



# Sustainable Energy Authority of Ireland

National Energy Research, Development & Demonstration Funding Programme 2019

## PEP APPLICATION GUIDELINES

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### 1. INTRODUCTION

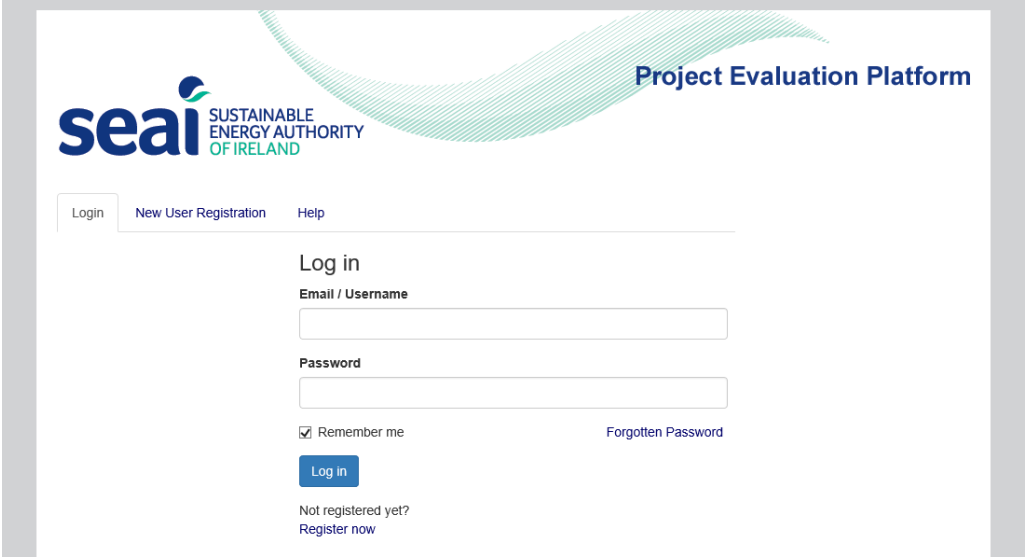
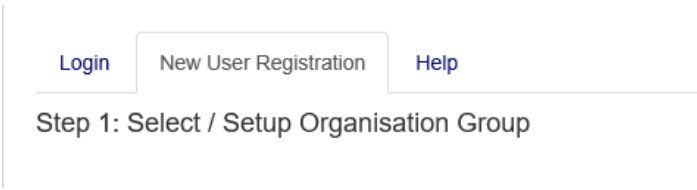
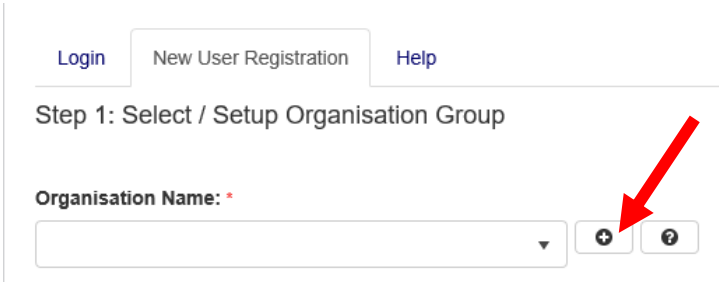
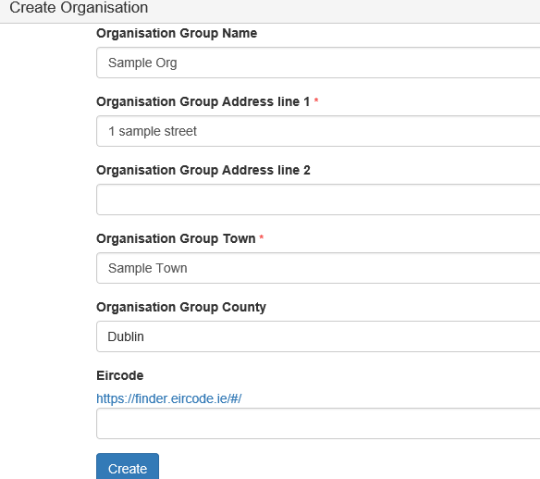
Applicants are required to submit their application documentation via the SEAI Project Evaluation Platform (PEP) Portal. The PEP Portal may be accessed via the following link: <https://pepportal.seai.ie/>

In this document, please find further guidelines on how to submit your application via PEP. For more information on the application documentation required, please refer to the Call Document and SEAI RDD Budget Policy document. These documents are available to download on our website at: <https://www.seai.ie/grants/research-funding/research-development-and-demonstration-fund/>

The Application Form and Budget Template should be completed offline and then uploaded to PEP along with the necessary supporting documentation. Please ensure all supporting documentation and declarations are uploaded in PEP as pdf files. The Budget Template should be submitted as an Excel File.

