

# COMMERCIALISATION FUND PROGRAMME - GUIDANCE FOR APPLICANTS -

## COMMERCIAL CASE FEASIBILITY(CFF) GRANT

Revision 5 November 2020



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### Getting started on the on-line system:

- The link for the Enterprise Ireland Commercialisation Fund on-line system is <https://enterpriseireland.smartsimple.ie>
- The smartsimple server supports Chrome two most recent versions <https://www.google.com/chrome/> Firefox two most recent versions <https://www.mozilla.org/en-US/> Safari two most recent versions <https://www.apple.com/safari/> Microsoft Edge two most recent versions <https://www.microsoft.com/en-us/edge/> Internet Explorer Version 11†  
**Allow Pop-up blocker on your computer** and For iOS and Android (mobile) iOS Devices - Safari Android - Chrome The system will run on all major browsers-version supported include Internet Explorer Version 11+ , Firefox (two most recent versions) and Chrome (two most recent versions). Safari is also supported and iOS devices including iPhone and iPad are also supported.
- Add email [noreply@enterprise-ireland.com](mailto:noreply@enterprise-ireland.com) to 'trusted/safe' contacts
- When navigating through the different sections of the application form use the 'Back' and 'Next' arrows at the bottom of the form-**DO NOT USE THE BROWSER BACK ARROW**
- Make sure to press '**Save Draft**' frequently and in particular when instructed to do so

### Useful information

If you require assistance on how to use the system please read this short **Guidance Manual**. **The manual does not replace, but is complimentary to the following documents:**

1. CF Commercial Case Feasibility Guidelines
2. FAQ-How to prepare a Commercial Case Feasibility Application

These are available for download on the Enterprise Ireland Commercialisation Fund webpage; [www.enterprise-ireland.com/commercialisationfund](http://www.enterprise-ireland.com/commercialisationfund)

### Get help with technical issues

If you have a technical problem please get in touch with our **Commercialisation Fund Help Desk**; [help.cf@enterprise-ireland.com](mailto:help.cf@enterprise-ireland.com)

To allow us to effectively deal with your issue please email the following information to the address above;

- Email address you use to log into our systems, name of your Institution and your application reference number (number associated with your application e.g. CF2013-0001-Y)
- Name of the web browser you use (e.g. Internet Explorer, Chrome, Firefox, Safari etc.) and if possible the version.
- Computer operating system you use e.g. Microsoft Windows, Mac OS X, Linux etc.
- Sequence of steps that led to the issue.
- Screenshot of the issue or error message.

## Register and create an account

- You must have a valid institutional email address to register on the system
- You must register and create an account on the system
- Go to <https://enterpriseireland.smartsimple.ie>
- You will be presented with the login page

https://enterpriseireland.smartsimple.ie/s\_Login.jsp?lang=1&proie=v

### Welcome to the Enterprise Ireland Grant Application Portal for:

- Commercialisation Fund
- Horizon 2020 Support Programmes
- Horizon 2020 Career Fit Programme

To submit an application, review and/or perform an action on a Commercialisation Fund Commercial Case Feasibility Application (CFF) or a Commercialisation Fund Project Support application (CF) go to the 'Commercialisation Fund' tab. For more information on the Commercialisation Fund Programme visit website [www.enterpriseireland.com/commercialisationfund](http://www.enterpriseireland.com/commercialisationfund).  
If you have any problems please email [help.cf@enterprise-ireland.com](mailto:help.cf@enterprise-ireland.com)

To submit an application, review and/or perform an action on a Horizon 2020 Support Programme application go to the 'H2020' tab. For more information on the H2020 Support Programme please visit [horizon2020.ie](http://horizon2020.ie).  
If you have any problems, please email [h2020support@enterprise-ireland.com](mailto:h2020support@enterprise-ireland.com).

To submit an application, review and/or perform an action on a H2020 Career Fit programme go to the 'Career Fit' tab.  
For more information on the Career Fit Programmes visit website <http://www.horizon2020.ie/career-fit/>.  
If you have any problems please email [careerfit@enterprise-ireland.com](mailto:careerfit@enterprise-ireland.com).

#### Login

Email:

Password:

[Forgot Password?](#)

**Register as an applicant:**  
[Register here](#)

- Click on the "Register Here" link (see above)
- This will launch the Registration Page (in a new tab / window). See below

Note: If you previously registered on the system as an applicant in another institution, please email [help.cf@enterprise-ireland.com](mailto:help.cf@enterprise-ireland.com) indicating your name and the institution you were formerly registered with.

