RESEARCH IRELAND
DISCOVER PROGRAMME
SCIENCE WEEK 2026 FUNDING PROGRAMME

FUNDING PROGRAMME DOCUMENT

Key Dates	
Applications open	31 March 2026
Applicant deadline	13:00 (Irish time) 11 May 2026 (Festivals Only) 13:00 (Irish time) 18 May 2026 (Events Only)

An Roinn Breisoideachais agus Ardoideachais,
Taighde, Nuálaíochta agus Eolaíochta
Department of Further and Higher Education,
Research, Innovation and Science

Terms of Reference

While every effort has been made to ensure the accuracy and reliability of this document, it is provided for information purposes only and as a guide to expected developments. It is not intended, and should not be relied upon, as any form of warranty, representation, undertaking, contractual, or other commitment binding in law upon Taighde Éireann - Research Ireland ("Research Ireland"), the Government of Ireland, or any of their respective servants or agents. Research Ireland Grant Conditions (to include General Terms and Conditions and Letters of Offer) shall govern the administration of Research Ireland grants and awards to the exclusion of this and any other oral, written, or recorded statement. All responses to this Call for Submission of Proposals will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the applicant except insofar as is specifically required for the consideration and evaluation of the proposal or as may be required under law, including the Research and Innovation Act 2024 and the Freedom of Information Acts 1997, (Amendment) 2003 and 2014.

Table of Contents

1. Welcome

Research Ireland is pleased to launch the Science Week Funding Programme, a competitive call for innovative public engagement projects that connect wider society with Science, Research, and Innovation during Science Week. Research Ireland delivers Ireland's national Science Week by providing a focused annual platform that stimulates, supports, and promotes STEM activities created to engage with the public. We provide funding for Science Week Festivals and Events, contributing to the national Science Week effort at a local and regional level.

Taighde Éireann - Research Ireland ("Research Ireland") is the national research and innovation funding agency, established on 1 August 2024. Research Ireland is an agency of the Department of Further and Higher Education, Research Innovation and Science.

Research Ireland recently launched its first strategy *Curiosity, Capability, Competitiveness - Charting Ireland's Research and Innovation Future 2026-2030*. Through this strategy, Research Ireland will prioritise societal development through meaningful and enhanced engagement between the public and those involved in research and innovation activities. We will grow public trust in research and demonstrate its value in everyday life as well as increase the relevance and impact of the research itself. This trust will challenge misinformation, contribute to greater societal cohesion and resilience, as well as informing the research being undertaken.

The purpose of the Science Week Funding Programme is to provide support to Festivals and Events nationwide that carry out inclusive engagement with STEM during Science Week, in ways that are relevant, accessible and creative.

> **Applications should ensure that communities which have been historically underserved in STEM engagement are meaningfully included.**
>
> **Science Week 2026 takes place from the 8th-15th November. This year our theme is *Water* – from molecule to ocean, water is a critical component to life on our planet. As the stewards of our surrounding water, we have a responsibility to protect it - for the value to future generations and the vast biodiversity it sustains.**

The 2026 Science Week Funding Programme particularly welcomes applicants:
- who are creating a new offering for a community or region not yet served by Science Week, or
- who are continuing to develop and deepen their engagement with a broad range of communities through existing Festivals and Events.

Science Week welcomes contributions from across the sciences, arts, media, education, youth and/or community work sectors. Applicants are encouraged to submit proposals for Science Week that create opportunities for broader participation and engagement of the public with research and innovation. Research Ireland is keen to push the boundaries of participation and welcomes new types of events that attract those who would not typically attend a science event. The Science Week Funding Programme will support proposals that broaden the reach and participation of people in Science Week in ways that are most suited to them.

The Science Week Funding Programme welcomes applications for both digital and/or in person activity, as appropriate for the activity and audience.

2. Programme Details

2.1. Science Week Funding Programme Objectives
The Science Week Funding Programme supports applications that address the following objectives:

- **stimulate** curiosity and dialogue between the public, researchers, and experts, on topics of societal importance to everyday life where STEM plays a key role. It is important that project activities create spaces suitable for public dialogues around science and research where everyone is welcome.

- **innovate** their offering through novel approaches and varied types of content to promote and deliver an appealing and accessible event or programme of events, with particular consideration for attracting new audiences who would not typically attend a science event. Applicants are invited to refer to the Research Ireland External Equality, Diversity, and Inclusion (EDI) Strategy for further information, particularly Goal 4.[1]

- **collaborate** *with* the communities they aim to engage with, including local/regional groups and researchers, creating local relevance through a regional programme of activity supporting national Science Week.

