infrastructure Integrating Activities (H2020 INFRA-IA) Advanced Community call.

**Please note** that a number of Advanced Community topics are considered to be outside SFI's funding remit; therefore, the community will be advised that applications will only be deemed eligible if the infrastructure request supports STEM-based research.

---

<sup>3</sup> [Guidelines for preparing a research Infrastructure Access Charge Plan](#)

There is no cap on the number of requests that will be accepted from research bodies under this category. SFI welcomes applications under Category A and funding priority will be given to applications under this category.

## Category B: Strategic Research Infrastructures

The aim of this category is to address the strategic large scale infrastructural needs of the research community. Applicants are strongly encouraged, as stated above, to justify their requests within the context of the programmatic objectives.

There is no cap on the number of requests that will be accepted from research bodies under this category. However, strong justification will be required for the strategic national importance of the proposed Research infrastructure request in line with the programme call objectives.

### 2.4 Eligibility of Research Body

The Research Body is the body in charge of the financial and administrative co-ordination of the award received from SFI. A list of [eligible research bodies](#) is available on the SFI website. In the event of multiple collaborating research bodies, the award will be administered by the Lead Research Body.

### 2.5 Lead Applicant, Lead Research Body and Collaborating Research Body

<b>Lead Applicant</b>	The Lead Applicant is responsible for the submission of the application on behalf of the Research Body and has primary responsibility and accountability for the management of the infrastructure award and all associated reporting including the SFI site review (see Section 5 for more details on Award Management). The Lead Applicant must be based in the Research Body hosting the infrastructure. If the infrastructure is distributed <sup>4</sup> , a Lead Applicant at one site must be nominated.
<b>Lead Research Body</b>	For all infrastructure applications, the Lead Research Body is responsible for the oversight and management of the research infrastructure.
<b>Collaborating Research Body</b>	<p>In this programme, a <b>collaborating Research Body</b> refers to:</p> <ul style="list-style-type: none"> <li>• A proposed major user of infrastructure requested, where the sharing of resources by the collaborating Research Body can be clearly measured;</li> <li>• Or in the case of a distributed infrastructure (such as a testbed) the collaborating Research Body may host part of the infrastructure.</li> </ul> <p>It is recognised that collaborating research bodies will play a significant role in the shared oversight and management of the research infrastructure in certain cases. In an effort to avoid</p>

<sup>4</sup> SFI permits applicants to group items into a single, multi-component infrastructure request only where the individual components are co-dependent and their integration is required for use.

	<p>duplicate bids, where these are not justified, SFI would recommend that research bodies engage in discussion of proposed bids in advance of submission. The collaborating Research Body must also be an eligible Research Body.</p>
--	--

To be **eligible**, the **Lead Applicant** must be an independent researcher. In addition:

- They must be a Principal Investigator on at least one of the following active SFI awards at the time of submission: SFI Investigators, SFI Research Professor, Starting Investigator Research Grant, Career Development Award, Future Research Leaders, Research Centre Principal Investigators, *US-Ireland (excluding US-Ireland planning grant holders)*, HRB-SFI Translational Research Award award holders.
- **Or:** They must have demonstrated research independence through the securing of at least one independent research grant as a lead investigator or as a co-investigator. The grant must be **active** (active at the date of submission) and have been competitively awarded and internationally peer reviewed. Demonstration that Eligible research grants must support at least one full-time equivalent, excluding the applicant(s), and include research team costs (e.g., materials and consumables). At least one full-time equivalent funded by an eligible research grant must be under the supervision (or co-supervision) of the lead applicant. Eligible research grants exclude smaller awards such as travel grants, equipment grants, post-graduate fellowships, postdoctoral fellowships, and awards of short duration (12 months or less). Laboratory fit-out/set up funding, awards from the applicant's institution, and awards that have not been subject to external international peer review are also excluded.

## 2.6 Funding

Individual items of infrastructure requested must cost a **minimum of €500,000 direct costs**. Cost share is mandatory for all infrastructure requests - see Section 2.7 for more details. The infrastructure costs are not eligible for an overhead contribution.

## 2.7 Cost Share

*(Full details on eligible cost share are provided in the table below).*

For all bids, a minimum cost share of 10% cash from the Research Body and/or other sources such as philanthropic donations, industry, etc is mandatory. It is also highly encouraged that significant (~30%) non-SFI in-kind cost share will be obtained and could take the form of contributions as detailed in the table below. **It should be noted that SFI require at least one dedicated technical staff member to manage the SFI infrastructure.** Significant cost share including evidence of favourable negotiation will strengthen applications. It is recognised that in-kind contributions such as vendor discounts, free maintenance contracts etc. will be indicative at submission stage and should be included where relevant in quotes provided. Following the tendering process, awardees will be required to report on final costs and cost share contributions received.

The percentage of cost share is a percentage of **total costs** (including VAT) and not a percentage of the amount requested of SFI. An example of cost share is provided in Appendix F although cost share may be made up in different ways, as described below.

**Summary of cost share of each individual request is as follows:**

Total Cost of Infrastructure	Valid Cost Share	Eligible Costs	% cost share
All bids	Cash	Cash funding can be used to support any budget item	10% minimum mandatory
All bids	In-Kind <sup>5</sup>	<ul style="list-style-type: none"> <li>• Salary costs of dedicated personnel to operate infrastructure</li> <li>• Supplier discounts</li> <li>• Maintenance/service contracts</li> <li>• Technical support</li> <li>• Materials and Consumables essential to the operation of the equipment</li> <li>• Software</li> <li>• Training for key personnel required to operate instruments</li> <li>• Installation costs</li> <li>• Industry scientists, engineers or technicians assigned to work on instrument development or to provide on-going technical support</li> </ul>	~30% highly desirable

Cost-sharing commitments must be in place before the award is granted or should be reported on following the completion of a tendering process, in the case of vendor discounts or offers. Additional Research Body commitment above the cash requirement will strengthen the application and should be detailed in the budget justification.

## 2.8 Eligible Costs

Cost of new equipment or equipment upgrades, including VAT, transport and installation (where applicable). A minimum threshold for individual items of infrastructure is set at €500,000 direct costs. This figure represents the requested amount to SFI (see Appendix F for an example). Multiple items of equipment can be grouped to reach the €500,000 threshold once they are central to a single shared infrastructure e.g. testbed or distributed cluster.

The following are examples of eligible costs for the purposes of this call:

- Maintenance or service contracts (for up to 2 years from purchase date)
- Materials and Consumables required to set up or operate the equipment (not for specific research projects; for up to 2 years from purchase date)
- Large equipment installation costs
- Software
- Training for key personnel required to operate equipment

---

<sup>5</sup> In-kind contributions included here are for the purpose of this call only and cannot be applied in other proposals to SFI.



