

Project Stream

UCD Candidate Guidance Document

(Please also refer to SFI's documents relating to this call available on the [SFI Frontiers for the Future call page](#))

Appendix 1: Compliance and review checklist

The Frontiers Project Stream— in brief

Purpose: The scheme purpose is to provide opportunities for independent investigators to conduct highly innovative research on projects of a high-risk, high-reward nature.

The total project budgets range from €200K to €600K Direct Costs (indirect costs are directly paid to the host institution in addition to this value).

Durations of Frontiers for the Future Projects can be 24,36 or 48 months.

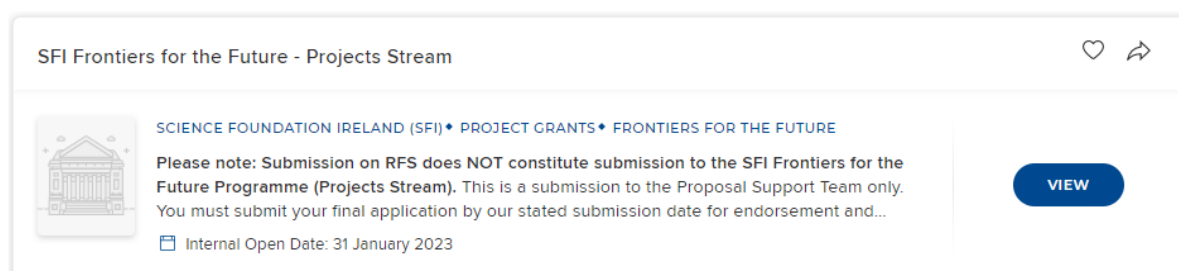
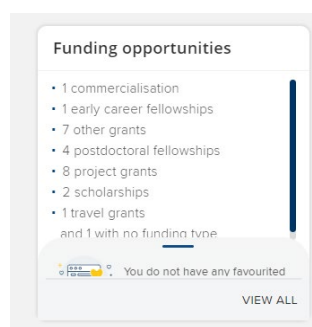
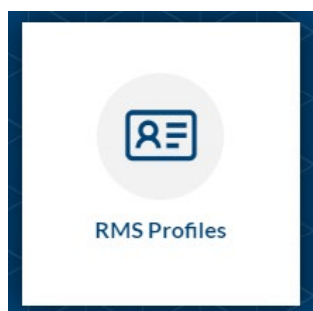
Applicants must have a contract to cover the full period of the research at the date of submission. A tentative start date of 1st February 2024 for successful applications has been stated by SFI to calculate this contract duration.

In the 2022 call applicants can submit SFI-CHF collaborative applications under the Projects Stream where they meet the applicant eligibility requirements and align to paediatric research. Applicants must indicate that they are applying to this collaboration. Refer to Appendix B, p.48-50 of the call document if considering applying under this collaboration.

Emerging Investigator Applicants to the SFI-CHF collaboration must hold a joint appointment between CHI and UCD as a co-applicant cannot be assigned to their application.

We would strongly advise that applicants focus on the **significance** and justification of their **research area, question and impact beyond the current state of the art**. Key questions are **WHY, WHAT, HOW?** **Why** is the proposed research high-risk, high-gain and novel and **what** is the need for this research at this particular time. **How** are the objectives of the proposed research to be achieved and what will be the **contribution** of your research both with and without achievement of the ultimate high-risk goal.

Notification of the application to the Proposal Support Team, submission of proposal and other documents for review, download and submission of the Institutional letter of support and submission of the budget for approval, will be via the **new Research Funding Solution (RFS) accessible via RMS profiles on UCD Connect**.



UCD Requirements & Deadlines:

IMPORTANT: Supports offered by UCD Research, including proposal endorsement, will not be provided after these dates.

