



# Sustainable Energy Authority of Ireland

## Energise Fellowship Programme

### PEP FELLOWSHIP APPLICATION GUIDELINES

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#### 1. INTRODUCTION

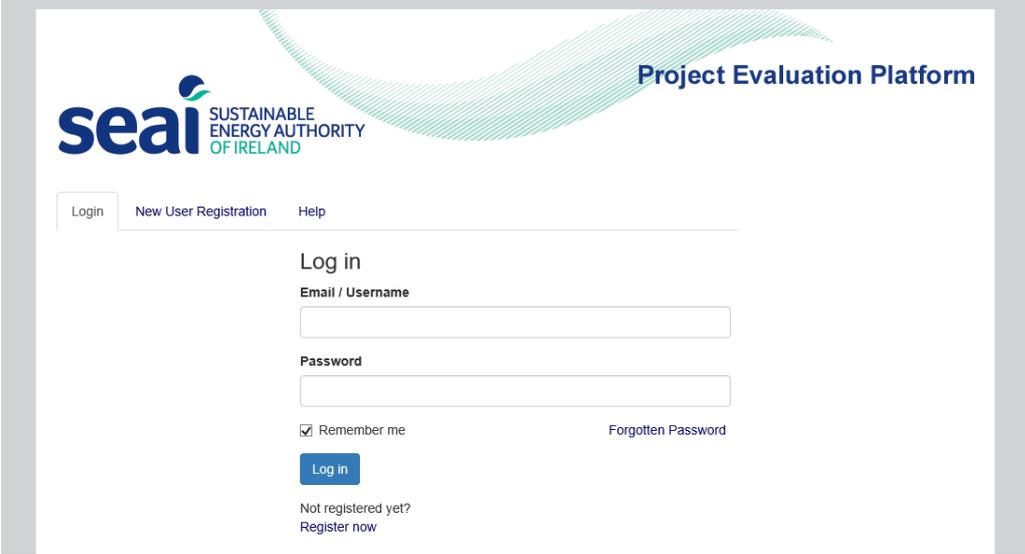
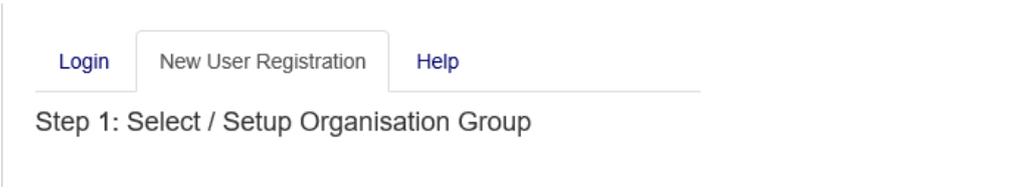
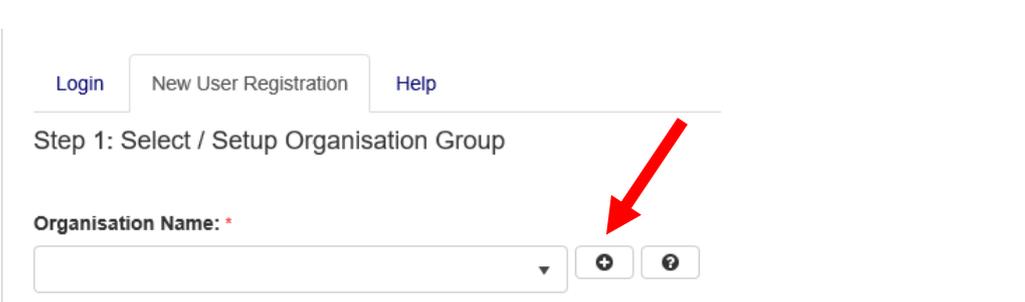
Applicants are required to submit their application documentation via the SEAI Project Evaluation Platform (PEP) Portal. The PEP Portal may be accessed via the following link: <https://pepportal.seai.ie/>

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, 'University Name (Bloggs) Application Form'; 'University 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>First time users will need to create a login, please go to the <b>New User Registration</b> tab.</p>	
<p>Fellows can select their sponsor organisation</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>	

## Create Organisation

The following pop-up will appear.

Complete all fields and click **Create**.