We recommend you refer to the guidance documents when completing the online application.

## 2. USER REGISTRATION

Instructions	PEP Portal Display
<p>To access the portal please go to:</p> <p><a href="https://pepportal.seai.ie/">https://pepportal.seai.ie/</a></p>	 <p>The screenshot shows the 'Project Evaluation Platform' header with the 'seai SUSTAINABLE ENERGY AUTHORITY OF IRELAND' logo. Below the header are three tabs: 'Login', 'New User Registration', and 'Help'. The 'Login' tab is active, displaying a 'Log in' section with fields for 'Email / Username' and 'Password', a 'Remember me' checkbox, a 'Log in' button, and a 'Forgotten Password' link. A link for 'Not registered yet? Register now' is also present.</p>
<p>First time users will need to create a login, please go to the <b>New User Registration</b> tab.</p>	 <p>The screenshot shows the 'New User Registration' tab selected. Below the navigation tabs, the heading 'Step 1: Select / Setup Organisation Group' is displayed.</p>
<p>If your Organisation name is not included in the dropdown list, please set up a new organisation by selecting the <b>+ button</b>.</p>	 <p>The screenshot shows the 'Organisation Name' dropdown menu. A red arrow points to the '+' button next to the dropdown field, indicating where to click to add a new organization.</p>
<p><b>Create Organisation</b></p> <p>The following pop up will appear.</p> <p>Complete all fields and click <b>Create</b>.</p>	 <p>The screenshot shows the 'Create Organisation' form with the following fields: 'Organisation Group Name' (Sample Org), 'Organisation Group Address line 1' (1 sample street), 'Organisation Group Address line 2', 'Organisation Group Town' (Sample Town), 'Organisation Group County' (Dublin), and 'Eircode' (https://finder.eircode.ie/##). A 'Create' button is at the bottom.</p>

Once you have created your organisation you will return to the New User Registration page.

**Step 1.** Select your newly created Organisation Name.

**Step 2.** Under Selected User Type, select Applicant.

[Login](#) | [New User Registration](#) | [Help](#)

### Step 1: Select / Setup Organisation Group

**Organisation Name: \***

### Step 2: Selected User Type

**User Type: \***

**Step 3.** Complete new user information.

Create a username and password.

Please remember these details, as you will need your username and password for future access to your PEP account.

Click **Register**.

### Step: 3 New User

**First Name: \***

**Last Name: \***

**Email: \***

**Contact No.: \***

**Address line 1: \***

**Address line 2:**

**Town: \***

**County \***

**Eircode \***

<https://finder.eircode.ie/#/>

**Username: \***

**Password \***

**Confirm Password \***

You will receive the following message:

[Login](#) | [New User Registration](#) | [Help](#)

Success! Thanks for filling out our form!

Return to the login tab and enter your newly created username and password.

Click **Log in**.

### 3. CREATING AN APPLICATION

Instructions	PEP Portal Display
<p>After you log in, you will see the following home page.</p> <p>Please select the <b>RDD Applications</b> tab.</p>	
<p>Under the 'Applications Under Review' heading.</p> <p>Click the <b>+ Add</b> button to create a new application.</p>	
<p>Section A of the Application should open in new window.</p> <p><b>Section A</b></p> <p>Please complete all Fields in A1 Applicant details and A2 Project summary.</p> <p>Note: The * indicates a mandatory field.</p>	

Click Next to move to Section B.

**Contact Details**

First Name \*

Last Name \*

Address Line 1 \*

Address Line 2 \*

County \*

Eircode \*

Telephone \*

Mobile \*

Email \*

Web

Financial Controller Name \*

Financial Controller Email \*

**A2. Project Summary**

**Executive Summary - Brief Overview of the Project \***

Please provide a high level summary encapsulating all aspects of the project and stating why SEAI should fund it

**Section B**

Please complete all Fields in Section B.

**B1.1** County (*dropdown list*); Project Scale (*i.e. Small, Medium, Large, RPO Fellowship or SEAI-Based Fellowship*); and Organisation Type (*dropdown list*);

**B1.2** Partner and Collaborator details, if applicable (Additional Partner/Collaborator fields can be added if required).

**Section B2**

**Project Costs**

Please insert your Total Project Costs and SEAI requested costs.

**Please ensure these figures match your Application Form and Budget Template.**

We recommend having a copy of these documents to hand when completing the online application.

