



Sustainable Energy Authority of Ireland

National Energy Research, Development & Demonstration Funding Programme

PEP APPLICATION GUIDELINES

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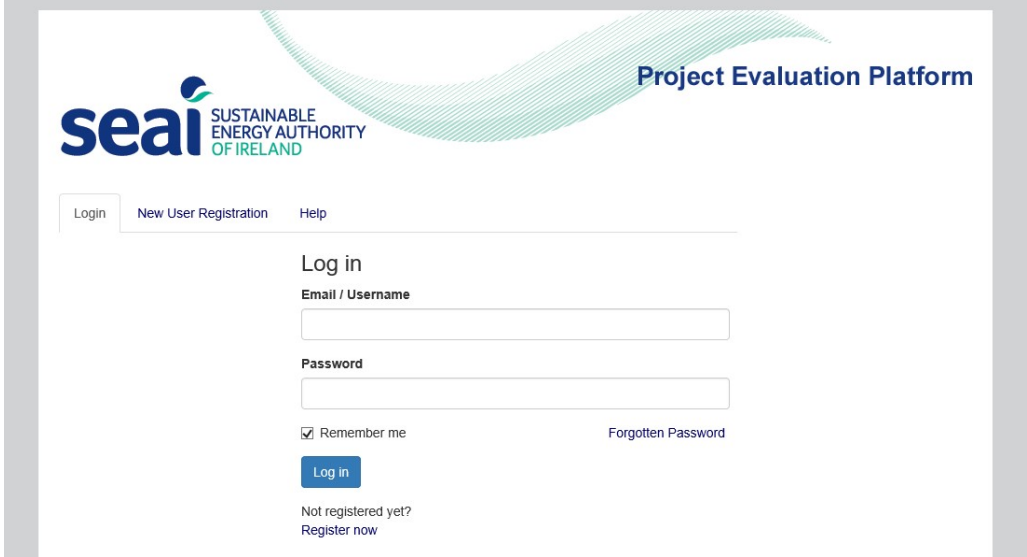
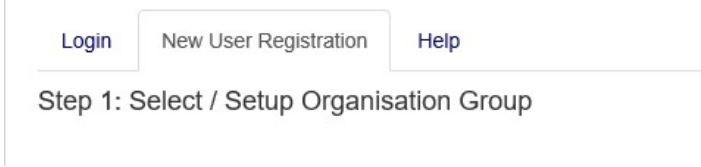
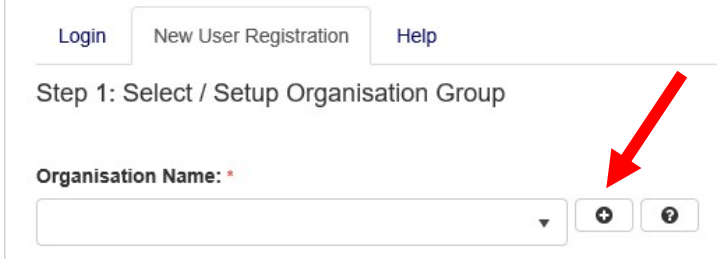
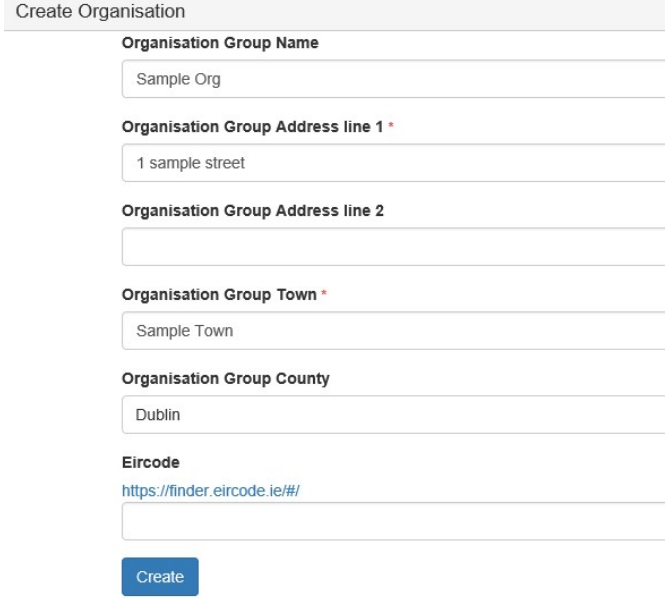
1. INTRODUCTION

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 RD&D 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.