### Create Organisation

**Organisation Group Name**

**Organisation Group Address line 1 \***

**Organisation Group Address line 2**

**Organisation Group Town \***

**Organisation Group County**

**Eircode**

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

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 \*

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**.

[Login](#) [New User Registration](#) [Help](#)

Log in

Email / Username

joeblogs

Password

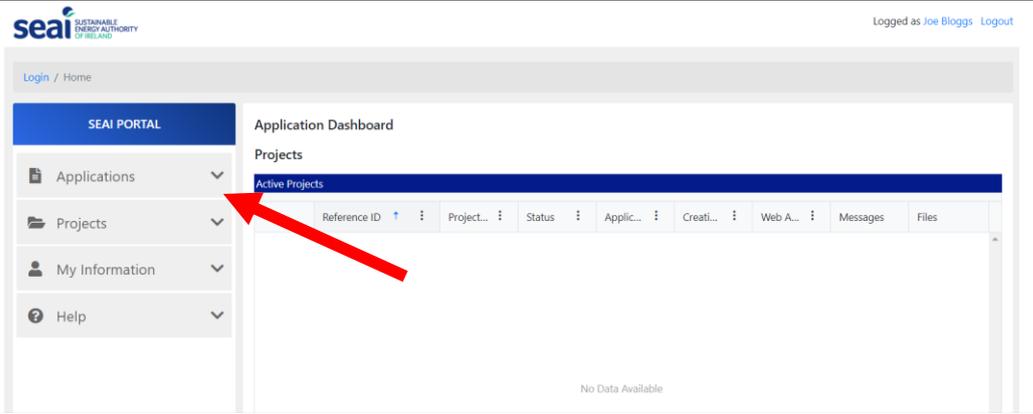
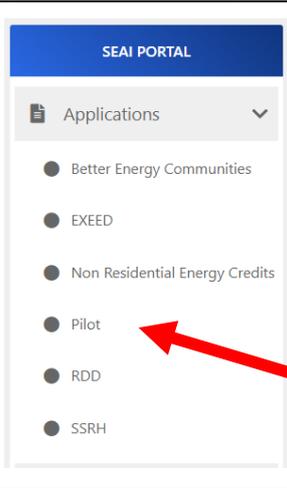
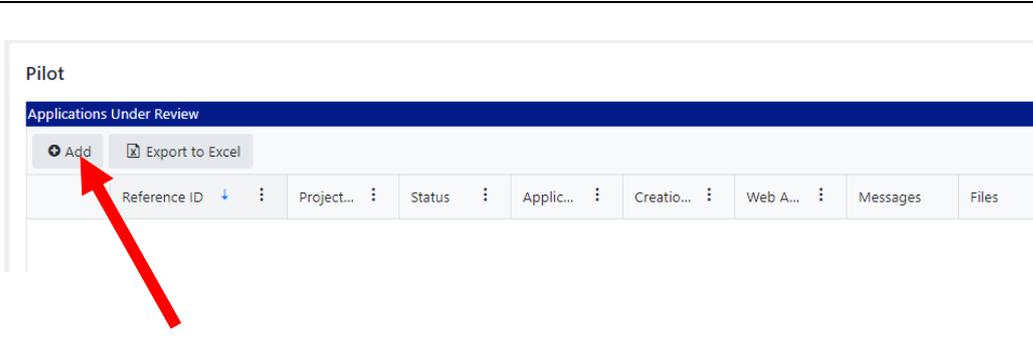
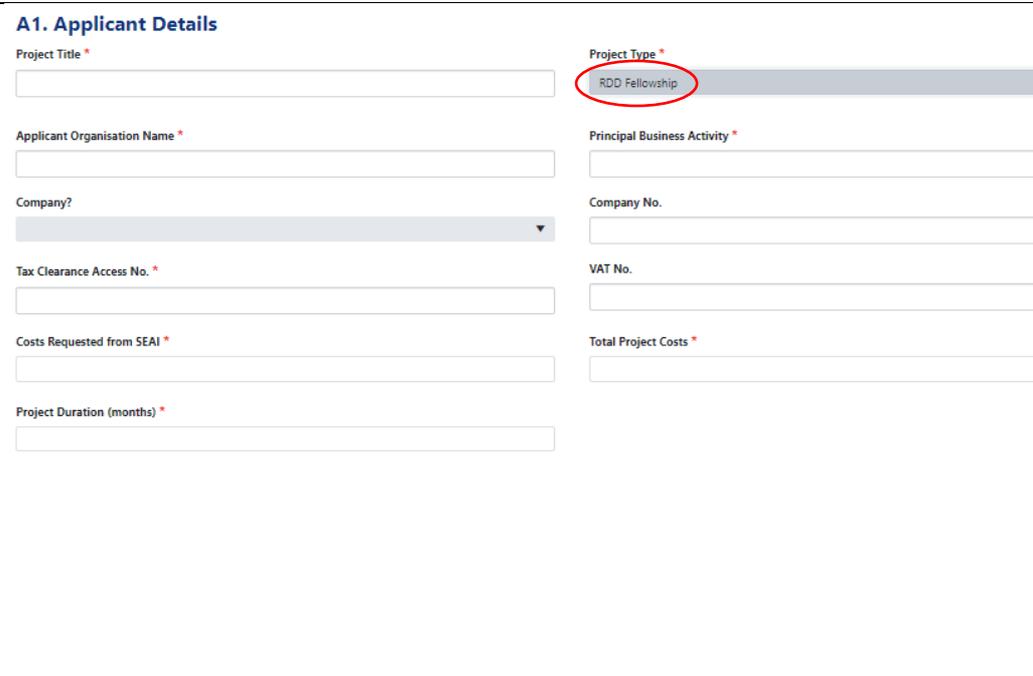
••••••••