UCD Deadline Dates for the 2022 Call

Deadline	
10am, 3 rd April 2023	Submission of completed institutional letter of support template for review and signature (compulsory), collaborators letters, draft proposal for review (if required) and budget for approval (compulsory) via the call on RMS profiles funding opportunities.
10am, 10 th April 2023	Submission of full proposal via SESAME for compliance check and endorsement by UCD Research

Proposal checks and reviews:

We strongly recommend all applicants make full use of our proposal review services (proposal development, budget optimisation and compliance) and avail of all the local supports provided to ensure the highest chance of success.

Advance peer review is essential for competitiveness. Applicants should select one or more peer reviewers from their own area. UCD Research have provided a peer review form to assist with this process. This is available through the RMS Profiles funding opportunity for this call.

Project Stream Proposal Evaluation Advice:

- We would strongly advise applicants to re-read [Appendix A: SFI Frontiers for the Future Programme Review Process](#) on pages 43-47 of the call document at all stages of proposal preparation.
- For applicants to the SFI-CHF collaboration please also read the requirements for the main body of the proposal on pages 48-50 of the same SFI call document. There are specific criteria you must aim to meet within these sections to ensure your proposal is competitive.
- All proposals will have a minimum of three international peer reviews for written evaluation and rating. We have seen through previous calls that SFI monitor the quality of reviews.
- Feedback will be provided on all full proposals. If you are resubmitting from a previous call, please ensure you **consider previous feedback** received in developing this proposal.

It is essential to consider the Review Criteria below when preparing the proposal content - before final submission of your proposal please re-read these and ensure you have addressed all points (Section 4, p.33-34 of the [SFI call document](#)):

- Quality, significance, and relevance of the applicant's and co-applicant's (if relevant) key achievements and research track record commensurate with their career stage and research

discipline, taking any periods of leave into account and considering the quality and relevance of the collaborators and/or mentor, if relevant

- Quality, significance, novelty and strategic relevance of the research plan
- Potential economic and societal impact and value to Ireland

Weighting of review scores – N.B. the weighting for the SFI-CHF collaboration is now the same as the regular Projects stream weightings:

Projects		
Review Criteria	Applicants	Emerging Investigator Applicants
Applicants	30%	10%
Research Proposal	55%	75%
Impact	15%	15%
Total	100%	100%

To achieve their commitment to increasing the number of SFI grants held by female researchers SFI have additional supports for excellent female researchers to secure funding under this call. **“When ranking applications, in the event of applications receiving the same final score, SFI will give priority in the review process to applications from female lead applicants”.**

Full proposal development

If resubmitting a previously unsuccessful or reserve list proposal we would suggest that you enlist peers to determine where previous feedback provided is relevant to your full proposal.

Highlighted Areas:

Sex and Gender Dimension in Research Statement (Section 3.8, p.25 of [Frontiers for the Future Programme call document](#)). All applicants **MUST** include a statement to affirm consideration of biological sex and/or social gender variables in their research programme. This includes reasons why not sex and/or gender has a component in your research. Think about the methodology, analysis and dissemination of your proposal and how this may be gender influenced or biased. Think about previous methodologies used and/or research outcomes in your field and how these may have been affected by gender or gender unbalanced. What will be novel about your research and methodology from a gender aspect? This could also be considered in terms of demonstrating expansion of the research beyond the state of the art and past or potential gender biases.

Please read the UCD Research [How to write the Sex-Gender Section of your proposal](#)’ advice to complete this section. This section is not looking for you to highlight the gender equality, diversity and inclusion balance aspects of your team or recruitment strategies. This can be referred to in Section 1B of your CV.. A brief (8.06) interesting H2020 video from August 2018 on gender dimension in research is available at this [link](#).

We would draw attention to their statement and that gender aspects might not be relevant to your research, but evidence that you have assessed this must be shown and the reason why gender aspects are not applicable should be justified in this statement.

Budget & Budget Justification (Section 3.9, p. 27-30 of [Frontiers for the Future Programme call document](#)):

A budget justification (max. 3 pages) is required. It should include an outline of any collaborator cash or in-kind contributions where relevant. The budget requested should be appropriate to the experience of the applicant in previous budget management for research and their most recent awarded funding. Note that *value for money* is stated by SFI as explicitly being part of the review criteria.

