**Science Foundation Ireland
Grants and Award Management System
– SESAME**

User Guide – Research Body

**Version: 6.6
July 2018**

Copyright

Disclaimer

Version	6.6
Date	July 2018

Table of Contents

Module 1: User Guide Overview

This guide provides an overview of the functionality of SFI's Grants and Awards Management system– SESAME and the detailed instructions on how to use the system to manage your research body's interaction with SFI.

You can use this guide in a number of ways:

- As a **self-paced training guide** to familiarise you with SESAME.

- As a **reference guide** to the functions within SESAME.

Prerequisites

In reviewing these materials it is important that you have read the related call and policy documentation provided by SFI.

Tips by Einstein in this manual

	Throughout this guide you will find useful tips annotated by Einstein. These tips will give you a better understanding of the finer points of using SESAME.

Module 2: Getting Started with SESAME

Objectives

Upon completion of this module you will be able to:

- Describe the role you hold within SESAME;

- Define the work you will need to perform within SESAME;

- Login into SESAME;

- Describe the Research Body SESAME workbench;

- Configure your personal settings.

SESAME System Overview

Research Body Staff Roles

- As a staff member of an eligible research body (as listed on the SFI website), you will be set up as a contact in SESAME by a SFI Systems Administrator. Your function within your research body will determine your role in the system which can be either as a **Research Body Research Office (RO) Administrator** and/or a **Research Body Finance Office (FO) Administrator.**

- As a **Research Body Research Office (RO) Administrator**, these are some of the functions that you will be required to carry out within SESAME:
    - Create new researcher accounts;
    - Approve submissions to SFI;
    - Approve Applicant pre-award budgets (prior to the issue of a Letter of Offer);
    - Approve Budget Reallocation Requests and No Cost Extension Requests;
    - View Awardee annual reports.

- As a **Research Body Finance Office (FO) Administrator**, these are some of the functions that you will be required to carry out within SESAME:
    - View applications that are pending the approval of the Research Office prior to submission to SFI;
    - View applications that have been submitted to SFI;
    - Approve Applicant pre-award budgets (prior to the issue of a Letter of Offer);
    - Approve Budget Reallocation Requests and No Cost Extension Requests;
    - Submit SFI financial reports.

Your Personal account

All users within SESAME are set up with a personal account and this account will enable SFI and your research body to keep a record of which staff member has approved applications, budgets etc. There is no limit to the number of research or finance office staff that can be set up within the system.

Overview of Functionality

SESAME is a web based system which enables:

- Research Office representatives to set up accounts for researchers associated with their research body.

- Individual Researchers created by the Research Office to access SESAME and:

  - Review current open SFI Programme Calls and complete eligibility questionnaires, where applicable;

  - Complete SFI grant applications;

  - Maintain a comprehensive profile including research outputs to facilitate future annual report preparation.

- Research Office staff to review and endorse all applications before submission to SFI.

- If awarded, SESAME is used to manage the active award as follows:

  - Awardee submission of annual scientific reports;

  - Awardee submission of budget reallocations requests and no cost extension (NCE) requests;

  - Research Body Representatives must endorse budget reallocation requests and no cost extension (NCE) requests before submission to SFI;

  - Research Body Finance Office staff can monitor the payment process through the system and submit financial reports.

Logging into SESAME

The SESAME Grants and Award Management System is accessed using the Internet and there is no requirement for the installation of SESAME specific software. You can access SESAME from any computer connected to the Internet from any location. However, the configuration of some browsers and internet infrastructure (popup blockers, firewalls, etc.) can restrict an individual's access to the internet and as a result to the SESAME system. If you are having any such difficulties please contact your internal IT support team in the first instance.

The SESAME system is accessed using the following Internet address:

https://grants.sfi.ie

1. Start your **Web Browser**.

	SESAME supports Internet Explorer, Chrome and FireFox.
	With Mac we recommend that you use either Firefox or Chrome.

2. Type the SESAME **address** into the **address bar** of your browser.

https://grants.sfi.ie

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

The SESAME login page is displayed.

| | It would be a good idea to save this page to your 'favorites', as you will be using this page frequently. |

Pop-up Blocker Detection

If your browser has a pop-up blocker enabled the following message is displayed at the top of the SESAME login page.
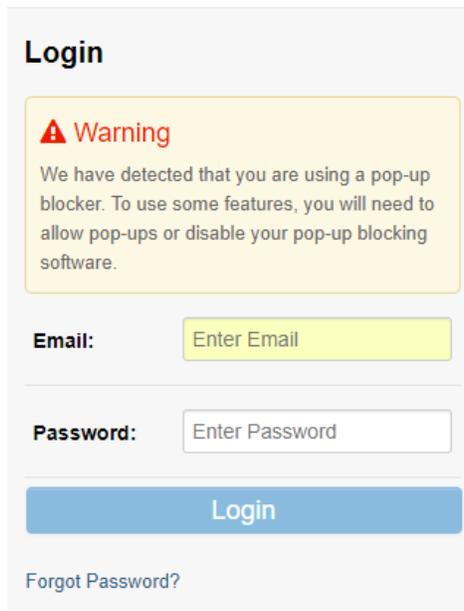
You must choose the browser option to allow pop-ups from SESAME.

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

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

SESAME Login Screen Options

There are four options on the login page:

- **Remember Email Address** – if selected the email address you use to log in will be stored on the computer you are using and pre-populated whenever you access the SESAME login page from this computer in the future. The password will not be stored on the computer.

- **Login Full Screen** – when selected the browser toolbars will be hidden when you log in. This provides for more room on the webpage.

- **Forget your password?**– clicking this link and entering your email address will trigger an email to your email address with a new password.

- **Browser Configuration** – displays the configuration of your browser to ensure that all the settings are correct to use the platform.

In order to login you must:

1. Type your **full e-mail address** when prompted for your Username.

2. Type your case-sensitive **password** as previously provided by SFI, in your welcome email.

3. Click the **Login** button.

You are logged into SESAME and the Research Body Workbench is displayed.

