

Terms of Reference for the 8-year Progress Review of the SFI Research Centres 2012 Cohort

10 June 2021

Table of Contents

1. Background	3
2. Objective of the Progress Review	5
Specific objectives:	5
3. Organisation of the Remote Progress Review	6
4. Remote Progress Review Agenda	8
Breakdown of the progress review agenda and/or presentations:	8
Day 1 Agenda from 11:30 – 18:00 GMT (+1 until October 2021)	10
Day 2 Agenda from 11:40 – 18:00 GMT	11
Day 3 Agenda from 11:40 – 18:00 GMT	13
5. Panel Report	14
i. Research/Scientific Programme.....	15
ii. Education and Public Engagement Programme.....	17
iii. Research Centre performance on Cost Share, KPIs and Budget management.....	18
iv. Implementation of Recommendations from the 6-year Progress Review.....	19
v. Research Centre Leadership, Management and Governance	20
vi. Centre Impact.....	22
vii. Centre’s response to COVID- 19 pandemic	23
viii. Executive Summary	24
ix. Reviewer Feedback for SFI	25
6. Advance Documents to be submitted by the Research Centre prior to the review	26
Pre-Recorded Videos Requirements.....	26
Instructions for Pre-Recorded Videos.....	27
Instruction for “Poster” Session	27
7. Logistics of the Remote Progress Review	29
8. Advance Review Documents for Panel Members	30
Key documents for the review.....	30
Other documentation	30
9. Financial Review Procedure	31
10. Follow-up to Progress Review Process	32
11. Post-Review Communications Meeting	32
APPENDIX I: Detailed Remote Logistic Guidelines	33

SFI Strategy 2025: Shaping Our Future

Core Ambitions:

Delivering Today: To develop more top talent, build on Ireland’s excellent research base, and maximise the tangible benefits for our economy and society, addressing current challenges and supporting quality jobs and a competitive economy.

Preparing for Tomorrow: To develop a cohesive research ecosystem capable of taking first mover advantage in new and emergent fields. SFI’s strategy emphasises on anticipating what’s next and adapting our approach to lead in these new areas of discovery. To achieve this, SFI will engage and collaborate more widely and deeply with all stakeholders.

<https://www.sfi.ie/strategy/>

1. Background

Science Foundation Ireland (SFI) is the national foundation for investment in research in the areas of science, technology, engineering, and mathematics (STEM), which assists in the development and competitiveness of industry, enterprise, and employment in Ireland. It also promotes and supports STEM education and engagement to improve awareness and understanding of the value of STEM to society and to support the STEM careers pipeline.

“Shaping Our Future”, launched in 2021, sets out SFI’s strategy for establishing Ireland as a Global Innovation Leader in scientific and engineering research for the advancement of Ireland’s economy and society. Strengthening and developing SFI’s network of Research Centres will be critical in achieving this vision.

SFI currently funds 16 SFI Research Centres in a multitude of research areas that are strategically important to Ireland, with a focus on delivering scientific excellence with economic and societal impact.



The Centres link scientists and engineers in partnerships across academia and industry to address crucial research questions; foster the development of new and existing Irish-based technology companies; attract industry that could make an important contribution to Ireland and its economy; and expand educational and career opportunities in Ireland in science and engineering. More information on the SFI Research Centres can be found here: <https://www.sfi.ie/sfi-research-centres/>.

SFI Research Centres 2012 Cohort

SFI Funding Condition:

The 2012 cohort of SFI Research Centres commenced Phase 1 operations in June 2013 for an initial term of six years.

At the 4-year mark, six 2012 SFI Research Centres successfully applied for a second round of funding and in June 2019, transitioned to Phase 2 for a further 6 years. The Phase 2 funding model requires SFI Research Centres to scale towards a new cost share model under which they must increase the level of funding leveraged from industry and non-exchequer, non-commercial sources.

The next international peer review for the 2012 SFI Research Centres (8-year review) are due in Q3-Q4 of 2021.

2012 Cohort Strategic Areas:

AMBER: SFI Research Centre for Advanced Materials and BioEngineering Research

APC: SFI Research Centre for APC Microbiome Ireland

INSIGHT: SFI Research Centre for Data Analytics

IPIC: SFI Research Centre for Photonics

MaREI: SFI Research Centre for Energy, Climate and Marine

SSPC: SFI Research Centre for Pharmaceuticals

The network of SFI Research Centres is divided into cohorts based on the year of the SFI Research Centres call through which they were initially funded. The 2012 cohort of Research Centres were initially funded for 6 years to 2019 (Phase 1 funding) through a call run in 2012. Six 2012 Research Centres were subsequently awarded a second term of funding (Phase 2 funding) which began on 1 June 2019 and will run for 6 years to 2025.

Under the conditions of funding provided by SFI to the Centre network, all SFI Research Centres undergo progress reviews every two years. A review panel of six to eight distinguished scientists, engineers and individuals with significant commercialisation and translational/applied experiences will be convened to evaluate the SFI Research Centres. One member of each panel will also hold specialist Education and Public Engagement (EPE) expertise.

To prepare for the progress review, this Terms of Reference document for the 8-year progress reviews for the 2012 cohort of SFI Research Centre has been developed to provide guidance to the following:

- Progress Review Panel Members
- SFI Research Centre Directors
- SFI Research Centre teams (co-PIs, FIs, operations staff)
- Research Office staff
- Vice-Presidents/Deans of Research
- University Presidents/Provosts



2. Objective of the Progress Review

The purpose of the 8-year progress review is to allow SFI to evaluate the **quality of the Research and EPE activities**, to assess progress on the **implementation of the 6-year review panel recommendations**, and to evaluate the Centre's **performance in achieving KPI and Phase 2 Cost Share targets**.

Specific objectives:

- I. To evaluate whether the quality of the research carried out by the Centre in Phase 2 is scientifically excellent
- II. To evaluate Education and Public Engagement (EPE) Programme
- III. To evaluate the Centre's performance against its cost share and KPI targets and assess the Centre's management of the SFI budget
- IV. To evaluate the Centre's implementation of the 6-year review recommendations
- V. To evaluate the effectiveness of the Research Centre leadership, organisational and governance structures
- VI. To evaluate the impact arising from Centre activities in the last 2 years
- VII. To evaluate the Centre's response to the COVID-19 pandemic

3. Organisation of the Remote Progress Review

Overview of SFI Remote Review

SFI takes seriously the need to ensure the health and safety of its staff, reviewers, funded researchers, and other potential participants in the review process. Owing to the ongoing COVID-19 pandemic, the 8-Year reviews of the 2012 Research Centres will be conducted in a fully remote format using Zoom Video Communications.

SFI and the Panel Members will perform a remote progress review over the course of 3 consecutive days (approximately 6.5 hours per day). This will include a 3-hour closed report writing session for the review panel.

In advance of the remote progress review, SFI will hold two briefing sessions with the Panel Members, advance briefing and pre-review briefing to ensure that they are informed on the review process.

Attendees

During the progress review, the following personnel from the Centre must be in attendance:

- SFI Research Centre Director(s).
- SFI Research Centre Operations Team.
- Co-Principal Investigators.
- Funded Investigators who are delivering presentations.
- Spoke award leader (if relevant).
- SFI Research Centre post-doctoral researchers and PhD/MSc students who are presenting during the poster session or are delivering other presentations.
- Chair of the SFI Research Centre Governance Committee for the opening address.
- Vice President/Dean for Research (VPDoR) (or equivalent) from the host Research Body must be present at the institutional support session on Day 2 of the review at a minimum. VPDoRs from additional Research Bodies may also attend in addition, and the choice of which Research Bodies are represented is up to the Centre. **NB:** If a VPDoR is also a PI/FI in the Centre, he/she will not be permitted to represent the institution at the review. In this case, the VPDoR must nominate a suitable replacement from their Research Body to attend the meeting in their place.
- Selected industry partners for the industry discussions.

Please note that any additional participants not mentioned on the list can be discussed with SPM in advance of the review.

The following personnel may additionally attend the progress review:

- Funded Investigators not delivering presentations (all FIs must be invited to attend the progress review, and attendance of as many FIs as possible is advisable to address questions that arise).
- Centre postdoctoral researchers and PhD/MSc students not delivering presentations/posters.
- Other Centre research staff and students.

- If a Research Centre has a US-Ireland Centre-to-Centre award, representatives from the US and NI Centres involved in the partnership.
- Academic or other Centre collaborators.
- Additional Governance Committee members, and members of Centre advisory boards.
- Additional representatives of the host Research Body.