The Pre-Award Budget Team have drafted a budget template to assist UCD applicants. This is available on the Research Portal page [here](#) (previous call version, pending newest template). Please submit your budget and your budget justification as part of your overall proposal and budget submission by **10am 3rd April 2023**, using the Frontiers for the Future funding opportunity **via RMS profiles on UCD connect**.

Infrastructure and Services provided by Research Body (Max. 1 page, Section 3.10, p.30 [Frontiers for the Future Programme call document](#))

It is essential that this section is NOT GENERIC. The 1 page must be detailed and highly specific for your proposed research commensurate with your career stage. Please discuss the infrastructure resource requirements and how these will be accessed with your School/Centre. IP/technology transfer services should also be put in this section i.e. NovaUCD etc.

Applicants will be evaluated based upon their experience at their specific career stage. Thus, where early-stage applicants require more institutional support we would recommend agreement with your Head of School to ensure all potential supports, particularly infrastructure, are highlighted in the proposal.

Letters of Support (Max. 2 pages for each letter, Section 3.11, p.30-32 [Frontiers for the Future Programme call document](#))

Institutional Letter of Support:

The template for your UCD institutional letter of support is available via the Frontiers for the Future funding opportunity via RMS profiles on UCD Connect. To ensure review and signature by the VPRII, this completed template must be submitted to us **by 10am 3rd April 2023 via RMS profiles on UCD Connect**.

Co-applicants on applications led by other institutions must also register the application and submit their completed letter of support template **via RMS profiles on UCD Connect by 10am 3rd April 2023**.

The VPRII WILL NOT review letters of support submitted after 10am 3rd April 2023. A letter to confirm eligibility only will be available after this date.

Suggested templates for collaborator and mentor letters are provided on the funding opportunity accessed via RMS profiles.

Full Call Details: <https://www.sfi.ie/funding/funding-calls/frontiers-for-the-future/>

Best of luck with your submission!!!!

Further key links and useful documents:

- [UCD Research Impact](#)
- [SFI Research Impact](#)

- [Project Ireland 2040](#)
- SFI Strategy 2025: [Shaping Our Future](#)
- [Research Priority Areas 2018 to 2023](#)
- UCD Strategy 2020-2024: [Rising to the Future](#)
- UCD Research & Innovation Strategy: [Shaping the Future](#)
- [SFI Gender Dashboard](#)
- [SFI Gender Strategy 2016-2020](#)
- [How to Write a Narrative CV – UCD Research and Innovation](#)
- [Narrative CVs – UCD Library](#)
- [Guidance for Applicants on the SFI Narrative CV – SFI](#)
- [Research Data Management: Data Management Plans](#)

Appendix 1: Outline of application form and compliance & review Checklist

Applicants can use the following checklist to ensure they have completed the required sections before submission