2. USER REGISTRATION

Instructions	PEP Portal Display
<p>To access the portal please go to:</p> <p>https://pepportal.seai.ie/</p>	 <p>The screenshot shows the Project Evaluation Platform (PEP) portal. At the top, there is a logo for 'seai SUSTAINABLE ENERGY AUTHORITY OF IRELAND' and the title 'Project Evaluation Platform'. Below the logo, there are three tabs: 'Login', 'New User Registration', and 'Help'. The 'Login' tab is selected, showing a 'Log in' section with fields for 'Email / Username' and 'Password', a 'Remember me' checkbox, a 'Log in' button, and a link for 'Forgotten Password'. Below the login section, there is a link for 'Not registered yet? Register now'.</p>
<p>First time users will need to create a login, please go to the New User Registration tab.</p>	 <p>The screenshot shows the PEP portal with the 'New User Registration' tab selected. Below the tabs, the text '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 + button.</p>	 <p>The screenshot shows the PEP portal with the 'New User Registration' tab selected. Below the tabs, the text 'Step 1: Select / Setup Organisation Group' is displayed. Underneath, there is a form for 'Organisation Name: *' with a dropdown menu. A red arrow points to the '+' button next to the dropdown menu.</p>
<p>Create Organisation</p> <p>The following pop-up will appear.</p> <p>Complete all fields and click Create.</p>	 <p>The screenshot shows the 'Create Organisation' form. It has a title bar 'Create Organisation'. Below it, there are several fields: 'Organisation Group Name' (with 'Sample Org' entered), 'Organisation Group Address line 1 *' (with '1 sample street' entered), 'Organisation Group Address line 2' (empty), 'Organisation Group Town *' (with 'Sample Town' entered), 'Organisation Group County' (with 'Dublin' entered), and 'Eircode' (with a link 'https://finder.eircode.ie/#/' and an empty field). At the bottom, there is a 'Create' button.</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**.

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**.

You will receive the following message:

Login

New User Registration

Help

Step 1: Select / Setup Organisation Group

Organisation Name: *

Sample Org

+

?

Step 2: Selected User Type

User Type: *

Applicant

?

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 *

Register

Success! Thanks for filling out our form!

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

Click **Log in**.

Login New User Registration Help

Log in

Email / Username

Password

☒ Remember me [Forgotten Password](#)

Log in

Not registered yet?
[Register now](#)

3. CREATING AN APPLICATION

Instructions

After you log in, you will see the following home page.

Please select the **Applications** tab from the sidebar menu.

PEP Portal Display

seai SUSTAINABLE ENERGY AUTHORITY OF IRELAND

Logged as Joe Bloggs Logout

Login / Home

SEAI PORTAL

Applications Projects My Information Help

Application Dashboard

Projects

Active Projects

Reference ID	Project...	Status	Applic...	Creati...	Web A...	Messages	Files
No Data Available							

And select **RDD** from the dropdown menu.

SEAI PORTAL

Applications

- Deep Retrofit
- Ocean
- Pilot
- RDD**
- SSRH

Under the 'Applications Under Review' heading.

Click the **+ Add** button to create a new application.

Applications Under Review

+ Add Export to Excel

Reference ID	Project...	Status	Applic...	Creati...	Web A...	Messages	Files
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Section A of the PEP Application Form should open in a new window.

Section A

Please complete all fields in A1 Applicant Details and A2 Project Summary.

Note:

The * indicates a mandatory field.

Click Next to move to Section B.

Please note you cannot proceed to Section B until Section A is complete

Click **Save** if you wish to leave the portal and return at a later stage to complete your application.

Your saved application will appear under the RDD Applications Under Review section.

Click the edit button to return to your application.



Web Applicant
Joe Bloggs

Section A – Administration

A1. Applicant Details

Application Type *

Applicant Organisation Name *

Project Title *

Principal Business Activity *

Company Number

Company?

Tax Clearance Access No. *

VAT No.

Total Project Costs *

Costs Requested from SEAI *

Project Duration (months) *

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.

Save

Next

Cancel

seai SUSTAINABLE ENERGY AUTHORITY OF IRELAND

Logged as Joe Bloggs [Logout](#)

[Login](#) / [Home](#) / [RDD](#)

SEAI PORTAL

Applications

Deep Retrofit

Ocean

Pilot

RDD

SSRH

Projects

My Information

Help

RDD

Applications Under Review

Add

Export to Excel

Reference ID	Project Title	Status	Application Ty...	Creation Date	Web Applicant	Messages	Files
--------------	---------------	--------	-------------------	---------------	---------------	----------	-------

<input checked="" type="checkbox"/>	RDD/00582	Test	Draft	RD & D	2/2/2021 4:47 PM	Joe Bloggs	View Messages	View Files
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1	10	items per page
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1 - 1 of 1 items

Section B

Please complete
Section B (all fields).