The workbench is divided into a number of areas.

Workbench Header

The title bar displays the following with links to the following features:

- **Profile** – provides access to your personal profile details.

- **Change Password** – where you can change your password.

- **User guide** – where you can view demo videos and download the user guide.

- **GDPR Acceptance** – where you can view SFI GDPR policy

- **Your name** – where you can log out

- **Home** – will return you to the workbench from any screen you are currently viewing.

- **Application Summary** – where you can view a summary of all applications at a particular status

- **Reports** – where you can view both Scientific & Financial reports

- **Researchers** – where you can search for and create a Researcher

- **Helpdesk** – where you can raise or view a helpdesk ticket

Workbench Introduction Text

A basic introduction to the Research Body Workbench is displayed on the home page. The Research Body Primary Contact is the email address which any email correspondence from the SESAME system goes to in addition to any other Research Office contact role for your institution

Welcome to your SESAME Workbench Fake RO

Please note, regarding call deadlines, we cannot guarantee a response to helpdesk tickets logged within an hour of the call deadline.

Research Body Primary Contact: AbLink@xsfi.ie.fake

Link to Action Items

The workbench provides a link so you can directly access action items.

5	15	2	36
Applications Pending Endorsement	Awards Offered Pending Follow Up	Budgets Pending RO Approval	Reports Overdue

The number displayed will automatically change whenever the activities have been actioned.

You can also view the total amount awarded to your Organisation.

385.00K
Amount Awarded in Euro (€)

Quick Links

The following links provides you with a list of quick links.

QUICK LINKS   OPEN CALLS (14)   IN PREPARATION (172)   ACTIVE AWARDS (13)   NON ACTIVE AWARDS (2)

Create Helpdesk Ticket	Create Researcher	User Guide	Co-applicants associated with RB	Grant Payments

	For your information, when one of your researchers clicks the Open Calls link from their workbench they are presented with more information and an Apply button. Should an eligibility questionnaire be associated with the programme call, the Researcher must complete it successfully before starting the application process.

Create Researcher and Search People Links

The links below the Workbench Introduction provides you with the ability to create new Researchers in your research body. You can search and review existing Researchers and Research Body staff members set up on the system by clicking on the Researchers tab on the top menu bar.

Create Researcher

Researchers

Application and Grant Table

The application and award table is displayed under the Application Summary tab on the top menu bar.

| Applications Status | Action Required | Grant Payments | Active Awards | Non-Active Awards | Reports | | | | | |

Programme	Pre-Proposal			Full Proposal					Declined / Withdrawn	Total
	In Preparation	Pending RO Approval	Under Review	In Preparation	Pending RO Approval	Under Review	Offered Subject to Revisions	Offered		
Historic	0	0	0	0	0	0	0	0	0	0
Investigator Programme - Investigator Award	6	0	0	0	0	1	0	0	0	7
Investigator Programme - Investigator Project	0	0	0	2	0	1	0	0	0	3
Principal Investigator	0	0	0	0	0	0	0	0	0	0

This table provides you with an overview of your research body's entire application and award engagement for open calls and consists of the five sections each on a separate tab.

IN PREPARATION (172)	ACTIVE AWARDS (13)	NON ACTIVE AWARDS (2)

Each of these tabs will be reviewed in later modules. These are described in the following sections.

Applications Summary Tab

This tab lists all applications and awards across all programmes and is organised as follows:

- **Programme** – the name of the SFI programme for which your research body may have applications.

- **Pre-Proposals**– a count of the number of applications from your research body at each of the following pre-proposal stages.

Programme	Pre-Proposal		
	In Preparation	Pending RO Approval	Under Review
Principal Investigator Programme	1	0	0

  - **In Preparation** – The number of applications being prepared by Researchers for submission to the Research Body for approval.

    When you click this link you will see a line item for each application being prepared but no details about the application as it has yet to be released by the Researcher for review and endorsement by the Research Body.

  - **Pending RO Approval** – applications that have been submitted to the Research Office and require endorsement by the Research Office, before being submitted to SFI.

    When you click this link you will see a line item for each application that has been submitted for Research Office review with a **RO Decision** button and a **Details** button. You can then click the **Details** button for any application to display the application as submitted by the Researcher but you cannot edit the application.

  - **Under Review** – applications that you have previously endorsed that are now under review at SFI.

    When you click this link you will see a line item for each application that is under review. You can click the **Details** button for any application to display the application but you cannot edit the application.

- **Full Proposals** – a count of the number of applications from your research body at each of the following full proposal stages.

Full Proposal			
In Preparation	Pending RO Approval	Under Review	Offered Subject to Revisions
0	0	0	0

- **In Preparation** – being prepared by Researchers for submission to the Research Office for approval.

  When you click this link you will see a line item for each application being prepared but no is no details of the application as it has yet to be released by the Researcher for review and endorsement by the Research Office.

- **Pending RO Approval** – applications that have been submitted by the Researcher and require approval by the Research Body prior to submission to SFI.

  When you click this link you will see a line item for each application that has been submitted for Research Office review with a **RO Decision** button and a **Details** button. You can then click the **Details** button for any application to display the application as submitted by the Researcher but you cannot edit the application.

- **Under Review** - applications that Research Body has previously endorsed that are now under review at SFI.

  When you click this link you will see a line item for each application that is under review. You can click the **Details** button for any application to display the application but you cannot edit the application.

- **Offered Subject to Revisions** – applications that have been offered are subject to certain terms and conditions by SFI and require research programme and budgetary modifications by the Researcher prior to issuing a Letter of Offer.

- **Offered** – applications where the acceptance process is not yet complete but the Letter of Offer has been issued.

- **Declined / Withdrawn** and **Total**

- **Declined / Withdrawn** – applications that have been declined or withdrawn by SFI or your Research Body, at different stages of the application process.

- When you click this link you can see line items for each application that has been declined or withdrawn. You can also click the **Details** button to view the application but you cannot edit the application.

