



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/>

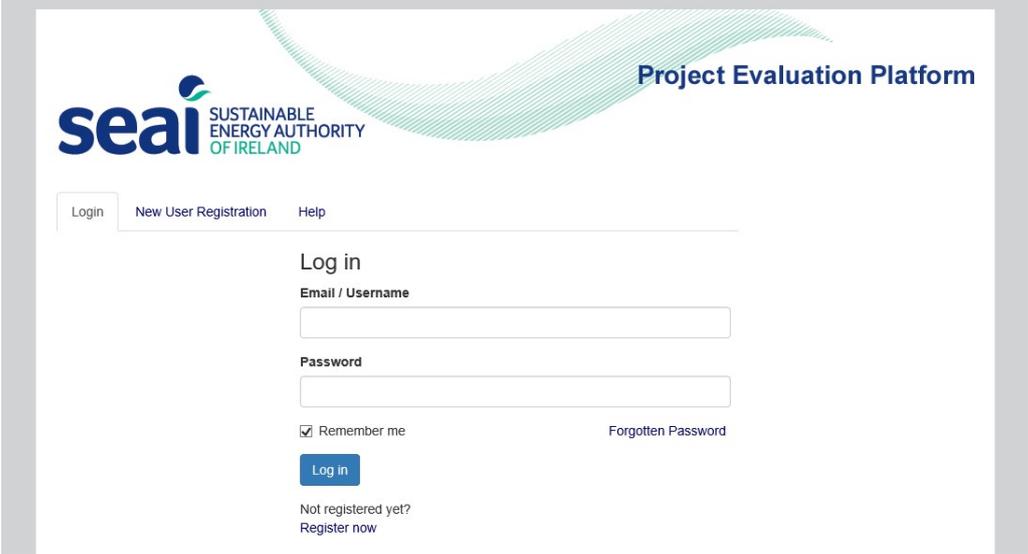
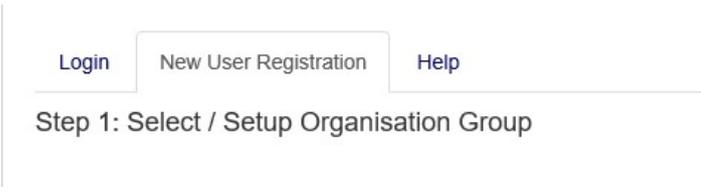
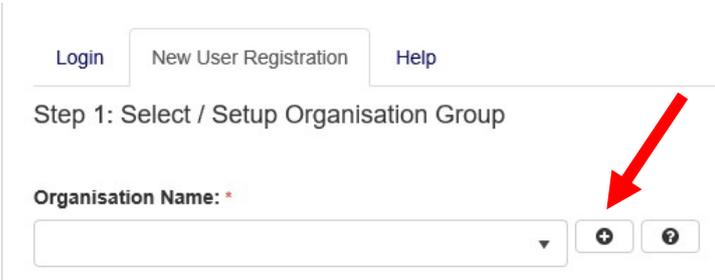
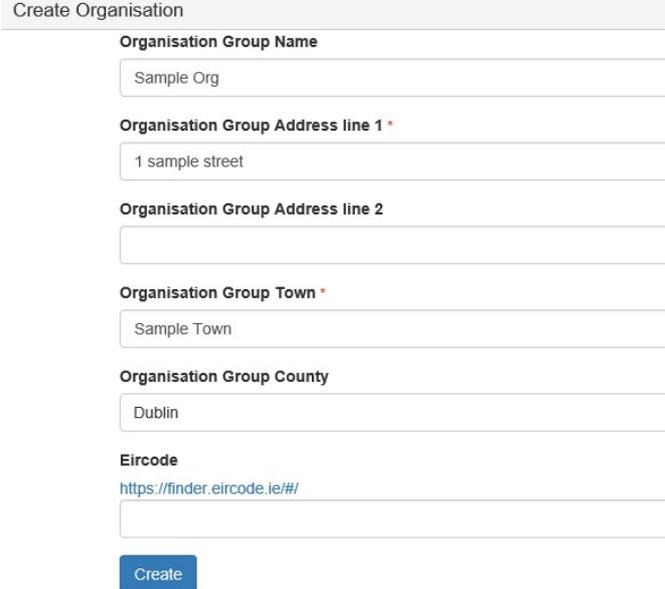
In this document, please find further guidelines on how to submit your application via PEP. For more information on the application documentation required, please refer to the Call Document and SEAI RD&D Budget Policy document. These documents are available to download on our website at: <https://www.seai.ie/grants/research-funding/research-development-and-demon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

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) Budget Template'; etc.