Remember me

[Forgotten Password](#)

Log in

Not registered yet?  
[Register now](#)

Instructions	PEP Portal Display
<p>After you log in, you will see the following home page.</p> <p>Please select the <b>Applications</b> tab from the sidebar menu.</p>	
<p>And select <b>Pilot</b> from the dropdown menu.</p>	
<p>Under the 'Applications Under Review' heading.</p> <p>Click the <b>+ Add</b> button to create a new application.</p>	
<p>Section A of the PEP Application Form should open in a new window.</p> <p><b>Section A</b></p> <p>Under "Project Type" Please select <b>RDD fellowship</b> from the dropdown</p> <p>Please complete all fields in A1 Applicant Details and A2 Project Summary.</p>	

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

### Contact Details

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Address Line 1 *	Address Line 2 *
<input type="text"/>	<input type="text"/>
City/Town *	County *
<input type="text"/>	<input type="text"/>
Eircode *	
<a href="https://finder.eircode.ie/#/">https://finder.eircode.ie/#/</a>	
<input type="text"/>	
Telephone *	Mobile *
<input type="text"/>	<input type="text"/>
Email *	Web
<input type="text"/>	<input type="text"/>
Dean of Research Name *	Dean of Research Email *
<input type="text"/>	<input type="text"/>

### A2. Project Summary

#### Executive Summary - Brief Overview of the Project \*

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

Save

Next

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.



Login / Home / Pilot

SEAI PORTAL

Applications

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

Projects

My Information

Pilot

Applications Under Review

Add Export to Excel

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

### Section B – Project Details

#### 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;.xism

Academic Sponsor or Academic Mentor Letter of Support \*

Select files...

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

Organisation Sponsor Letter of Support \*

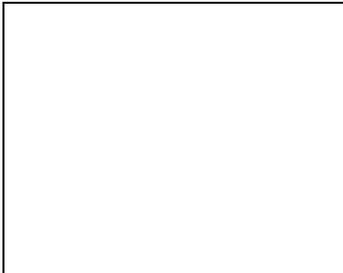
Select files...

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

Other Requested Uploads (if applicable)

Select files...

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



**Uploaded Files**

File Name	File Size	Created On	Download
Duffy_ Application form.pdf	187,199.00	15/04/2025 12:14	Download
Duffy_ Mentor Letter of Support.pdf	187,199.00	15/04/2025 12:15	Download
Duffy_ Org Letter of Support.pdf	187,199.00	15/04/2025 12:15	Download

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.

Navigation: 1 | 100 items per page | 1 - 3 of 3

Buttons: Previous | Save | Submit

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

Pilot

**Applications Under Review**

Add | Export to Excel

Reference ID	Project Title	Status	Application Type	Creation Date
RDD500013	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>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.