



# Sustainable Energy Authority of Ireland

## Fellowship Pilot Programme

### PEP FELLOWSHIP 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/>

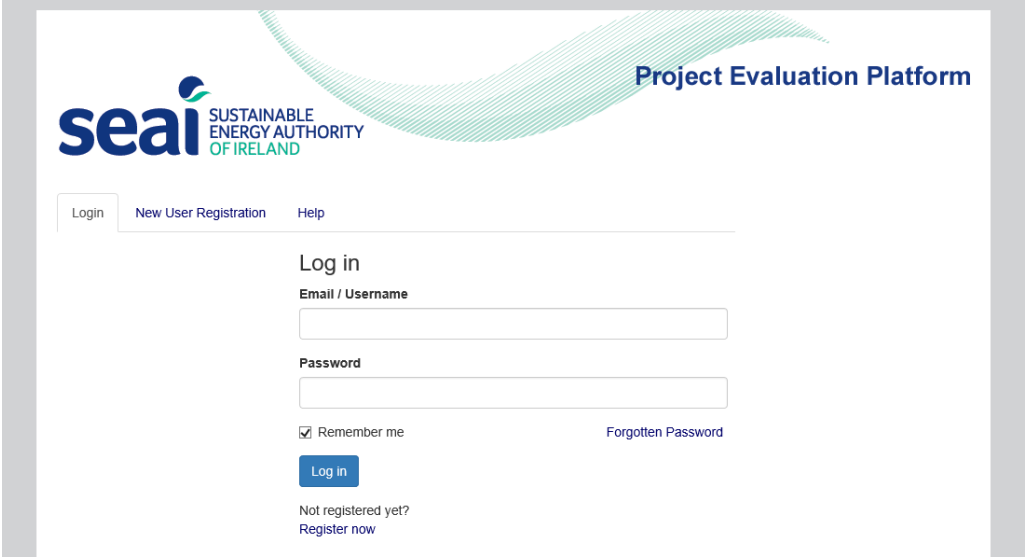
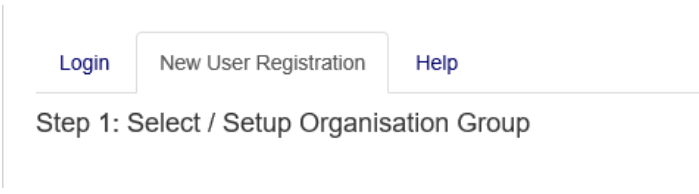
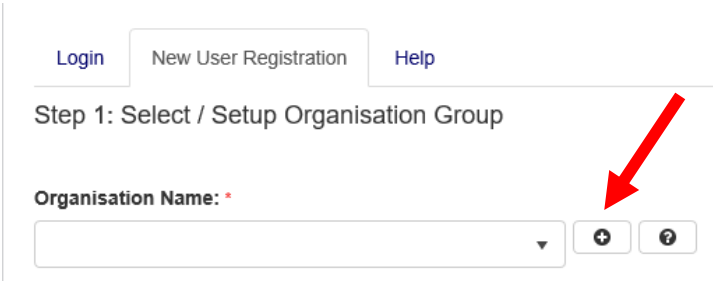
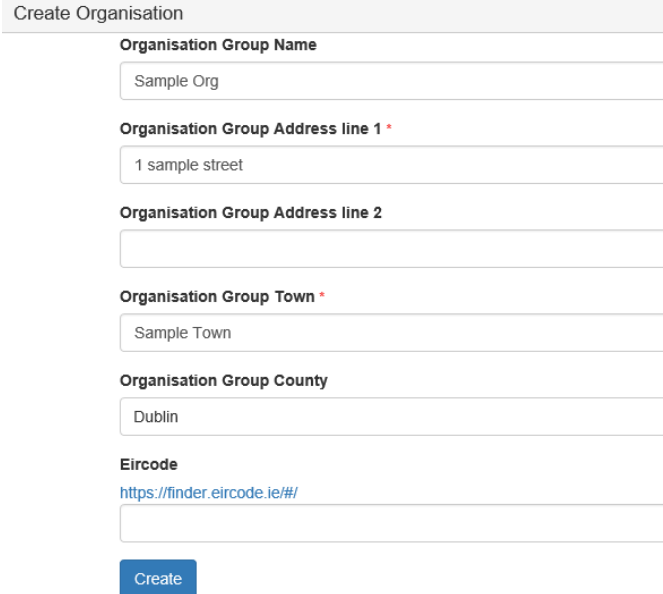
In this document, please find further guidelines on how to submit your application via PEP. For more information on the application documentation required, please refer to the Call Document. The Call document is available to download on our website at: <https://www.seai.ie/grants/research-funding/research-fellowship/>

The Application Form 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.