In addition, SFI may invite representatives of Enterprise Ireland and/or the Industrial Development Authority (IDA) to attend progress reviews. The purpose of this is to ensure that SFI's partner agencies are kept as up to date as possible on the progress of Research Centres, and how they can be best supported. Enterprise Ireland/IDA representatives who attend progress reviews will do so as observers and will have no active role in events.

4. Remote Progress Review Agenda

Each SFI Research Centre progress review will have a bespoke agenda.

An agenda template is outlined below. It is **important to note that the agenda times indicated in the template are for guidance purposes only** and can be modified to suit the needs of the individual Research Centre. However, please note that **private panel discussion scheduled must not be changed**.

Excel template version of the agenda will be sent along with this document.



Template for Agenda
and Poster Session

Each Centre will be contacted by their SFI Scientific Programme Manager to work through and agree on the final agenda, which should be finalised no later than **2 weeks before the date of the review**.

Presentations should only be delivered by Centre personnel. **Timings of the presentations should be strictly adhered to** according to the final schedule. **50% of the time must be allocated to presentations and 50% of the time must be allocated to Q&A.**

Presentations may be cut short if the Centre presenters exceed the time allotted. Please note that allocation for private discussion sessions between the panel members, SFI and Centre Director/Co-PIs will be arranged during all three days.

Breakdown of the progress review agenda and/or presentations:

Day 1/2:

1. Scientific Research Projects

- Presentations should go into detail on the research programme and progress made in platform projects and targeted projects as well as the pipeline between them.
- Centres should also incorporate, as appropriate, presentations on the progress of all relevant Spoke or US-Centre to Centre awards.
- Please include, where appropriate, references to data management practices, research methodology and training that supports research integrity.
- **Presenters during Day 1 and 2 should also speak to EPE activities that they and their team have delivered.**

Note for Research Centres

Key Performance Indicators:

In advance of the progress review, the most recent validated KPI results will be provided in the briefing documentation sent to the review panel member.

During the progress review, Research Centres are **permitted to present more recent progress**, including outputs achieved up to the date of the progress review.

Day 2:

II. Education and Public Engagement (EPE) Programme & Strategy

- Overview of the Centre's EPE strategy.
- Details of how the EPE plan is developed and delivered both with and by the Centre's research community. This should include an indication of the numbers of staff involved in EPE activities. EPE Champion work should also be highlighted in this presentation.
- The achievements against the EPE operational plans, in terms of outputs and outcomes.
- Progress against expected tangible benefits and impacts of the EPE activity.

III. Centre Impact & Centre's Response to COVID-19

- Centre's impact stories and pathways to achieving impact objectives.
- Centre's contribution to the national and global COVID-19 crisis (as relevant).

IV. Discussion on Institutional Support

- **No presentation should be made during this session.**
- VPDoR of the host Research Body must be present for this discussion. Other VPDoRs may also be invited to attend the session at the discretion of the Research Centre.
- This session is an opportunity for the panel to discuss the institutional support that the Research Centre has received from the host Research Body and partner Research Bodies involved.
- Centre staff or representatives **will not be present** during this session.

Day 3:

IV. Discussion with Industry Partners

- **No presentation should be made during this session.**
- This session is an opportunity for the panel to have a discussion with a selection of industry partners one at a time focusing on their involvement in Centre activities and how the Centre is meeting the needs of the industry partners.
- Industry partner chosen should represent different areas of activity and different types of industry partners (e.g. MNCs and SMEs).
- Centre staff or representatives **will not be present** during this session.

***Please note that SFI may request a modification to the format of the review if deemed appropriate.**

Day 1 Agenda from 11:30 – 18:00 GMT (+1 until October 2021)

Time	Agenda	Zoom Room	Minutes
11:30 – 12:20	Private Introductory Discussion between SFI and Panel Members	Breakout	50
Session 1			
12:20 – 12:25	Welcome by Process Chair (SFI Staff Member)	Main	5
	<i>A 10-min pre-recorded welcome from President of the host Research Body, the Vice President/Dean of Research and Governance Chair will be provided to the panel members in advance of the review.</i>		
12:25 – 13:05	SFI Research Centre Overview – intro, strategy, cost share & KPI performance	Main	40
	<i>A 30-min pre-recorded video of the Centre Director introducing the research Centre will be provided in advance of the review. Please see Section 6 for guidance on pre-recorded videos.</i>		
	10-min recap of pre-recorded video		
	Q & A portion		
13:05 – 13:15	Short break		10
13:15 – 14:35	Research Programme 1	Main	80
	<i>Show each presentation name, who is presenting it, the start/end times of the presentation, and the start/end times of the Q&A session of equal length.</i>		
	Presentation title – Presenter name		
	Q & A portion		
14:35 – 14:50	Private Panel Session	Breakout	15
14:50 – 15:50	Long break		60

15:50 – 17:10	Research Programme 2	Main	80
<p><i>Show each presentation name, who is presenting it, the start/end times of the presentation, and the start/end times of the Q&A session of equal length.</i></p> <p>Presentation title – Presenter name</p> <p>Q & A portion</p>			
17:10 – 17:30	Private Panel Discussion	Breakout	20
17:30 – 18:00	Director/Co-PI Private Discussion with the Panel	Breakout	30
<p><i>Only the Director(s), co-PIs and Centre Manager may be present from the Centre side at this meeting. During this discussion, or at any point during the review, the panel may request additional information where they deem it necessary for their evaluation. This information should be emailed to the SFI SPM when it is prepared.</i></p>			

Day 2 Agenda from 11:40 – 18:00 GMT

Time	Agenda	Zoom Room	Minutes
Session 2			
11:40 – 12:15	Private Panel Discussion	Breakout	35
12:15 – 13:00	Research Programme 3: Progress of Spokes or US Centre-to-Centre Awards (if relevant)	Main	45
<p><i>Show each presentation name, who is presenting it, the start/end times of the presentation, and the start/end times of the Q&A session of equal length.</i></p> <p>Presentation title – Presenter name</p> <p>Q & A portion</p>			
13:00 – 13:40	Education and Public Engagement Programme & Strategy	Main	40
<p><i>A 30-min pre-recorded video on the EPE programme and strategy will be provided in advance of the review. Please see Section 6 for guidance on pre-recorded videos.</i></p> <p>10-min recap of pre-recorded video</p> <p>Q & A portion</p>			

13:40 – 14:20	Centre Impact & Centre’s Response to COVID-19	Main	40
<p><i>A 30-min pre-recorded video on the Centre Impact stories/progress to achieving impact objectives and Centre’s response to COVID-19 will be provided in advance of the review. Please see Section 6 for guidance on pre-recorded videos.</i></p> <p>10-min recap of pre-recorded video</p> <p>Q & A portion</p>			
14:20 – 14:30	Private Panel Session	Breakout	10
14:30 – 15:30	Long break		60
15:30 – 16:30	Remote Poster Session - poster presentation by PhDs/MScs or postdoctoral researchers	8 Breakout	60
<p><i>Approximately 24 posters can be presented. At least 3 posters on EPE content should be included. Please provide the list of poster presenter, poster title and room allocation in the excel template document provided. Please see Section 6 for guidance on poster session.</i></p>			
Session 3			
16:30 – 16:45	Private Panel Session	Breakout	15
16:45 – 17:15	Institutional Support - Discussion of key Issues	Breakout	30
17:15 – 17:35	Private Panel Discussion	Breakout	20
17:35 – 18:00	Director/Co-PI Private Discussion with the Panel	Breakout	25

Day 3 Agenda from 11:40 – 18:00 GMT

Time	Agenda	Zoom Room	Minutes
Session 4			
11:40 – 12:15	Private Panel Discussion	Breakout	35
12: 15 – 13:15	Industry Partners (3 x 20 minutes per industry partner)	Breakout	60
	Industry partner 1		
	Industry partner 2		
	Industry partner 3		
13:15 – 13:35	Private Panel Discussion	Breakout	20
13:35 – 14:05	Director/Co-PI Private Discussion	Breakout	30
14:05 – 15:05	Long Break		60
Session 5			
15:05 – 18:00	Private Panel Session - Report Writing	Breakout	175
	<i>The panel will write the progress review report in this closed session (see panel report section for further details).</i>		

5. Panel Report

Note for Review Panel Members

Advance Panel Report:

In advance of the progress review, the relevant Scientific Programme Manager will provide an advance briefing with the review panel members. In addition, an advance panel report template will be provided and SFI requests that the panel members:

- To thoroughly assess each section of the report.
- **To note and compile a comprehensive list of key questions** for each section of the progress report. This list of key questions will then be provided to the Research Centre, who are advised to address these questions over the course of the review.

