



Science Foundation Ireland Grants and Award Management System – SESAME

User Guide – Research Body

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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;
 - View relevant online reports as they are made available by SFI.

- 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;
 - View relevant online reports as they are made available by SFI.

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



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

The SESAME login page is displayed.



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.

Username:

Password:

3. Click the **Login** button.



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

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

The workbench is divided into a number of areas.

Workbench Header

The title bar displays your Research Body name, your name, along with links to the following features:

- **Home** – will return you to the workbench from any screen you are currently viewing.
- **Profile** – provides access to your personal profile details.
- **Help** – provides access to help files and policy documents.
- **Logout** – logs you out from SESAME.

Workbench Introduction Text

A basic introduction to the Research Body Workbench is displayed on the left below the Header.

Welcome to the SESAME Workbench

The SESAME Workbench enables you to readily access information relating to SFI proposals associated with your institution. You have the ability to manage your personal profile, to set up new researchers on SESAME, review and endorse applications before submission to SFI and to track applications from submission through to award decision. Through the workbench, you also can approve budgets prior to the issuing of a letter of offer, approve budget reallocations and no cost extension requests and you may also view awardee annual/financial reports. Currently, SESAME handles new applications only. In a future phase, SESAME will also include existing SFI awards granted prior to the launch of SESAME.

You can access information using the icons on this page. If you have any questions as you navigate the SESAME Workbench, please contact us at SESAME@SFI.ie.

Link to Active Awards

The workbench provides a link so you can directly access active awards that your research body has with SFI.



The number displayed will automatically change whenever the number of SFI active awards has changed.

Open Calls List

All open programme calls from SFI are displayed in the panel to the right of the page.

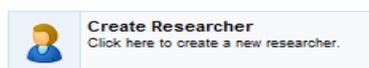
SFI Open Calls
<p>SFI Principal Investigator Programme Deadline: 17th February 2010, 13:00 Duration: 3 - 5 Years</p> <p style="text-align: right;">More Details</p>

- This list will change automatically whenever SFI creates and opens a new call in SESAME.
- Clicking on the **More Details** link will provide more details of the call.

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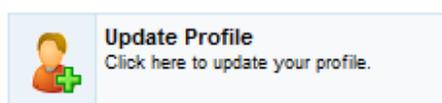
Create Researcher and Search People Links

The links below the Workbench Introduction provides you with the ability to create new Researchers in your research body and search and review existing Researchers and Research Body staff members set up on the system.



In the next module you will use both these features.

If your user profile has not been set up as a representative of the Research Body – Research Office (i.e. you may have been set up as a representative of the Research Body – Finance Office), then you will not be able to create researchers on the system. Instead, the icon on the left will be replaced by one that provides you with another mechanism to access and update your profile.



Application and Grant Table

The application and award table is displayed at the bottom of the workbench.

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.

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

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

Application Status 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	Total
0	5

- **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

Action Required Tab

This tab lists **active awards or awards offered subject to revision** where you have been informed that you are required to take some specific action (including approval of reports, budget reallocations, or no cost extensions, etc.). You will be informed by email when action is required.

Applications Status	Action Required	Grant Payments	Active Awards	Non-Active Awards	Reports
Overdue Reports					
Proposal ID	Lead Applicant	Report Type	Due Date		
11/PI/1026	Calvin Harris	Financial Report	2012-10-01		
12/IP/1766	elaine lennon	Final Financial Report	2012-09-30		
Budget Revisions					
Proposal ID	Lead Applicant	Revised Work Programme			

This tab is split into two parts – the top which will have a list of awards which require actions associated with award reporting, and the bottom which will have a list of awards or pending awards which require actions associated with budgets.

Grant Payments Tab

This tab displays the list of scheduled payments to your research body for active awards

Applications Status	Action Required	Grant Payments	Active Awards	Non-Active Awards	Reports
Proposal ID	Lead Applicant	Payment Amount	Payment Date	Payment Period	
12/IP/1243	Davina McCall	€18,000.00	01-06-2008	Jan 2008 - Jun 2008	
12/IP/1243	Davina McCall	€13,000.00	01-10-2008	Jul 2008 - Dec 2008	

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.

Applications Status	Action Required	Grant Payments	Active Awards	Non-Active Awards	Reports
Award		Reports			
Modelling dynamics on complex networks - (11/PI/1026) Principal Investigator RB Ref: This is the research body reference thank you very much Lead Applicant: Calvin Harris Start Date: 01-04-2012 Close Date: 31-03-2020		Details Payment Schedule Report Schedule Report History Open Budget Revised Work Programme Letter of Offer	Financial Report Draft Due Date: 01-10-2012 Financial Report Draft Due Date: 01-04-2013 Annual Report Draft Due Date: 01-05-2013	Open Report Open Report Open Report	

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.