## 2.9 Ineligible Costs

The following are examples of ineligible costs for the purposes of this call:

- Indirect costs/overhead
- Buildings and construction
- Human resource (including salary of key personnel required to operate instruments). This cost may, however be included as cost share as detailed above.
- Contingency or miscellaneous costs
- Costs for conducting programme of research
- Access charges related to the use of the requested infrastructure
- Costs to industry partners
- Hospitality & entertainment costs
- Office equipment & supplies
- Technology transfer or patent costs
- Conference & workshop organisation costs

## 2.10 Proposal Review Procedure and Criteria

### Expression of Interest:

The Expressions of Interest are for information purposes only to assist SFI to recruit relevant reviewers in a timely fashion and will not be reviewed.

### Full Proposal Review

The submission of an application to SFI shall be construed as consent by the applicant to participate in the peer review process. Full proposals will be assessed through a two stage panel review process, which is defined below and also described in the form of a flow diagram [here](#).

### Stage 1 Remote Panel Review Stage

The assessment will be carried out by panels of distinguished international scientists and engineers. International panel members will be selected with appropriate experience. The panel members will exhibit a broad range of expertise relevant to the proposals under review and the criteria under which they will be assessed.

Applications to the Research Infrastructure Call 2018 will be evaluated on the basis of three key evaluation criteria, weighted as described below:

- **Justification of need of the Research Infrastructure and usefulness to the Research Community (weight 40%)**

Strength of the justification of need, technical validity of Research Infrastructure, proposed use of infrastructure by the named investigators, intra- and inter- institutional usage and access including SFI Research Centres and development of existing centralised or national research facilities (if appropriate).

- **Strategic Impact (40%)**

Potential long term benefits and impact of the infrastructural investment to enhance current research activities of SFI funded researchers and the wider research community including Northern Ireland. Contribution to the overall research strategy of the Research Body(s), alignment/complementarity with SFI Research Centres or large infrastructures, strength of case

made for leveraging non-Exchequer funding (e.g., H2020) if SFI infrastructure investment is made, relevance of investment to industry and proposed use of infrastructure by industry (both SMEs and MNCs).

- **Management & Sustainability (weight 20%)**

Quality of sustainability and management plans including access charge plans incorporating for example, institutional contributions (in-kind or cash) to reduce such charges to a level that encourages maximal usage. Favourable negotiation with suppliers for discounts, maintenance and technical support. There will be an expectation of industry cost-share in this regard.

A triage step will follow the remote panel review and the highest quality proposals will progress to Stage 2. Applicants will be notified about the outcome of the Stage 1 review upon completion of this process.

### **Stage 2 Panel Review**

International panel members will be selected with appropriate experience and will include a broad range of research areas relevant to the proposals. They will not have been involved in the Remote Panel Review Stage. In addition to briefing material, the panel members will receive the proposal and anonymised remote panel reviews. Stage 2 panel members will assess the inputs of the panel reviews and the overall merit and priority of applications. Panels will be invited to rank proposals and to make recommendations on which applications should be given consideration for funding by SFI. The same review criteria will be applied at this stage as used for the Remote Panel Review.

The identity of international experts who conduct either the Postal or Panel reviews shall remain confidential and will not be disclosed to the applicants. However, decisions resulting from the evaluation will be given to the applicant(s), including the remote panel reviews, the Stage 2 panel reviews, where relevant, and the scribe notes recorded by SFI Scientific Staff. SFI shall not be liable for the release of information concerning proposals to third parties by those international scientists involved in the merit review process.

Where there is insufficient budget to support all proposals that are recommended for funding by SFI, proposals will stay live on a reserve list for *at least* two years in the event that additional budget becomes available.

**Should circumstances arise, SFI reserves the right to modify the review process. Applicants will be notified of any relevant modifications. The final funding decisions are at the sole and exclusive discretion of SFI.**

## **3 Application Procedure**

Applicants are invited to submit the following documentation:

- Expression of Interest
- Full proposal

### 3.1 Expression of Interest: Category A and B (Submission via Email)

Researchers intending to act as a Lead Applicant on a proposal to the SFI Research Infrastructure 2018 call must first contact the Research Office of the intended host institution and provide their staff with a completed version of the form found in Appendix A/B of this call document.

Templates for Expressions of Interest are provided in Appendices A and B. Research Offices must provide SFI with a coversheet and the infrastructure summary tables for all applications (as a single PDF document) by email ([infrastructure@sfi.ie](mailto:infrastructure@sfi.ie)) no later than the 16th April 2018, 13:00 Dublin, Ireland local time.

**Category A: See Appendix A**

**Category B: See Appendix B**

Instructions on how to fill out the application form fields in these appendices are provided as follows:

#### Cover Sheet

All sections on the coversheet must be completed.

#### Infrastructure Request Summaries

- **Proposal Title:** The title should clearly convey the nature of the research infrastructure request
- Indicate the Lead Research Body and collaborating Research Bodies.
- **Lead Applicant:** Indicate details for Lead Applicant including details of their current SFI award(s) or other eligible award, and contact email address. Please refer to Section 2.5 to ensure that this investigator meets the eligibility criteria of the call.
- Indicate the **primary priority area (NRP)** relevant to the request.
- Indicate the most appropriate **Research Keywords** (15 max.) for each infrastructure request.
- Indicate total **cost of the infrastructure** and the **requested amount to SFI** (please see budget example in Appendix F for guidance).
- Indicate the **% and monetary amount** of the cash cost share.
- Where items of infrastructure requested are **also currently under review elsewhere**, provide details of the application and expected decision date. This includes bids made to SFI.
- Please indicate where the infrastructure will be **located** (e.g. Department, institute etc.).
- **Lay Summary (max. 150 words):** Provide general context and motivation for infrastructure request.
- **Technical Summary (max. 250 words):** Provide more technical details on the infrastructure, e.g., its components, its function, and briefly its alignment with the objectives of the call as appropriate.
- **Category A only: Statement on Planned Submissions to H2020 (max. 250 words):** Outline plans to leverage SFI infrastructure investment to acquire additional funding from Horizon 2020, e.g., H2020 Research Infrastructure Integrating Activities - Advanced Committees; H2020 Societal Challenges, etc.
- **Category B only: on strategic national importance of proposed research infrastructure (max. 250 words):** Describe how the proposed research infrastructure aligns with national strategic priorities and the potential impact of this investment in terms of research outputs, partnerships etc.

