



Freedom of Information Section 15/16 Manual

**Guide to SFI's Legislation, Structure,
Functions, Rules, Practices, Procedures and
Records**

October 2010

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1. FREEDOM OF INFORMATION

1.1. INTRODUCTION

Science Foundation Ireland came under the provisions of the Freedom of Information (FOI) Act 1997, as amended by the Freedom of Information (Amendment) Act 2003 31 May 2006. The Act established three new statutory rights:

- 1) A legal right for each person to access information held by public bodies;
- 2) A legal right for each person to have official information held by a public body relating to him/herself amended where it is incomplete, incorrect or misleading;
- 3) A legal right to obtain reasons for decisions affecting oneself taken by a public body.

The Act asserts the right of members of the public to obtain access to official information to the greatest extent possible consistent with the public interest and the right to privacy of individuals.

The Freedom of Information (Amendment) Act 2003 introduced a number of amendments notably in relation to fees. Upfront fees will apply to all non personal FOI requests under Section 7 of the FOI Act (requests for access to records) and applications under Section 14 (Internal Review) and Section 34 (Review by the Information Commissioner) received on or after 7th July 2003.

This reference book has been prepared and published by SFI in accordance with the requirements of sections 15 and 16 of the FOI Act. Its purpose is to facilitate access to official information held by SFI, by outlining the structure and functions of SFI; details of the services provided and how they may be availed of; information on the classes of records held by SFI, details of rules and practices and information on how to make a request to SFI under the FOI Act.

1.2. ROUTINELY AVAILABLE INFORMATION

SFI currently makes information routinely available to the public in relation to its functions and activities. Such information will continue to be available informally without the need to use the FOI Act. A comprehensive list of all current publications

is available on request from SFI. Many of these publications are also available to download from our website on www.sfi.ie.

Personnel records will be made available to staff on request.

The FOI Act is designed to allow the public to access information held by public bodies which is not routinely available through other sources. Access to information under the Act is subject to certain exemptions and involves particular procedures and time limits. This manual provides a guide to the structure of SFI so as to help people to access information under the FOI Act.

1.3. HOW TO OBTAIN INFORMATION UNDER THE FOI ACT

Under the FOI Act, anyone is entitled to apply for access to information not otherwise publicly available. Each person has a right to:

- Access records held by SFI (Section 7 of the FOI Act)
- Correction of personal information relating to oneself held by SFI where it is inaccurate, incomplete or misleading (Section 17 of the FOI Act)
- Access reasons for decisions made by SFI directly affecting oneself (Section 18 of the FOI Act)

The following records come within the scope of the Act:

- All records relating to **personal information** held by SFI irrespective of when created.
- All **other records** created since 21st April, 1998
- Any records created prior to 21st April 1998 where these records are necessary to the understanding of a current record

SFI is obliged to acknowledge receipt of requests within 2 weeks and is normally obliged to make a decision on a request within 4 weeks. Applications under the FOI Act should be addressed to:

Freedom of Information Officer
Science Foundation Ireland
Wilton Park House
Wilton Place
Dublin 2

Phone (01) 6073200 Fax: (01) 6073036

E-mail: foi@sfi.ie

1.4. HOW SHOULD A REQUEST BE PREPARED?

Request for access to records (Section 7)

- 1) The request may be made using the application form in Appendix B or in another written format that ensures all appropriate details are provided.
- 2) The application should be accompanied by an application fee currently set at €15 with a reduced fee of €10 applying if a requester is covered by a medical card. Payment should be made by way of bank draft, money order, postal order or personal cheque made payable to SFI. There is no application fee for a request relating solely to personal information. Fees for the search and retrieval and photocopying of records may also be charged once the extent of the request is determined. (See section 1.7 below for full details on fees).
- 3) If claiming a reduced application fee, the request must also be accompanied by the Medical Card registration number, issuing Health Board and your consent to the verification of these details with the Health Board.
- 4) It should indicate clearly that the information is sought under the Freedom of Information Act. It is not necessary to use legal terminology, a simple reference to the FOI Act is sufficient.
- 5) If information is desired in a particular format, e.g. photocopy, computer disk, etc this should also be mentioned in an application. Charges may vary depending on the format requested.
- 6) You should give as much detail as possible to enable the staff of SFI to identify the record. This will help us to respond to your request as efficiently as possible and reduce the fees to be charged for the search and retrieval of records in cases where these fall to be paid. Where possible please try to indicate the time period for which you wish to access records. Also, if possible, try to specify the areas of SFI which you feel would be most relevant to your request. If you have any difficulty in identifying the precise

records that you require SFI's FOI Officer will be happy to assist you in this regard.