Applications Status	Action Required	Grant Payments	Active Awards	Non-Active Awards	Reports
Award					
Testing Application - (12/IP/1766) Investigator Programme - Investigator Project RB Ref: Lead Applicant: elaine lennon Start Date: 01-08-2009 Close Date: 31-07-2012					Details Payment Schedule Report Schedule Report History Open Budget Revised Work Programme Letter of Offer

Reports Tab

This tab lists the reports which the research body can run. Additional reports will be added to this tab over time.

Applications Status	Action Required	Grant Payments	Active Awards	Non-Active Awards	Reports
Report Name List of Co-applicants associated with RB All Outstanding Financial Reports					

Each of these tabs will be reviewed in later modules.

Updating your Profile, Password and System Settings

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

1. Click the **Profile** link in the top right hand of the Workbench screen (there is also a link to the Profile centered on the bottom of the screen, and possibly an icon towards the center left of the screen – depending on your research body role).



Your profile is displayed.

2. Click on the **Edit** button on the top left of the screen.



3. 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.

4. When finished click the **Save** button.



Changing your Password

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

1. Click on the Change **Password** option.



Enter your current password (**Old Password**).



University of Ireland
Research Body Workbench

Welcome: Ronan RO

Home | Profile | Help | Logout

Change Password

View Contact | Edit Contact

Old 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.](#)

Changing your System Settings

There are a number of system settings that you may wish to adjust to make your use of the system more effective. They are accessed from the **Profile** screen via the **Settings** menu.

[Home | Profile | Help | Logout](#)

1. Click on the **Settings** menu and select the **System** option. A number of sections are displayed, and some of these are discussed below.
2. Review the **Regional** settings.

Regional

<p>Input Date Format: <input type="text" value="dd/mm/yyyy"/></p> <p>Display Short Date Format: <input type="text" value="dd/mm/yyyy"/></p> <p>Display Long Date Format: <input type="text" value="dd mmm yyyy (15 Jun 2002)"/></p> <p>Display Time Format: <input type="text" value="24 Hours"/></p> <p>Time Difference in Hour: <input type="text"/> <input type="button" value="Calculate"/></p> <p style="font-size: small;">Current Server Time: 12th 14:26</p>	<p>Home Currency: <input type="text" value="Euros"/></p> <p>Language: <input type="text" value="English"/></p> <p>Internet Map Service: <input type="text" value="Google Map"/></p> <p>Email From Address (; as delimiter): <input type="text"/></p>
--	--

You can use these settings to alter the date formats / currency / language / etc. that you would wish to use.

3. Review the **New User Default Settings**.

These settings determine how the system should handle new contacts that you add to the system.

Since you will only be adding Researchers to the system you should ensure that the default role for contacts is set to **Researcher**.

Role:

4. If you have made any changes click the **Save** button.

The changes are saved and you can click on any of the four links at the top of the screen to proceed or return to the Research Body Workbench as appropriate.

[Home](#) | [Profile](#) | [Help](#) | [Logout](#)

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. There are two steps in this process:

- **Checking for duplicates** – both within the entire SESAME database and within your Research Body.
 - **Providing access** – setting the Researcher's role and triggering an automated email.
1. Log in to SESAME (as a Research Body Research Office staff member).
 2. Click the **Create Researcher** link.



The SESAME **Universal Duplicate Check** page is displayed.

This page is used to determine if the email address you enter exists anywhere in the system, regardless of affiliation. If the email address does exist, you will need to:

- Contact SFI to determine the disposition of the Researcher record.
- You will not be able to create a profile for the Researcher (using that email address).

If the email address does not exist the **New Contact – Quick Entry for Duplication Check** screen is displayed.

This page is to ensure that someone else in your Research Body has not already added the same Researcher for your research body.

Unlike the Universal Duplicate Check, this feature will check for duplicates based on the first name, last name, email address and phone number, but only within your research body.

If any partial matches are found they will be displayed.

3. Enter the Researchers **first name**, **last name**, **email**, and **phone** (or as much of this information as you have available).

None of these fields are mandatory but the less data entered the greater the chance a potential duplicate will be found.