Final Panel Report Write-up:

On the afternoon of Day 3 of the progress review, the panel members will complete their final report through an online shared document in a closed session. SFI request that the panel members note the following:

- Prior to the report writing close session, any unclear and/or outstanding questions to the Centres should have all been addressed.
- The Academic Chair will lead the panel's discussion on the scores for each section of the report.
- A 1-hour conference call may be scheduled 2 weeks post the review to approve the final panel report, if necessary.

The panel report includes sections to reflect the objectives of the review. Each section will include a narrative and a score indicating the degree of progress (narrative only for COVID-19 section). The narrative should include recommendations for alterations to future Centre activities where weaknesses or risks are identified. SFI may request that an unsatisfactory score in any section is accompanied by further recommendations for alterations, including potential reductions in Centre budgets.

The panel report is broken down to 9 sections:

[i. Research/Scientific Programme](#)

[ii. Education and Public Engagement Programme](#)

[iii. Research Centre performance on Cost Share, KPIs and Budget management](#)

[iv. Implementation of Recommendations from the 6-year Progress Review](#)

[v. Research Centre Leadership, Management and Governance](#)

[vi. Centre Impact](#)

[vii. Centre's response to COVID-19 pandemic](#)

[viii. Executive Summary](#)

[ix. Reviewer Feedback for SFI](#)

i. Research/Scientific Programme

Please assess the scientific excellence of the SFI Research Centre’s research programme and the scientific work undertaken. Take into consideration the key documents for the review and the Centre’s presentations at the progress review.

As part of your response, consider the following questions:

- *Based on the approved proposal and work plan, is the Centre on the correct track in delivering their objectives and targets?*
 - *What are the most important breakthroughs that the Research Centre made?*
 - *Has the Centre achieved research excellence and leadership in its area?*
 - *Are platform research projects seeding or adding value to targeted projects with industry partners?*
 - *Has the Centre has benefitted from collaborating with other SFI Research Centres and any other international or national centres?*
 - *Are there components of the research programme that should be removed or expanded?*
-

In providing your responses to the above points, please provide commentary on the following aspect:

- Platform projects
- Targeted projects with industry partners
- Pipeline of Platform to Targeted projects

Narrative on Research/Scientific Programme:

Please comment on the Research Centre’s progress on **each** Spoke and/or US Centre-to Centre award, where relevant. In your answer, please include specific commentary on:

- Progress on research objectives
- Impact of objectives
- Quality and appropriateness of the collaborations
- Centre integration
- Strategic benefit and added value to the Research Centre

<p>Spoke/Centre-to-Centre award Title</p> <p><i>Narrative:</i></p>

Select the description that best matches your assessment of the SFI Research Centre’s research/scientific programme from the following list:

Score	Description
5.0	Outstanding with no deficiencies.
4.5	Outstanding in many regards with no serious deficiencies.
4.0	Strong with no serious deficiencies.
3.5	Strong in many regards with some deficiencies.
3.0	Moderate with some deficiencies.
2.5	Moderate in many regards with many deficiencies.
2.0	Weak with many deficiencies.
1.5	Weak in many regards with many critical deficiencies.
1.0	Wholly inadequate with many critical deficiencies.



ii. Education and Public Engagement Programme

Please comment on the SFI Research Centre's EPE programme and progress. Take into consideration key documents for the review and the Centre's presentations at the progress review.

As part of your response, consider the following questions:

- *Is there a strategic approach to EPE within the Centre? Is the purpose/vision for EPE activities clear?*
 - *Is there evidence of a logic modelling approach to the EPE plan? How is the Centre performing against their EPE operational plan?*
 - *What components are being used to engage with the public?*
 - *Are there aspects of the EPE programme that could be improved through a shift in focus?*
 - *Is there evidence of applying best practice / the body of knowledge in the component parts of the EPE programme?*
 - *Is there a Centre-wide culture of responsibility for EPE?*
 - *The EPE KPI is purely a quantitative measure designed to increase participation of researchers in EPE activity within the Centre. It was never intended to address qualitative aspects of the EPE Programme. The panel is tasked with assessing and commenting on the qualitative aspects of the EPE Programme.*
 - *The definition of an EPE Champion is broader than just participation. An aspect of the EPE programme may feature EPE champions ¹ – is there evidence of any champion work within the Centre?*
 - *How is the Centre engaging all its research community in delivering the public engagement plan?*
 - *Is it clear how the EPE programme is evaluated and leads to impact?*
 - *Is there any evidence of applying learning or evaluation from EPE activity to research strands?*
-

Narrative on Education and Public Engagement Programme:

¹ Champions are identified as those who participate in five or more EPE activities, who lead or significantly participate in the development and/or delivery of EPE strategy and/or activity. They often act as role models, inspiring others to participate.

Select the description that best matches your assessment of the SFI Research Centre’s EPE programme from the following list:

Score	Description
5.0	Outstanding with no deficiencies.
4.5	Outstanding in many regards with no serious deficiencies.
4.0	Strong with no serious deficiencies.
3.5	Strong in many regards with some deficiencies.
3.0	Moderate with some deficiencies.
2.5	Moderate in many regards with many deficiencies.
2.0	Weak with many deficiencies.
1.5	Weak in many regards with many critical deficiencies.
1.0	Wholly inadequate with many critical deficiencies.

iii. Research Centre performance on Cost Share, KPIs and Budget management

Please comment on the SFI Research Centre’s performance against their KPI and Cost Share targets, as well as the Research Centre budget management.

- How has the Centre performed against its KPI targets?
- Has the Centre been effective in attracting cash and/or in-kind contributions from industry partners?
- Has the Centre been successful in attracting funding from non-exchequer, non-commercial sources?
- What is the likelihood of the Centre achieving its Phase 2 cost share targets?
- Has the Research Centre managed its budget effectively?
- Has the budget been appropriately allocated across the different research and non-research activities of the Centre?

Narrative on Research Centre performance on Cost Share, KPIs and Budget management:

Select the description that best matches your assessment of the SFI Research Centre's performance on Cost Share, KPIs and Budget management from the following list:

Score	Description	
5.0	Outstanding with no deficiencies.	
4.5	Outstanding in many regards with no serious deficiencies.	
4.0	Strong with no serious deficiencies.	
3.5	Strong in many regards with some deficiencies.	
3.0	Moderate with some deficiencies.	
2.5	Moderate in many regards with many deficiencies.	
2.0	Weak with many deficiencies.	
1.5	Weak in many regards with many critical deficiencies.	
1.0	Wholly inadequate with many critical deficiencies.	

iv. Implementation of Recommendations from the 6-year Progress Review

Please comment on the SFI Research Centre's progress on implementing the recommendations from the 6-year review.

- *Research/Scientific Programme*
 - *EPE Programme*
 - *Research Centre Team, Execution and Delivery*
 - *Impact*
 - *Commercial/funding performance*
 - *Research Centre Budget*
 - *Transition to Phase 2*
 - *Any other recommendations received from the 6-year review*
-

Please find details of the 6-year recommendations in the 6-year progress review panel report, provided in your briefing documents. The Research Centre's progress against these recommendations is presented in the Progress Report, Appendix III "Responses to Recommendations".

Narrative on Implementation of Recommendations from the 6-year Progress Review:

Select the description that best matches your assessment of the SFI Research Centre’s implementation of the recommendations from the following list:

Score	Description	
5.0	Outstanding with no deficiencies.	
4.5	Outstanding in many regards with no serious deficiencies.	
4.0	Strong with no serious deficiencies.	
3.5	Strong in many regards with some deficiencies.	
3.0	Moderate with some deficiencies.	
2.5	Moderate in many regards with many deficiencies.	
2.0	Weak with many deficiencies.	
1.5	Weak in many regards with many critical deficiencies.	
1.0	Wholly inadequate with many critical deficiencies.	



v. Research Centre Leadership, Management and Governance

Please comment on the ability of the SFI Research Centre to effectively manage and execute its activities.

This includes the effectiveness of the management team, quality and commitment of investigators, robust governance, transparent and effective management of the Research Centre, as well as access to sufficient facilities, equipment, and support from the Centre’s partner institutions. Take into consideration key documents for the review and the Centre’s presentations at the progress review.

