



COMMERCIALISATION FUND PROGRAMME - FREQUENTLY ASKED QUESTIONS -

HOW TO USE THE ONLINE SYSTEM

Revision 3_November 2020



EUROPEAN
REGIONAL
DEVELOPMENT
FUND

EUROPEAN UNION

Contents

1. What do I do if I am having problems with the online system?.....	3
2. Where can I find guidance on how to use the online system?	3
3. How do I register as an applicant on the system?	3
4. How does a Technology Transfer Officer or Research Officer get an account on the system?.....	3
5. I have forgotten my password, what do I do?.....	4
6. I requested a password but didn't receive it?	4
7. What deadlines apply to applications to the Commercialisation Fund programme?	4
8. What is a PIN number and where can I find it?.....	4
9. What is a formal collaborator and how do I add one to my application?.....	4
10. What does the formal collaborator (FC) do to prepare the application?	5
11. What is a collaborator and how do I add one to my proposal?	5
12. What does the collaborator do to prepare the application?	5
13. Can a researcher switch from the collaborator to formal collaborator role and vice versa?.....	6
14. Who has access to my application and how can they contribute to its preparation?	6
15. What does the system do when I notify the TTO, the CS advisor and Research office?	7
16. Can I exceed the word and page limits in the application sections?	7
17. What is the difference between a standard and a key deliverable?.....	7
18. How detailed should the tasks of the workpackage be?	8
19. How is pension calculated?.....	8
20. How do I add multiple letters of support?	8
21. When does the formal collaborator upload the signature page?.....	8
22. Does the lead institution have to upload a signature page?	8
23. Does the lead institution need to submit a hard copy of the application?	8
24. What do I do if I inadvertently click 'Submit' button?	8
25. Is it possible to delete application from the system?	9

How to use the online system

1. What do I do if I am having problems with the online system?

Email our Commercialisation Fund Help Support: help.cf@enterprise-ireland.com with the following information

- Email address you use to log into the system, name of your Institution and your application reference number (e.g. CF-2020-0001)
- Name of the web browser you use, if possible, include 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

2. Where can I find guidance on how to use the online system?

You can access Guidance for Applicants Documents and FAQ Documents on the Smart Simple online system and via the Enterprise Ireland Commercialisation Fund webpage; www.enterprise-ireland.com/commercialisationfund, these provide specific detail on the Commercialisation Fund Programme and how to prepare the application.

- Commercial Case Feasibility Guidance for Applicants
- Commercial Case Feasibility Online Application Guide
- Commercialisation Fund Programme Reference Document
- Guidance on How To Prepare a Commercialisation Fund Application
- Sample Commercialisation Fund Application
- Sample Commercialisation Fund Evaluation Form
- Enterprise Ireland Commercialisation Specialists 2020
- FAQ - How To Use the Online System
- FAQ - How to Prepare a Commercial Case Feasibility Application
- FAQ - How To Prepare a Commercialisation Fund Application

3. How do I register as an applicant on the system?

- Go to <https://enterpriseireland.smartsimple.ie>
- You will be presented with the login page
- Click '[Register Here](#)'
- You will be presented with a registration form which you must complete
- An email with instructions on how to login and a password will be sent to you.
- You will need to change your password the first time you login to the system.

4. How does a Technology Transfer Officer or Research Officer get an account on the system?

- Contact help.cf@enterprise-ireland.com with the relevant email and contact details
- The system administrator will set you up on the system
- They will receive an email with your system login and password

5. I have forgotten my password, what do I do?

- Click on 'Forgot Password?' and the online will email a new password
- Login again with your email address and the new password
- You will be advised to change the password once you login to the system

6. I requested a password but didn't receive it?

- Check your spam folder in case the email with your password was delivered there
- Check with your IT department to check if the institution firewall may have prevented delivery of the email
- Email our Commercialisation Fund Help Support: help.cf@enterprise-ireland.com to let us know if you have not received your password and we will follow up
- Add the email address noreply@enterprise-ireland.com to your safe/trusted contacts list

7. What deadlines apply to applications to the Commercialisation Fund programme?

The Commercial Case Feasibility Support has no deadline, you can submit an application anytime via the Smart Simple online system.

The Commercialisation Fund Project Support Published Call has two open calls per year; one closing in February and one closing in July. Call details will be displayed on the Smart System online system.

Each Call has two deadlines, the first deadline is for the applicant submission. The second deadline is for the lead institution endorsement, this is 5 working days after the applicant deadline

The Commercialisation Fund Invited Call has no deadline, the lead applicant will normally agree a timeframe for proposal submission with the EI Commercialisation Specialist advisor.