4. Click the **Submit** button.

University of Ireland
Research Body Workbench

Welcome: Ronan RO Home | Profile | Help | Logout

New Contact

First Name: James **Organisation:** University of Ireland Lookup... ▾

Last Name: Het

Job Title: Research Fellow

Prefix / Suffix: Prof. /

Phone: 01 223 4400 Ext.

Email: Jameshet@test.ie

Roles

Researcher

Additional Information

[Save](#)

In the example above no duplicates were located based on the entered data, and so the **New Contact** screen was displayed. If any potential duplicates were identified, the following screen would have been displayed.

Science Foundation Ireland
Welcome: Research Body1 RO1 Home | Profile | Help | Logg

Possible Duplicates: Your Entry - Last Name: Researcher, Email: researcher6@email.ie

The following contacts match the information you have entered.

- Click a contact name in the list or to continue creating a new contact, click **New Contact**.
- To merge duplicate contacts, select an action in the Merge column and click **Merge Contacts**.

#	Merge	Name	Email	Phone	Organisation	Updated By	Last Modified
1.	Keep ▾	Test7 Researcher7	researcher7@email.ie	+353 (0)90 646 8000	Athlone Institute of Technology (AIT)	Test7 Researcher7	16 July 2010 10:27A
2.	Keep ▾	Test Researcher3	researcher3@live.ie		Athlone Institute of Technology (AIT)	Test Researcher3	14 July 2010 11:25A
3.	Keep ▾	Test6 Researcher6	researcher6@email.ie	+353 (0)90 646 8000	Athlone Institute of Technology (AIT)	Test6 Researcher6	14 July 2010 10:54A
4.	Keep ▾	Test61 Researcher61	Researcher61@email.ie	+353 (0)90 646 8000	Athlone Institute of Technology (AIT)	Test61 Researcher61	14 July 2010 10:44A
5.	Keep ▾	Test Researcher	researcher5@email.ie	+353 (0)90 646 8000	Athlone Institute of Technology (AIT)	Test Researcher	13 July 2010 1:45PM
6.	Keep ▾	Test Researcher2	researcher2@live.ie		Athlone Institute of Technology (AIT)	Test Researcher1	10 July 2010 1:03PM
7.	Keep ▾	Test Researcher	researcherco3@gmail.com		Athlone Institute of Technology (AIT)	Noel Clarke	09 July 2010 4:49PM
8.	Keep ▾	Noel Researcher21	nctres21@email.ie		Athlone Institute of Technology (AIT)	Noel Researcher21	01 July 2010 5:18PM
9.	Keep ▾	Test Researcher1	researcher1@live.ie	123456	Athlone Institute of Technology (AIT)	Hugh O'Keefe	18 June 2010 8:41PM
10.	Keep ▾	Test Researcher5	researcher5@live.ie		Athlone Institute of Technology (AIT)	Test Researcher5	04 May 2010 2:31PM
11.	Keep ▾	Test ResearcherFall	researcherfall@live.ie		Athlone Institute of Technology (AIT)	B Fallon	21 April 2010 4:48PM
12.	Keep ▾	Test Researcher4	researcher4@live.ie		Athlone Institute of Technology (AIT)	B Fallon	21 April 2010 4:08PM

Merge Options

- Keep:** Do not change this record.
- Delete:** Delete this record.
- Primary:** Use this as the main record when merging.
- 2nd:** This record will be merged to the Primary record.
- 3rd:** This record will be merged after the 2nd record.
- 4th:** This record will be merged after the 3rd record.
- 5th:** This record will be merged after the 4th record.

[New Contact](#) [Merge Contacts](#)

At this point, you can still click on the **New Contact** button if you are sure that the researcher record has not been created previously. If you do identify the researcher

record, make a note of the related email address, and provide it to the Researcher. The researcher can then login to SESAME using this email address.

	<p>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).</p> <p>Forget your password? Please click here.</p>
---	---

Do not attempt to use the Merge Contacts functionality within SESAME without contacting the SFI Systems Administrator.

Setting the Researcher Role

Enter some basic details to identify the researcher (first, last name, job title, prefix and email address)

It is also important to give the new user the appropriate role – Researcher. This role will define the workbench that will be presented to the user when they log into SESAME. Only Research Body – Researcher Office Administrators can create a user with the role of the Researcher.

The role is set by selecting the **Role** check box in the user profile. If your role supports the ability to set multiple roles then there will be additional roles displayed in this area. However, at this time, you just need to make sure that the 'Researcher' box is ticked, and that no other check boxes associated with other roles are ticked.