As part of your response, consider the following questions:

- *Is there an operationally effective management structure and organisation in place?*
- *Is the Centre Director leading the Centre team effectively?*
- *Is the Centre operating as a truly national Centre?*
- *Are the co-PIs engaged and working as a team?*
- *Has the Centre effectively attracted, recruited, and trained key personnel?*
- *Has the Centre executed effectively and efficiently the programme strategy & management for both scientific and EPE?*
- *Is there evidence of EPE experience and leadership in the team? If there are gaps, what partnerships are proposed to ensure engagement expertise?*
- *What is the Centre's strategy for improving gender balance within the team?*
- *Is the Centre being effectively supported by the involved Research Bodies?*
- *Are there any infrastructural issues (space, refurbishment, equipment, support services, etc.) that need to be addressed?*

Narrative on Research Centre Leadership, Management and Governance:

Select the description that best matches your assessment of the SFI Research Centre's leadership, management, and governance from the following list:

Score	Description
5.0	Outstanding with no deficiencies.
4.5	Outstanding in many regards with no serious deficiencies.
4.0	Strong with no serious deficiencies.
3.5	Strong in many regards with some deficiencies.
3.0	Moderate with some deficiencies.

2.5	Moderate in many regards with many deficiencies.	
2.0	Weak with many deficiencies.	
1.5	Weak in many regards with many critical deficiencies.	
1.0	Wholly inadequate with many critical deficiencies.	

vi. Centre Impact

Please comment on the tangible benefits and impacts being made by the SFI Research Centre. Take into consideration key documents for the review and the Centre's presentations at the progress review.

As part of your response, consider the following questions:

- *Has the Research Centre achieved the proposed impacts outlined in the original proposal?*
 - *Has the Centre's strategy for pursuing impact been effective?*
 - *Has the Centre successfully demonstrated impact in any of the following areas:*
 - *Societal and Economic Impacts*
 - *International Engagement*
 - *Public policy, Services and Regulations*
 - *Health and Wellbeing*
 - *Environmental*
 - *Professional Services*
 - *Human Capacity*
-

Please consult with SFI's detailed guidance on 'Types of Impact', which can be found by clicking this [link](#). It is worthwhile to note that some projects may have more immediate impacts, while others may be long term. Impact may also be difficult to measure, hence you should cross reference results attained by the Research Centre against KPI targets, since these can be used as "indicators" of different kinds of impact.

Narrative on Centre Impact:

Select the description that best matches your assessment of the SFI Research Centre's impact from the following list:

Score	Description	
5.0	Outstanding with no deficiencies.	
4.5	Outstanding in many regards with no serious deficiencies.	
4.0	Strong with no serious deficiencies.	
3.5	Strong in many regards with some deficiencies.	
3.0	Moderate with some deficiencies.	
2.5	Moderate in many regards with many deficiencies.	
2.0	Weak with many deficiencies.	
1.5	Weak in many regards with many critical deficiencies.	
1.0	Wholly inadequate with many critical deficiencies.	

vii. Centre's response to COVID- 19 pandemic

Please comment on the SFI Research Centre's response to the COVID-19 pandemic.

- *Has the Centre contributed towards the national/global response to the COVID crisis, or realised new opportunities?*
- *Has the Centre taken adequate steps to mitigate risks and challenges associated with the global COVID-19 crisis?*

Narrative on Response to COVID- 19 pandemic:

viii. Executive Summary

Please provide a summary of the key conclusions of the progress review. Take into consideration commentary in the other sections of the report and provide recommendations for the SFI Research Centre for the future.

As part of your executive summary, please provide narrative for each of the following points:

- *Overview*
 - *Strengths and weaknesses of the Centre's performance*
 - *Associated awards (where relevant): (1) Spoke awards and (2) US-Ireland Centre to Centre awards*
 - *Progress on the implementation of 6-year review recommendations*
 - *Significant issues raised during the review*
 - *New recommendations for the Research Centre, and SFI, to consider*
-

Overall Summary:

Strengths:

Weaknesses:

Key Recommendations:

Select the description that best matches your assessment of the Research Centre's overall performance from the following list:

Score	Description	
5.0	Outstanding with no deficiencies.	
4.5	Outstanding in many regards with no serious deficiencies.	
4.0	Strong with no serious deficiencies.	
3.5	Strong in many regards with some deficiencies.	
3.0	Moderate with some deficiencies.	
2.5	Moderate in many regards with many deficiencies.	
2.0	Weak with many deficiencies.	
1.5	Weak in many regards with many critical deficiencies.	
1.0	Wholly inadequate with many critical deficiencies.	

ix. Reviewer Feedback for SFI

SFI requests feedback of expert reviewers on the progress review process, briefings provided, documents received, or any other aspect of your experience as reviewers. We take this feedback into account to continuously improve our internal process as well as the SFI Research Centres programme.

6. Advance Documents to be submitted by the Research Centre prior to the review

Required Advance Documents & Deadlines

Research Centres are required to submit the following key documents by the requested submission deadlines.

- **Recent EPE Operations Plan** to be submitted by the end of April.
- **Progress Report** and revised workplan (if relevant) to be submitted 13 weeks prior to review.
- **Draft Agenda** and **Draft Presentation Slides** to be submitted 4 weeks prior to the review.
- **Final Agenda** and **Final Pre-recorded Videos** to be submitted 2 weeks prior to review.
- **Final versions of all Presentation Slides, list of Posters & Poster Slides** to be submitted 1 week prior to review. **List of participants** should also be submitted within this time (see [Appendix I](#)).

Review Panel Members may request additional information at any time during the review process.

- The panel will have access to SFI's online award management system (SESAME) where they can review documentation and presentation slides. The panel will also have access to a secure SharePoint intranet group where all review materials and pre-recorded videos will be available.
- During the progress review the panel may request additional information from SFI to aid them in their review, such as lists of publications (primary and secondary) or more specific information.
- This additional information will need to be provided as soon as possible, and it should be emailed to the relevant Scientific Programme Manager in SFI.

Prior to the review, Research Centres must submit advance documents (draft and final versions) to the relevant Scientific Programme Manager (SPM) in SFI.

- Presentation slides
- Pre-recorded videos
- Progress Review Agenda
- List of posters and poster slides

Guidelines for the [pre-recorded videos](#) and [poster session](#) are detailed below.

SFI will send the combined key questions/comments from the panel's pre-review reports to the Centre **4 weeks** in advance of the progress review. These questions/comments should be addressed by the Centre at the progress review. If possible, they can also be covered within the pre-recorded videos submitted in advance of the progress review.

Please note, in advance of the progress review the most recent validated KPI results will be provided to the review panel. Research Centres are permitted to present more recent progress at the progress review, including outputs or achievements that occur right up to the date of the review.

Pre-Recorded Videos Requirements

- Centres are required to provide the following pre-recorded videos:
 1. **Welcome video** (max. 10 mins)
 2. **Research Centre Overview – intro, strategy, cost share & KPI performance** (max. 30 mins)
 3. **EPE Programme & Strategy** (max. 30 mins)
 4. **Centre Impact & Centre's Response to COVID-19** (max. 30 mins)
- SFI has no preference for software used to record the video. However, the file must be saved as **MP4 video file and should not be larger than 2GB**.

Instructions for Pre-Recorded Videos

- A **pre-recorded welcome video (max. 10 mins)** from President of the host Research Body, the Vice President/Dean of Research and Governance Chair will be provided by the Research Centres.
- The Centre Director will provide a pre-recorded video **to provide an overview of the Research Centres**.
 - This recording should be no longer than 30 minutes.
 - This video should provide a strategic overview of Phase 2, including an overview of the implementation of the 6-year review recommendations.
 - This video should also cover the performance against cost share (NENC, Industry Cash and In-Kind) and KPI targets.
- The Centres will also pre-record videos for **EPE Programme & Strategy** and **Centre Impact and Centre's Response to COVID-19** sessions.
 - Each presentation should not exceed 30 minutes.
 - **EPE Programme & Strategy** pre-recorded video should cover the strategy and progress towards achieving EPE objectives.
 - **Centre Impact & Centre's Response to COVID-19** pre-recorded video should cover Centre Impact stories and progress towards achieving the Centre's impact objectives. The Centre should also cover any contribution to the COVID-19 crisis (as relevant).
- Panel members will view the pre-recorded videos prior to the remote review.
- **On the actual days of the progress review, a max. 10-min live recap presentation of the pre-recorded videos** will be provided by the Centre at the beginning of each session. These presentations should cover the main points raised in the pre-recorded videos.
- **Centres must submit their final pre-recorded videos and 10-min recap presentation slides 2 weeks in advance of the remote progress review.**

Instruction for "Poster" Session

- The poster session will be carried out using the Zoom breakout room facilities.
- One panel member will be placed in each breakout room with **3 PhD/MSc or postdoctoral researchers**. No co-PIs should be present at the poster session.
- There will be **8 breakout rooms in total** and **24 posters** will be reviewed.
- Given the format of the poster session in the remote review, instead of a traditional poster, the students and postdoctoral researchers are **asked to prepare a short 5-min live presentation (5 slides max.)** on their work and Centre activities they have taken part in. This will be followed by about **15-minute Q&A** session with the review panel member. Each breakout room will contain one SFI Staff Member to assist with any technical issues.
- The assigned review panel member will chair each breakout rooms and facilitate the poster session. During the Q&A, the panel members are encouraged to not only ask about the PhD/MSc/Postdoctoral researchers' scientific research but to also inquire about their experience on being part of the Research Centre.