- **Total** – This is the total number of applications as represented by the stages mentioned above. It is not a hyperlink

Active Awards Tab

This tab lists all active awards, and provides access to application details, payment schedules, budgets, reports, Letter of Offer and other aspects of the award via a set of associated buttons.

Non-Active Awards Tab

This tab lists all non-active awards, and provides access to application details, historic payment schedules, budgets, reports, Letter of Offer and other aspects of the award via set of associated buttons.

Reports Tab

This tab lists the Scientific and Financial reports
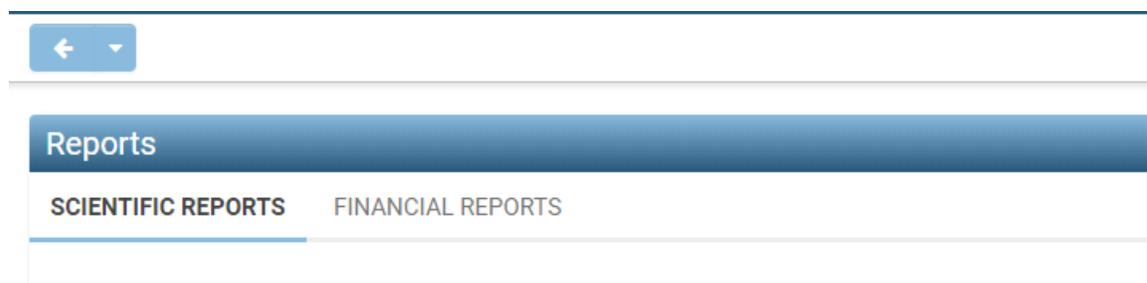
Each of these tabs will be reviewed in later modules.

Updating your Profile and Password

If you need to update your contact information or change your password you can use the Profile link to access this information.

1. Click the **Profile** link in the top menu bar

2. Update the necessary fields

Fields   with   RED   labels   are   mandatory

Remember, if you change your email address, whilst remaining at your current research body, you should also update your profile. When you next log in, use your new email address – your password will be unaffected.
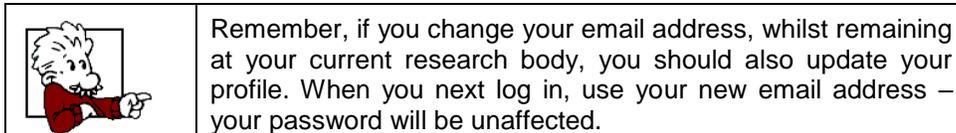
3. When finished click the **Save** button.

Changing your Password

You can set your password from the Profile screen by using the **Options** menu.

1. Click on the Change **Password** option.
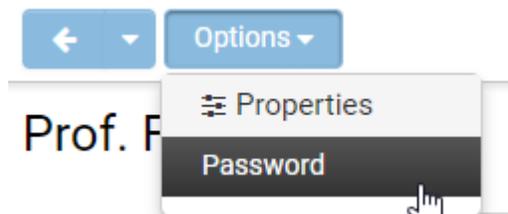
Enter your current password (**Old Password**).

Password

Current Password:	
New Password:	
Confirm New Password:	

Policy: Minimum Characters - 8
Must use at least 2 of the following 4 character sets:
- Upper case alphabetic characters (A-Z)
- Lower case alphabetic characters (a-z)
- Numeric values/digits (0-9)
- Special Characters (!~&`@#$%^&()-+*=_|:<;,?)

Submit

2. Enter your new password (**New Password)**.
   The new password must conform with the password policy as described on the screen.

3. Re-enter the new password (**Confirm New Password**).

4. Click the **Submit** button.

Your password is changed and you must use this new password from now on to log into SESAME.

	If you forget your password, you can always request a new password to be sent to your email address from the SESAME login page. Forget your password? Please click here.

Logging Out

When you are finished using SESAME you should log out from the system.

1. Click the **Logout** button.

Logout

You are logged out from SESAME.

	SESAME will automatically log you out if you: • Leave your session idle for more than 60 minutes. • Attempt to navigate away to another site using the same browser window.

Module 3: Create Researcher Profiles

Upon completion of this module you will be able to:

- Create a Researcher Profile associated with your Research Body.

- Check for duplicate profiles within the SESAME database.

  .

Overview of Process

Research Office Administrators are required to set up Researchers in SESAME.

When you add a Researcher to the system the following processes are activated:

- SESAME will send the Researcher an email containing their username, a temporary password and instructions on how to log into the system.

- The Researcher can log into the system and use the Researcher Workbench to interact with both the Research Body and SFI as appropriate.

The Researcher Workbench allows Researchers to:

- Review and update their profile including recording of research outputs.

- Review current open SFI programme calls and determine eligibility through the call specific eligibility questionnaire, where applicable.

- Create an application for an SFI programme call provided they have passed the eligibility questionnaire where applicable.

- Update any active awards with reports.

Request a Budget Reallocation or a No Cost Extension (NCE).

Depending on your role, you will engage with the Researcher for the following activities:

- Review and endorsement of their application before it is submitted to SFI.

- Review and endorsement of any budget changes for an active award.

- Review and endorsement of any no cost extensions.

- Create financial reports for the Researcher to review.

Creating a Researcher Profile

The first process of the Research office administrators is the need to become familiar with is the creation of a Researcher profile within SESAME.

Log in to SESAME (as a Research Body Research Office staff member).

1. Click the **Create Researcher** link.

Create Researcher

Please complete the form and click the Submit button. This will send an email to the Researcher containing details of their username and password.

If the researcher does not remember his/her password, he/she can always request a new password from the login screen (using the 'Forgot Password' link).

Forget your password? Please click here.

De-activating Researcher Access

Research Office staff will need to raise a ticket through the helpdesk if they wish to de-activate a Researcher.

Searching for People

You can search and locate any individual associated with your Research Body through the Researchers tab.

1. Click the **Researchers** tab in the Research Body Workbench.

The Search People screen is displayed.

2. Type in a known user's name and click on search.

Redisplaying the Research Body Workbench

1. Click the **Home** button to return to the Research Body Workbench.

You are returned to the Research Body Workbench.