**The Expression of Interest requested is mandatory and is required by SFI for planning purposes.**

**The detail in the Expression of Interest may be modified when completing the proposal to this call. However, SFI expects the overall proposal to be consistent with the information submitted under the Expression of Interest. SFI reserves the right to withdraw applications where the Expression of Interest differs significantly from the proposal.**

**Only Lead Applicants that have submitted the requested Expression of Interest through their host institution Research Office will be permitted to submit a proposal to the call. Any information submitted directly to SFI, and not through the host institution Research Office, will not be accepted, and submission of a proposal will not be permitted.**

### 3.2 General Submission Guidelines

All text in documents should be provided in Times New Roman font or similar, with minimum font size of 11, and at least single-line spacing as well as a minimum margin size of 2.5cm. Text in diagrams and tables may be in any clearly legible font.

The number of pages permitted in any individual section must not be exceeded. Appendices or other unsolicited documentation are not permitted. **Applications that do not comply with these requirements will be deemed ineligible and will be returned without review.**

File sizes of attachments should be **less than 5MB**.

**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 applicant to ensure that eligible proposals are received by SFI on, or before, the deadline indicated. In order to safeguard against ineligibility, applicants are reminded to adhere rigorously to the guidelines and to review the proposal document prior to submission in SESAME.**

### 3.3 ORCID ID

ORCID<sup>6</sup> provides a unique identifier for all researchers, which can then be linked to their different research works across different platforms.

There are a number of benefits to creating an ORCID iD, which include the following:

---

<sup>6</sup> <http://orcid.org/>

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

As part of the integration of SESAME with ORCID, it is possible for researchers to import publication data from ORCID directly into their SESAME Research Profile. For applicants to the Research Infrastructure 2018 programme, applicants are required to link their SESAME Research Profiles to an ORCID iD before an application can be submitted.

### 3.4 SESAME

**For Research Infrastructure 2018, proposals will only be accepted through SESAME, SFI's grants and awards management system.**

**Access to SESAME** is controlled by staff at the Research Office of the host Research Body. **Lead Applicants (see Section 2.5) should follow their own internal organisational process to submit a request to the infrastructure call through the SESAME system.**

Once you have been registered by your Research Office, **you will receive an email** containing your:

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

The **username** and **password** are needed to log in to SESAME in order to submit applications for the individual infrastructure requests.

**SFI's grants and awards management system, 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>

Please see the [SESAME Researcher User Guide](#) for more detailed information.

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.

**Proposals must be submitted online through SESAME to SFI by the Research Office of the Lead Applicant Research Body before the call deadline.**

Applicants should carefully follow the instructions below and in the SESAME Researcher User Guide to complete the various sections of the application. In addition, a checklist of requirements is provided in Appendix H of this call document.

### 3.5 Full Proposal Format: Category A and B (Submission via SESAME)

#### 3.5.1 Full Proposal Summary (*Fields to be completed in SESAME*)

- **Proposal Title (max. 30 words):** The proposal title should clearly convey the nature of the infrastructure being requested. This should not contain confidential information.
- **Application Category:** Choose either A or B from the drop down menu.
- **Duration of Award:** The maximum duration of awards in this call is 12 months.
- **Resubmission Statement:** Applicants must declare 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 the differences must be provided 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. SFI will not review resubmissions that have not clearly taken into account the major comments or concerns resulting from the prior review and these proposals will be withdrawn without review. Please see SFI Policy on Resubmission of Grant Applications<sup>7</sup> for further information.
- **Total Infrastructure Cost:** Indicate the total cost of the infrastructure as per budget justification (including cost-share).
- **Total Funding Request:** This field will be automatically filled when the total cost of the infrastructure request to SFI is entered in SESAME's budget template.
- **NRP Area:** Applicants should select a National Research Prioritisation (NRP) area from the drop down menu, which best describes the research area of the requested infrastructure.
- **Research Area (Primary):** Applicants should select a primary SFI research area from the drop-down menu, which best describes the research area of the requested infrastructure.
- **Research Area (Secondary):** Applicants should select a secondary SFI research area from the drop-down menu, which best describes the research area of the requested infrastructure.
- **Alignment to SFI Legal Remit (max. 250 words):** This section must be used to describe how the proposed research aligns to SFI's legal remit, as defined in Section 1. This statement will be used to determine the eligibility of the application.
- **Proposal Keywords (15 max.):** Applicants should add their own (very specific) research keywords that describe the research area of the requested infrastructure.
- **Lay Summary (max. 150 words):** Provide general context and motivation for infrastructure request. This should not contain confidential information.
- **Technical Summary (max. 250 words):** Provide more technical details on the infrastructure, e.g., its components, its function and briefly its alignment with the objectives of the call as appropriate. This should not contain confidential information.

#### 3.5.2 Infrastructure Requests (SESAME Upload)

Infrastructure requests should be structured as follows and uploaded as one PDF document to SESAME:

- (i) Detailed Description of Infrastructure Request (max. 2 pages)
- (ii) Detailed Description of Key Users (Appendix C template, max. 2 page)

---

<sup>7</sup>[SFI policy on Resubmission of Grant Proposals](#)

- (iii) Strategic Impact of Research Infrastructure Request ( max 2 pages)
- (iv) Management and Sustainability Plan (max. 1 page)
- (v) Access Charge Plan (Appendix D template)
- (vi) Proposed Budget and Justification (Appendix E template, and max. 1 page justification)

Letters of Support (2 pages max. per letter) should be uploaded individually as PDF documents to SESAME.

### (i) Detailed Description of Infrastructure Request

*(2 pages max. per infrastructure request including any references)*

A detailed justification is required for all items of infrastructure. *Applicants should consider the following points, where applicable.*

- Describe the infrastructure requested.
- Provide a justification for **why new or updated infrastructure is needed** including a description of existing centralised or national research facilities. The justification should include how its acquisition will aid existing programmes of research. Those involved in the assessment of an application will need to be convinced that there is a genuine demand for the infrastructure and that the availability of other similar equipment in the local environment and nationally has been taken into consideration. Inter- and intra- institutional bids and those showing national needs and access are encouraged. The potential impact and importance of the requested infrastructure should be apparent. Where relevant, details pertaining to the installation or planning permission requirements of the infrastructure should also be included.
- Include an **overview of proposed user groups** including both SFI funded investigators and other researchers who would benefit from the investment, noting that details on key users should be included in the table in the following section (*Detailed Description of Key Users*).

### (ii) Detailed Description of Key Users

*(2 page max., per infrastructure request including any references )*

Applicants must complete the template provided including names of key users who will use the infrastructure. Using bullet point format, indicate how the infrastructure will enhance and enable activities for the Lead Applicant's group, and where appropriate any collaborating department(s), Research Body(s) and industry partners.

### (iii) Strategic Impact of Research Infrastructure Request

*(2 page max., using template provided in Appendix C)*

The Strategic Impact Statement should be as specific as possible and provide information that reviewers will find helpful in assessing the potential impact of the requested infrastructure.