- 7) Please include a day-time telephone number and email address, if possible, so that you may be contacted quickly if it is necessary to clarify details of your request.
- 8) If you are seeking access to personal records or to have personal information amended (section 17), we will require you to prove your identity so we can ensure that your personal information is not disclosed to any third party.

Please note that you do not have to give any reason for requesting access to the record, nor does any person have the right to demand such reasons.

SFI will endeavour to assist any member of the public who is having difficulty making a request. Guidance notes on the provision of assistance by public bodies to facilitate persons with a disability to exercise their rights under the FOI Act have been circulated by the Minister for Finance and SFI will comply fully with these.

Request to have personal information amended (Section 17)

A request to amend information must:

- 1) Be in writing addressed to the SFI FOI Officer at the address indicated above
- 2) It should indicate clearly that the request is being made under Section 17 of the Freedom of Information Act. It is not necessary to use legal terminology, a simple reference to the FOI Act is sufficient.
- 3) Give details of the information which you believe is incorrect, incomplete or misleading
- 4) Specify the amendments which you wish to have made.
- 5) You should also supply appropriate information in support of your application.
- 6) Please include a day-time telephone number and email address, if possible, so that you may be contacted quickly if it is necessary to clarify details of your request.

SFI will provide a copy of Section 17 of the FOI Act if requested.

Reasons for decisions (Section 18)

- 1) Applications must be in writing addressed to the SFI FOI Officer at the address indicated above.
- 2) It should indicate clearly that the request is being made under Section 17 of the Freedom of Information Act. It is not necessary to use legal terminology, a simple reference to the FOI Act is sufficient.
- 3) Give details of the decision that was made by SFI that affected you for which you wish to obtain reasons.
- 4) Please include a day-time telephone number and email address, if possible, so that you may be contacted quickly if it is necessary to clarify details of your request.

If you wish to discuss your rights under Sections 17 and 18, please contact the FOI Officer who will be pleased to assist you.

1.5. FOI DECISION MAKING IN SFI

Decisions on applications are made by nominated officers. These staff will normally be at line management level.

The FOI Officer acknowledges receipt of FOI applications, not later than 2 weeks following their receipt and forwards them to the FOI Decision Maker in the Unit/Section that holds the relevant records. The nominated FOI Decision Maker proceeds to deal with the request, liaise with the requester as appropriate and make a decision in the matter, with the support and advice of the FOI Officer. A decision will normally be made within 4 weeks (a week under the FOI Act is 5 consecutive weekdays, excluding Saturdays, Sundays and public holidays). However, it may be necessary to extend this period by up to 4 weeks if:

- 1) Your request relates to a very large number of records, or a large number of requests for the same record(s) have been made.
- 2) The request relates to third party information that has been supplied to SFI. In these circumstances there are provisions for formal consultation with these

third parties before releasing sensitive information relating to, or supplied by, them.

If SFI considers that your request or part of your request should have been sent to another public body, you will be notified as soon as possible to give you the earliest opportunity to resubmit a request to the appropriate body. If it is appropriate, SFI will do this within 2 weeks of receipt of your request. It should be noted that where a public body receives a request, the time frames associated with the processing of a request will only apply from the date that a complete application (i.e. a request in writing, stating that is being made under the FOI Act, giving the appropriate details to identify the records and including the appropriate fee) has been received by that public body and NOT from the date it was received by another public body, mistakenly or otherwise.