Roles	
<input checked="" type="checkbox"/>	Researcher

	<p>If you previously set the New User Default Settings (in the System section of your profile) to Researcher, this check box will be automatically selected.</p>
---	--

1. Click the **Researcher** role (if not pre-selected).
2. Click the **Save** button.

The new user has been added to your research body with the role of Researcher.

Activating and De-activating Researcher Access

Research Office staff have control over their Researchers access to the system. You must activate each user's account in order for the Researcher to be able to log into the system and start the application process.

The screenshot shows the 'Roles & Access - Test Researcher2' configuration page. At the top, there is a navigation bar with the SFI logo and 'Welcome: Research Body1 RO1'. Below this is a 'Search People' section with a 'View List' button. The main content area is titled 'Roles & Access - Test Researcher2' and includes 'View Staff' and 'Edit Staff' buttons. The 'Access Type' section has three radio buttons: 'Administration or Portal Interface' (selected), 'User Centric or Applicant Interface', and 'No Access'. The 'Staff Type' is set to 'User' in a dropdown menu. There are checkboxes for 'Will Expire' and 'Expire Date' (set to '00/00/0000'). The 'Login Restrictions' section includes an 'IP Address' field (with 'Your Current IP: 109.77.14.41' shown below it) and a 'Workstation' field. A table below shows a single role: 'Researcher' with a checked checkbox and a description. At the bottom, there are fields for 'Last Updated: 10 July 2010 1:03PM' and 'Updated By: Test Researcher1', along with 'Save' and 'Send Password' buttons.

To provide a Researcher with access to the system:

1. Go to the Researcher's profile;
2. Click the **Settings, Roles and Access** menu;
3. Set the **Contact Type** to **User**;
4. Set the **Access Type** to **Administration or Portal Interface**;
5. Click the **Save** button.

To revoke a researchers access to the system

1. Go to the Researcher's profile.
2. Click the **Settings, Roles and Access** menu.
2. Set the **Access Type** to **No Access**
3. Click the **Save** button.

There are a number of other fields and settings on this screen, but these are not required at this time.

Sending a Researcher their Username and Password

Once you have created a Researcher profile and activated the Researchers account, you can now send the Researcher an email with their username, password and a link to SESAME.

1. Click the **Send Password** button.

A blue rectangular button with the text "Send Password" in white.

An email message, similar to the following, is sent to the Researcher.

Dear Prof. Perry,

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

If you have any questions you can e-mail ronan.uat@sfi.ie.

Your user name is matthew.uat@sfi.ie and your temporary password is QESALGMLQ.

Your SFI PIN number is A825 D6S5 6F0C 9A0X XXXX X.

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

You can click the link below to log into SESAME.

<https://grants.sfi.ie>

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

Welcome to the SESAME community

Once received, the Researcher can click the link included in the email and log into the system.

Sending an individual within your Research Body a New Password

To reset an individual's password:

1. Go to the individual's Profile via the "search people" command;
2. Click the Settings, Roles and Access menu;
3. Click the **Send Password** button.

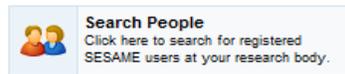
This will send a new password to the individual's email address.

A blue rectangular button with the text "Save" in white.A blue rectangular button with the text "Send Password" in white.

Searching for People

You can search and locate any individual associated with your Research Body through the Search People feature.

1. Click the **Search People** link in the Research Body Workbench.



The Search People screen is displayed.

The screenshot shows the top section of the Research Body Workbench. At the top left is the SFI logo (Science Foundation Ireland) with the text "sfí" and "Fiontairíocht Eolaíochta Éireann". To the right of the logo, it says "University of Ireland Research Body Workbench". Below the logo, it says "Welcome: ronan uat". On the far right, there are links for "Home | Profile | Help | Logout". Below this is a section titled "Report Parameters" with a light blue header. Underneath, there is a text prompt: "Please provide First Name and Last Name of the person you are searching for, or use the '%' character as a wildcard". There are two input fields: "First Name:" and "Last Name:". Below these fields is a blue button labeled "View Report".

2. Type in a known user's first name and last name and click on view report.
3. If you do not know that name of the researcher you are looking for a *wildcard* character can be used '%'. Enter the '%' sign into both first and last name search fields and the list of all contact for your Research Body will be returned.

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 on the **Application Status** tab.

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			
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	

There are two statuses where applications require Research Body review:

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

In both cases a count of proposals at this stage are displayed.



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

3. Click on the count hyperlink under the appropriate **Pending RO Approval** application count.

The Application list is displayed.