- Please note that one of the review panel members will be an expert in EPE. EPE content is welcome in all presentations in the poster session; however, a minimum of 3 presentations are required to focus specifically on this topic. This could be, for instance, on the EPE activities that the PhD students/postdoctoral researchers have created, developed or participated in.

7. Logistics of the Remote Progress Review

Academic Chair

Role of Academic Chair (Review Panel Member):

- Ensure remote review procedure is followed and required outputs are achieved.
- Ensure that the review schedule stays within the planned time requirements.
- Ensure everyone on the Panel is involved and given an opportunity to speak.
- Ensure international benchmarking of research progress and a fair hearing is given to every presentation.
- Submit the final report and ensure it is a true reflection of the panel's questions, discussions, and the presentations at the review.

Zoom Video Communications will be used for the duration of this review. Zoom instructions will be sent to all participants at least one week in advance of the review. As participants will be dialling in from different time zones, please take note of your start time in each section. Session times will be provided in advance of the meeting.

Please note all SFI Zoom invitations will have meeting link sfi.zoom.us rather than the generic zoom.us. Additional automatic meeting controls have been implemented for all SFI users such as automatic waiting rooms, passwords. The ability to record meetings or chat messages has been disabled.

Both Panel Members and Centre Participants are requested to sign with their full name. Upon signing in, participants will be directed to a waiting room which will display SFI branding. Both an Academic Chair and Process Chair will be present during the remote progress review.

Process Chair

Role of Process Chair (SFI Staff Member):

- To primarily act as the facilitator between the Research Centre and the Panel Members.
- To manage the scope of the review.
- To ensure panel are presented with adequate information to complete the panel report.
- To ensure that PIs are given opportunity to present progress on awards to date.

In the event that your microphone is not working or you are unable to speak, there is a chat function in zoom that you can use to **raise questions and/or to capture the attention of either the Academic or Process chair.**

Please refer to [Appendix I](#) for the full and detailed remote progress review logistic guidelines.

8. Advance Review Documents for Panel Members

Briefing of Panel Members

In advance of the review, panel members will be briefed to the following information:

- Key information regarding Science Foundation Ireland (SFI).
- SFI Strategies and Policies including, but not limited to, DORA compliance and State Aid.
- Introduction to the SFI Research Centre programme and objectives.
- Information on the Impacts, KPIs, cost share funding models and linked awards.
- Guidelines on the progress review process and logistic set-up.
- Other relevant information related to the review process.

The review panel members will be sent the following documents (via SESAME) in advance of the progress review after the advance briefing with the relevant Scientific Programme Manager:

Key documents for the review

- Progress Review Terms of Reference
- Research Centre Progress Report
- Most recently SFI-validated Key Performance Indicators (H2 2020)
- Most recent EPE Operational Plan (2021)
- 6-Year Review Panel Report
- Spoke award proposal/s (if relevant)
- US-Ireland Centre-to-Centre proposal/s (if relevant)
- Research Centre Phase 1 proposal
- Research Centre Phase 2 proposal
- Revised workplan (if relevant)

In addition to the documentation provided via SESAME, the review panel members will have access to a secure SharePoint intranet group where the relevant review documentation-, pre-recorded videos and panel report template will be uploaded.

Other documentation

- Previous Annual/Progress Reports
- Research Centre's written response to 6-year panel review recommendation
- Research Centre most recent financial report (budget spend)
- Briefing document on the EPE KPI
- SFI Research Centre publications to date (primary and secondary attributions to the Centre)
- SFI Research Centre funding diversification
- SFI Research Centres Call documents
- SFI Research Centres management and governance requirements
- List of industry partners and status of collaborative research agreements
- Other area relevant specific government documents (e.g. National IP Protocol, National Policy Statement on Ensuring Research Integrity in Ireland, SFI Gender Strategy etc)

The panel member will be **asked to complete an advance report prior to the review**. This report is similar in structure to the final consensus panel report and will be shared with other panellists and SFI. The structure of the final panel report is contained in Section 5.

9. Financial Review Procedure

Prior to the progress review, the SFI Finance team will analyse the following for each Centre to date:

- A Master schedule of Collaborative Research Agreements made with all industry partners to date, showing the following:
 - Cash amounts committed for each calendar year of the agreement and in total over the contract.
 - In-kind amounts committed for each calendar year of the agreement and in total over the contract.
- The individual Collaborative Research Agreements.
- The **Consolidated Industry Partner Cost Share Reports** for the Centre for each 6-month period up to the end of Q2 2020.
- The **Individual Industry Cost Share reports** – signed by the industry partner (for each 12-month period up to the end of Q2 2020).
- Competitively and non-competitively awarded Non-Exchequer, Non-Commercial (NE-NC) funding.

Research Centre Finance Review

In advance of the progress review, the SFI Finance team will meet with both the Research Centre manager and Research Accountant of the host (and partner) Research Body to review the **Non-Exchequer, Non-Commercial (NE-NC) commitments and cash amounts received**.

Any issues that arise during the financial review may be raised with the scientific review panel if required.

The above reports will be checked in detail by SFI Finance to ensure the following:

- The reports are compiled correctly and reflect all active and completed Platform and Targeted projects for each Centre.
- That the cash amounts received, and in-kind amounts received have been accurately reported and can be traced to the Research Body bank account.
- The values placed on the In-kind contributions are fair and reasonable, have been signed as 'received' by the Centre and the Research Bodies in the period under review and can be traced to the **Individual Industry Cost Share reports** where applicable.
- That overheads received from industry partners which have been diverted directly to the Centre activity have been correctly accounted for.
- For Competitive NE-NC commitments, the SFI Finance team will review the reported commitments against the appropriate audit evidence (e.g. relevant grant agreements) to verify that the awarded grants are live and that overheads received from these sources, which have been diverted directly to the Research Centre activity, have been correctly accounted for.
- Non-competitive NE-NC received will be verified by tracing these transactions to the Research Body bank account and reviewing the associated supporting documentation.

10. Follow-up to Progress Review Process

When the panel report has been completed, a covering letter highlighting the pertinent points of the review and financial review, along with final recommendations, will be prepared by SFI. Following approval, the outcome of the progress review and the financial review, covering letter and panel report are delivered to the SFI Research Centre Director, Governance Chair, Centre Manager and Vice-President/Dean of Research of the Host Institution(s). The Centre Director, as lead investigator, is given 4 weeks in which to submit a response to the reviewers' comments and recommendations. A feedback meeting between the Centre Director, Centre Manager and SFI will take place once this response is submitted to facilitate further discussion on the outcomes and recommendations from the progress review. SFI may arrange additional post-review meetings with key Centre stakeholders (e.g. Governance Committee Chair, VPRs) as necessary.

11. Post-Review Communications Meeting

As a follow up to the Research Centre progress review, a meeting will be held to discuss the Centre's recent and planned communications activities. This meeting will take place ideally one month after the progress review. The purpose of this meeting is for the Centre to relay the key communications successes over the last two years, and to talk through future plans, resources, identify any areas for improvement or increased focus, and to discuss any supports the SFI Communications team can provide. The date of the meeting, as well as further detail on its format, will be decided in communication with the SFI SPM prior to the progress review.

APPENDIX I: Detailed Remote Logistic Guidelines

Appendix I Contents

1. General Guidelines for Zoom Calls

1.1 Installation and Zoom Link

1.2 Participation

1.3 Participant Advice and Etiquette

1.4 Troubleshooting during the Review

1.5 Remote Participation: Guidelines during Discussion sessions

2. Presentation Guidelines for Remote Review

2.1 Presentations Requirements from the Research Centre (unless otherwise agreed with SFI-SPM)

2.2 Preparation of pre-recorded videos

2.3 Preparation and presentation of live presentations

2.4 Presenting live presentations while using Zoom Breakout Rooms – “Poster” Session

1.1 Installation and Zoom Link

Please download Zoom ahead of the review. This is available for download from <https://zoom.us/download>. Please use the test meeting function to confirm that your audio and video settings are working correctly: <https://zoom.us/test>.