- For **emergent areas of research**, describe how the proposed investment would enable development and provide a new opportunity for research in a key strategic area.
- Describe how requested infrastructure will align with institutional strategy.
- Where relevant, describe how the infrastructure will facilitate **industrial collaboration and partnership**. Describe the relevance of investment to industry and proposed use of infrastructure by industry (both SMEs and MNCs ) ensuring compliance with State aid law and the National IP framework; see Section 4.
- Where relevant, describe how the infrastructure investment by SFI could be used to leverage **non-Exchequer funding** (e.g., H2020). For *Category A* applications, a detailed response to this

point is expected in the context of the H2020 Research Infrastructures Advanced Communities call.

- Where relevant, describe how the infrastructure could play a role in the recruitment of world-leading researchers.
- Where relevant, describe how the infrastructure could play a role in the development of the SFI Research Centres.
- Where relevant, describe how the infrastructure would support Open Science policies, principles and activities.

#### **(iv) Management and Sustainability Plan**

*(1 page max.)*

Sustainability planning is a key component of the Research Infrastructure Call 2018. It is fully anticipated that research bodies will be in a position to maintain acquired infrastructure and this must be demonstrated in the application. It is therefore important that maximum usage of equipment is planned. Where relevant, applicants should briefly reference existing access models within the same Department or Centre.

*In describing the management and sustainability plan, applicants should consider:*

- Is the financial plan for long term operation and maintenance of the infrastructure reasonable and realistic?
- Describe who will provide the specialist expertise and/or technical support that may be required to make effective use of the requested equipment. SFI requires at least one dedicated technical staff member to manage the SFI infrastructure, the details of which should be provided here. Is such technical expertise currently in place or is a new recruit required? How well qualified are the participating investigators or other assigned personnel to operate and maintain the infrastructure, conduct the projects, and evaluate the research results? How will new users be trained?
- Outline the expected impact of increased sharing of resources and how the investment would maximise the usage of existing research infrastructure as well as enhancing multi-user use of infrastructure to the benefit of both SFI and non-SFI funded researchers, outlining the approximate number of researchers that would benefit from the investment.
- Is the Research Body commitment for continued support of the utilisation and maintenance commensurate with the scale of the requested infrastructure?

#### **(v) Access Charge Plan**

*(Complete template provided in Appendix D OR, where an Access Charge Plan which differs from the attached template is proposed, please include details and appropriate justification in 1 page max.)*

Applicants are required to submit an access charge plan for each item of infrastructure requested<sup>8</sup>. This plan should outline how the academic rate per hour is calculated. The academic rate per hour is a direct calculation based on the “Total Net Operating Costs” divided by “Total Usage Hours”. The “Net Operating Costs” are all costs (e.g. staff, materials, service costs) required to run and maintain the infrastructure less any exchequer funded costs (e.g. core funded staff). The “Total Usage Hours” should take account of downtime and any planned maintenance. The plan must also outline the expected rate per hour to be charged to any industry users who wish to access the infrastructure which should be based on full economic costs. Research Body contribution to the operational costs should also be factored into the access model, where applicable, so as to reduce the access charge.

---

<sup>8</sup> Where existing SFI approved access charges exist in a research facility where the item will be based, please provide details.



The plan should clearly demonstrate that the resultant revenue stream from both academic and industry users covers the operational costs of running the infrastructure, thus ensuring its future sustainability.

For further guidance on the preparation of an Access Charge Plan please consult the Guidelines for Preparing a Research Infrastructure Access Charge Plan<sup>9</sup>.

In its various programmatic awards, SFI allows for bids for funding of access charges once a **pre-approved access charge plan** is in place. SFI will not apply access charges retrospectively. SFI will not fund access charges if such an approved access charge plan is not in place.

**Revised access charge plans can be submitted to SFI upon notification of an award. Final approval of access charge plans by SFI will take place following a funding decision and prior to the issue of a Letter of Offer.**

**(vi) Current Support of Lead Applicant**

- The applicant must include details of any financial support currently provided. This should include competitive research funding received from funding agencies (international and national), charities, industry, etc.
- Please complete the requested details for each expired, current, or pending financial support. Fields coloured red are mandatory. Certain field labels are underlined and contain further information concerning the details that are required; hover the mouse pointer over these labels to view this information.

**(vii) Proposed Budget and Justification**

*(Budget justification 1 page max. and budget table)*

The budget table for completion can be found in *Appendix E*. A sample budget is provided in *Appendix F*. Applicants must give details of all relevant costs, including VAT, delivery, installation, where relevant. A full description of proposed cost share must be included in the budget justification.

Full details of proposed cost share (see Section 2.7) must also be included in this justification. Please also refer to the [SFI Grant Budget Policy](#) and [SFI Terms and Conditions of Research Grants](#).

**3.5.3 Letters of Support**

*(One letter per PDF upload to SESAME; max. 2 pages for each letter)*

The following letters of support must also be uploaded to SESAME:

- For Categories A and B applicants, a letter of support is required from the **Lead Research Body**. This letter should comment on the infrastructure and services available to support the management of the research infrastructure request and, in addition, should include the level

---

<sup>9</sup> <http://www.sfi.ie/funding/sfi-policies-and-guidance/budget-finance-related-policies/index.xml>

of financial (cash, in-kind or both) contribution to the infrastructure. Where relevant, this letter should include details of how this investment could support the recruitment of a world-leading researcher.

- A letter of support from collaborating research bodies is **optional** and may strengthen the application.
- **Category A** applicants must submit a letter of support from a *lead project coordinator* of the relevant consortium under a particular **H2020 Advanced Community** topic that is planning to submit an application to the H2020 Advanced Community Infrastructure call. Ideally, this letter should provide a strong statement of support for the Irish partner and their SFI infrastructure request indicating that this investment would address an *infrastructural gap* in the consortium's planned application. The letter should also include any other information that could help strengthen the justification for investment, e.g., engagement of the applicant with the consortium/research committee.

The following letters of support could be uploaded, as appropriate, to provide additional justification for the Research Infrastructure request:

#### **H2020 Partnerships:**

- Letters of support from a *lead project coordinator of an existing consortium or an academic leader* who is planning to submit a H2020 proposal (other than a H2020 Infrastructure), or who would be interested in joining a consortium led by the Irish partner. The letter could outline how the SFI infrastructural bid could strengthen such a H2020 proposal. The relevant calls in this case would be the *H2020 Future & Emerging Technologies* call or a call under the *H2020 Industrial Leadership or Societal Challenges Pillars*.