\* Institution:

-- Please Select --

\* Department:

\* Title:

\* First Name:

\* Surname:

\* Gender:

\* Your Institutional Email Address:

\* Do you have additional institutional email addresses:

No

Register

- All mandatory fields should be filled in (denoted by a red asterix).
- If you have any other institutional email addresses (e.g. maiden name address, previous college address), add these.
- Once completed click "Register"
- This will give you an acknowledgement screen, shown below



## Applicant Registration Completed

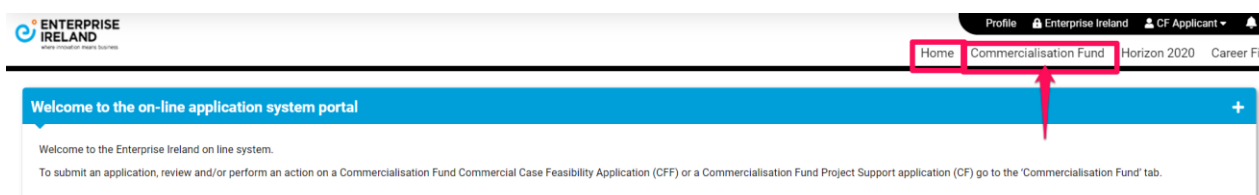
Thank you for registering on the system.

You will receive an email with instructions on how to access the portal.

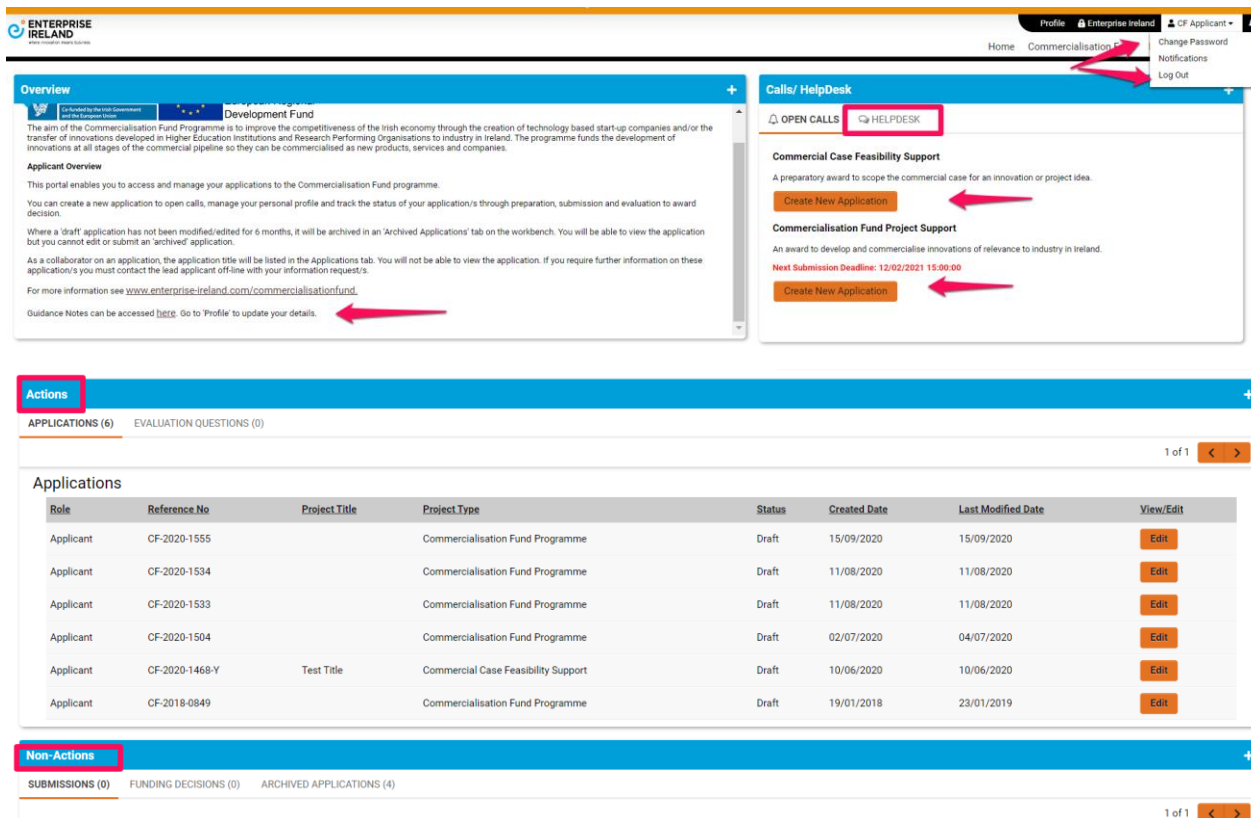
- An email with instructions on how to login and a password will be sent to you. You will be forced to change your password when you login to the system for the first time.