Please use the following file naming structure when submitting documentation, saving each file with the following details: 'Org Name (Lead Surname) Document Type.'

For example, 'Company Name (Bloggs) Application Form'; 'Company Name (Bloggs) Applicant LOS'; etc.

## 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 (PEP) portal. At the top left is the seai logo (Sustainable Energy Authority of Ireland). At the top right is the text 'Project Evaluation Platform'. Below the logo are three tabs: 'Login', 'New User Registration', and 'Help'. The 'Login' tab is active. The login form includes fields for 'Email / Username' and 'Password', a 'Remember me' checkbox, a 'Log in' button, and a 'Forgotten Password' link. Below the login form, 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 <b>New User Registration</b> tab.</p>	 <p>The screenshot shows the PEP portal with the 'New User Registration' tab selected. Below the navigation tabs, the text reads 'Step 1: Select / Setup Organisation Group'.</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 PEP portal with the 'New User Registration' tab selected. Below the navigation tabs, the text reads 'Step 1: Select / Setup Organisation Group'. There is a form field for 'Organisation Name: *' with a dropdown arrow. To the right of the dropdown are two buttons: a '+' button and a '?' button. A red arrow points to the '+' button.</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. It has 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' (with a link to <a href="https://finder.eircode.ie/#/">https://finder.eircode.ie/#/</a>). 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**.

Login New User Registration Help

### Log in

Email / Username  
joeblogs

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 **Pilot** from the dropdown menu.

SEAI PORTAL

- Applications
  - Better Energy Communities
  - EXEED
  - Non Residential Energy Credits
  - Pilot
  - RDD
  - SSRH

Under the 'Applications Under Review' heading.

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

#### Pilot

##### 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

Under “Project Type” Please select **RDD fellowship** from the dropdown

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 Pilot Applications Under Review section.

Click the edit button to return to your application.



### A1. Applicant Details

Project Title \*

Project Type \*

RDD Fellowship

Applicant Organisation Name \*

Principal Business Activity \*

Company?

Company No.

Tax Clearance Access No. \*

VAT No.

Costs Requested from SEAI \*

Total Project Costs \*

Project Duration (months) \*

### Contact Details

First Name \*

Last Name \*

Address Line 1 \*

Address Line 2 \*

City/Town \*

County \*

Eircode \*

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

Telephone \*

Mobile \*

Email \*

Web

Dean of Research Name \*

Dean of Research Email \*

### A2. Project Summary

Executive Summary - Brief Overview of the Project \*

Please provide a high-level summary encapsulating all aspects of the project.

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

SEAI PORTAL

Pilot

Applications Under Review

Reference ID	Project Title	Status	Application Type	Creation Date
<input checked="" type="checkbox"/> RDDS00013	Fellowship Test		RDD Fellowship	03/01/2023 12:54

1 | 10 items per page

## Section B

Please complete Section B (all fields).

Please attach all relevant supporting documentation under the appropriate heading.

**Note:** Please ensure attachments are correct prior to uploading.

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

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.

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

## Section B – Project Details (Pilot)

### B1. Supporting Documentation

Please note that where applications consists of more than one lead/Partner organisation, declarations are required from each of the organisations involved. Applicants should appropriately name all financial declarations/documentation files prior to uploading

Note: All Declarations must be for the total project costs. Total project costs are the project costs being requested from SEAI plus those costs being contributed by applicant organisations

Application Form \*

Select files...

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;.xlsx;.xls;.xlsm

Academic Sponsor Letter of Support \*

Select files...

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;.xlsx;.xls;.xlsm

Organisation Sponsor Letter of Support \*

Select files...

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;.xlsx;.xls;.xlsm

NEPG Declaration \*

Select files...

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;.xlsx;.xls;.xlsm

### Uploaded Files

	File Name	Document Type	File Size	Created On	Download
<input type="radio"/>	Letter of support.docx	Financial Information	11,856.00	03/01/2023 13:01	<a href="#">Download</a>
<input type="radio"/>	Letter of support.docx	TCC	11,856.00	03/01/2023 13:01	<a href="#">Download</a>
<input type="radio"/>	Declarations.docx	Supplementary Information	11,907.00	03/01/2023 13:01	<a href="#">Download</a>

Navigation: Previous, Save, Submit

Page: 1 - 3 of 3

Pilot

### Applications Under Review

Reference ID	Project Title	Status	Application Type	Creation Date
RDDS00013	Fellowship Test	Submit	RDD Fellowship	03/01/2023 12:54

#### 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 'Org Name (Lead Surname) Application' (e.g. 'Company A (Bloggs) Application') and upload.	PDF	Application Form
<u>Declarations; Letters of Support etc.</u> Submit as a single document under the appropriate field, please upload as a PDF file.	PDF	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 application has been correctly uploaded to the PEP system and submitted to SEAI in advance of the application deadline.