#### **Industry Partnerships:**

- Letters of support from the industrial collaborator(s) defining the financial contribution and non-financial contribution, where relevant. Where relevant, such a letter should detail the intended intellectual input for instrumentation development or technical support to be provided. This letter is **not** required where the industry contribution does not involve collaborative research as is the case with vendor discounts, materials and consumables etc. supplied as in-kind contribution. These details should be included in the quotations provided and referenced in the budget justification.
- Letters of support from potential non-academic users of the infrastructure who are not making a financial or in-kind contribution to the initial purchasing and set-up of the equipment, but who are willing to pay to use the infrastructure through its access charge plan.

#### **Northern Ireland Partnerships:**

- Applicants are requested to highlight within their proposal opportunities for the establishment of shared, large-scale All Ireland research infrastructure. Therefore, letters of support from relevant academic partners in Northern Ireland describing this opportunity will also be accepted.

#### **SFI Research Centres:**

- Letters of support from the SFI Research Centre Director outlining the strategic importance of the infrastructure investment to the Centre as a whole. Inclusion of any other information that could strengthen the justification for the request, and is not included in the main proposal is also encouraged.

Letters of support may be a maximum of 2 pages; extraneous pages will be removed from the letter and the proposal.

### 3.5.4 SESAME Budget Information

See [SESAME Researcher User Guide](#) for completion of budget information within SESAME. Applicants are requested to add all eligible costs under the *equipment* category only in the SESAME budget table. Therefore, the equipment total should include equipment, material and consumable costs; and the categories *materials*, *staff* and *travel* should be zeroed. Note that even though *staff* and *travel* categories appear in the budget table, these are not eligible costs under this programme. Sections 2.8 and 2.9 provide specific guidance on eligible costs. Section 3.5.2 (vii), which describes the budget section of the main proposal upload to SESAME, provides the applicant with the opportunity to submit a detailed budget and a justification of costs for the infrastructure request.

All grants are made directly to the Lead Applicant Research Body. Please also refer to the [Science Foundation Ireland: Grants and Awards: Grant Terms and Conditions](#) and also the [SFI Grant Budget Policy \(GBP\)](#)

### 3.5.5 Vendor Quotes

For all individual requests, the quote numbers and full cost must be uploaded to SESAME. Quotations from at least **two** vendors must be supplied and uploaded as a single PDF document.

## 3.6 Research Body Approval

Submission must only be made by an authorised Research Body representative. In particular, this 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 the 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.<sup>10</sup>
- The availability of infrastructure within the institution, as outlined by the applicant in the research proposal.
- That the proposed research programme<sup>11</sup> 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.

## 3.7 Applicant Agreement to Terms and Conditions

It should be noted that submission of an application represents an agreement to [SFI Terms and Conditions of Research Grants](#).

## 3.8 View Proposal Prior to Submission

The PDF of the Full Proposal submission (through SESAME) should be reviewed prior to submission to enable validation of an application. The responsibility lies with the lead applicant in this regard.

---

<sup>10</sup> Please check the relevant eligible costs for the Research Infrastructure call.

<sup>11</sup> Please note that for this call the *research programme* is in this case the *research infrastructure request*.

The Lead Applicant and Lead Research Body will receive a notification from SESAME periodically when the status of their proposal changes. Alternatively, the status of a proposal (e.g., where a proposal is under review at SFI) is displayed in SESAME.

## 4 SFI Policies and Positions

In advance of applying to any SFI programme, applicants are expected to be familiar with all relevant national and SFI policies including, but not limited to, the following:

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

*Animal Usage* – Applicants intending to use animals in their research projects are obliged to comply with the **SFI Use of Animals in Research Policy**,<sup>13</sup> and should also ensure that their studies are in line with the HPA's position on the use of animals in research.

*Research Integrity* – SFI places high importance on ensuring research integrity and endorses the **National Policy Statement on Ensuring Research Integrity in Ireland**.<sup>14</sup> All applicants and institutions are expected to abide by this policy and the **European Code of Conduct for Research Integrity**.<sup>15</sup>

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

*Intellectual Property Management* – Intellectual Property (IP) should be managed according to the policies set out in the Government publication: **Inspiring Partnership - the National IP Protocol 2016**.<sup>17</sup> In cases where additional guidelines are specified by SFI they must also be followed. The IP arrangements are the responsibility of the Research Body and shall reflect the collaborative nature of the project, the level of cash and in-kind commitment made by the Industry Partner and compliance with State Aid Regulations.

*Gender Strategy* – Research should fully consider potential biological sex and socio-cultural gender dimensions as key analytical and explanatory variables. As articulated in the **SFI Gender Strategy**,<sup>18</sup> applicants are recommended to demonstrate that they have considered any potential sex/gender aspects in their proposed research programme.

*Reviewer Code of Conduct* - Experts engaged by SFI are required to abide by the **SFI Reviewer Code of Conduct**.<sup>19</sup> Amongst other requirements, this includes operation in a confidential, fair, independent

<sup>12</sup> <http://www.sfi.ie/funding/sfi-policies-and-guidance/ethical-and-scientific-issues/>

<sup>13</sup> [http://www.sfi.ie/resources/SFI-Policy-on-the-Use-of-Animals-in-Research\\_June\\_2016.pdf](http://www.sfi.ie/resources/SFI-Policy-on-the-Use-of-Animals-in-Research_June_2016.pdf)

<sup>14</sup> <http://www.iaa.ie/wp-content/uploads/2014/06/National-Policy-Statement-on-Ensuring-Research-Integrity-in-Ireland-2014.pdf>

<sup>15</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics\\_code-of-conduct\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf)

<sup>16</sup> [http://hea.ie/assets/uploads/2017/04/national\\_framework\\_for\\_doctoral\\_education\\_0.pdf](http://hea.ie/assets/uploads/2017/04/national_framework_for_doctoral_education_0.pdf)

<sup>17</sup> <http://www.knowledgetransferireland.com/ManagingIP/KTI-Protocol-2016.pdf>

<sup>18</sup> <http://www.sfi.ie/research-news/publications/organisational-publications/>

<sup>19</sup> [http://www.sfi.ie/resources/Reviewer-Code-of-Conduct\\_March-2017.pdf](http://www.sfi.ie/resources/Reviewer-Code-of-Conduct_March-2017.pdf)

and equitable manner. Experts are required to confirm, in advance of carrying out their review(s), that they will do so in a confidential manner.

*State aid* - All SFI funding granted as a result of this call for submission of proposals will be subject to and must be compliant with State aid law. All proposals must, therefore, be designed to ensure that any funding received from SFI does not, directly or indirectly, give rise to the granting of State aid. Such an assessment is something that SFI would expect Research Bodies to carry out as a matter of course and it will be the responsibility of applicants/Research Bodies to ensure that applications are designed accordingly. Compliance with State aid law is a condition of grant funding. In that regard, potential applicants are referred to the guidance provided by the European Commission in Section 2 of its 2014 Framework for State aid for research and development and innovation (2014/C 198/01)<sup>20</sup>. If in any doubt as to the interpretation or application of this guidance, potential applicants are advised to seek independent legal advice.

