

Overview of the Researcher Workbench

Introduction

Following the Migration of Historic Awards to the SESAME System in February 2012, there is more information and functionality available on the researcher's workbench than before. Below is a brief overview of what you can expect from your workbench. It should be noted that all awards which were not applied for directly via SESAME will appear as a "Historic" award type e.g. a 2006 PI award will be listed as Historic on the Researcher workbench while a 2011 PI award will be listed as Principal Investigator (see **red outline** in the screenshot below).

University College Dublin (UCD) Researcher Workbench

Welcome to the SESAME Workbench

The SESAME Workbench enables you to readily access information relating to SFI proposals to which you are associated. You have the ability to manage your personal profile, to create new applications to open calls, to track applications from submission through to award decision and to manage your awards through report submission to SFI. All calls include an eligibility questionnaire to assist you in determining whether you are eligible to apply. Your personal profile within SESAME includes both your contact details and relevant research outputs which will be used in the submission of annual reports to SFI. This additional information on research outputs is NOT required for submission of an application, however we would encourage you to fill out the details in your personal profile.

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

Please ensure to use unencrypted, non-password protected PDFs with the copying function disabled, developed using either Adobe or Microsoft word PDF converter software ONLY.

Manage Profile
Click here to manage your profile.

Change Password
Click here to change your password.

Active Awards: 2

SFI Open Calls

Current Applications | Active Awards | Non-Active Awards

Award	Reports
Historic Start Date: 01-01-2007 Close Date: 31-12-2011	Financial Report Draft Due Date: 01-04-2012 Open Report
Principal Investigator Start Date: 01-01-2012 Close Date: 31-12-2016	Annual Report Draft Due Date: 14-03-2012 Open Report

Screenshot 1

1. Current Applications Tab

Any applications currently under review will be visible through the Current Applications tab.

2. Active Awards Tab

Under the Active Awards tab there are a number of buttons associated with each award. Details on these are given below:

Overview of the Researcher Workbench

Award Details: Where the application was submitted via SESAME, the final application form will be displayed here. *For “Historic” awards, only basic application details will be displayed.*

Open Budget: This brings you to the budget associated with this award. For application submitted via SESAME, you will also be able to view previous versions of the budget. Where a specific budget relates to a Budget Reallocation Request (BRR) or a No Cost Extension (NCE), clicking on the radio button beside that budget will display the details of those requests. *For “Historic” awards, only the most recently approved budget will be visible. If there is a No Cost Extension against this award, clicking on the radio button beside the budget will display the NCE screen but will be populated only by the duration of the NCE (see screenshot 2 below).*

The screenshot displays the 'University College Dublin (UCD) Researcher Workbench' interface. The page title is 'Budget History'. Below the title is a table with columns: Budget Type, Status, Created By, Creation Date, Last Modified, and Budget Worksheet. The table contains one row with 'Revised' in Budget Type, 'Current' in Status, and '18/01/2012 21:25:30' in Last Modified. A button labeled 'Open Budget' is next to the last modified date.

Below the table is the 'Budget Details' section. It shows 'Budget Revision Type: No Cost Extension'. Underneath is a 'Request for No Cost Extension' section with the text: 'To create a revised budget please click on Open Budget above and save changes prior to submitting for approval'. There are several input fields: 'Extension Duration in months:' with the value '16', 'Projected Funds Remaining after Current Expiration Date:', 'Justification for Extension:', and 'Spend Plan During Period of Extension:'. At the bottom of this section is a 'Create Revised Budget' button.

At the bottom of the page, there is a footer with 'Home | Profile | Help | Logout' and '© 45 2010'.

Screenshot 2

Report Schedule: This will show a schedule of Financial and Annual reports submitted to date & due for the remainder of the award.

Report History: You will be able to view your all reports submitted via SESAME here. Where a report was not submitted via SESAME (e.g. all reports on Historic Awards submitted by post or email prior to February 2012; annual reports submitted via email for specific programmes listed on the SFI website), a report template will be displayed but it will not contain the specific data submitted.

Overview of the Researcher Workbench

Revised Work Programme: The revised work programme will be displayed. For Historic awards the Revised Work Programme will not be available to view.

Reports: Upcoming reports due will be displayed on the right hand side of the screen under the reports header (see [green outline](#) on screenshot 1 above). See the [Researcher User Guide](#) for guidance on submitting reports.

3. Non-Active Awards Tab

Under the Non-Active awards tab you will be able to view all of your awards which have expired. The buttons associated with these awards are as above.