Module 4: Reviewing Researcher Submitted Applications

Upon completion of this module you will be able to:

- Locate Applications requiring Research Body review;

- Endorse an Application for submission to SFI for review;

- Request Revisions to an Application;

- Decline an Application.

Introduction

Once a researcher submits an application for Research Office review, the Research Body will receive an email notification to **your generic SESAME email address**, when the endorsement of an application (or any other action) is required.

You can take any one of the following actions in relation to an application which you are reviewing:

- **Endorse** – confirms that you have reviewed the application from the perspective of your Research Body, that the information is correct and accurate, and that, as an authorised representative of the Research Body, you support and approve this application. Once endorsed, the application will be visible to SFI staff. The application will continue to be displayed on the Research Body Workbench but will no longer be editable and will have moved to the section for applications with a status of **Under Review**.

- **Request Revision** – confirms that you have reviewed the application from the perspective of your Research Body, but that there are some issues with the application that you would like the Researcher to address before it is submitted to SFI for review. The application status is reset to **In Preparation** to allow for further modification by the Researcher. The application will be displayed on the Research Body Workbench in the section for applications with a status of **In Preparation**.

- **Decline Proposal** – confirms that you have reviewed the application from the perspective of your Research Body, but that the Research Body does not support its submission to SFI. The application status is set to **Declined by Research Body** and the application will not be submitted to SFI and it cannot be further modified or resubmitted by the Researcher. The application will be displayed on the Research Body Workbench in the Declined / Withdrawn section.

Email Alert for New Application

The Research Office will be informed by an email similar to the following that there is a new application requiring your attention.

SFI PI Programme - Application Requiring Attention

Dear Mr. Smith,

A PI Programme Application has changed status and requires the attention of University of Ireland.

Proposal ID: 10/PI/1848
Proposal Title: Cytokines in acute inflammation
Lead Applicant: Prof Clare Collier

Please log into **https://grants.sfi.ie** for further details.

Regards,

Science Foundation Ireland

Once received you will need to log into SESAME and review the application.

1. Log into SESAME.

2. Review the **Applications** as displayed under Applications Pending Endorsement

Welcome to your SESAME Workbench Fake RO

Please note, regarding call deadlines, we cannot guarantee a response to helpdesk tickets logged within an hour of the call deadline.
Research Body Primary Contact: AbLink@xsfi.ie.fake

5	15	1	36
Applications Pending Endorsement	Awards Offered Pending Follow Up	Budgets Pending RO Approval	Reports Overdue

385.00K
Amount Awarded in Euro (€)

There are two statuses where applications require Research Body review:

- Pre-Proposal – Pending RO approval.
- Full-Proposal – Pending RO approval.

	Remember not all SFI programmes have a pre-proposal stage. Some programmes only require a full proposal.

3. Click on the **View Proposal** button to the right of the application you wish to review in order to display the Application details.

View Proposal

The Application details are displayed.

Export as PDF

Spokes Fixed Full Proposal

Project Title:	Testing Application

Proposal ID:	14/SP/2689

Research Body:	University of Ireland

Lead Applicant Details

Title:	Grant applicant - Principal Investigator (PI) 5
Name:	Prof. Gary Cooke
Department:	Biology
Research Body:	University of Ireland
Address:	Block A Dawson Street test Dublin Ireland
Telephone:	01 55556660
E-mail:	gary.uat@sfi.ie
Year of Ph.D. (or equiv):	1999
Gender:	Male
Location of Applicant at time of submission:	Armenia

Spoke Leader and Co-Applicant Details

Export as PDF

You can use the Export as PDF button to save a copy of the application to your local PC or to print a hard copy.

Endorsing, Requesting Revision or Declining an Application

1.   Click the **Open** button for the application.

The Endorse, Request Revision and Decline window is displayed.

Endorse, Request Revisions or Decline

Proposal Title: Testing Application
Research Body: University of Ireland
Lead Applicant: Gary Cooke
Co-Applicants:

It should be noted that Research Body submission of an application represents their approval of an application and agreement to SFI Terms and Conditions of Research Grants. Submission must only be made by an authorised Research Body representative. In particular, the Research Body is approving:

- 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.
- The availability of infrastructure within the institution as outlined by the applicant in the research proposal.
- That the proposed research programme has not been funded by other sources.
- That relevant ethical approval has been or will be sought and must be granted prior to the award commencing.
- That the relevant licences will be in place at the time of award.
- That the details provided in relation to research funding history i.e., current, pending or expired grants, as detailed in the application, are valid and accurate.

☐ I Agree

◯ Endorse
◯ Request Revision to be viewed by all applicants
◯ Decline Proposal

[Submit]

2. Click the **I Agree** check box to indicate that you can confirm that the conditions displayed are met.

3. Click on the required radio button – **Endorse**, **Request Revision to be viewed by all applicants (ie lead and co-applicants)** or **Decline Proposal**.

4. Should you select either the **Request Revision** or **Decline Proposal** radio buttons, a field is displayed where you should enter an explanation as to the reason for the action you have selected. This will be made available to the applicant when they log in to SESAME.

◯ Endorse
◉ Request Revision to be viewed by all applicants
◯ Decline Proposal

Revision Request:

[   ]

[Submit]

Enter the appropriate details / explanation.

5. Click the **Submit** button.

6. If you have selected to Decline the Proposal, you are prompted to confirm the decision to decline.
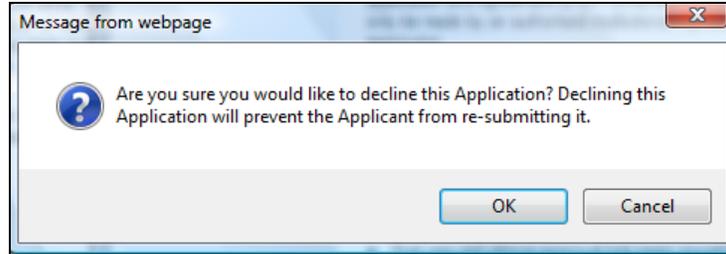
	If you don't wish to take any of these three actions at this point you can simply close the Endorse, Revise and Decline window and come back to it later.
	The Research Body must endorse and application prior to the SFI Call deadline. You will not be able to submit once the deadline has passed.