Applications Status	Action Required	Grant Payments	Active Awards	Non-Active Awards	Reports		
Pre-Proposals - Pending RO Approval							
Proposal ID	Lead Applicant	Grant Type	Proposal Title	Created Date			
10/PI/1826	Gary Cooke	Principal Investigator (PI)	Ora's Application	03-11-2010	Details	RO Decision	

- Click on the **Details** button to the right of the application you wish to review in order to display the Application details.

Details

The Application details are displayed.

  Investigator Programme - Investigator Award Pre-Proposal 	
Project Title	This is my proposal title
Proposal ID	11/IA/1384
Research Body ID	University of Munster
Applicant Details	
Title	Researcher
Name	Prof. Researcher15 Munster
Department	test
Research Body	University of Munster
Address	test test Ireland
Telephone	
E-mail	Researcher15Mun@test.ie
% Commitment to Project	100
Year of Ph.D. (or equiv)	1999
Gender	Male
Applying under ICA criteria?	No
Requested Budget	€50,000.00
Requested Duration	48 months

[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

Once the application is submitted by the Researcher for review by the Research Office, you must endorse, request revision or decline the application.

- Log into SESAME (if you have not already done so).

2. Click on the count link in order to display the list of applications at the relevant status (**Pre** or **Full Proposal – Pending RO Approval**).
3. Click the **RO Decision** button for the application.

The Endorse, Request Revision and Decline window is displayed.

Endorse, Request Revisions or Decline

Proposal Title:	Testing 1875
Research Body:	University of Ireland
Lead Applicant:	b reach
Co-Applicants:	

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

- Eligibility of the applicants
- That the applicants are, or will be upon receipt of the grant, full-time employees of the Research Body (unless otherwise indicated in the individual's CV).
- That the requested budget including salaries/stipends, equipment, travel and consumables are in line with accepted institutional guidelines and SFI's Grant Application Budget Policy (GABP).
- 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 sought
- That the details provided in relation to research funding history i.e., current, pending or expired awards are valid and accurate.

I Agree

Endorse

Request Revision to be viewed by all applicants

Decline Proposal

4. Click the **I Agree** check box to indicate that you can confirm that the conditions displayed are met.
5. Click on the required radio button – **Endorse**, **Request Revision to be viewed by all applicants (ie lead and co-applicants)** or **Decline Proposal**.
6. 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.

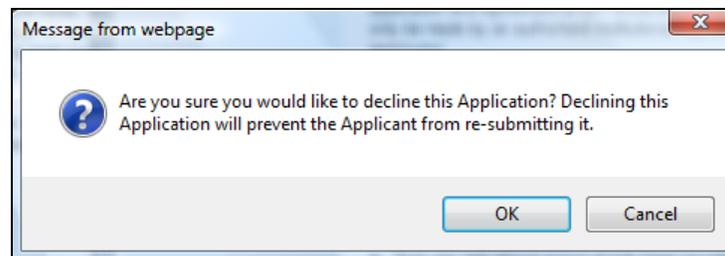
- Endorse
 Request Revision to be viewed by all applicants
 Decline Proposal

Revision Request:

Submit

Enter the appropriate details / explanation.

- Click the **Submit** button.
- If you have selected to Decline the Proposal, you are prompted to confirm the decision to decline.



	<p>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.</p>
	<p>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.</p>

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 **Pending RO Approval** 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 the hyperlink with the Offered Subject to Revisions column in the **Application Status** tab.
3. You will be presented with a list of all Applications at this status.

Applications Status						Action Required	Grant Payments	Active Awards	Non-Active Awards	Reports	
Full Proposal - Offered Subject to Revisions											
Proposal ID	Lead Applicant	Grant Type		Research Body	Revised Work Programme						
12/IP/1766	elaine lennon	Investigator Programme - Investigator Project		University of Ireland							Details

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 details 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 **Details** 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 **Details** 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
<input type="radio"/>	Applicant Pre-Award	For FO Approval	Davina McCall	23/10/2012 16:11	23/10/2012 16:56:59	Open Budget
<input type="radio"/>	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
<input checked="" type="radio"/>	Applicant Pre-Award	For FO Approval	Davina McCall	23/10/2012 16:11	23/10/2012 16:56:59	Open Budget
<input type="radio"/>	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
<input checked="" type="radio"/>	Applicant Pre-Award	For RO Approval	Davina McCall	23/10/2012 16:11	23/10/2012 16:58:47	Open Budget
<input type="radio"/>	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 on the hyperlink in the Offered column.