Once a decision has been made:

- 1) You will be sent correspondence outlining the decision made in relation to the records requested.
- 2) If access is granted or part-granted, depending on the form of access and whether additional fees apply, you will be sent a copy of the records or will be told how and when the relevant records may be accessed.
- 3) You will be given details of any outstanding fees payable, if applicable.
- 4) If access has been refused to some or all of the records, you will be given reasons for that refusal.
- 5) You will be informed of your rights of review and appeal as set out below.

1.6. RIGHTS OF REVIEW AND APPEAL

The Act sets out a series of exemptions to protect sensitive information where its disclosure may be damaging to key interests of the State or of third parties. Where SFI invokes these provisions to withhold information, the decision may be appealed. Decisions in relation to deferral of access, charges, forms of access, etc. may also be the subject of appeal. Details of the review and appeals mechanisms are as follows:

Internal Review

You may seek internal review of the initial decision which will be carried out by officials at a higher level than the person by whom the initial decision was made if:

- You are dissatisfied with the initial response received e.g. refusal of information, form of access, charges, etc., or
- You have not received a reply within 4 weeks of your initial application. This is deemed to be a refusal of your request and allows you to proceed to internal review.

An official of higher grade than the official whose decision is being appealed will carry out the internal review.

Fees are applicable in relation to appeals for internal review of non-personal requests (for rates see section 1.7 below). Requests for internal review should be submitted in writing to:

SFI Freedom of Information Officer

Wilton Park House

Wilton Place

Dublin 2

Phone (01) 6073000 Fax: (01) 6073036 E-mail: foi@sfi.ie

A request for an internal review must be submitted within 4 weeks of the initial decision. SFI will complete the review within 3 weeks. Such an internal review must normally be completed before an appeal may be made to the Information Commissioner.

External Review by the Information Commissioner

Following completion of internal review, if you are not satisfied with the new decision or if a reply has not been sent to you within 3 weeks, you may seek independent review of the decision from the Information Commissioner.

Fees are applicable in relation to an application for a review of non-personal requests by the Information Commissioner (for rates see section 1.7 below). Appeals in writing may be made directly to the Information Commissioner at the following address:

Office of the Information Commissioner
18 Lower Leeson Street, Dublin 2
Phone 6785222
Fax 6610570
E-mail foi@ombudsman.irlgov.ie

1.7. FEES

There are basically two types of charges under the FOI Act:-

- 1) Fees that accompany a non-personal request for a record under Section 7 (or subsequent application for review) (Application Fees)
- 2) Fees/deposits in relation to search and retrieval and photocopying costs of records released

Application Fees

A standard application fee must accompany all FOI requests for records containing non-personal information and subsequent appeals. The application fees are as follows (reduced rates for medical card holders (or their dependents) are in brackets):

- Initial requests for information - **€15 (€10)**
- Application for internal review of a decision **€75 (€25)**
- Application for independent review by the Information Commissioner **€150 (€75)**

The following are exempt from application fees:

- 1) A request under section 7 (or subsequent appeal) for a record containing only personal information related to the requester (including a request made pursuant to section 28(b) by a parent or guardian on behalf of a minor or disabled person or the next-of-kin or personal representative of a deceased person).
- 2) An application under section 17 (right of amendment of records relating to personal information) or subsequent appeal.

- 3) An application under section 18 (right of person to information regarding acts of public bodies affecting the person) or subsequent appeal.
- 4) An appeal in relation to a decision to charge a fee or deposit.

Fees for search, retrieval and copying of records

In addition to the application fee, there may be a fee for processing the request. In respect of non-personal information, fees apply in respect of stationery and the time spent in efficiently locating and retrieving records released. The level of fees is currently set, in accordance with Statutory Instrument No 139 of 1998 (as amended by SI 522 of 1998) as follows:

- €20.95 per hour of search, retrieval and copying
- €0.04 per photocopied sheet
- €0.51 per 3.5 inch floppy disk
- €10.16 per CD-Rom

A deposit will be payable where the total charges are estimated to exceed €0.80. In these circumstances, SFI must, if requested, assist the applicant to amend the request so as to reduce or eliminate the amount of the deposit or fee.