SFI will use a single Zoom link for the full Remote Review. This link will be valid for the entire review. The Waiting Room functionality of Zoom will be used for security screening; while the Breakout Room will host private discussion between private members, discussion with Centre Director/Co-PI, industry partner sessions and institutional support as well as use for the poster session.

1.2 Participant

- Using the embedded Excel document (section 3 of Appendix II), please provide a list of all team members who will be joining the Zoom call 1 week prior to the review. Please choose the category that each team member belongs to from the drop-down menu. This is to ensure all participants will be admitted to the Zoom session.
- We ask that all Research Centre leading members (Centre Direct & Co-PI) attending the main review sessions (Welcome, Introduction, Research Programme, EPE, Impact) to log onto the Zoom call at the start of each day.
- If it is necessary for a team member to join at later time, please inform the SPM or a member of the SFI staff of the time and session that the team member will join in advance of the review. PhD/Post-docs presenting during the poster session, industry partners and institutional support are asked to join **10 min** prior at their allotted time slot.
- **SFI request that the Centre provides a list of participants using the excel template provided along with this guideline.** Please return the completed excel document to the SFI Scientific Programme Manager at least **1 week in advance** of the remote review to ensure all participants are admitted to the virtual session.



Template for list of participants

Appendix I Contents

1. General Guidelines for Zoom Calls

1.1 Installation and Zoom Link

1.2 Participation

1.3 Participant Advice and Etiquette

1.4 Troubleshooting during the Review

1.5 Remote Participation: Guidelines during Discussion sessions

2. Presentation Guidelines for Remote Review

2.1 Presentations Requirements from the Research Centre (unless otherwise agreed with SFI-SPM)

2.2 Preparation of pre-recorded videos

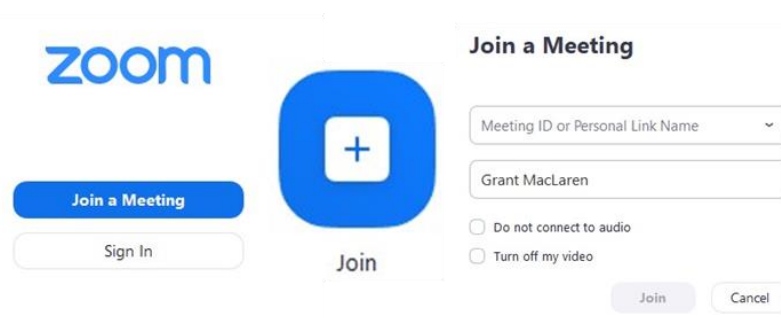
2.3 Preparation and presentation of live presentations

2.4 Presenting live presentations while using Zoom Breakout Rooms – “Poster” Session

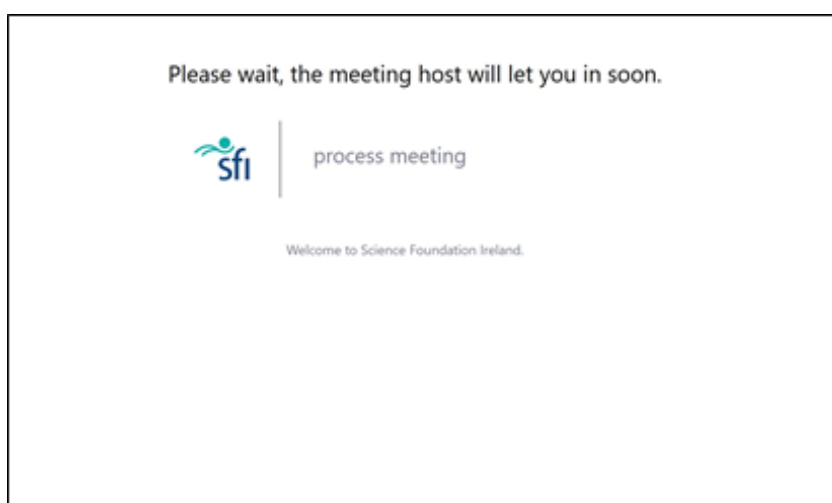
1.3 Participant Advice and Etiquette

Entering the Zoom meeting on the day of the call:

- Establish alternative means of communication with your team (using another app – Teams, WhatsApp, etc.).
- Please log onto Zoom and be ready to join the meeting 10 mins prior to your meeting time. **Please do not join any earlier than 10 mins prior to the starting time.**
- Please ensure that you use your full name followed by your research centre name in brackets to identify yourself, as otherwise you may not be permitted to enter the meeting room and will be remain in the virtual waiting room.
- Please be mindful of your background when joining the meeting.
- Please enter your meeting ID link into the opening page of the system or click on the link included in the email invitation – the following image shows the log in screen:



- Once entered you will be directed to a virtual waiting room – the following screen indicates that you are logged on successfully:



- When the panel are ready, you will be admitted into the virtual meeting room.

Appendix I Contents

1. General Guidelines for Zoom Calls

1.1 Installation and Zoom Link

1.2 Participation

1.3 Participant Advice and Etiquette

1.4 Troubleshooting during the Review

1.5 Remote Participation: Guidelines during Discussion sessions

2. Presentation Guidelines for Remote Review

2.1 Presentations Requirements from the Research Centre (unless otherwise agreed with SFI-SPM)

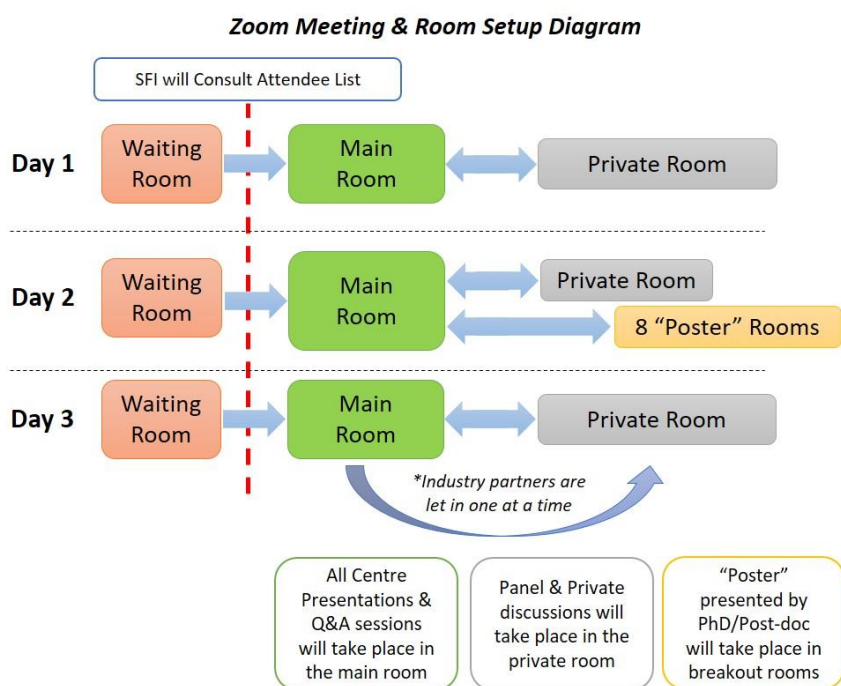
2.2 Preparation of pre-recorded videos

2.3 Preparation and presentation of live presentations

2.4 Presenting live presentations while using Zoom Breakout Rooms – “Poster” Session

Set-up of the Zoom meeting rooms on the day of the call:

- Upon admission into the virtual room, the meeting will be conducted using either the **(a) main room** or **(b) breakout rooms** depending on the agenda outlined.
- Breakout rooms are divided into:
 - (1) Private room – private discussions as outlined in the agenda.
 - (2) Poster room – 8 breakout rooms with 3-4 poster presenters (PhDs/post-docs), 1 panel member and 1 SFI staff.
- During the private review panel sessions, the review panel members will be transferred to a breakout room or “Private Room”.
- Once the private session is completed the Centre team members and the panel members will be directed back into the “Main Room” to continue to the next session.
- On day 2 all PhD/Post Doc researchers who are presenting during the poster session will be assigned to one of 8 different breakout rooms or “Poster Rooms”.
- The image below illustrates the schematic diagram of the Zoom virtual meeting and room set-up.