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		
Investigator Programme - Investigator Award	6	0	0	0	0	1	0	0	0	7
Investigator Programme - Investigator Project	0	0	0	2	0	0	1	1	0	4
Principal Investigator	0	0	0	0	0	0	0	0	0	0

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

Full Proposal - Offered					
Proposal ID	Lead Applicant	Grant Type	Research Body	Revised Work Programme	
12/IP/1225	Davina McCall	Investigator Programme - Investigator Project	University of Ireland		Details

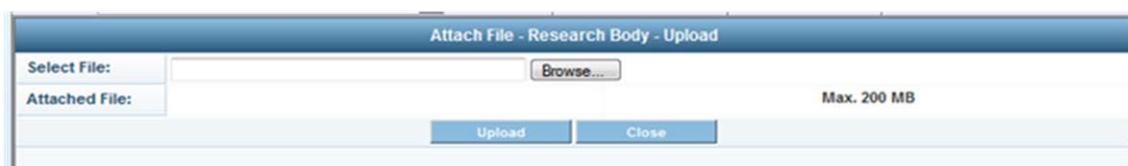
3. If you have logged in as the Research Body Finance Office representative two buttons are visible (**View Budget** and **Letter of Offer**).
4. If you have logged in as the Research Body Research Office three buttons will be visible (**View Budget**, **Letter of Offer** and **Upload Acceptance Certificate**).
5. Select the **Letter of Offer** button to view (and print) the actual Letter of Offer and the associated acceptance certificates.



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.**



The following screen will appear.



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



The screenshot shows a dialog box titled "Attach File - Research Body - Upload". It contains a "Select File:" field with the text "C:\Letter of Offer.doc" and a "Browse..." button. Below this is an "Attached File:" field and a "Max. 200 MB" limit. At the bottom are "Upload" and "Close" buttons.

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 the **Active Awards** tab.

All active awards are displayed alongside a number of buttons.

Applications Status	Action Required	Grant Payments	Active Awards	Non-Active Awards	Reports
Award			Reports		
(12/IP/1774) Investigator Programme - Investigator Project RB Ref: Lead Applicant: Gary Cooke Start Date: 01-05-2012 Close Date: 30-04-2018	Details	Financial Report For Applicant Review Due Date: 01-04-2012		Open Report	
	Payment Schedule				
	Report Schedule	Financial Report Draft Due Date: 01-04-2012		Open Report	
	Report History				
	Open Budget				
	Revised Work Programme	Financial Report Draft Due Date: 01-04-2012		Open Report	
	Letter of Offer				

The right hand side of the screen provides a list of upcoming Reports due, whether an Annual Progress report or financial report, with the due dates displayed. Each report option has an adjacent button labelled Open Report to allow access to the actual report itself.

The left hand side of the screen provides a number of supplementary buttons, which are discussed below:

- Details: Access to the proposal document, which provides an overview of the application as submitted;
- Payment Schedule: non-editable version of the Payment Schedule;

Payment Schedule							
Proposal ID	Lead Applicant	Direct Amount	Overhead Amount	Payment Amount	Payment Date	Status	Payment Period
10/PI/1789	New Reviewer	€ 2,000.00	€ 450.00	€ 2,450.00	2011-04-01	Scheduled	Jan 2011 - Jun 2011
10/PI/1789	New Reviewer	€ 2,500.00	€ 450.00	€ 2,950.00	2011-10-01	Scheduled	Jul 2011 - Dec 2011
10/PI/1789	New Reviewer	€ 2,500.00	€ 450.00	€ 2,950.00	2012-04-01	Scheduled	Jan 2012 - Jun 2012
10/PI/1789	New Reviewer	€ 1,000.00	€ 450.00	€ 1,450.00	2012-10-01	Scheduled	Jul 2012 - Dec 2012
10/PI/1789	New Reviewer	€ 2,500.00	€ 450.00	€ 2,950.00	2013-04-01	Scheduled	Jan 2013 - Jun 2013
10/PI/1789	New Reviewer	€ 300.00	€ 180.00	€ 480.00	2013-10-01	Scheduled	Jul 2013 - Dec 2013
10/PI/1789	New Reviewer	€ 1,200.00	€ 270.00	€ 1,470.00	2010-10-20	Scheduled	3rd payment