### Login to the Applicant Workbench

- Go to <https://enterpriseireland.smartsimple.ie>
- Login to the system with your email address and password
- If you have forgotten your password, click on 'Forgot Password' and the system will send you a new password by email
- Once you have logged in you will be presented with the applicant portal which has four tabs-Home, 'Commercialisation Fund' 'Horizon 2020' and 'Career Fit' tabs



- Clicking on the 'Commercialisation Fund' tab presents the 'Commercialisation Fund' workbench.
  - An overview of the applicant role is presented providing a link to relevant 'Guidance' documents
  - You can view information on 'open calls and create Commercial Case Feasibility (CFF) and/or Commercialisation Fund Project Support (CF) applications to open calls
  - You can change your password and update your profile
  - You can contact the HelpDesk



- The workbench is organized in two sections –Actions and Non-Actions
- In ‘Actions’ the following tabs:
  - **Applications-Presents/Reports:**
    - Applications in preparation by you including applications on which you are a formal collaborator or a collaborator (application status=draft)
    - Applications submitted for pre-submission approval by the TTO and if relevant by the EI-commercialisation specialist advisors and for endorsement by the Research Office (application status=pending TTO approval/pending EI-CS review/pending RO approval-endorsement)
    - Applications requiring revision by you (application status=pending revision)
  - **Evaluation Questions-Presents/Reports**
    - Requests/questions from evaluators of CF project support applications where you are the lead applicant that require a response from you (status=pending reply, answered)
- In ‘Non-Actions’ the following tabs:
  - **Submissions**
    - Reports CFF and CF applications you have submitted on-line (status=submitted pending evaluation, in review)
  - **Funding Decisions**
    - Reports the Funding decision for CFF and CF applications that have completed the evaluation and approval processes (status=approved subject to contract, awarded, not awarded, not approved for funding)
  - **Archived applications**

- Reports 'draft' CFF and CF applications that have been archived

**Note: If you have a joint role in the on-line system for example a joint applicant-reviewer role, relevant additional 'action tabs' for the 2<sup>nd</sup> role will be presented to you on the applicant portal**

### **Create a CFF application**

Read these short guidance notes, follow the instructions on the on-line application form

### **Identify Advisors**

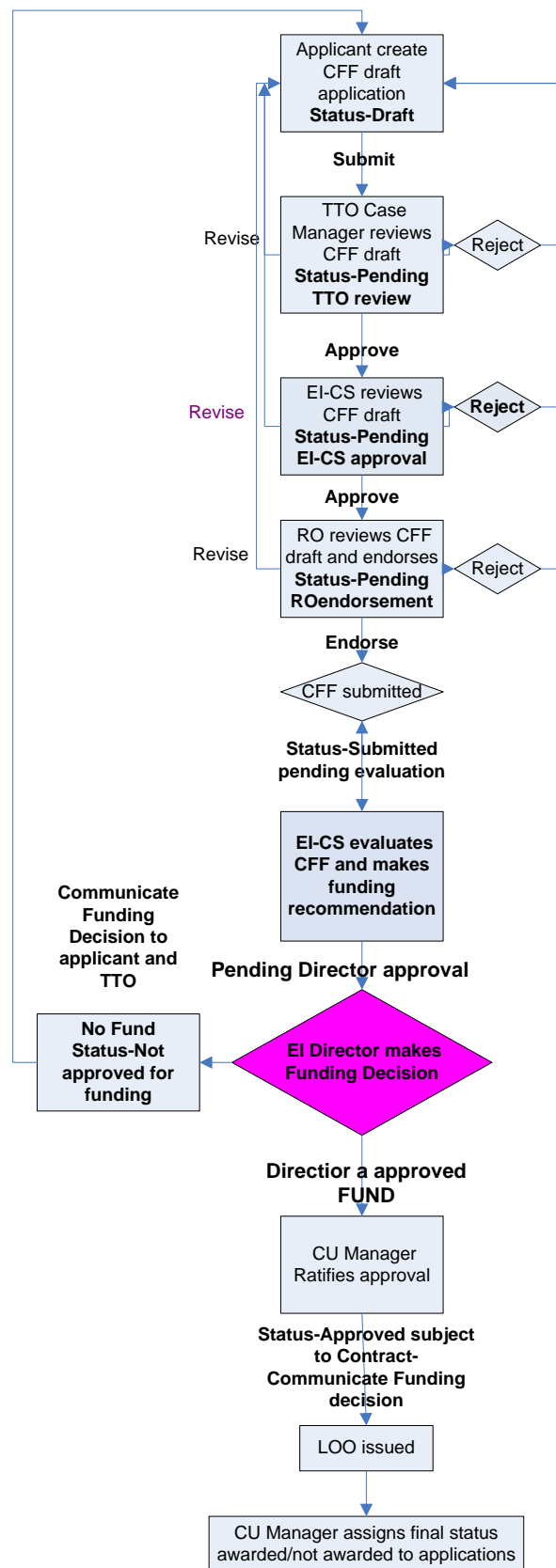
Contact your Technology Transfer Office to identify a Case Manager to support you in preparing your application. Contact Enterprise Ireland to identify an Enterprise Ireland Commercialisation Specialist to support you in preparing your application. **They must agree to be advisors on your application before you commence the application on-line**