*Appeals Process* - This policy establishes procedures and responsibilities for the appeal of the declination of a proposal by SFI.<sup>21</sup>

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

## 5 Award Management

### 5.1 Reporting Requirements

Science Foundation Ireland has stringent reporting requirements for researchers in receipt of awards made by the Foundation. The data extracted from these reports provides a critical source of information which is used throughout the year by SFI to justify investment in research to key stakeholders, inform SFI and national policy regarding investment in STEM, and to enable SFI to monitor and evaluate the success of its programmes.

The Lead Applicant named against each item of infrastructure awarded has primary responsibility and accountability for the management of the infrastructure award, including all associated reporting, in accordance with SFI Grant Terms and Conditions. Where the Lead Applicant is unable to continue in this role, an alternative investigator must be nominated by the Research Body and approval must be sought from SFI, in advance of this change. While the **Lead Applicant** has primary responsibility for reporting, the **Lead Research Body** is required to ensure that the **Lead Applicant** complies with all necessary reporting requirements within the timeframes specified by the Foundation. Reporting is inclusive of the annual stocktake of **SFI Research Outputs**, the completion of **annual and final reports**, and completion of the **SFI Researcher Snapshot**, as requested by SFI.

In completing the **SFI Research Outputs**, SFI awardees are asked to report on a variety of outputs, including funding opportunities they have pursued and won, allowing SFI to track progress related to these awards on an annual basis. Some or all of the objectives described for awards made under the Research Infrastructure Programme 2018 call will be relevant in the context of reporting. Successful

---

<sup>20</sup> [http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52014XC0627\(01\)&from=EN](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52014XC0627(01)&from=EN)

<sup>21</sup> <http://www.sfi.ie/funding/sfi-policies-and-guidance/other/index.xml>

awardees of the SFI Research Infrastructures Programme 2018 will be required to complete **SFI Research Outputs** for five years. SFI reserves the right to request reporting beyond five years, if deemed appropriate.

The SFI Grants Management System, SESAME, is the primary conduit for annual reporting. SFI Research Infrastructure **Lead Applicants** will be requested to submit an annual report by 31<sup>st</sup> January every year to reflect the activity of the previous calendar year (January – December). An annual report will be submitted following the first year of the award and in subsequent years as deemed necessary by SFI. The number of annual reports required will depend on the level of progress on the award, in particular, in areas such as procurement, installation and usage of the infrastructure, and to allow SFI to monitor and evaluate the outputs from these awards against the objectives of the SFI Research Infrastructure programme. The annual report template, which is available on SESAME, must be used. An additional final report, prepared with a template that is also available on SESAME, must be submitted when stipulated by SFI.

From time to time, SFI may request that the **Lead Applicant** completes a template termed '**Researcher Snapshot**' within a timeframe requested by the Foundation. These completed templates will be used by the Foundation to inform third parties about the work being carried out by SFI researchers, with particular emphasis on communicating this work to industry.

Finally, in addition to the reporting described above, SFI Research Infrastructure awards may be subject to a financial audit and / or operational review as part of post award management and oversight, as per SFI's Grant Terms and Conditions.

Appendix A: Template for Expression of Interest for Category A

**SFI Research Infrastructure Call 2018**



<b>PROGRAMME NAME:</b> SFI Research Infrastructure Call 2018
<b>SUBMISSION CATEGORY A</b>
<b>LEAD RESEARCH BODY:</b> <i>(Include name of Research Body)</i>
<b>NUMBER OF REQUESTS:</b>
<b>ESTIMATED TOTAL REQUESTED BUDGET (Combined for all requests):</b> <i>(Indicate request to SFI in euro) €</i>
Signatures below confirm acceptance and agreement with the SFI Terms and Conditions of Research Grants, and that the Research Body ensures the investigators named meet eligibility requirements, and that the infrastructure use is in full agreement with all legal and regulatory matters governing research in Ireland, and no aspect of this infrastructure cost (apart from cost-sharing) is already being funded from another source and all details provided are correct.
<b>RESEARCH BODY SIGNATORY AUTHORITY</b>  <b>NAME:</b>  <b>POSITION:</b>  <b>EMAIL:</b>  <b>SIGNATURE:</b>  <b>DATE:</b>

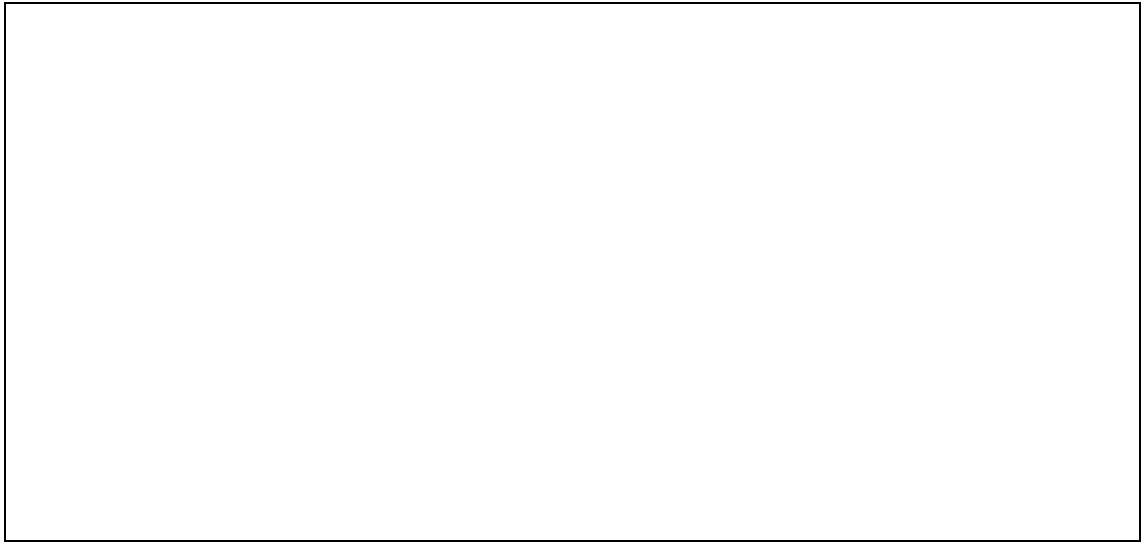
*Please complete the following table for each individual Research Infrastructure request*

<p><b>PROPOSAL TITLE:</b> <i>(Indicate name of infrastructure item requested; max. 30 words)</i></p>
<p><b>HOST RESEARCH BODY:</b> <i>(Include name of Research Body)</i></p>
<p><b>COLLABORATING RESEARCH BODY(S):</b> <i>(Include name of Research Body)</i></p>