The application is updated to a new status:

- If you select **Endorse, the application will be submitted to SFI.**   The application will now be listed in the Pre-Proposal – Under Review section or Full Proposal – Under Review section (depending on the original status of the application).

- If you select **Request Revision,** the status is reset to either Pre-Proposal - In Preparation or Full Proposal – In Preparation (depending on the original status of the application), so that the Researcher can carry out the revisions that the Research Body has requested.

- If you select **Decline Proposal,** the status is set to Pre / Full Proposal - Declined by Research Body (depending on the original status of the application) and the application is listed under the Declined / Withdrawn section.

Redisplaying the Research Body Workbench

1. Click the **Home** button to return to the Research Body Workbench.

You are returned to the Research Body Workbench. The application count under the relevant **Applications Pending Endorsement** heading will update based on the action that you have taken.

Module 5: Managing the Award Process

Upon completion of this module you will be able to:

- View when an application is Offered subject to Revisions;

- View SFI Revision requests to Submitted Proposal(s);

- Accept / Decline Pre-Award budget;

- Accept Award.

View when an application is Offered Subject to Revisions

Following a positive outcome of the review process at SFI, funding is offered subject to certain revisions and the status is updated to **Full Proposal – Offered Subject to Revisions.** The Researcher will be notified of specific conditions by email and will be required to submit additional information (e.g. Revised Research Programme, Budget and Budget justification). Approval of both the Finance Office and Research Office and is required at this stage.

1. Log into SESAME.

2. Click on Awards Offered Pending Follow Up

3. You will be presented with a list of all Applications at this status.

Awards Offered Pending Follow Up

Proposal ID	Lead Applicant	Grant Type	Status	Revised Work Programme	View
12/IP/1231	Calvin Harris	Investigator Programme - Investigator Project	Full Proposal - Offered Subject to Revisions	Letter_of_support.pd...	View Proposal
13/YI/2042	Gary Cooke	President of Ireland Young Researcher Award	Full Proposal - Offered Subject to Revisions		View Proposal
14/TIDA/2248	Matthew Perry	TIDA	Full Proposal - Offered Subject to Revisions	RESEARCH_PROGRAMME_1...	View Proposal

4. Click on the documents listed under the Revised Work Programme heading to review the revised work programme and budget justification.

5. Click on the View Proposal button to access the proposal document, which provides an overview of the submitted application including the amount and duration of award offered and the View Budget button.

View SFI Revision requests to Submitted Proposal

1. Click on the documents listed under the Revised Work Programme Justification heading to review the revised work programme and budget justification.

2. Click on the **View Proposal** button to review the SFI revision requests and the details / updates by the Researcher.

   If you wish to request revisions to the revised work programme you must do so from within the Budget History. To access the budget history select **View Proposal** and then **View Budget**.

Accept / Decline Applicant Pre-Award Budget

1. The Research Body Finance Officer is the first person required to review the Applicant pre-award budget. Clicking on the View Budget button will launch the following screen.

	Budget Type	Status	Created By	Creation Date	Last Modified	Budget Worksheet
○	Applicant Pre-Award	For FO Approval	Davina McCall	23/10/2012 16:11	23/10/2012 16:56:59	Open Budget
○	Requested	Current	Colette Fitzpatrick	09/12/2011 14:57	09/12/2011 15:02:05	Open Budget

To view budget details, please select an existing record.

2. Populate the checkbox adjacent to the Applicant Pre-Award budget. The screen will update, with three buttons now appearing.

Budget History

	Budget Type	Status	Created By	Creation Date	Last Modified	Budget Worksheet
●	Applicant Pre-Award	For FO Approval	Davina McCall	23/10/2012 16:11	23/10/2012 16:56:59	Open Budget
○	Requested	Current	Colette Fitzpatrick	09/12/2011 14:57	09/12/2011 15:02:05	Open Budget

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

Submit to RO   Request Revision   Decline

3. Click on Open Budget button across from the Applicant Pre-Award budget to launch the actual budget details for review.

4. Click on the Decline button if you wish to simply decline the overall budget.

5. Click on the Request Revision button if you wish to have the applicant make changes to the budget.

6. Click on the Submit to RO button if you wish to endorse the budget and have it forwarded on to the Research Body Research Officer for further review.

7. The Research Body Research Officer can then navigate into the Application and click on the Budget History button to launch the budget history screen.

8. By selecting the radio button adjacent to the Applicant Pre-Award budget, the screen will update, with three buttons now appearing.

Budget History					
Budget Type	Status	Created By	Creation Date	Last Modified	Budget Worksheet
⦿ Applicant Pre-Award	For RO Approval	Davina McCall	23/10/2012 16:11	23/10/2012 16:58:47	Open Budget
○ Requested	Current	Colette Fitzpatrick	09/12/2011 14:57	09/12/2011 15:02:05	Open Budget

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

Submit to SFI   Request Revision   Decline

9. Click on Open Budget across from the Applicant Pre-Award budget to launch the actual budget details for review.

10. Click on the Decline button if you wish to simply decline the overall budget.

11. Click on the Request Revisions if you wish to have the applicant make changes to the budget.

12. Click on the Submit to SFI if you wish to endorse the budget and have it forwarded on to SFI for further review.

Accept Award Offer

On the basis of acceptance when the Award is at status of Full Proposal – Offered Subject to Revisions, then SFI may formally offer the award by changing the status to Full Proposal – Offered. At this stage the Letter of Offer can be downloaded / printed from the application status tab on SESAME.

