

CS3305.2019 Team Software Project

Briefing 2 V1.0

In addition to the Initial System Briefing, which provides an overall description of the grant management system, this document, System Briefing 2, provides additional information on the system requirements.

Researcher Profile

Each researcher that has an account with the Grant Management System (GMS) needs to complete a user profile. This does not need to be done upon account creation, but before any report or grant application is submitted. A researcher profile contains the following information: (fields marked with a * are required)

General information:

- *First name
- *Last name
- *Job title
- *Prefix (e.g. academic title such as Dr, Prof, etc.)
- Suffix (e.g. “Jr”, such as in Frederick Brooks Jr.)
- Phone
- Phone extension
- *Email
- ORCID (see <https://orcid.org/>)

Research profile information:

- Education information
 - Degree
 - Field of study
 - Institution
 - Location
 - Year of degree award
- Employment
 - Institution/company
 - Location
 - Years
- Professional societies (membership)
 - Start date
 - End date
 - Name of society
 - Type of membership
 - Status (this depends on whether it’s an active membership, based on start and end date)
- Distinctions & Awards
 - Year
 - Awarding body (i.e. who gave the award?)
 - Details of award
 - Team member name
- Funding diversification (what other funding has the researcher received)
 - Start date
 - End date
 - Amount of funding
 - Funding body

- Funding programme
 - Status (depends on start/end date: active or expired)
 - Primary attribution (this is the grant number to which this funding is linked)
- Team members
 - Start date with team
 - Departure date
 - Name
 - Position within the team
 - Primary attribution (grant number)
- Impacts
 - Impact title
 - Impact category
 - Primary beneficiary
 - Primary attribution
- Innovation & Commercialisation
 - Year
 - Type
 - Title
 - Primary attribution
- Publications
 - Publication year
 - Publication type
 - Refereed original article
 - Refereed review article
 - Refereed conference paper
 - Book
 - Technical report
 - Title
 - Journal / Conference name
 - Publication status
 - Published
 - In press
 - DOI
 - Primary attribution
- Presentations
 - Year
 - Title of presentation
 - Event type
 - Conference
 - Invited seminar
 - Keynote
 - Organising Body
 - Location
 - Primary attribution
- Academic collaborations
 - Start date
 - End date
 - Name of institution
 - Department within institution
 - Location
 - Name of collaborator
 - Primary goal of collaboration
 - Access to software/data/material/equipment
 - Training and career development

- Joint publication
 - Startup development
 - License development
 - Building networks & relationships
- Frequency of interaction
- Primary attribution
- None-academic collaborations
 - Same as academic collaborations
- Conferences / workshops / seminars organized
 - Start date
 - End date
 - Title
 - Event type
 - Conference
 - Workshop
 - Seminar
 - Role
 - Location of event
 - Primary attribution
- Communications overview (counts total number of interactions per year)
 - Year
 - Number of public lectures/demonstrations
 - Number of visits
 - Number of media interactions
- SFI Funding ratio (this is filled out once per year)
 - Year
 - Percentage of annual spend from SFI
 - Indicates percentage of time spent on SFI-funded projects, in steps of 20% e.g. 0-20, 21-40, etc.
- Education & Public Engagement
 - Name of project
 - Start date
 - End date
 - Activity type
 - Public event
 - In-class activities
 - Career experience programme
 - Other (please specify)
 - Project topic
 - Science
 - Math
 - Engineering
 - Technology
 - Space related
 - Other
 - Target geographical area
 - Local (a specific county in Ireland)
 - National
 - International
 - Primary attribution

Each researcher is expected to keep his/her profile up to date. The profile captures all activities that a researcher is involved in. For several of the activities, a “primary attribution” is requested: this is the grant number of the project that the researcher is leading. It is expected that only Principal Investigators

(PI) – that is, the project leader – will have an account with the system. Any team member that is hired by the PI, and thus funded by one of the projects that the PI leads, will also have activities (e.g. publications and other events), but they must be entered by the PI, or a supporting administrator who reports this on behalf of the PI.

While the list of information above is quite extensive, it is acceptable to only consider a subset in early prototypes – it is understood that adding fields is a matter of adding similar functionality.

Applying for Awards

The system is used by the funding agency to publish “calls for proposals”. That is, the funding agency publishes different funding programmes for which researchers (or teams of researchers, led by a Lead Principal Investigator) can submit applications. Researchers can apply for any funding programme, but it is understood that researchers may not be eligible to apply for some programmes. Eligibility checks are not performed by the system and thus the system does not need to provide functionality for this.

Reporting on Awards

When researchers are successful in getting research awards, the award will have a unique identifier. The typical grant number is structured as follows:

<2 digits of year of publication of the call>/<acronym of research programme>/<unique 4 digit identifier>

Examples are:

15/SIRG/3293:

- The call was published in 2015
- The type of the programme is “SIRG”
- The unique identifier is 3293

13/RC/2094

- The call was published in 2013
- The type of programme is RC
- The unique identifier is 2094

For the purposes of this project, supporting a small number of awards is sufficient, but the system must support the creation of new funding programmes. Every event or output is attributed to a specific award (“primary attribution” in the fields listed above), with potential for a secondary attribution (e.g. when output/activity is associated with multiple awards).

Every year, researchers must submit an annual report. In doing so, they report several pieces of information, which they can select from the information already entered in their research profile, such as publications and activities:

- Publications
- Education & Public Engagement activities
- Academic collaborations
- Non-academic collaborations
- Commercialisation
- Impact

In addition, researchers must submit (free text) information about the following items:

- Please indicate any deviations of the originally approved research plan
- Please bullet point the 3 most important research highlights from the reporting period
- Please bullet point any challenges encountered during the reporting period
- Please bullet point the planned activities for the coming year (200 word limit)

Before submitting the report, the researcher must be able to see a preview.