In respect of personal information, the charge of €0.04 for copying can be applied though this can be waived having regard to the means of the requester and the nature of the records concerned. Fees for search and retrieval of personal information do not apply unless a very large number of records are involved

No charges apply in respect of the time spent by public bodies in considering requests

Waiver of fees

Charges for search and retrieval and photocopying may be waived:

- 5) Where the cost of collecting and accounting for the fee would exceed the amount of the fee (this will apply in respect of fees less than €6.35)
- 6) Where the information would be of particular assistance to the understanding of an issue of national importance

- 7) In the case of photocopying personal information, where it would not be reasonable having regard to the means of the requester and the nature of the records sought (charges for search and retrieval of personal information do not apply unless the request relates to a significant number of records)

2. INTRODUCTION TO SFI

Science Foundation Ireland (SFI), the national foundation for excellence in scientific research, is potentially one of the most far-reaching investments Ireland has ever made.

In 2000, Ireland initiated the largest investment in scientific research and engineering in its history by founding Science Foundation Ireland (SFI). The Government initially established SFI as a sub-group within Forfás: The National Policy and Advisory Board for Enterprise, Trade, Science, Technology and Innovation. In July 2003, SFI was established on a statutory basis under the Industrial Development (Science Foundation Ireland) Act, 2003.

Through the establishment of SFI Ireland joined the growing number of countries that have recognised that major investments in these activities are required to keep modern economies competitive. SFI and its strategic orientation are central to Ireland's goal of becoming a leader in the global knowledge-based economy.

2.1. VISION & MISSION

Vision Statement

Through strategic investments in the people, ideas and partnerships essential to outstanding research in strategic areas, Science Foundation Ireland will help build in Ireland research of globally recognised excellence and nationally significant economic importance.

Mission Statement

SFI will build and strengthen scientific and engineering research and its infrastructure in the areas of greatest strategic value to Ireland's long-term competitiveness and development.

2.2. STRATEGIC FOCUS OF SFI

To fulfil this vision and mission, SFI will focus on investments in the target areas that:

- 1) **Develop Human Capital:** Research and development depend above all else on the talent, ideas and energies of outstanding individuals. SFI will build programmes, fund educational initiatives, provide resources, and support

infrastructure that enable Ireland to educate, develop, recruit, and retain outstanding, internationally competitive scientists and engineers pursuing research in areas compatible with Ireland's ambitions for leadership in a knowledge-based economy.

- 2) **Support Strong Ideas:** Innovation requires bold ideas, creative vision, a passion for achievement, and the highest levels of rigour and discipline. SFI will seek out and support individuals and ideas with the greatest potential to bring lasting excellence to research and innovation within Ireland.
- 3) **Promote Partnerships:** Effective research and development require a combination of resources and talents to drive ideas forward rapidly. SFI will, within its strategic remit, seek out and support effective collaborations and partnerships with agencies, institutions and industry in Ireland and around the world that can best advance Ireland's research, technological and economic competitiveness.

3. LEGISLATION, FUNCTIONS, RULES, PROCEDURES & PRACTICES OF SFI

3.1. INTRODUCTION

This section of the reference book has been prepared and made available in accordance with the requirements of section 16 of the Act, which provides that a public body shall cause to be prepared and published and to be made available:

“(a) the rules, procedures, practices and guidelines and interpretations used by the body, and an index of any precedents kept by the body, for the purposes of decisions, determinations or recommendations, under or for the purposes of any enactment or scheme administered by the body with respect to rights, privileges, benefits, obligations, penalties or other sanctions to which members of the public are or may be entitled or subject under the enactment or scheme, and (b) appropriate information in relation to the manner or intended manner of administration of any such enactment or scheme”

3.2. FORMATION OF SCIENCE FOUNDATION IRELAND

In 2000, Ireland initiated the largest investment in scientific research and engineering in its history by founding Science Foundation Ireland (SFI). The Government initially established SFI as a sub-group within Forfás: The National Policy and Advisory Board for Enterprise, Trade, Science, Technology and Innovation. In July 2003, SFI was established on a statutory basis under the Industrial Development (Science Foundation Ireland) Act, 2003.