**B1. Project Details (RDD)**

**B1.1 Project Details**

Project County \*

Project Scale / TRL \*

Organisation Type \*

**B1.2 Partner Details (if applicable)**

**Partner Applicant(s)**

Name	Organisation	Organisation Type
<input type="text" value="1. Partner Name Details"/>	<input type="text" value="1. Partner Organisation Details"/>	<input type="text"/>
<input type="button" value="+Add"/> <input type="button" value="-Remove"/>		

**Collaborators**

Name	Organisation Name
<input type="text" value="1. Collaborator's Name"/>	<input type="text" value="1. Collaborator's Organisation Name"/>
<input type="button" value="+Add"/> <input type="button" value="-Remove"/>	

**B2. Project Costs**

Any costs outlined should be exclusive of VAT. Please enter the Total Project Costs and SEAI Requested Costs below as per the Summary Tab of your Completed Budget Template spreadsheet.

**B2.1 Summary Estimates of Eligible Costs**

Eligible Costs	Total Project Costs	SEAI Requested Costs
Staff	<input type="text"/>	<input type="text"/>
Overheads (RPOs Only)	<input type="text"/>	<input type="text"/>
Equipment	<input type="text"/>	<input type="text"/>
Materials	<input type="text"/>	<input type="text"/>
Travel & Dissemination	<input type="text"/>	<input type="text"/>
External Consultants	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>	<input type="text" value="0"/>

## Section B3 Supporting Documentation

Please attached all relevant supporting documentation under the appropriate heading.

**IMPORTANT:** If uploading multiple files in any of the Upload fields, please either merge these as one single PDF or ZIP files, to accommodate a single upload per field.

If you wish to save your application and return later to edit prior to submission, please press the **Save** button.

Before submitting your application, please ensure all details provided are correct, and all required documentation has been uploaded.

Click **Submit** to Submit your application.

**Warning:** Once you click submit you will not be able to edit your application.

### B3. Supporting Documentation

Uploaded Documents

Application Form

Browse

Excel Budget Template

Browse

Declaration of Financial Resources

Browse

Declaration of SME status and copy of your company's most recent audited and management accounts (Profit & Loss and Balance Sheet)

Browse

Non-Economic Public Good Declaration

Browse

Proof of Funds

Browse

Declaration of Solvency

Browse

VAT Declaration (RPOs Only)

Browse

Letter from revenue confirming VAT eligibility in the year the grant is sought

Browse

Letters of Support

Browse

Miscellaneous

Browse

Previous

Save

Submit

Please ensure you have submitted all required application documents and declarations as per the Call Document before clicking Submit. *Once you click Submit, further edits are NOT possible and your application will proceed for review.*

Your application has now been submitted, and will appear under the '**Applications Under Review**' heading with a Status of 'Submit'.

Home / RDD Applications Logged as Joe Blogs Logout

Deep Retrofit Applications **RDD Applications** Ocean Applications Projects Change Password User Profile

**Applications Under Review**

[Add](#) [Export to Excel](#)

	Reference ID ↓	Application Type	Status	Project Title	Web Applicant
<a href="#">🔗</a>	RDD/00216	RD & D	Submit	Sample	Joe Blogs

#### 4. FURTHER INFORMATION AND TROUBLESHOOTING

Please find below the recommended File Types for each upload field in the Supporting Documentation section:

##### Required uploads

Document title	Format	Upload Field
<u>Completed Application Form Template</u> : Title as follows 'Application – name of lead applicant – organisation' (e.g. 'Application - Company A - Joe Bloggs'). and upload.	PDF	Application Form
<u>Completed Budget Template</u> : Title as follows 'Budget – name of lead applicant – organisation' and upload.	Excel	Excel Budget Template
<u>Declarations; Proof of Funding; Letters of Support etc.</u> If submitting a single document in any of the remaining fields, please upload as a PDF file. If applying as a consortium, you may need to upload multiple declarations. Please submit these by either merging all declarations into a single PDF file before uploading, or uploading as a ZIP file.	PDF or ZIP file	All other Upload Fields

Please note: if your session times out on PEP you may need to log out and log in again.

Applicants experiencing issues with the PEP Portal, should first contact their own IT support for assistance. Following this, for technical assistance relating to the PEP system email: [EnergyResearch@seai.ie](mailto:EnergyResearch@seai.ie). SEAI cannot guarantee availability of technical support in the lead up to application deadlines and therefore it is recommended that applicants familiarise themselves with the PEP system well in advance of deadline.

Please note that it is the responsibility of the applicant to ensure that all of the necessary documentation associated with project reporting has been correctly uploaded to the PEP system and submitted to SEAI in advance of the application deadline.