Appendix I Contents

1. General Guidelines for Zoom Calls

1.1 Installation and Zoom Link

1.2 Participation

1.3 Participant Advice and Etiquette

1.4 Troubleshooting during the Review

1.5 Remote Participation: Guidelines during Discussion sessions

2. Presentation Guidelines for Remote Review

2.1 Presentations Requirements from the Research Centre (unless otherwise agreed with SFI-SPM)

2.2 Preparation of pre-recorded videos

2.3 Preparation and presentation of live presentations

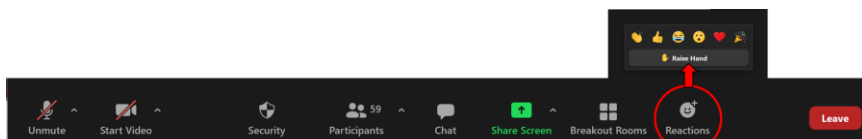
2.4 Presenting live presentations while using Zoom Breakout Rooms – “Poster” Session

During the call:

- You will be muted on entry, please unmute your microphone before presenting or when intending to speak.
- The Panel Chair will start the session by asking reviewers to introduce themselves.
- During the meeting, the Panel Chair will be instructing participants if any action is needed on their side. Please follow closely instructions given by the Chair.
- During the meeting you will have the option of two views gallery view and speaker view.



- Using gallery view you will be able to easily identify who is speaking as their image will be outlined.
- When intending to speak while someone else is speaking, you can use the “Raise Hand” button available in your Participant window:



- If you notice any participants who should not be present at the review, please notify a member of the SFI staff.

1.4 Troubleshooting during the Review

- Should you require assistance at any stage during the review, contact details of a member of the SFI Staff will be provided prior to the review.
- If you are having problems with your internet connection, please turn off your camera.

1.5 Remote Participation: Guidelines during Discussion sessions

- Following presentations there will be a live Q&A session where reviewers can ask questions. The Panel Chair will invite the remote reviewers to ask questions during this session.
- **Please mute your microphone to minimise interference and excess noise.** You will then need to unmute your microphone when answering a question. Leaving your camera on during discussions is helpful in keeping participants engaged.

Appendix I Contents

1. General Guidelines for Zoom Calls

1.1 Installation and Zoom Link

1.2 Participation

1.3 Participant Advice and Etiquette

1.4 Troubleshooting during the Review

1.5 Remote Participation: Guidelines during Discussion sessions

2. Presentation Guidelines for Remote Review

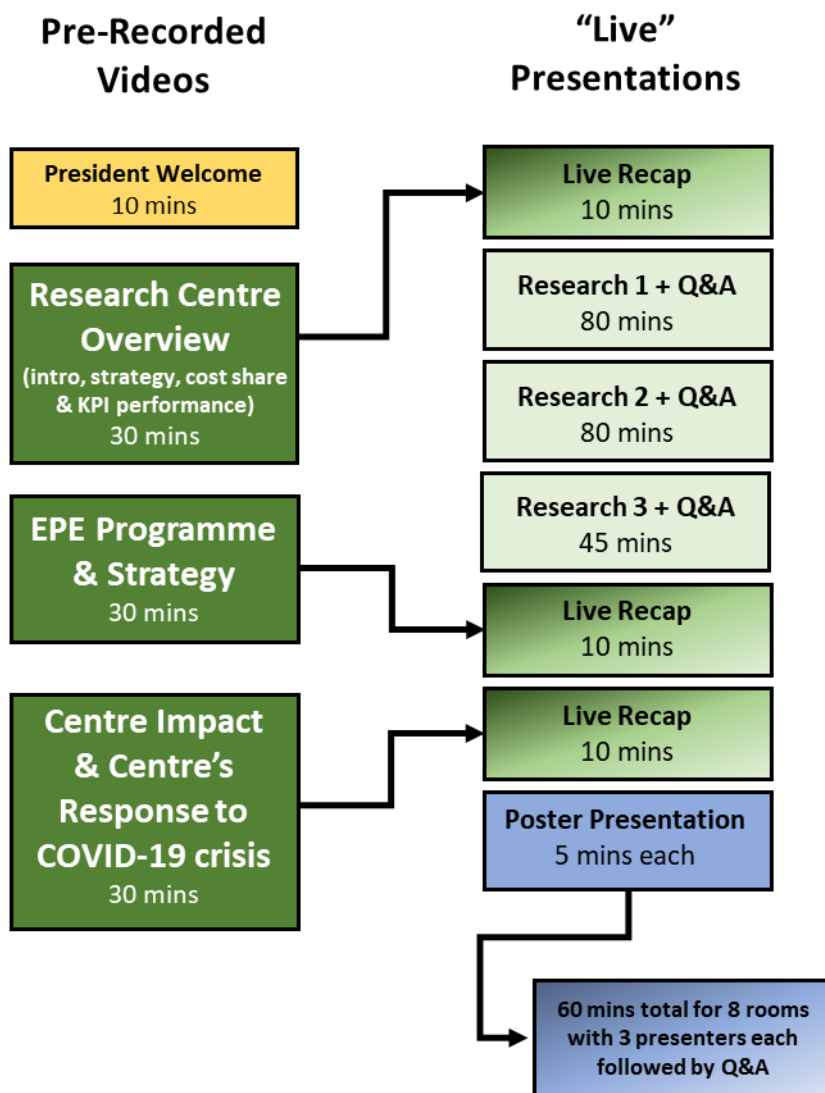
2.1 Presentations Requirements from the Research Centre (unless otherwise agreed with SFI-SPM)

2.2 Preparation of pre-recorded videos

2.3 Preparation and presentation of live presentations

2.4 Presenting live presentations while using Zoom Breakout Rooms “Poster” Session

2.1 Presentations Requirements from the Research Centre (unless otherwise agreed with SFI-SPM)



- 1 x 10 mins pre-recorded welcome from President of the host Research Body, the Vice President/Dean of Research.
- 3 x 30 mins pre-recorded videos (Introduction, EPE Programme & Strategy and Centre KPI & Impact).
 - 3 x 10 mins live recap presentations of the pre-recorded videos will be made on the actual review day.
 - Please provide this recap by means of a short presentation, either using key slides from your pre-recorded presentation, or with new/modified slides if you prefer. These slides can be sent to the programme manager when submitting your final slide deck.

Appendix I Contents

1. General Guidelines for Zoom Calls

1.1 Installation and Zoom Link

1.2 Participation

1.3 Participant Advice and Etiquette

1.4 Troubleshooting during the Review

1.5 Remote Participation: Guidelines during Discussion sessions

2. Presentation Guidelines for Remote Review

2.1 Presentations Requirements from the Research Centre (unless otherwise agreed with SFI-SPM)

2.2 Preparation of [pre-recorded videos](#)

2.3 Preparation and presentation of live presentations

2.4 Presenting live presentations while using Zoom Breakout Rooms – “Poster” Session

3. List of participants

- 2 x 80 mins live presentations followed by Q&A (Research Programme 1 and 2).
- 1 x 45 mins live presentation followed by Q&A (Research Programme 3 or linked awards if relevant).
- Sessions should be divided as 50% presentation and 50% Q&A.
- “Poster” Presentations – each researcher will provide 5-10-minute live presentations. There will be 3-4 live presentations in each breakout room, with 7-8 breakout rooms in total. Please note that presentations in the poster session are short slide presentations, and not traditional poster format.

2.2 Preparation of [pre-recorded videos](#)

- SFI has no preference for software used to record the presentation. However, we do require the presentation to be saved as an MP4 video file. A thumbnail of the speaker is desirable throughout the presentation, but it is not critical.
- **Suggested video recording software:** PowerPoint
- **Required file format:** MP4
- **Required file size:** Each video file should be no larger than 2GB.

Tips for preparing pre-recorded videos:

- Find a quiet and private space (with a clean white backdrop if possible).
- Be aware of background.
- Have your script, or other materials ready before recording.
- Avoid recording in public unless the location is the subject of the video. Be aware of potential noisemakers, e.g. loud fan, someone typing on a keyboard.
- Do not point a light source right at your face, and do not sit with your back to a light source (e.g., lamp, window). Overhead lighting may be a good option if available.
- Sit back a little from the screen so that your head, neck, and shoulders are visible.

Submitting files to SFI:

SFI requests that the Centres share their MP4 video files with SFI via a shared drive such as Google Drive or One Drive. The Programme Manager must be able to download and save the files from this location.