3.3. RESPONSIBILITIES OF THE SFI

The SFI primary functions under section 7 of the Industrial Development (Science Foundation Ireland) Act 2003 are to:

- Promote, develop and assist the carrying out of oriented basic research in strategic areas of scientific endeavour that concerns the future development and competitiveness of industry and enterprise in the State;
- Endeavour to ensure that a standard of excellence in the oriented basic research, as measured by competitive peer review on an international basis, is consistently adhered to at the highest level;

- Develop and extend the capability for the carrying out of oriented basic research in institutions;
- Promote the attraction of research teams and individuals with an interest in research, that are of a world –class standard, with a view to their carrying out oriented basic research in the State;
- Devise, administer, allocate, monitor and evaluate any grants, schemes and other financial facilities requiring disbursement of any funds authorized from time to time by the Minister with the concurrence of the Minister for Finance;
- Carry out such other function that concern oriented basic research or strategic areas of scientific endeavour as may from time to time be assigned to it, with the consent of the Minister, by Forfas; and
- Cooperate and collaborate with other statutory bodies in the promotion and encouragement of oriented basic research.

3.4. FINANCING

Funding of the SFI is primarily in the form of grants from the Minister for Enterprise, Trade & Innovation for investment in research in public funded bodies in Ireland and to cover administrative cost of SFI. The level of funding is determined by Government in each financial year.

3.5. STRUCTURE OF SFI

The SFI Board (section 8 of the Industrial Development (Science Foundation Ireland) Act 2003 Act, 1993) shall consist of 12 members, including the Director General. Members are appointed by the Minister (one Member is appointed by the Minister for Education and Science). Major Functions of the SFI Board:

- Advising and assisting the Director General and senior management of the Foundation in formulating and achieving the Foundation’s mission.
- Providing for the preparation, implementation, and review of strategies and operational plans that promote the undertaking of basic research of the highest international standards in Ireland—particularly in areas that are related to Ireland’s economic competitiveness.

- Ensuring SFI compliance with corporate governance requirements for State bodies.
- Approving annual and multi-annual budgets for the Foundation and ensuring appropriate accountability for the disbursement and management of these budgets.
- Establishing the organisational structures and resources required to enable the Foundation to undertake its functions efficiently and effectively.
- Providing annual and ongoing review of the results, impacts, and organisational effectiveness of the Foundation

The Director General has responsibility for the day-to-day administration and management of the business of SFI.

3.6. LEGISLATION GOVERNING SFI

- Industrial Development (Science Foundation Ireland) Act, 2003
- Prompt Payment of Accounts Act, 1997 (as amended by Late Payment in Commercial Transactions regulations 2202)
- Official Languages Act 2003
- Ethics in Public Office Acts, 1995 and 2001
- Various EU Directives concerning public procurement

3.7. RULES, GUIDELINES AND PRACTICES

SFI complies with the following:

- State Bodies Guidelines (April 1994)
- Code of Practice for the Governance of State Bodies - 2009
- Government e-tenders/public procurement procedures
- Public Procurement 1994 (Government of Ireland)
- Engaging Management Consultants - A Code of Practice for the Civil Service 1995 (Department of Finance)

- Engaging Consultants - Guidelines for the Civil Service 1999 (Department of Finance)
- Comptroller and Auditor General: Value for Money Examinations

3.8. GRANTS & AWARDS

Following consultation with the research community throughout Ireland and the approval of the SFI Board, SFI has established a flexible grants and awards portfolio for investing in research that occurs within Ireland. A list of awards is available at Appendix C. For each award programme SFI provides the following information:

- Call for Proposals (document)
- FAQ document
- Applications forms (this may be online through SFI's award management system)

In relation to grant management SFI has the following policies:

- Science Foundation Ireland Terms & Condition of Research Grants
- Appeals Process
- Second Grant Policy
- No Cost Extension Policy
- Grant Application and Budget Policy

3.9. HUMAN RESOURCES/PERSONNEL

SFI HR section is responsible for implementing a range of regulations governing the terms and conditions of employment and personnel-related policies and procedures for SFI Staff.