- Report Schedule: non-editable version of the Report Schedule

Report Schedule						
Report Number	Payment Linkage	Report Type	Date Due	Report Period	Year of Review	Status
1	10488 (Due: 01/04/2011)	Acceptance Certificates	22/12/2010	N/A	N/A	Draft
2	10488 (Due: 01/04/2011)	Financial Report	01/04/2011	Jan 2011 - Jun 2011	N/A	Draft
3	10489 (Due: 01/10/2011)	Financial Report	01/10/2011	Jul 2011 - Dec 2011	N/A	Draft
4	-- N/A --	Annual Report	01/01/2012		Year 1	Draft
5	10490 (Due: 01/04/2012)	Financial Report	01/04/2012	Jan 2012 - Jun 2012	N/A	Draft
6	10491 (Due: 01/10/2012)	Financial Report	01/10/2012	Jul 2012 - Dec 2012	N/A	Draft

- **Report History:** overview of all Reports that have been submitted so far in conjunction with the Award. Click on the Open Report button to access the individual historic reports.

Applications Status	Action Required	Grant Payments	Active Awards	Reports
Report History				
Financial Report Submitted Due Date: 01-04-2011				Open Report
Annual Report Submitted Due Date: 27-11-2011				Open Report

- **Open Budget:** view of the Budget history.
- **View Revised Work Programme**
- **View Letter of Offer**

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 the **Active Awards** tab.

Applications Status	Action Required	Grant Payments	Active Awards	Non-Active Awards	Reports
Award			Reports		
(12/IP/1774) Investigator Programme - Investigator Project RB Ref: Lead Applicant: Gary Cooke Start Date: 01-05-2012 Close Date: 30-04-2018	Details		Financial Report For Applicant Review Due Date: 01-04-2012		Open Report
	Payment Schedule		Financial Report Draft Due Date: 01-04-2012		Open Report
	Report Schedule		Financial Report Draft Due Date: 01-04-2012		Open Report
	Report History		Financial Report Draft Due Date: 01-04-2012		Open Report
	Open Budget				
	Revised Work Programme		Financial Report Draft Due Date: 01-04-2012		Open Report
	Letter of Offer				

All active awards are displayed.

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

Financial Report

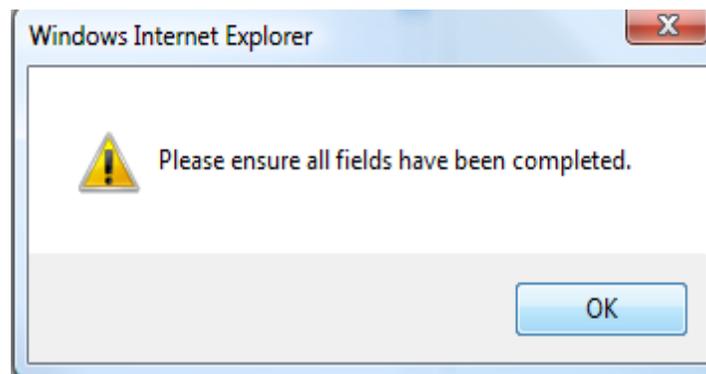
Please fill in the following fields to complete your report.

Proposal ID:	11/PI/1327
Lead PI:	Dan Researcher
Research Body:	University of Ireland
Report Type:	Financial Report
Report Due Date:	01/04/2012
Reporting Period:	Jul 2011 - Dec 2011
Expenditure Details:	Open
Staff Expenditure Analysis:	Open
Equipment Expenditure Analysis:	Open
View Consolidated Financial Report:	Open

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.

The screenshot shows the 'Staff Expenditure Analysis' web application. At the top left is the SFI logo. The main header is '- Staff Expenditure Analysis'. Below this is a table titled 'ANALYSIS OF STAFF EXPENDITURE' with columns: TITLE, FIRST NAME, LAST NAME, STAFF/STUDENT NO., POSITION, GENDER, START DATE, FINISH DATE, ANNUAL SALARY, SALARY PAID TO DATE, and FEES. A '+' button is located below the table. Below the table is a 'STAFF VARIANCE ANALYSIS' section with a table for comparing 'ACTUAL NUMBER' and 'APPROVED NUMBER' for various categories: PI, POST DOCS, POST GRADS, SUPPORT STAFF, ADMINISTRATORS, and TOTAL NUMBER OF PERSONNEL. A large text area labeled 'PLEASE EXPLAIN VARIANCE:' is to the right of these categories. At the bottom are 'Save', 'Clear', and 'Close' buttons.

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 the **Active Awards** tab.
4. All active awards are displayed.
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](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 **Action Required** tab.