### **Create a New Draft CFF application**

The following page presents a schematic overview of the workflow for a CFF application from application creation to funding decision

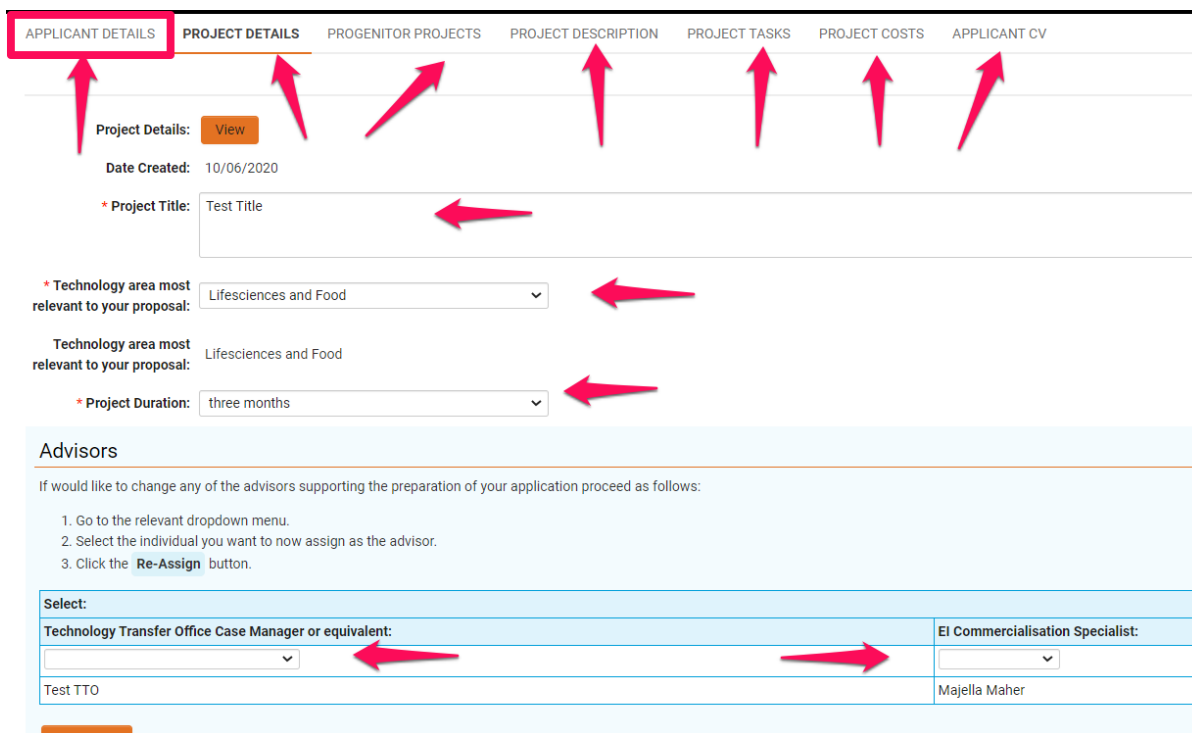


Overview Commercial Case Feasibility Application Process:



Go to 'Open Calls' click 'Create New Application' for Commercial Case Feasibility Support

## Complete the on-line application form



The screenshot shows the 'APPLICANT DETAILS' tab selected. The form includes the following fields and sections:

- Project Details:** View button
- Date Created:** 10/06/2020
- \* Project Title:** Test Title
- \* Technology area most relevant to your proposal:** Lifesciences and Food
- Technology area most relevant to your proposal:** Lifesciences and Food
- \* Project Duration:** three months
- Advisors:**

If you would like to change any of the advisors supporting the preparation of your application proceed as follows:

  1. Go to the relevant dropdown menu.
  2. Select the individual you want to now assign as the advisor.
  3. Click the **Re-Assign** button.

Select:	Technology Transfer Office Case Manager or equivalent:	EI Commercialisation Specialist:
	Test TTO	Majella Maher

- The 'Applicant Details' and 'Project Details' tabs are presented first-You need to complete the 'Applicant and Project Details' to reveal the other application tabs/sections. A CFF can only have one 'applicant'-where another researcher is significantly involved you can name the researcher in the 'project description' and if relevant upload the CV of the researcher in addition to the applicant CV. Complete the 'Project Details' to reveal the other application sections
- Complete the following sections of the application on-line

**Progenitor Projects-** if relevant, add details of any projects that are the basis of the current application

**Project Description-** Answer the 4 mandatory questions

**Project Tasks-** The CFF must have at least one task-while the overall duration of the project is 3 months, it is possible to have tasks that run in parallel over this timeframe

**Project Costs-** Read the guidance provided for each cost category. Overall budget available is up to €15,000. Please note that consultant costs and prototyping costs must be inclusive of vat. Guideline per day cost for a consultant is €450-€700.

**Applicant CV** –A short CV must be included for the lead applicant

**Press Save draft regularly** to ensure that the latest information you have entered on the draft application is saved.


To view the application prior to submission of the draft application click ‘Application Preview’ on the ‘Applicant CV’ tab:

### Application Preview

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To view your application click **View** button.

View



Prior to submission of the ‘draft application’ you will need to complete a privacy statement presented on the ‘Applicant CV’ tab:

#### ▼ Privacy Statement

##### \* Privacy Statement Agreement

Enterprise Ireland is committed to its transparency obligations under the General Data Protection Regulation (GDPR). Our data protection notice for personal data that is supplied to us by our clients is available [here](#). This notice contains important information about how we process personal data that is supplied to us by clients. We request that you read the notice carefully and that you ensure that it is made available to any data subjects (e.g. researchers) whose personal data you provide to us.

By ticking I agree, you confirm that: (a) you have complied with your own data protection obligations in respect of the personal data that you supply to us and that you are entitled to disclose such personal data to us; and (b) you will ensure that a copy of our data protection notice (available [here](#)) is sent to data subjects (e.g. researchers) whose personal data you provide to us.

I agree

## Submit the draft CFF for pre-submission review

Once you are satisfied with the draft application, submit it to the TT advisor for review. The ‘draft’ CFF will change status on submission to ‘pending TTO’ review and will progress through the workflow as indicated in the process schematic. The status of the application will change as it progresses through the process workflow and will be reported on the applicant portal in the ‘Applications’ tab.

The TTO, EI CS advisors and Research Office can request revision to the application using comment boxes in the application to request revisions. Where revision/s are requested the applicant will receive an email to request that the application is revised and the email will include the ‘revision request’ details. When the applicant opens the application to revise it he/she will be presented with the ‘revision request’ comments in the relevant section of the application.

## Submit the CFF to Enterprise Ireland

When the CFF has been endorsed by the Research Office and formally submitted to Enterprise Ireland, the applicant, TTO advisor and Research Office will receive an acknowledgement email. The status of the application will change to ‘submitted pending evaluation’ and it will be reported in the ‘Submissions’ tab. During the evaluation and approval processes the status of the application will be reported as ‘submitted pending evaluation’

## Receive a Funding decision on the CFF application

When Enterprise Ireland has made a funding decision on your CFF application, the applicant, TTO advisor and RO will receive a ‘funding decision’ email which will if relevant include evaluation feedback. The status of your CFF will change to match the funding decision and will be reported in the ‘Funding decision’ tab on the applicant workbench.