4. ORGANISATIONAL STRUCTURE OF SFI

SFI Board (See Appendix A for a list of Board Members)				
Director General Prof Frank Gannon				Head of Audit & Compliance Mr Jeremy Twomey
Finance & Operations	Policy & Communications	Enterprise & International Affairs	Life Sciences	IC&ET*
Donal Keane Chief Operations Officer and Secretary to the Board	Dr Graham Love Director	Dr Ruth Freeman Director	Dr Stephen Simpson Director	Prof Fionn Murtagh Director

* Information, Communications & Emergent Technologies

DIRECTORATES OF SFI

5. FINANCE & OPERATIONS DIRECTORATE

5.1. STRUCTURE

Director Personal Assistant	Donal Keane Niamh Murphy
Finance Accounting Manager Accounts Payable Assistant	John Ryder Avril Coyle
Grants Finance Manager (Systems & Grants) Grants Administration Manager Grants / Accounts Assistants	Paul McEneaney Orla O'Neill Mary Horn Niamh McCarthy Amy O'Reilly
SESAME System Development Project Manager	Dr Lisa Higgins
Human Resources HR Manager HR Assistant	Una Clifford Karen Byrne
Secretariat Secretariat Manager Secretariat Assistant	Lisa Murphy Niamh Murphy
IT IT Manager IT Helpdesk Analysts	Eric Dowdall Neil Dundon

5.2. ROLE

The Finance & Operations Directorate is responsible for the efficient and effective management of SFI financial resources including budgeting, financial planning, cash management, resource management, infrastructure, governance and secretariat support and related functions. The Directorate is involved in implementing SFI long term strategy, and formulating and managing the planning and budgeting process. This involves the following functions:

- Managing the finances of SFI

- Grant Payments and Administration
- Maintaining proper books of account
- Human resources
- Staff training and development
- Secretariat Matters (Board and Sub Committees)
- Secretariat Matters (Executive / Management Committees and other internal committees)
- Corporate Governance;
- Freedom of Information;
- Government Liaison
- Information Technology
- Facilities

The Directorate supports the following:

- Board of SFI;
- Audit Committee
- Board Sub-Group on Programme Grants
- Management Development and Remuneration Committee
- Executive Committee
- Management Committee
- Risk Management Committee

5.3. CLASSES OF RECORDS HELD

Finance Office

- Grants files
- Banking transactions
- Payroll, Expenses, Pensions, etc.
- Accounts payable (including expense claims and reviewer claims)
- Management accounts
- Financial accounts (statutory)
- C&AG Audit Files
- Correspondence with interested parties (e.g. DETI, universities, awardees etc)

Secretariat

- Agenda/Minutes and Papers held for:
 - SFI Board
 - Audit Committee
 - Board Sub-Group on Programme Grants
 - Management Development and Remuneration Committee
 - SFI Executive Committee
 - SFI Management Committee
 - SFI Risk Management Committee (including Risk Register)
- Ethics in Public Office Act Compliance
- Disclosure of Interests compliance
- Board Corporate Governance
- Parliamentary questions, representation and briefing material;
- FOI / Data Protection requests and compliance
- Official Languages compliance

Personnel/HR

- Correspondence with interested parties (e.g. DETI, applicants)
- Recruitment & Selection
- Salaries; Pensions;
- HR Policies and Procedures
- Equality documentation
- Industrial relations
- Training & Development
- Individual Staff Members Files
- Leave – TMS, Flexi, Sick, Annual, etc

Facilities

- Correspondence with interested parties (e.g. Forfas, suppliers)
- Property Management
- Safety
- Purchasing
- Fixed Asset Register

IT

- AMS Systems Records
- Correspondence with interested parties (e.g. suppliers, award applicants, staff)
- Purchases
- Maintenance Contracts
- Professional Services
- Licensing

5.4. CONTACTS

All staff may be contacted using the address format:

firstname.lastname@sfi.ie

6. POLICY AND COMMUNICATIONS (INCORPORATING PROGRAMME ADMINISTRATION TEAM)

6.1. STRUCTURE

Director Personal Assistant	Graham Love Niamh Bradley
PR/Communications: PR/Communications Manager PR/Communications Assistant	Alva O’Cleirigh Niamh Bradley
Policy: Business Analyst	Helen O’Connor [†]
Programme Administration Administration Managers	Tracy Moloney Barbara Pyke Áine Duffy
Personal Assistants	Emer Dwan Francisca Knight Aisling Dolan Siobhan Kelleher

6.2. ROLE

The Policy and Communications Directorate is responsible for the PR/communications and the development of SFI policy and strategy.