1. The Research Body will receive an email from SFI informing that the application status has changed. The Research Body can log in to SESAME and view the application by clicking Awards Offered Pending Follow Up

Proposal ID	Lead Applicant	Grant Type	Status	Revised Work Programme	View
11/PI/1221-v3	Calvin Harris	Principal Investigator	Full Proposal - Offered		View Proposal
17/RI/4827	Agnieszka Researcher	Research Infrastructure	Full Proposal - Offered		View Proposal

Awards Offered Pending Follow Up

2. In the subsequent screen click on the button labelled View Proposal This opens up a document showing an overview of the Application as well as a number of additional buttons.

3. If you have logged in as the Research Body Finance Office representative two buttons are visible (**View Budget** and **Letter of Offer**).

4. If you have logged in as the Research Body Research Office three buttons will be visible (**View Budget**, **Letter of Offer** and **Upload Acceptance Certificate**).

5. Select the **Letter of Offer** button to view (and print) the actual Letter of Offer and the associated acceptance certificates.

Letter of Offer

If you are the Research Body – Research Office representative then once you have printed, signed, and scanned the acceptance certificates, use the Upload Acceptance Certificate button to store a copy of the acceptance certificates against the application. **Please upload Acceptance Certificates as a single PDF document.**

Upload Acceptance Certificate

The following screen will appear.

Select File:		
Attached File:		Max. 2 GB

⚠ Larger Files will take longer to load

Upload   Close

Click on the Select file button to locate the signed copy of the Acceptance Certificates on your machine and then click Open once it has been located and selected.

Click Upload on the screen and then select Ok on any subsequent pop-ups that appear.

A notification will be sent to the relevant SFI Staff Member to indicate that the Acceptance Certificates have been uploaded.

In addition, when the Research Body staff subsequently access the application and click on the Details button, a new button appears, labelled View Acceptance Certificates.

Module 6: Reporting and Updating an Award

Upon completion of this module you will be able to:

- View Active Award Details

- Complete a financial report.

- Handle a rejected financial report

Introduction

This module describes the process of how to create and submit a Financial Report for an award. Payment from SFI will be contingent on receipt of these reports.

However, we shall first cover the various options available against Active Awards.

View Active Award Details

1.   Login into your Sesame workbench.
Note: you must be assigned to the role of Research Body – Finance Office Administrator.

2.   Click **Financial Reports Pending Action**.

All reports pending action wards are displayed.

| Financial Reports Pending Action | | | | | |
Proposal ID	Lead Applicant	Report Type	Status	Due Date	
14/IA/2277	Calvin Harris	Financial Report	Requires Revision	26/09/2018	Open
14/IA/1225	Researcher1 SmartSimple Test	Financial Report	Draft	01/10/2015	Open
14/IA/1225	Researcher1 SmartSimple Test	Final Financial Report	Draft	13/04/2016	Open
13/RC/2132	Matthew Perry	Financial Report	Draft	01/10/2014	Open

Create the Financial Report

1. Login into your SESAME workbench.
Note: you must be assigned to the role of Research Body – Finance Office Administrator.

2. Click **Financial Reports Pending Action**.

| Financial Reports Pending Action | | | | | |
Proposal ID	Lead Applicant	Report Type	Status	Due Date	
14/IA/2277	Calvin Harris	Financial Report	Requires Revision	26/09/2018	Open
14/IA/1225	Researcher1 SmartSimple Test	Financial Report	Draft	01/10/2015	Open
14/IA/1225	Researcher1 SmartSimple Test	Final Financial Report	Draft	13/04/2016	Open
13/RC/2132	Matthew Perry	Financial Report	Draft	01/10/2014	Open

All active awards are displayed.

3. Click the **Open Report** button next to the (Financial) report that you want to complete.

4.	The Financial Report main screen is displayed. Each of the sections contained in the report has an associated **Open** button.

5.	Click on the **Open** button to the right of the section title that you wish to work on. The appropriate worksheet is shown. In the example screenshot below, the **Staff Expenditure Analysis** worksheet is shown.

6.   Click on the **'+'** button in the middle to add rows for additional expenditure / people / equipment (as appropriate to the section that requires update).

7.   Complete any additional fields presented.

8.   Click on **Save** and **Close** when you have entered all of the necessary information. You do not need to complete a sheet in one session, but remember to click on the **Save** button before leaving the screen to save your work.

9.   If however you click on Save button when you have not completed all mandatory fields then you will be presented with the following error message and you will not be able to proceed until all mandatory fields are completed.
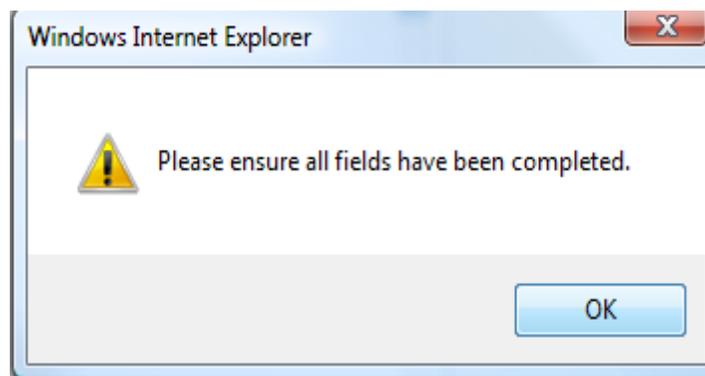
10.   Once the report is approved by SFI, the details completed in this section will appear in the next due draft report allowing modification if required.

11.   At any time you can click on the **Open** button to the right of the **View Consolidated Financial Report** to see the content of the report as it exists at this point.

12.   Once you have completed all of the worksheets and are ready to submit the report to the lead researcher for review, click on the **Submit to Lead PI** button.

13.   The Lead PI has the ability to edit the Variance fields, however they do not have the ability to edit the financial data. If they wish to make changes to the financial data then they will use the request revisions functionality.

14.   The Lead PI will then submit back to the FO so that you can submit to SFI.

Handle a rejected Financial Report

1.   The Research Body will be notified by email if a Financial Report has been rejected by either the Lead Applicant or SFI.

2.   Login into your Sesame workbench.
Note, you must be assigned to the role of Research Body – Finance Office Administrator.