<b>ITEM REQUESTED</b>	<i>Name of item requested in up to 10 words</i>	
<b>LEAD APPLICANT &amp; EMAIL ADDRESS</b>	<i>Name one key investigator who will be responsible for the item requested &amp; their email address</i>	
<b>SFI AWARD(S) CODE OF LEAD APPLICANT (ACTIVE AWARDS ONLY)</b>	<i>or indicate alternative award if no active SFI award is held</i>	
<b>NRP AREA</b>	<i>Mandatory</i>	<i>Select from list</i>
<b>KEYWORDS</b>	<i>Up to 15 keywords</i>	
<b>ESTIMATED TOTAL COST</b>	<i>€ (incl. VAT, delivery and associated costs)</i>	
<b>TOTAL REQUEST TO SFI</b>	€	
<b>% COST SHARE (CASH)</b>		
<b>TOTAL CASH COST SHARE AMOUNT</b>	€	
<b>CURRENTLY BEING BID FOR ELSEWHERE</b>	<i>include grant code and expected decision date or state n/a</i>	



<b>LOCATION FOR INFRASTRUCTURE</b>	<i>e.g. Department, Centre and RB</i>	
<b>LAY SUMMARY</b> <i>(max. 150 words)</i>		
<b>TECHNICAL SUMMARY</b> <i>(max. 250 words)</i>		
<b>STATEMENT ON H2020 SUBMISSION</b> <i>(max. 250 words)</i>		



Appendix B: Template for Expression of Interest for Category B

## SFI Research Infrastructure Call 2018



<b>PROGRAMME NAME:</b> SFI Research Infrastructure Call 2018
<b>SUBMISSION CATEGORY B</b>
<b>HOST RESEARCH BODY:</b> <i>(Include name of Research Body)</i>
<b>NUMBER OF REQUESTS:</b>
<b>ESTIMATED TOTAL REQUESTED BUDGET (Combined for all requests):</b> <i>(Indicate request to SFI in euro) €</i>
Signatures below confirm acceptance and agreement with the SFI Terms and Conditions of Research Grants, and that the Research Body ensures the investigators named meet eligibility requirements, and that the infrastructure use is in full agreement with all legal and regulatory matters governing research in Ireland, and no aspect of this infrastructure cost (apart from cost-sharing) is already being funded from another source and all details provided are correct.
<b>RESEARCH BODY SIGNATORY AUTHORITY</b>  <b>NAME:</b>  <b>POSITION:</b>  <b>EMAIL:</b>  <b>SIGNATURE:</b>  <b>DATE:</b>

*Please complete the following table for each individual Research Infrastructure request*

<b>PROPOSAL TITLE:</b> <i>(Indicate name of infrastructure item requested; max. 30 words)</i>
<b>LEAD RESEARCH BODY:</b> <i>(Include name of Research Body)</i>
<b>COLLABORATING RESEARCH BODY(S):</b> <i>(Include name of Research Body)</i>

<b>ITEM REQUESTED</b>	<i>Name of item requested in up to 10 words</i>	
<b>LEAD APPLICANT &amp; EMAIL ADDRESS</b>	<i>Name one key investigator who will be responsible for the item requested &amp; their email address</i>	
<b>SFI AWARD(S) CODE OF LEAD APPLICANT (ACTIVE AWARDS ONLY)</b>	<i>or indicate alternative award if no active SFI award is held</i>	
<b>NRP AREA</b>	<i>Mandatory</i>	<i>Select from list</i>
<b>KEYWORDS</b>	<i>Up to 15 keywords</i>	
<b>ESTIMATED TOTAL COST</b>	<i>€ (incl. VAT, delivery and associated costs)</i>	
<b>TOTAL REQUEST TO SFI</b>	€	
<b>% COST SHARE (CASH)</b>		
<b>TOTAL CASH COST SHARE AMOUNT</b>	€	
<b>CURRENTLY BEING BID FOR ELSEWHERE</b>	<i>include grant code and expected decision date or state n/a</i>	

<b>LOCATION FOR INFRASTRUCTURE</b>	<i>e.g. Department, Centre and RB</i>	
<b>LAY SUMMARY</b> <i>(max. 150 words)</i>		
<b>TECHNICAL SUMMARY</b> <i>(max. 250 words)</i>		
<b>STATEMENT ON STRATEGIC NATIONAL IMPORTANCE OF THE INFRASTRUCTURE REQUEST</b> <i>(max. 250 words)</i>		



## Appendix C: Detailed description of Key Users of Infrastructure

Please name key users, including Lead Applicant, and describe how the requested infrastructure will enhance specifically the activities of the investigators, the named collaborating research bodies in the application, and where appropriate industry partners. The number of key users is not stipulated although a 2 page limit is given.

<b>Item Requested</b>	Add name
<b>Total Cost</b>	€
<b>Lead Applicant</b>	Add name

<b>Investigator/User</b>	Describe how this infrastructure will enhance activities for the key users of the infrastructure. Please use bullet points.
Add name	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
Add name	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
Add name	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>

## Appendix D: Access Charge Plan Template

Use the following template structure - add or remove line items, years, as required OR where a Research Body proposes the use of an Access Charge Plan which differs from the template provided please include charge plan details and appropriate justification in 1 page max.

<b>Access Charge Plan Template (including examples)</b>						
<i>(add rows or columns, for more years, as required)</i>						
<b>Item Requested</b>						
<b>Total Cost €</b>						
<b>Lead Applicant</b>						
<b>Location (Dept., Centre)</b>						
<b>Category</b>	<i>Examples of Line Items</i>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
		€	€	€	€	€
Staff	<i>Technical staff</i>	€0	€0	€0	€0	€0
Materials & Consumables	<i>filters, liquid Nitrogen</i>	€0	€0	€0	€0	€0
Maintenance / Service Costs	<i>following warranty</i>	€0	€0	€0	€0	€0
Other Costs	<i>user training</i>	€0	€0	€0	€0	€0
<b>Total Gross Operating Costs</b>		<b>€0</b>	<b>€0</b>	<b>€0</b>	<b>€0</b>	<b>€0</b>
Less Exchequer - Funded Costs	<i>Research Body Core staff, SFI awards, PRTL awards, Other awards, consumables etc.</i>	€0	€0	€0	€0	€0
<b>Total Net Cost</b>		<b>€0</b>	<b>€0</b>	<b>€0</b>	<b>€0</b>	<b>€0</b>
Usage Hours		0	0	0	0	0
Cost per hour		€0	€0	€0	€0	€0
Annual Charges	<i>Academic Users</i>	€0	€0	€0	€0	€0
	<i>Industry Users</i>	€0	€0	€0	€0	€0
	<i>Other</i>					
		€0	€0	€0	€0	€0
<b>Additional Notes</b>						