6.3. CLASSES OF RECORDS HELD

- Policy
- Strategy
- Programme Planning
- Communications Administration
- Press releases/announcements
- Publications – speeches, leaflets, brochures, etc
- Annual report

[†] Helen O’Connor also reports to the Director, Enterprise & International Affairs

- Public relations activity
- Advertising
- Programme administration

6.4. CONTACTS

All staff may be contacted using the address format:

firstname.lastname@sfi.ie

7. ENTERPRISE & INTERNATIONAL AFFAIRS

7.1. STRUCTURE

Director Personal Assistant	Ruth Freeman Rebecca Kelly
Associate Scientific Programme Officer Business Analyst	Janice Murtagh Helen O'Connor [‡]

7.2. ROLE

The Enterprise & International Affairs Directorate facilitates and encourages collaborations between SFI researchers and companies. Such interactions can lead to SFI scientists & engineers becoming more informed about industrial priorities and research needs; and lead to industrial collaborators being informed about important new science and engineering research developments in Ireland. The directorate is responsible for the implementation of SFI's international strategy to:

- Develop industrial and academic linkages in IDA Ireland's key target markets
- Strengthen links with relevant international IDA Ireland and Enterprise Ireland offices
- Recruit high-calibre researchers to Ireland
- Facilitate collaborations with world-class centres of research excellence
- Raise international awareness and recognition of Irish science and high-quality research
- Leverage SFI funding to secure funding from international sources, with a particular emphasis on supporting researchers to access EU funding and networks
- Learn from other countries that have focussed on R&D and innovation as key national policies

[‡] Helen O'Connor also reports to the Director of Policy & Communications

7.3. CLASSES OF RECORDS HELD

- Administrative Files
- Strategy Development Files
- Industry – Research Development files
- Correspondence
- Reports & Publications

7.4. CONTACTS

All staff may be contacted using the address format:

firstname.lastname@sfi.ie

8. LIFE SCIENCES DIRECTORATE

8.1. STRUCTURE

Director	Dr Stephen Simpson
Scientific Programme Officers (6)	Dr Brian Collier Dr Graeme Horley Dr Siobhan Roche Dr Manus Ward Dr Marion Boland
Associate Scientific Programme Officer	Dr Jennifer Ralph

8.2. ROLE

The Life Sciences Directorate is responsible for leadership and management of research programs in the areas of research underpinning biotechnology, for proposing programs and strategy for advancing biotechnology research in Ireland; for managing investments in programmes, partnerships, workshops, conferences and other aspects of biotechnology research support, for assessing and reporting on research performance; for international research partnerships; and for integrative work with other SFI directorates

8.3. CLASSES OF RECORDS HELD

- Reviewer/Panels
- Grant Applications/Approvals/Grant Review/Correspondence
- Administration
- Advisory Committee Papers & Correspondence

8.4. CONTACTS

All staff may be contacted using the address format: firstname.lastname@sfi.ie

9. IC&ET DIRECTORATE

9.1. STRUCTURE

Director	Prof Fionn Murtagh
Scientific Programme Officers (7)	Dr Roisin Cheshire Dr Sandra Collins Dr Stephen Flinter Dr Rory Jordan Dr Aisling McEvoy Dr Wendy McLoone Dr Michael Ryan
Associate Scientific Programme Officers	Dr Peter Clifford Dr Andreas Lassesson

9.2. ROLE

The Information, Communications & Emergent Technologies Directorate is responsible for leadership and management of research programs in ICT, Energy and relevant areas of research underpinning ICT; including Mathematics, Engineering and Materials Science, for proposing programs and strategy for advancing ICT and Energy research in Ireland; for managing investments in programmes, partnerships, workshops, conferences and other aspects of ICT and Energy research support, for assessing and reporting on research performance; for international research partnerships; and for integrative work with other SFI directorates.