3.   Click **Financial Reports Pending Action**.

4.   All reports pending action are listed.

5.   Click the **Open Report** button next to the (Financial) report that you want to amend.

6.   The revisions request details will be clearly visible at the top of the report.

Financial Report

Please fill in the following fields to complete your report.

Proposal ID:	11/PI/1026
Lead Applicant:	Calvin Harris
Research Body:	University of Ireland
Report Type:	Financial Report
Research Body Ref:	This is the research body reference thank you very much
Report Due Date:	01/10/2012

Revision Request Details from Lead PI:

Please enter correct figures and reasons

7.   You can update the report and the worksheets as necessary and then re-submit.

Module 7: Approving a No Cost Extension OR Budget Reallocation Request

Upon completion of this module you will be able to:

- Review and endorse a No Cost Extension Request prior to submission to SFI.

- Review and endorse a Budget Reallocation Request prior to submission to SFI.

Introduction

This module describes the process of how to endorse or decline a no cost extension or a budget reallocation request. In both circumstances, the process is similar to the approval of an applicant pre-award budget.

- The Researcher will have prepared the rationale for the request and a new budget based on the latest approved budget.

- The Researcher must submit the request to the Research Body.

- The Research Body (Both Finance and Research Offices) must endorse the request prior to submission to SFI for review.

- If approved by SFI the revised budget becomes the approved budget and/or the end date of the award is updated.

Applying for a No Cost Extension or Budget Reallocation

SFI current Policy on No Cost Extensions and Budget Reallocations is available on the SFI website: **www.sfi.ie**

Using the Action Required Tab

An award requiring attention will be displayed in your SESAME workbench on the tab Action Required. Awards will appear on this tab under the following circumstances:

- No Cost Extensions;

- Budget Reallocations;

- Others (Reports).

Processing a No Cost Extension as a Finance Officer

The first step in this process, from the Research Bodies perspective, is the receipt of an email that the Researcher has requested a no cost extension. This is configured to be sent to the Research Body Finance Officer and as such it is Finance officer who must provide the first Approval of the requested change to the budget.

The email will look similar to the one shown below:

Dear **RB Finance,**

Dr. Researcher has requested a **Revised Budget** to their current SFI Award.

Reference Number: **10/…./1083**
Project Name: **Mutations in marine life in the Atlantic**
Project Start Date: 01 July 2010
Project End Date: 30 June 2013

In order for this request to be reviewed by SFI, you must endorse or decline the request.

You can click the link below to log into SESAME.

HTTPS://Grants.SFI.IE

---

1.   Login into Sesame.
Note: you must be assigned to the role of Research Body – Finance Office Administrator.

2. Click **Budgets Pending FO Approval**.

Budgets Pending FO Approval

Proposal ID	Status	Lead Applicant	Revised Work Programme	Details	Budget History
14/IA/2277	Full Proposal - Awarded	Calvin Harris	document.pdf	View Proposal	View Budget

All budgets requiring attention are displayed.

3.   Click the **View Budget** button to the right of the Application to be reviewed to look at the budget revisions.

4.   To access the revised budget, click on the **Budget History** button. This will have a status of 'For FO Approval'.

Budget History

	Budget Type	Status	Created By	Creation Date	Last Modified	Budget Worksheet
○	Revised	For FO Approval	Dan Researcher	13/01/2012 12:59	13/01/2012 13:01:22	Open Budget

5.   Select the radio button beside the budget with **Budget Type** of **Revised**. This will allow access to the No Cost Extension Details (i.e. text fields providing general information / justification of the NCE as entered by the Researcher).

Budget History

	Budget Type	Status	Created By	Creation Date	Last Modified	Budget Worksheet
⦿	Revised	For FO Approval	orla Researcher	19/01/2012 18:20	19/01/2012 18:42:00	Open Budget

Budget Revision Type:	No Cost Extension

Request for No Cost Extension

To create a revised budget please click on Open Budget above and save changes prior to submitting for approval

Create PDF:	Open
Proposal ID:	12/IP/1243
Lead Applicant:	Davina McCall
Extension Duration in months:	123
Projected Funds Remaining after Current Expiration Date:	12
Justification for Extension:	More reasons
Spend Plan During Period of Extension:	12

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

Save Budget	Submit to RO	Request Revision	Decline

6.   Once you have completed the review you can select to:

- **Save Budget** – Allows the Finance Officer to save any changes.
- **Submit to RO** – the budget status will change to For RO Approval and your Research Body (Research Office) staff will be notified via an email and will be able to access the budget details for review.
- **Request Revision** – the budget status will change back to Draft, and the Researcher will be notified via email so that they will be able to access and update the budget.
- **Decline Budget** – budget status is changed to Declined and the Applicant will be notified via an email.

Save Budget	Submit to RO	Request Revision	Decline

Processing a No Cost Extension as a Research Officer

If the Finance Officer has submitted the NCE to the Research Officer as detailed in the steps above, the Research Officer will then receive an email to indicate that a revised budget has been approved by the Finance Officer and requires approval.

1.   Login into Sesame.
Note: you must be assigned to the role of Research Body – Research Office Administrator.

2. Click the **Budgets Pending RO Approval**.

Proposal ID	Status	Lead Applicant	Revised Work Programme	Details	Budget History
14/IF/2322	Full Proposal - Awarded	Gary Cooke		View Proposal	View Budget

Budgets Pending RO Approval

All budgets requiring attention are displayed.

3.   Click the **View Budget** button to the right of the Application to be reviewed to look at the budget revisions.

4.   To access the revised budget, click on the **Budget History** button. This will have a status of 'For RO Approval'.

Budget History

	Budget Type	Status	Created By	Creation Date	Last Modified	Budget Worksheet
○	Revised	For RO Approval	orla Researcher	19/01/2012 18:20	06/02/2012 09:04:44	Open Budget

5.   Select the radio button beside the budget with **Budget Type** of **Revised**. This will allow access to the No Cost Extension Details (i.e. text fields providing general information / justification of the NCE as entered by the Researcher).