## Appendix E: Budget Template

Budget Plan (Equipment, Maintenance, & Support)					
<i>(add rows as required)</i>					
Name of Item					
Quote Numbers					
Category	Details		€	Subtotal €	Total €
<b>Instruments / Infrastructure</b>			€ 0		
			€ 0		
			€ 0		
			€ 0	€ 0	
<b>Maintenance/Service</b>			€ 0		
			€ 0	€ 0	
<b>Other*</b>	<i>Could include software, consumables, technical training, delivery etc.</i>		€ 0		
			€ 0	€ 0	
<b>Delivery</b>			€ 0	€ 0	
<b>VAT</b>			€ 0	€ 0	
<b>Total Costs</b>					<b>€ 0</b>
<b>Cost-share</b>	<b>Description</b>	<b>% of total costs</b>			
Industry				€ 0	
Research body				€ 0	
Total Contributions					€ 0
<i>Total Contributions less contribution to technical staff</i>					
<b>Request from SFI</b>				€ 0	€ 0
<b>Total Costs</b>					<b>€ 0</b>

## Appendix F: Sample Budget

Budget Plan (Equipment, Maintenance, & Support)					
<i>(add rows as required)</i>					
Name of Item		High Resolution Electron Microscope			
Quote Numbers		HI7876.2 and FHGT561			
Category	Details		€	Subtotal €	Total €
<b>Instruments</b>	High Resolution Electron Beam		€ 500,000		
	Gas injection system		€ 110,000		
	X-ray spectrometer		€ 59,000	€ 669,000	
<b>Maintenance/Service</b>	Service Contract (24 months)		€ 40,000	€ 40,000	
<b>Other*</b>	Liquid Nitrogen supply		€ 9,000		
	Delivery		€4,000		
	Software		€ 6,000	€19,000	€728,000
<b>VAT @23%</b>					€ 167,440
<b>Total Costs</b>					<b>€895,440</b>
Cost-share	Description		% of total costs		
Industry	Service Contract (24 months) <i>incl. VAT</i>			€49,200	
	Delivery <i>incl. VAT</i>			€4,920	
	Vendor Discount <i>incl. VAT</i>			€230,000	
			31.7%		€284,120
Research Body	Cash contribution		10 %		€ 89,544
	Dedicated technical specialist 25% Dr Joe Smith salary for two years to operate instrument		3%		€26,863
Total Contributions					<b>€ 400,527</b>
Total Contributions <i>less contribution to technical staffs</i>	<i>(i.e. €400,527 - €26,863)</i>				€ 373,664
<b>Request from SFI</b>					<b>€ 521,776</b>
<b>Total Costs</b>					<b>€895,440</b>

## Appendix G: Expression of Interest Checklist (Email Submission)

### Category A:

SECTION	DESCRIPTION	REQUIREMENTS
<b>Cover Page Summary</b>	See Appendix A	Complete Template in Appendix A
<b>Main Body of EoI</b>	Item Requested	Name of Item requested in up to 10 words
	Lead Applicant & email address	See Section 2.5 for eligibility criteria
	SFI Award(s) Code of Lead Applicant (Active Awards Only)	Or indicate alternative eligible award if no active SFI award is held. See Section 2.5 for more details.
	NRP Area	Choose one of the 14 National Research Priority Areas (NRP)
	Keywords	Up to 15 keywords
	Estimated Total Cost	
	Estimated Request to SFI	
	Currently being bid for elsewhere	Include grant code and expected decision date
	Location for Infrastructure	e.g., Department, Centre and RB
	Lay Summary	Max. 150 words
	Technical Summary	Max. 250 words
Statement on H2020	Max. 250 words	

Note: Cover page and Main Body of EoI should be submitted as one PDF to [infrastructure@sfi.ie](mailto:infrastructure@sfi.ie)

### Category B:

SECTION	DESCRIPTION	REQUIREMENTS
<b>Cover Page Summary</b>	See Appendix B	Complete Template in Appendix B
<b>Main Body of EoI</b>		
	Infrastructure Request Summary(s)	For each request complete the table provided.

Note: Cover page and Main Body of EoI should be submitted as one PDF to [infrastructure@sfi.ie](mailto:infrastructure@sfi.ie)

## Appendix H : Full Proposal Submission Checklist

### Category A & B Full Proposal Checklist (SESAME Submission)

<b>SECTION</b>	<b>DESCRIPTION</b>	<b>REQUIREMENTS</b>
<b>Proposal Summary</b> <i>(SESAME fields)</i>	Proposal Title	Up to 30 words
	Resubmission Statement	
	Application Category	A or B
	Duration	12 months
	Total Infrastructure Cost	
	Total Funding Request Amount (in euro)	Requested SFI contribution to award only
	Select NRP area	
	Select Primary and Secondary Research Areas	
	Justification of alignment with SFI's Legal Remit	Max. 250 words
<b>Main Body of Proposal</b> <i>(SESAME fields)</i>	Proposal Keywords	Max. 15 words
	Lay Summary	Max. 150 words
	Technical Summary	Max. 250 words
<b>Programme Application Documents</b> <i>(Submit as single PDF document to SESAME)</i>	Detailed Description of Infrastructure Request	Max. 2 pages (incl. references)
	Detailed Description of Key Users	Max. 2 page (see Appendix C)
	Detailed Description of Strategic Impact	Max. 2 pages
	Management & Sustainability Plan	Max. 1 page
	Access Charge Plan	Complete template in Appendix D, <u>or</u> where Access Charge Plan proposed differs from this template, submit details and appropriate justification (1 page max).
	Budget Template and Justification	Budget Template in Appendix E; Justification Max. 1 page
<b>Letters of Support</b> <i>(Submit one letter per PDF upload to SESAME)</i>	Letters of Support (see Section 3.5.3 for specifics)	2 pages max. per letter
<b>Proposed Budget</b> <i>(SESAME fields)</i>	Enter all eligible costs under the <i>equipment</i> category only (i.e., <i>equipment, materials</i> and <i>consumables</i> ). Costs under <i>staff</i> and <i>travel</i> are ineligible. <i>Staff, travel</i> and <i>materials</i> categories should be zeroed in this table.	Budget Table in SESAME

<b>Vendor Quotes</b>	For all individual items in the request, the quote numbers and full cost must be included. Quotations from at least <b>two</b> vendors must be supplied.	Upload as a single pdf
----------------------	--	------------------------

**Viewing the PDF of your application prior to submission allows you to verify content.**  
**There is no system validation on multiple upload file fields as the number of documents required may vary for each application.**  
**It is the responsibility of the Lead Applicant to ensure that all documentation is included and that page lengths are not exceeded.**