B1.1 County
(dropdown list);
Project Scale (i.e.
Small, Medium,
Large, 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 the
Total Project Costs
and SEAI Requested
Costs.

Note: overheads are
applicable to all
applicants, please
refer to the budget
policy document for
more information

**Please ensure these
figures match with
the requested
values within your
Application Form
and Budget
Template.**
We recommend
keeping a copy of
these documents to
hand when
completing the
online application.

Section B – Project Details (RDD)

B1. Project Details (RDD)
B1.1 Project Details

Project Location (county) *

Project Scale / TRL *

Organisation Type *

B1.2 Partner Details (if applicable)
Partner Applicant(s)

Name	Organisation	Organisation Type
1. Partner Name Details	1. Partner Organisation Details	
2. Partner Name Details	2. Partner Organisation Details	
3. Partner Name Details	3. Partner Organisation Details	

+Add -Remove

Collaborators

Name	Organisation Name
1. Collaborator's Name	1. Collaborator's Organisation Name
2. Collaborator's Name	2. Collaborator's Organisation Name
3. Collaborator's Name	3. Collaborator's Organisation Name

+Add -Remove

B2. Project Costs

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		
Overheads (RPOs Only)		
Equipment		
Materials		
Travel & Dissemination		
External Consultants		
Other		
Total		

Section B3 Supporting Documentation

Please attach all relevant supporting documentation under the appropriate heading.

A checklist is available in Section 5 of this document.

Additional Documents or Declarations not listed under these headings should be submitted under the last field "Other requested uploads"

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

Note: Please ensure attachments are correct prior to uploading. Files cannot be deleted after they have been added.

Where multiple versions of the same document are uploaded, SEAI will take into account only the most recently uploaded

B3. Supporting Documentation

Uploaded Documents

Application Form

Add

Excel Budget Template

Add

Declaration of Financial Resources

Add

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

Add

Non-Economic Public Good Declaration

Add

Proof of Funds

Add

Declaration of Solvency

Add

VAT Declaration (RPOs Only)

Add

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

Add

Letters of Support

Add

Other requested uploads (if applicable)

Add

Previous

Save

Submit

Cancel

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.**

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 added.

Click **Submit** to Submit your application.

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

Letters of Support

Add

Other requested uploads (if applicable)

Add

Previous

Save

Submit

Cancel

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'.

RDD

Applications Under Review								
Add		Export to Excel						
	Reference ID	Project Title	Status	Application Ty...	Creation Date	Web Applicant	Messages	Files
	RDD/00582	Test	Submit	RD & D	2/2/2021 4:47 PM	Joe Bloggs	View Messages	View Files

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. 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.

5. CHECKLIST

Private Enterprises

Application form	<input type="checkbox"/>
Budget template	<input type="checkbox"/>
Declaration of Financial Resources	<input type="checkbox"/>
Declaration of Solvency	<input type="checkbox"/>
Most recent audited and management accounts (Profit & Loss and Balance Sheet)	<input type="checkbox"/>
Declaration of SME Status (<i>if applicable</i>)	<input type="checkbox"/>
Proof of funds (<i>if applicable</i>)	<input type="checkbox"/>
A letter from the Revenue Commissioners (<i>if applicable</i>)	<input type="checkbox"/>
Letters of Support	<input type="checkbox"/>
Data Management Plan	<input type="checkbox"/>

3rd Level Education Bodies

Application form	<input type="checkbox"/>
Budget template	<input type="checkbox"/>
Declaration of 3 rd level education body – Non economic public good (NEPG) (<i>if applicable</i>)	<input type="checkbox"/>
Letters of Support	<input type="checkbox"/>
Data Management Plan	<input type="checkbox"/>

Public or Semi State Organisations

Application form	<input type="checkbox"/>
Budget template	<input type="checkbox"/>
Declaration of Financial Resources	<input type="checkbox"/>
Declaration of Non-Economic Public Good (NEPG) (<i>if applicable</i>)	<input type="checkbox"/>
A letter from the Revenue Commissioners (<i>if applicable</i>)	<input type="checkbox"/>
Letters of Support	<input type="checkbox"/>
Data Management Plan	<input type="checkbox"/>