9.3. CLASSES OF RECORDS HELD

- Reviewer/Panels
- Grant Applications/Approvals/Grant Review/Correspondence
- Administration
- Advisory Committee

9.4. CONTACTS

All staff may be contacted using the address format: firstname.lastname@sfi.ie

10. OFFICE OF THE DIRECTOR GENERAL

10.1. STRUCTURE

Director General Personal Assistant	Prof Frank Gannon Bernie Moran
Head of Audit and Compliance	Jeremy Twomey

10.2. ROLE

The Director General has responsibility for the day-to-day administration and management of the business of SFI; and the implementation of the SFI strategy.

10.3. CLASSES OF RECORDS HELD

- Administrative Files
- Correspondence
- Reports & Publications

Internal Audit

- Correspondence with interested parties (e.g. external auditors, universities)
- Audit Reports
- Risk Management

10.4. CONTACTS

All staff may be contacted using the address format: firstname.lastname@sfi.ie

11. APPENDICES

APPENDIX A: SFI BOARD MEMBERS

- Prof Patrick Fottrell, Chairperson
- Mr Seán Aherne, Vice President of Operations, Boston Scientific Tullamore Ltd.
- Dr Rita Colwell, Chairman, Canon US Life Sciences, Inc. and Distinguished Professor, University of Maryland College Park and Johns Hopkins University Bloomberg School of Public Health
- Ms Bernie Cullinan, CEO of Clarigen
- Dr Pat Duane, Senior Director of Research & Development, Medtronic Ireland
- Prof Frank Gannon, Director General of SFI
- Mr Peter MacDonagh, Research Consultant
- Dr Jim Mountjoy, Deputy Chairperson, Chairman, Prospectus Consultancy Group
- Dr Martina Newell-McGloughlin, Director of the Biotechnology Research and Education Program at the University of California (UCBREP)
- Mr Martin Shanagher, Assistant Secretary General, Science, Technology and Intellectual Property Division, Department of Enterprise, Trade and Innovation.
- Mr John Travers, Business and Economic Consultant and former CEO of Forfás and SFI.

APPENDIX B: APPLICATION FORM – FREEDOM OF INFORMATION

**REQUEST FOR ACCESS TO RECORDS UNDER THE FOI ACTS, 1997 AND
2003**

Please use BLOCK letters

Details of Applicant

Surname: _____

First Name: _____

Postal Address: _____

E-mail Address: _____

Details of Request

In accordance with Section 7 of the FOI Act, I request access to records which are:
(Please tick as appropriate)

Personal[§]

Non-personal

In the space provided overleaf please describe the records as fully as you can. If you are requesting personal information, please state precisely in whose name those records are held. You will not normally be given access to personal information of another person unless you have obtained the written consent of that person.

[§] Before you are given access to personal information relating to yourself, you may be asked to provide proof of your identity

I request the following records:

Form of Access

My preferred form of access is:

(please tick as appropriate)

Photocopies

Other Please specify

Signed: _____

Date: _____

CHARGES*

If your request is for non-personal records, your application must be accompanied by an application fee of €15 (or €10 if you are, or are dependant on, a medical card holder).

The following charges may become applicable once the scale of your request is determined by SFI. If the total charge is estimated to exceed €0.80 we will request a 20% deposit before the request will be processed.

Search & Retrieval per hour €20.95

Photocopy per sheet €0.04

3½" computer diskette €0.51

CD-ROM €10.16

The application fee does not apply to requests under Section 7 of the Act for records containing only information personal to the applicant, applications under Section 17 to amend personal information or applications under Section 18 for information regarding acts by public bodies that affect the applicant.

Office Use Only

Date FOI Request Received: _____

Identity Verified: _____

Consent Confirmed _____

APPENDIX C: SFI AWARD PROGRAMMES

A full list of [open](#) and [closed](#) programme calls is available on the SFI website.