Applications Status				Action Required	Grant Payments	Active Awards	Non-Active Awards	Reports
Overdue Reports								
Proposal ID	Lead Applicant	Report Type	Due Date					
Budget Revisions								
Proposal ID	Lead Applicant	Revised Work Programme						
12/IP/1243	Davina McCall	Revised Work Prog and Budget Justification.pdf						
							<input type="button" value="Details"/> <input type="button" value="Budget History"/>	

All active awards requiring attention are displayed.

3. Click the **Details** button to the right of the Application to be reviewed to look at the relevant application details (in this case, under the heading of **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
<input type="radio"/>	Revised	For FO Approval	Dan Researcher	13/01/2012 12:59	13/01/2012 13:01:22	<input type="button" value="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
<input checked="" type="radio"/>	Revised	For FO Approval	oria Researcher	19/01/2012 18:20	19/01/2012 18:42:00	<input type="button" value="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:	<input type="text" value="123"/>
Projected Funds Remaining after Current Expiration Date:	<input type="text" value="12"/>
Justification for Extension:	<input type="text" value="More reasons"/>
Spend Plan During Period of Extension:	<input type="text" value="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.



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 **Action Required** tab.

Applications Status				Action Required	Grant Payments	Active Awards	Non-Active Awards	Reports	
Overdue Reports									
<u>Proposal ID</u>	<u>Lead Applicant</u>	<u>Report Type</u>	<u>Due Date</u>						
Budget Revisions									
<u>Proposal ID</u>	<u>Lead Applicant</u>	<u>Revised Work Programme</u>							
12/IP/1243	Davina McCall	Revised Work Prog and Budget Justification.pdf						<input type="button" value="Details"/> <input type="button" value="Budget History"/>	

All active awards requiring attention are displayed.

3. Click the **Details** button to the right of the Application to be reviewed to look at the relevant application details (in this case, under the heading of **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
<input type="radio"/>	Revised	For RO Approval	orla Researcher	19/01/2012 18:20	06/02/2012 09:04:44	<input type="button" value="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
<input checked="" type="radio"/>	Revised	For RO Approval	orla Researcher	19/01/2012 18:20	06/02/2012 09:04:44	<input type="button" value="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:	<input type="button" value="Open"/>
Proposal ID:	12/IP/1243
Lead Applicant:	Davina McCall
Extension Duration in months:	<input type="text" value="123"/>
Projected Funds Remaining after Current Expiration Date:	<input type="text" value="12"/>
Justification for Extension:	<input type="text" value="12"/>
Spend Plan During Period of Extension:	<input type="text" value="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.	
<input type="button" value="Save Budget"/> <input type="button" value="Submit to SFI"/> <input type="button" value="Request Revision"/> <input type="button" value="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.

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](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 **Action Required** tab.

All active awards requiring attention are displayed.

Applications Status	Action Required	Grant Payments	Active Awards	Non-Active Awards	Reports
Overdue Reports					
Proposal ID	Lead Applicant	Report Type	Due Date		
Budget Revisions					
Proposal ID	Lead Applicant	Revised Work Programme			
12/IP/1243	Davina McCall	Revised Work Prog and Budget Justification.pdf	<input type="button" value="Details"/> <input type="button" value="Budget History"/>		

3. Click the **Details** button to the right of the Application you wish to review (under the heading of **Budget Revisions**). This will give the details of the original application.

4. 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

5. 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:

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. 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.

7. 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 the **Action Required** tab.

All active awards requiring attention are displayed.

Applications Status				Action Required	Grant Payments	Active Awards	Non-Active Awards	Reports
Overdue Reports								
Proposal ID	Lead Applicant	Report Type	Due Date					
Budget Revisions								
Proposal ID	Lead Applicant	Revised Work Programme						
12/IP/1243	Davina McCall	Revised Work Prog and Budget Justification.pdf						
							Details Budget History	

3. Click the **Details** button to the right of the Application you wish to review (under the heading of **Budget Revisions**). This will give the details of the original application.
4. Click the **Budget History** button. Budget details are displayed including the new Revised budget. This will have a status of 'For RO Approval'.

Budget History						
	Budget Type	Status	Created By	Creation Date	Last Modified	Budget Worksheet
<input checked="" type="radio"/>	Revised	For RO Approval	Dan Researcher	13/01/2012 12:59	06/02/2012 09:18:43	Open Budget

5. 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
<p>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.</p>	
<p> Save Budget Submit to SFI Request Revision Decline </p>	

6. 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.

7. 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](#)