8. What is a PIN number and where can I find it?

- The PIN is a system generated number that is unique for each user in the system.
- When you login to your portal/workbench go to the 'Profile' menu option
- Open your profile and you will find your PIN in your contact details.

9. What is a formal collaborator (FC) and how do I add one to my application?

A formal collaborator is a researcher in your institution making a significant contribution to the project A formal collaborator is a researcher in another institution requesting budget from the project.

To add a formal collaborator to your proposal you need to:

- Request that the researcher provide their PIN number to you if they have an account on the online system. You can use their PIN and surname to add them as a formal collaborator to the application

Or

- If the researcher doesn't have an account on the system, request that the researcher provide their contact details to you and you can fill out a registration form for them and an account will be set up for them on the system and they will be assigned automatically as a formal collaborator to the application

10. What does the formal collaborator (FC) do to prepare the application?

Once assigned to the application by the lead applicant, a FC has full visibility of and access to the application.

If a FC is from an institution other than the lead institution, the FC must assign a Technology Transfer Officer (TTO) from their own institution to the application.

If a FC is from an institution other than the lead institution, the FC must complete a budget for each stage of the project the FC institution is participating in.

A FC can edit all sections (except the lead and other FC institution budgets) of the application and therefore can contribute to the application preparation.

A FC cannot upload the final Technical and Commercial Information section PDF, the lead applicant must upload it.

For submission of the draft application, if a FC is from an institution other than the lead institution, a FC must download the signature page template from the draft application and sign it and get it signed by the institution TTO and Research Office (RO) and upload the signed signature page as a PDF to the application.

11. What is a collaborator and how do I add one to my proposal?

A collaborator may be a researcher in an institution that is providing informal support for the project but not seeking budget from the project.

A collaborator may be another person not based in an institution that is providing informal support for the project but not seeking budget from the project.

To add a collaborator to your proposal you need to:

- Request that the researcher/other provide their PIN number to you if they have an account on the online system. You can use their PIN and surname to add them as a collaborator to the application

Or

- If they do not have an account on the system request that the researcher/other provide their contact details to you and you can fill out a registration form for them and an account will be set up for them on the system and they will be assigned as a collaborator

12. What does the collaborator do to prepare the application?

The collaborator will be listed on the CF application and on the user portal/workbench, the project title will be listed.

The collaborator will not be able to open or view the CF application online but has the option to contact the lead applicant to follow up on the application

If the lead applicant decides to share the application off-line with the collaborator, the collaborator can provide feedback on the application.

13. Can a researcher switch from the collaborator to formal collaborator role and vice versa?

If you have set up a researcher as a collaborator and want to change them to the formal collaborator role you must first remove them as a collaborator from the application –by clicking the ‘Remove’ button provided beside their name on the online application

- You will need to use the PIN number they provided you with to set them up as a collaborator on the system to now set them up as a Formal collaborator

Or

- Where the researcher has provided you with their contact details and you used these to set them up as a collaborator on the system you will not have access to their PIN number-you will need to request that they provide the PIN number to you and you can then set them up on the system

14. Who has access to my application and how can they contribute to its preparation?

The following roles have access to the application and can contribute as follows:

Lead applicant: This person has overall responsibility for the application preparation, its coordination between contributing parties and its submission. The lead applicant can edit all sections of the application and can share the application off-line with collaborators if desired. The lead applicant can share the word version of the ‘Technical and Commercial’ section of the application with relevant roles/individuals off-line to seek their input and comment on this section of the application.

Formal collaborator: The application is presented on a formal collaborator’s workbench once they are assigned to the application. The formal collaborator can edit all sections of the application except lead and other formal collaborator budgets. The FC cannot upload the final ‘Technical and Commercial’ Information PDF to the application. The formal collaborator must upload the signed signature page from the institution to enable the lead applicant to submit the draft application for lead institution approval by the lead institution TTO and endorsement by the lead institution Research Office

Collaborator: A collaborator does not have access to the application during its preparation, they will be presented with the title and lead applicant name of an application that they have been assigned to as collaborator. The lead applicant can choose to share the application in preparation off-line with a collaborator/s and seek comment and feedback from them off-line.

Technical Transfer Officer/s: TTOs in the lead and if relevant formal collaborating institutions have visibility on the draft application once they are named as TTO on the application. The lead applicant and formal collaborator also have the option to notify the TTO at any stage during application preparation to request a review of the draft application. The TTO can review the draft application online but cannot edit the draft application. The TTO can provide comment and feedback on the draft application to the lead applicant and where relevant the formal collaborator off-line. A TTO in a formal collaborating institution must sign the signature page presented for signature by the formal collaborator to indicate the TTO approval of the institution participation in the application as a formal collaborator. The lead institution TTO must review and if appropriate approve the draft application for submission.