2. USER REGISTRATION

Instructions	PEP Portal Display
<p>To access the portal please go to:</p> <p>https://pepportal.seai.ie/</p>	
<p>First time users will need to create a login, please go to the New User Registration tab.</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>Create Organisation</p> <p>The following pop-up will appear.</p> <p>Complete all fields and click Create.</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: *

Sample Org [v] [+] [?]

Step 2: Selected User Type

User Type: *

Applicant [v] [?]

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: *

[input]

Last Name: *

[input]

Email: *

[input]

Contact No.: *

[input]

Address line 1: *

[input]

Address line 2:

[input]

Town: *

[input]

County *

[input v]

Eircode *

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

[input]

Username: *

[input]

Password *

[input]

Confirm Password *

[input]

Register

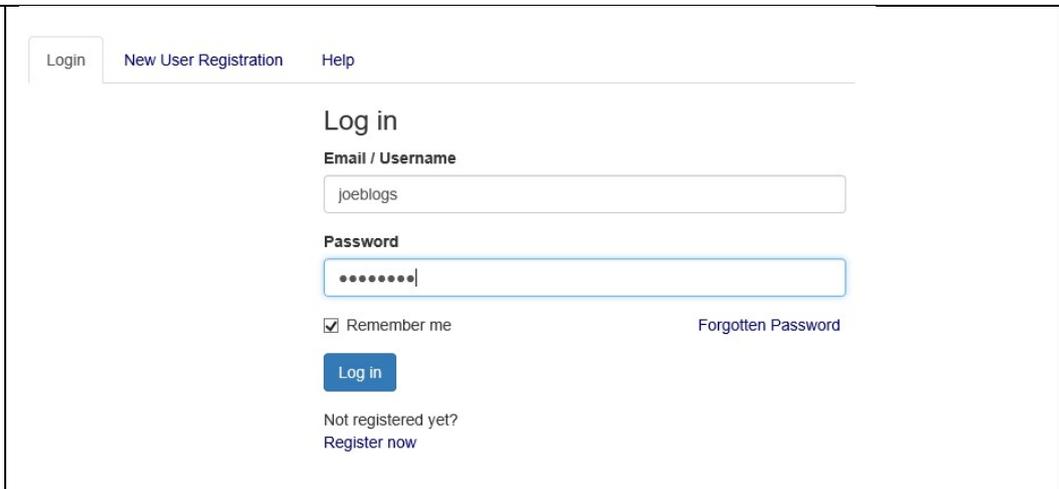
You will receive the following message:

Login | New User Registration | Help

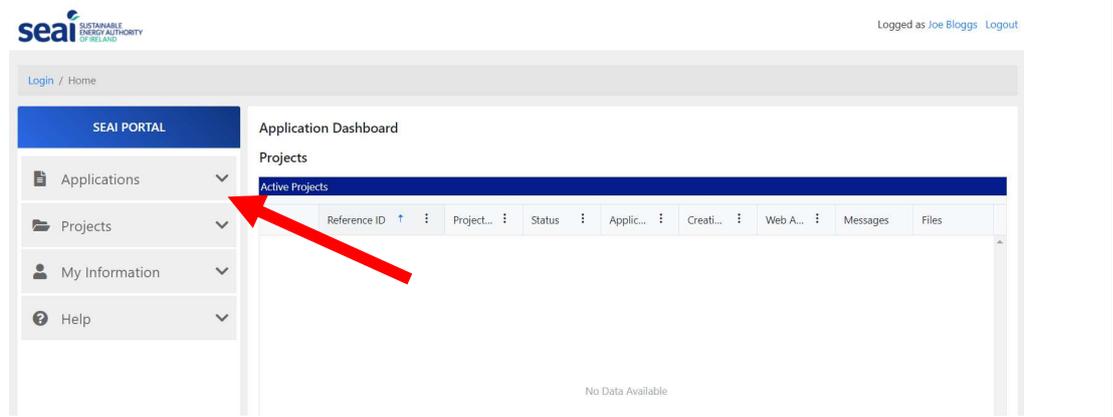
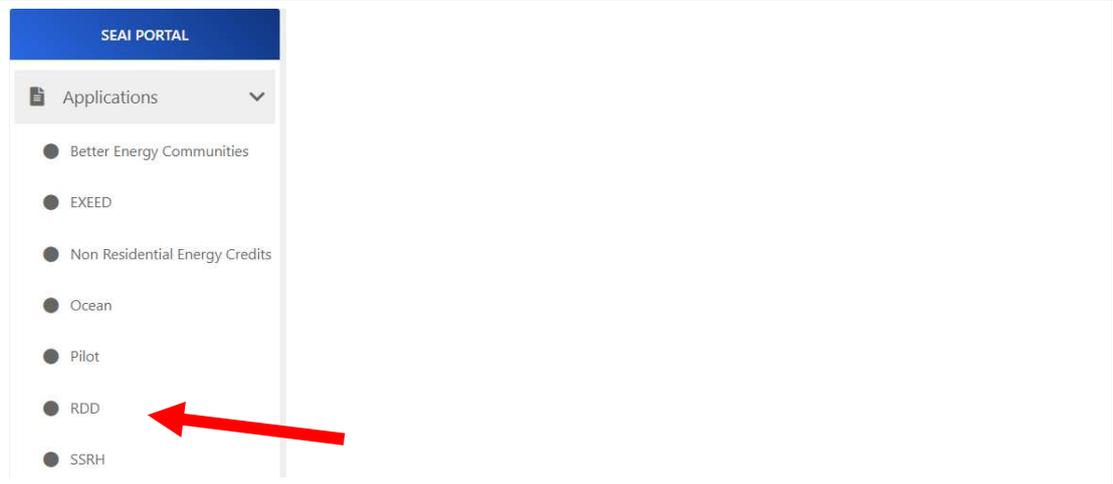
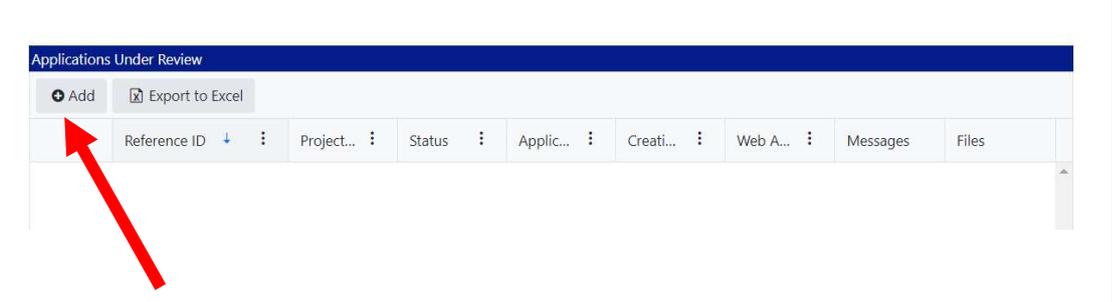
Success! Thanks for filling out our form!

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 Applications tab from the sidebar menu.</p>	
<p>And select RDD from the dropdown menu.</p>	
<p>Under the 'Applications Under Review' heading.</p> <p>Click the + Add button to create a new application.</p>	

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 *

Project Title *

Company Number

Tax Clearance Access No. *

Total Project Costs *

Project Duration (months) *

Applicant Organisation Name *

Principal Business Activity *

Company?

VAT No.

Costs Requested from SEAI *

Contact Details

First Name *

Address Line 1 *

County *

Telephone *

Email *

Financial Controller Name *

Last Name *

Address Line 2 *

Eircode *

Mobile *

Web

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.

seai SUSTAINABLE ENERGY AUTHORITY

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

Reference ID	Project Title	Status	Application Ty...	Creation Date	Web Applicant	Messages	Files
<input type="checkbox"/> RDD/00582	Test	Draft	RD & D	2/2/2021 4:47 PM	Joe Bloggs	View Messages	View Files

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

Name

Organisation

Organisation Type

Name

Organisation

Organisation Type

+Add -Remove

Collaborators

Name

Organisation Name

Name

Organisation Name

Name

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 within the application form.

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

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 'Org Name (Lead Surname) Application' (e.g. 'Company A (Bloggs) Application') and upload.	PDF	Application Form
<u>Completed Budget Template</u> : Title as follows 'Org Name (Lead Surname) Budget' 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.