Budget History

	Budget Type	Status	Created By	Creation Date	Last Modified	Budget Worksheet
◉	Revised	For RO Approval	orla Researcher	19/01/2012 18:20	06/02/2012 09:04:44	Open Budget

Budget Revision Type:	No Cost Extension

Request for No Cost Extension

To create a revised budget please click on Open Budget above and save changes prior to submitting for approval

Create PDF:	Open
Proposal ID:	12/IP/1243
Lead Applicant:	Davina McCall
Extension Duration in months:	123
Projected Funds Remaining after Current Expiration Date:	12
Justification for Extension:	12
Spend Plan During Period of Extension:	12

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

Save Budget	Submit to SFI	Request Revision	Decline

6. Once you have completed the review you can select to:

- **Save Budget** – Allows the Research Officer to save any changes.

- **Submit to SFI** – the budget status will change to For SFI Approval and the relevant SFI programme manager will be notified via an email and will be able to access the budget details for review.

- **Request Revision** – the budget status will change back to Draft, and the Researcher will be notified via email so that they will be able to access and update the budget.

- **Decline Budget** – budget status is changed to Declined and the Applicant will be notified via an email.

Save Budget	Submit to SFI	Request Revision	Decline

Processing a Budget Reallocation as a Finance Officer

If a Researcher wishes to reallocate previously agreed budgets within the project then they must apply for a budget reallocation. The Researcher can only apply for a budget reallocation in accordance with SFI Policy. Details are available on the SFI website.

SESAME provides for an automated process for the submission of a budget reallocation, as outlined below.

The first step in this process, from the Research Body's perspective, is the receipt of an email that the Researcher has requested a budget reallocation. This is configured to be sent to the Research Body Finance Officer through Sesame and as such it is they who must provide the first Approval of the requested change to the budget.

The email will look similar to the one shown below:

Dear **RB Finance,**

Dr. Researcher has requested a **revised budget** to their current SFI Award.

Reference Number: **10/…./1083**
Project Name: **Mutations in marine life in the Atlantic**
Project Start Date: 01 July 2010
Project End Date: 30 June 2013

In order for this request to be reviewed by SFI, you must endorse or decline the request.

You can click the link below to log into SESAME.

HTTPS://Grants.SFI.IE

---

1. Login into Sesame.
   Note: you must be assigned to the role of Research Body – Finance Office Administrator.

2. Click the **Budgets Pending FO Approval**.

Budgets Pending FO Approval

Proposal ID	Status	Lead Applicant	Revised Work Programme	Details	Budget History
14/IA/2277	Full Proposal - Awarded	Calvin Harris	document.pdf	View Proposal	View Budget

All budgets requiring attention are displayed.

3. Click the **View Budget** button to the right of the Application to be reviewed to look at the budget revisions.

4. To access the revised budget, click on the **Budget History** button. This will have a status of 'For FO Approval'.

5. Click the **Budget History** button. Budget details are displayed including the new Revised budget. This will have a status of 'For FO Approval'.

	Budget Type	Status	Created By	Creation Date	Last Modified	Budget Worksheet
⊙	Revised	For FO Approval	C Donnelly	2010-02-22 14:21	2010-02-22 20:08:26	Open Budget

6.   Select the radio button for this revised budget. This will allow you access to the reallocation information (i.e. text fields providing general information / justification of the reallocation as entered by the Researcher).

Budget Details

Budget Revision Type: Budget Reallocation

Request for Budget Reallocation

To create a revised budget please click on Open Budget above and save changes prior to submitting for approval

Create PDF: Open

Proposal ID: 12/IP/1243

Lead Applicant: Davina McCall

Budget Reallocation Justification: This is the justification

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

Save Budget   Submit to RO   Request Revision   Decline

7.   Click on the **Open Budget** button across from the version of the budget you wish to review. This will display the details of the budget.

8.   Once you have completed the review you can:

- **Save Budget** – Allows the Finance Officer to save any changes.

- **Submit to RO** – the budget status will change to For RO Approval and your Research Body (Research Office) staff will be notified via an email so that they will be able to access the budget details for review.
- **Request Revision** – the budget status will change back to Draft, and the Researcher will be notified via email so that they will be able to access and update the budget.
- **Decline Budget** – budget status is changed to Declined and the Applicant will be notified via an email.

Save Budget   Submit to RO   Request Revision   Decline

Processing a Budget Reallocation as a Research Officer

1. Login into Sesame.
   Note: you must be assigned to the role of Research Body – Research Office Administrator.

2. Click **Budgets Pending RO Approval.**

All budgets requiring attention are displayed.

3. Click the **View Budget** button to the right of the Application to be reviewed to look at the budget revisions.

4. To access the revised budget, click on the **Budget History** button. This will have a status of 'For RO Approval'.

5. Click the **Budget History** button. Budget details are displayed including the new Revised budget. This will have a status of 'For RO Approval'.

6. Select the radio button for this revised budget. This will allow you access to the reallocation information (i.e. text fields providing general information / justification of the reallocation as entered by the Researcher).

Proposal ID: 14/IF/2322

Lead Applicant: Gary Cooke

Extension Duration in months: 12

Projected Funds Remaining after Current Expiration Date: 20000

Justification for Extension: This is the justification

Spend Plan During Period of Extension: spend plan

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

Save Budget   Submit to SFI   Request Revision   Decline

7.   Click on the **Open Budget** button across from the version of the budget you wish to review. This will display the details of the budget.

8.   Once you have completed the review you can:

- **Save Budget** – Allows the Research Officer to save any changes.

- **Submit to SFI** – the budget status will change to For RO Approval and your Research Body (Research Office) staff will be notified via an email so that they will be able to access the budget details for review.

- **Request Revision** – the budget status will change back to Draft, and the Researcher will be notified via email so that they will be able to access and update the budget.

- **Decline Budget** – budget status is changed to Declined and the Applicant will be notified via an email.

Save Budget   Submit to SFI   Request Revision   Decline