Appendix I Contents

1. General Guidelines for Zoom Calls

1.1 Installation and Zoom Link

1.2 Participation

1.3 Participant Advice and Etiquette

1.4 Troubleshooting during the Review

1.5 Remote Participation: Guidelines during Discussion sessions

2. Presentation Guidelines for Remote Review

2.1 Presentations Requirements from the Research Centre (unless otherwise agreed with SFI-SPM)

2.2 Preparation of pre-recorded videos

2.3 Preparation and presentation of live presentations

2.4 Presenting live presentations while using Zoom Breakout Rooms – “Poster” Session

2.3 Preparation and presentation of live presentations

- The number of slides should be limited to 1 slide per minute in each presentation.
- Please note that it is common for a time lag when giving PowerPoint presentations on Zoom.
- We do not advise the inclusion of videos or gifs on your slide deck where possible.

Assigning of a Centre Tech Support Team

SFI recommends that the Research Centre assigns one team member and a back-up support to act as the “Tech Support” team on the Centre side during the Research Programme sessions. Centre Tech Support team will have host privileges to allow for screen sharing of the presentations.

The Tech Support team will be in-charge of the following:

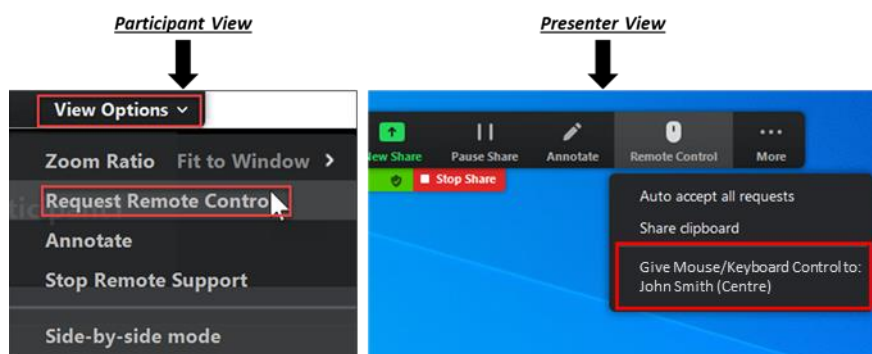
- Loading each presentation and share their screen.
- Provide screen control to each presenter to allow them to control their slide deck.

Research Centres should ensure to coordinate with their Tech Support team prior to the review, this will avoid disruption and time delays during the review. Centre Tech Support team is not required during the poster session since all poster presenters will have screen sharing privileges during the session.

Prior to the review, the SFI Tech Support will liaise with the Centre Tech Support to run through the Zoom guidelines as well as have a practice run of the review process.

Screen Sharing Setup

- Share the specific ppt file screen. This will prevent any sudden pop-up screens from showing.
- Participants who will present can request screen control to the Centre Tech Support team in-charge of sharing the screen or the Centre Tech Support Team can give the screen control to the designated presenter (see image below).



Appendix I Contents

1. General Guidelines for Zoom Calls

1.1 Installation and Zoom Link

1.2 Participation

1.3 Participant Advice and Etiquette

1.4 Troubleshooting during the Review

1.5 Remote Participation: Guidelines during Discussion sessions

2. Presentation Guidelines for Remote Review

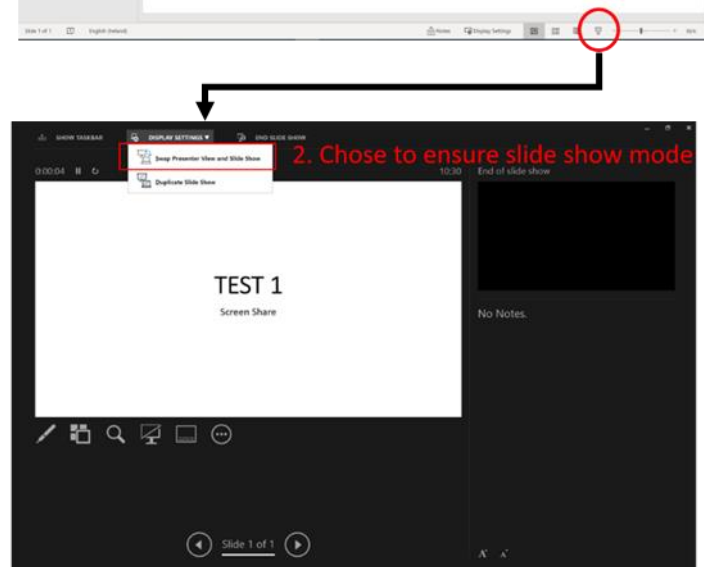
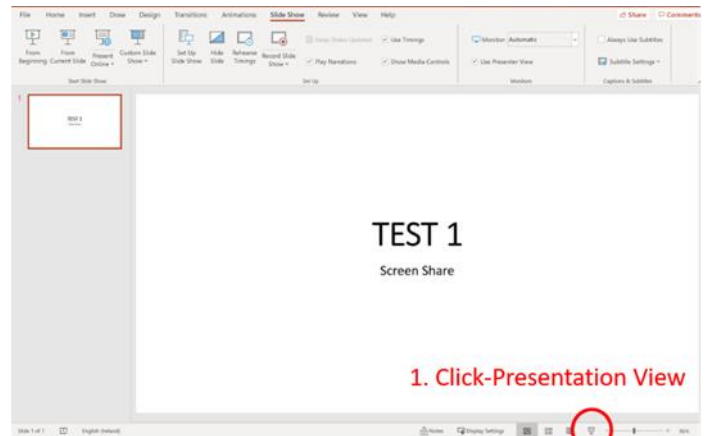
2.1 Presentations Requirements from the Research Centre (unless otherwise agreed with SFI-SPM)

2.2 Preparation of pre-recorded videos

2.3 Preparation and presentation of live presentations

2.4 Presenting live presentations while using Zoom Breakout Rooms – “Poster” Session

- Please test prior to the review.
- If networking issues arise during a presentation, please ensure a suitable team member is available to step in.
- If using full screen and working with two monitors, please ensure you chose slide show mode to ensure notes are not visible on the shared screen (see figure below)



Appendix I Contents

1. General Guidelines for Zoom Calls

1.1 Installation and Zoom Link

1.2 Participation

1.3 Participant Advice and Etiquette

1.4 Troubleshooting during the Review

1.5 Remote Participation: Guidelines during Discussion sessions

2. Presentation Guidelines for Remote Review

2.1 Presentations Requirements from the Research Centre (unless otherwise agreed with SFI-SPM)

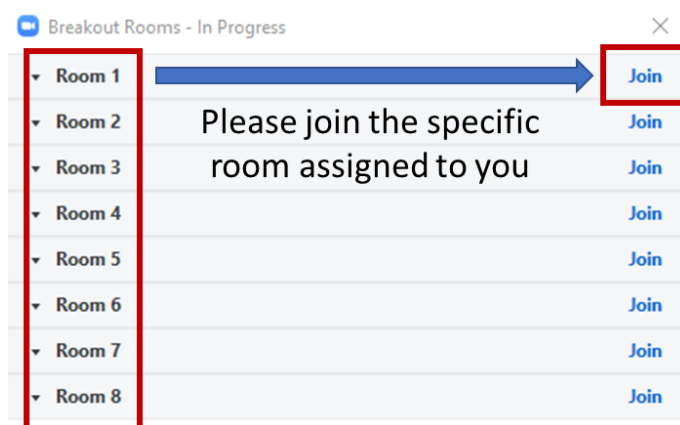
2.2 Preparation of pre-recorded videos

2.3 Preparation and presentation of live presentations

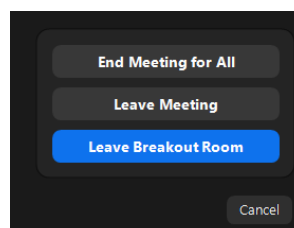
2.4 Presenting live presentations while using Zoom Breakout Rooms – “Poster” Session

2.4 Presenting live presentations while using Zoom Breakout Rooms – “Poster” Session

- Each poster presenters will be assigned to a specific breakdown room in advance of the review.
- On the day of poster session, all participants are requested to join the main room at the scheduled time.
- SFI will create 8 breakout rooms. Once all the breakout rooms are open, the researchers should select and join the specific room assigned to them.



- Share screen privileges will be given to all participants during this session.
- If any researcher needs to leave the breakout room for any reason, please press “Leave Breakout Room” as highlighted below. This will direct you back to the “lobby” where you can leave the Zoom call. If you need to return to the Zoom session, please use the provided Zoom link. A member of the SFI team will readmit you to the Zoom call.



- One member of the SFI staff will be present in each breakout room as a silent observer and to address any technical difficulties which may occur.
- After 1 hour the poster breakout rooms will be close. PhD/Post docs who are not part of the main sessions will be asked to leave the Zoom call after the poster session is finished.