Proposal Summary		
Project title	Max 30 words	<input type="checkbox"/>
Duration of grant requested	Projects: 24,36, 48 months	<input type="checkbox"/>
Lead Applicant applying under Emerging Investigator Category?	Yes/No	<input type="checkbox"/>
Resubmission (This section does not appear on the Proposal Document PDF for reviewers)		
Previously submitted application to any SFI scheme?	Yes/No	<input type="checkbox"/>
Resubmission statement (if relevant)	Max 1,000 words. To be completed where this application has previously been submitted to an SFI Funding call. Review comments received from initial application to be taken into account by applicant in this statement. Explanation of differences and references to reviewers' comments	<input type="checkbox"/>
Research Alignment		
Priority areas and alignment – primary and secondary	Drop-down menus. These should be reflected in the Research Body Letter of Support for the Lead Applicant strategic alignment section	<input type="checkbox"/>
Research area – primary and secondary	Drop-down menu	<input type="checkbox"/>
Alignment to SFI Legal Remit	Max 250 words	<input type="checkbox"/>
Lead Applicant Details		
SESAME Profile information and ORCID ID	Ensure time is allowed to complete these before submission. Information can be imported through the ORCID ID into the SESAME Profile	<input type="checkbox"/>
% Time commitment to project	Realistic to allow for other time commitments – reasonably reflect funding requested	<input type="checkbox"/>
Lead Applicant CV	Max. 5 pages – DORA compliant CV – template provided	<input type="checkbox"/>
Does the Lead or Co-Applicant (where applicable) hold a Joint Appointment	Yes/No	<input type="checkbox"/>
Please describe the nature of the Joint Appointment	Max. 250 words	<input type="checkbox"/>
Emerging Investigator category	Yes/No (if yes Co-Applicant not permitted)	<input type="checkbox"/>
Are you applying for the SFI-CHF Collaboration?	Yes/No	<input type="checkbox"/>
Emerging Investigator documentation	Statement of eligibility (refer to page 12 of call document) and supporting documentation of leave/time spent in industry	<input type="checkbox"/>
If applying under Emerging Investigator category, do you	Yes/No	<input type="checkbox"/>

wish to add a mentor to your proposal?		
If applying under Emerging Investigator category, have you taken documented leave?	Yes/No	<input type="checkbox"/>
Supervisory experience to date (Lead Applicant)		
Masters Students graduated	Numbers to date	<input type="checkbox"/>
PhD Students graduated	Numbers to date	<input type="checkbox"/>
Masters Students currently supervising	Numbers	<input type="checkbox"/>
PhD Students currently supervising	Numbers	<input type="checkbox"/>
Other Staff currently supervising	Numbers	<input type="checkbox"/>
Co-Applicant Details (if relevant)		
Add Co-Applicants	Co-Applicant not allowed where Emerging Investigator category chosen. Co-Applicants are associated with the application by the lead applicant by use of the co-applicant's SFI PIN number. SESAME does not permit two individuals to concurrently modify a proposal. The Lead Applicant must close the proposal to allow the Co-Applicant to make modifications, and vice versa. Co-Applicants must log in and complete required fields	<input type="checkbox"/>
SESAME Profile information and ORCID ID	"For the purposes of eligibility, reviewing and monitoring, a Co-Applicant....will receive equal evaluation to the Lead Applicant and will hold equal accountability for the delivery of the proposed research objectives"	
% Time commitment to project	Realistic to allow for other time commitments	<input type="checkbox"/>
Co-applicant CV	Max. 5 pages – DORA compliant CV – template provided	<input type="checkbox"/>
Supervisory summary	Update	<input type="checkbox"/>
Publication summary	Update	<input type="checkbox"/>
Research Funding		
Research funding history	Update from profile	<input type="checkbox"/>
Research Funding	Co-Applicant not allowed where Emerging Investigator category chosen. Co-Applicants are associated with the application by the lead applicant by use of the co-applicant's SFI PIN number. SESAME does not permit two individuals to concurrently modify a proposal. The Lead Applicant must close the proposal to allow the Co-Applicant to make modifications, and vice versa.	<input type="checkbox"/>
Indicate any scientific overlap with this application, referring only to overlap in content	Max. 1,000 words	<input type="checkbox"/>
Research funding section completed	Yes (section is completed)/No (applicant has no research funding history)	<input type="checkbox"/>
Collaborator(s) Details		
Details required		<input type="checkbox"/>
Details required	Organisation, department, prefix, first and last name, job title, collaborator type (academic/industry), email, address. "For the SFI-CHF collaboration, collaborators from CHI network partner sites (paediatric and neonatal facilities on the island of Ireland) are not obligatory but are permitted and encouraged. Clinical collaborators should be listed within the documentation as an Academic Collaborator"	<input type="checkbox"/>
Collaborator(s) CV	Max. 2 pages. SFI recommends using the DORA compliant template provided. Should include CV for both academic and industry collaborators. For academic collaborators it must be included.	<input type="checkbox"/>
Mentor Details (only applicable if selecting the Emerging Investigator category)		