Enterprise Ireland Commercialisation Specialist (EI-CS): The lead applicant has the option to nominate an EI-CS on the application. The EI-CS does not have visibility of the draft application until the lead applicant notifies the EI-CS to review the draft application. The EI-CS can provide feedback on the draft application off-line

to the lead applicant. For selected application/s the EI-CS may progress the application/s for review by a relevant Director as a prospect for invitation to the CF programme.

Research Office: The research office in the lead and formal collaborating institution have visibility on the application once the lead applicant has started to create the application. The lead applicant and formal collaborator can notify their research offices to review the draft application including the draft budget. The ROs can provide feedback off-line on the application/budget. The lead institution RO must endorse the application for submission while the RO in the formal collaborating institution must sign the signature page to indicate the formal collaborating institution approval to submit the application.

15. What does the system do when I notify the TTO, the CS advisor and Research office?

When you notify any of these roles by clicking the 'Notify' button, the system sends the role an email to alert them that you are requesting that the role review your draft application.

16. Can I exceed the word and page limits in the application sections?

You cannot exceed the stated word or page limits in any section of the application. You will be prevented from submitting your application if you exceed word or page limits for any section of the application where word or page limits apply

Executive Summary: The word limit is 750 words to include all the information as requested by the executive summary content bullet points. The system will allow you to paste in >750 words into the 'Executive Summary' field but the word count will change to red and include a minus symbol when the 750-word limit is exceeded. When you go to submit an application where the executive summary is greater than 750 words you will be prevented from submitting the application.

Technical and Commercial Information: This section has a limit of 10 pages. For each heading within the section, a page limit is indicated, this is for guidance and you have flexibility to exceed a page limit here if needed, provided that the overall page limit of 10 pages for this section is not exceeded. The system will allow you to upload a PDF of the Technical and Commercial Section exceeding 10 pages, but you will not be able to submit the application if the 'Technical and Commercial' section pdf is >10 pages.

Resubmission Appendix: This has a page limit of 5 pages. The system will allow you to upload a PDF exceeding 5 pages for this section, but you will not be able to submit the application.

CVs: The page limit for each CV is 2 pages. The system will allow you to upload a PDF exceeding 2 pages, but you will not be able to submit the application.

17. What is the difference between a standard and a key deliverable?

A standard deliverable is any measurable, tangible, verifiable outcome, result, or item that must be produced to complete a project or part (stage) of a project.

A key deliverable is a critical technical and/or technical deliverable that defines a critical point in the project which determines the technical and/or commercial feasibility of the project.

18. How detailed should the tasks of the workpackage be?

A task should be detailed sufficiently so that a reviewer can understand the work to be performed. Typically, tasks would require a couple of lines to describe them.

19. How is pension calculated?

Pay costs have been set up on the online system to include pension at 20% of salary for those institutions that are eligible to request pension from the project. Where an institution is not eligible to request pension for Pay costs, no pension will be included by the system. You can check with your RO regarding eligibility of the institution to have pension included as part of Pay costs.

20. How do I add multiple letters of support?

The system currently allows a single file to be uploaded using the 'Upload' Button for 'Letters of Support'. To upload multiple letters of support, the lead applicant must compile the Letters of Support into a single document - create a PDF of the 'letters of support' and upload the compiled 'letters of support' as a single PDF using the 'Upload' button

21. When does the formal collaborator upload the signature page?

The formal collaborator must upload a PDF of the signature page signed by the formal collaborator, the TTO and a research officer in the formal collaborator institution before the lead applicant submits the application for lead institution TTO approval to submit and lead institution RO endorsement. The formal collaborator does not need to submit a hard copy of the signature page.

22. Does the lead institution have to upload a signature page?

No, the lead institution does not need to upload a signature page. The approval to submit and endorsement of the application by the lead institution is achieved when the lead applicant submits the draft application, when the lead institution TTO approves the application for submission and when the lead institution RO endorses the application. The email addresses and the time each role actioned the submit, the approve and endorsement of the application is captured on the signature page of the compiled application form pdf.

23. Does the lead institution need to submit a hard copy of the application?

No hard copy of the proposal is required.

24. What do I do if I inadvertently click 'Submit' button?

If you inadvertently click submit button you can email the help desk help.cf@enterpriseireland.com and we will change your project back to 'Draft' status if appropriate to do so.

25. Is it possible to delete application from the system?

No currently it is not possible to delete an application from the system currently. However, where you have a 'Draft' application that has not been modified in the last 6 months it will be archived and for applicants the 'Archived Applications' can be viewed in an 'Archived' tab on the applicant portal.