Mentor CV	Max. 2 pages. SFI recommends using the DORA compliant template provided.	<input type="checkbox"/>
Main Body of Proposal		
Keywords / phrases	Max 15 - will be used to select reviewers – drill down	<input type="checkbox"/>
Scientific Abstract	Max 200 words	<input type="checkbox"/>
Lay Abstract	Max 100 - non-technical language	<input type="checkbox"/>
Ethical Issues		
Ethics	Use of Animals/Use of Human Participants, Biological Material or Identifiable data - https://www.ucd.ie/researchethics/	<input type="checkbox"/>
Sex & Gender Dimension		
Sex and Gender Dimension in Research Statement	Max 1,000 words – regardless of response to whether sex and/or gender is taking into account for the yes/no response required, the applicant will be required to complete a statement. This will either ask to “describe how sex and/or gender considerations will be integrated into your research proposal” or to “explain why sex and/or gender are not applicable to your research proposal”.	<input type="checkbox"/>
Budget		
Prepare Budget	Open budget table and transcribe budget as agreed with UCD Pre Award Budget Team	<input type="checkbox"/>
Budget Justification	Max. 3 pages. Refer to call document and SFI Grant Budget Policy	<input type="checkbox"/>
Are the figures and requirements fully in line with the proposal budget?		<input type="checkbox"/>
Have the budget and justification been reviewed and approved by the Research Office?		<input type="checkbox"/>
Research Programme		
Proposal length for Projects	Max 8 pages	<input type="checkbox"/>
Projects: high-risk, high reward; innovative and novel		<input type="checkbox"/>
If applying under the SFI-CHF partnership, ensure you have addressed the points under Research Programme in Appendix B		<input type="checkbox"/>
Specific aims with objectives linked to real deliverables		<input type="checkbox"/>
Problems background, significance, state of the art and how research expands it, strategic importance		<input type="checkbox"/>
Novelty – refer to state of the art		<input type="checkbox"/>
Methodology – how advances the state of the art – scientific approach, competences and activities of team members		<input type="checkbox"/>
Ensure the input from and/or role of collaborators is specified		<input type="checkbox"/>
References	Max. 5 pages	<input type="checkbox"/>
Data Management Plan	Max. 2 pages	<input type="checkbox"/>
Impact Statement		
Impact Statement	Max. 3 pages	<input type="checkbox"/>
Specific		<input type="checkbox"/>
Clear impact		<input type="checkbox"/>
Impact specified rather than outputs		<input type="checkbox"/>
Milestones and deliverables associated with the impact indicated		<input type="checkbox"/>
If industry collaborations discuss, cash and/or in-kind contributions discussed		<input type="checkbox"/>
If applying under the SFI-CHF partnership, ensure you have addressed the points under Impact Statement in Appendix B		<input type="checkbox"/>
Infrastructure, Facilities, Services Available		
Statement	Max. 1 pages – this statement should be specific to your research. Generic UCD supports will be included already within the institutional letter of support however can be briefly referred to again where applicable in particular the IP/technology transfer services. It would be preferable to not replicate the text from the institutional letter of support in this section. This will argue that UCD is the appropriate host	<input type="checkbox"/>

	for this research. Also include access facilitated through Co-Applicant (if relevant) and collaborators	
General Formatting Conditions		
Min Font Size 11, At least single line spacing, min margins 2.5cm, text in diagrams clearly legible		<input type="checkbox"/>
Ensure all attached PDF documents are in Adobe PDF format		<input type="checkbox"/>
Final points		
Apply feedback from peer review and/or Research Office if you are happy it benefits your proposal before submission		<input type="checkbox"/>
Final check to ensure all criteria in SFI call document Appendix A has been addressed. If applying to the SFI-CHF partnership, review the requirements for the main body of the proposal to ensure you have met these		<input type="checkbox"/>