2.2. Application Categories

The Science Week Funding Programme 2026 includes the following application categories:

- **Category A**
  Three-year funding, up to a maximum of €50,000 per annum, to organise, manage and deliver a Science Week Festival, in conjunction with the national Science Week campaign managed by Research Ireland. This category is open to Science Week Festivals which have received Science Week funding for three consecutive years or more, previous to the current application year.

- **Category B**
  One-year funding up to a maximum of €50,000 to organise, manage and deliver a Science Week Festival, in conjunction with the national Science Week campaign managed by Research Ireland. This category is open to new festivals or existing Science Week Festivals which have received Science Week funding for less than three consecutive years.

- **Category C**
  One-year funding up to a maximum of €10,000 for Science Week Events. The project must be delivered in conjunction with Science Week (during the period 8th-15th November 2026). Special consideration will be given to Science Week Events which deliver on the Science Week theme of *Water*.

Applicants are encouraged to collaborate with other Science Week Festivals and Events in sharing best practice and organising activities. The Project Lead, or a designated representative, will be expected to join sessions convened by Research Ireland to facilitate information sharing and collaboration.

2.2.1. Festivals

Science Week Festivals typically involve a programme of events/activities serving multiple different audiences in their local region, with timings of activities spread throughout the week. The activities delivered as part of these Festivals should be carefully designed to ensure that they will appeal to those underrepresented and/or underserved in STEM and who would traditionally not attend a science event. Festival programmes funded under the 2026 Science Week Funding Programme must allocate their funding according to the following conditions:

- a minimum 20% of Research Ireland funding allocated for adults attending without children.

- a maximum of 20% of Research Ireland funding allocated for education content delivered during school hours. In special circumstances if you propose delivering activities to schools that otherwise have very limited access to STEM engagement, the threshold of 20% may be exceeded, however,

---

[1] SFI-External-Equality-Diversity-and-Inclusion-Strategy-2023-2028.pdf

approval must be obtained prior to submission of your application- please contact the Science Week team at scienceweek@researchireland.ie to discuss.

- with the remaining allocation of funding for activities for the general public and families, with specific consideration to be given to ensuring meaningful engagement with historically underserved groups.

The majority of the programme must be open to the public (i.e. not invite only unless the target audience requires a closed session, e.g. a specific community engagement).

Festivals must be delivered during Science Week 2026, preferably with a strong focus on evening and weekend activities. We ask that all of these embed broad and equitable access to create spaces that are welcoming and foster a sense of belonging and agency for a variety of audiences.

2.2.2. Events

Science Week Events are typically a single event or short series of events for a specific target audience or in a specific location. Under the Science Week Funding Programme, Research Ireland is seeking proposals for Science Week Events that create appealing and stimulating experiences with a depth of participation that has clear takeaways and outcomes for participants. We are keen to trial new formats and inventive ways of talking about science and research, and to attract people who typically would not consider attending a Science Week Event. Interdisciplinary collaborations, and/or collaborations with cultural organisations, are particularly encouraged.

Priority will be given to applications that directly support the Science Week theme of *Water* and take place in areas where a Science Week Festival is not available. The event should be designed with specific relevance to communities historically underserved by STEM engagement, underrepresented in STEM, and who would traditionally not attend a science event.

2.3. Science Week Underserved Audiences

Research Ireland welcomes proposals that target audiences who are typically underserved by Science Week activities. We welcome proposals for activity that caters for:
- adults attending without children
- women/girls
- those in areas that are not regularly served by Science Week activity, and rural or island communities
- Those that face barriers to opportunity across a combination of factors including societal, economic, educational, geographical, personal identity.

3. Application Criteria

Research Ireland seeks applications for Science Week Festivals and Events that meet the following criteria:
- activities that are open to the public to book or access
- activities targeted at localities/areas traditionally underserved by, or with limited access to, Science Week activity
- support the Science Week theme. Events will be expected to directly support the Science Week theme. Festivals should allow programme/budget to include some highlight events/activities supporting the theme during the week-long programme.

Science Week activities funded by Research Ireland should NOT include:
- university or college open days
- university or college events open only to staff and third level students

- invite-only events (unless this is a requirement to enable participation by a specific target audience)
- individual school events (Exceptions will be made if such approaches are novel, and/or essential to reach a specific target audience).

Research Ireland expects to see evidence in applications of the following indicators that a Science Week Festival or Event is delivering to a high standard, whether online or face to face;
- a project team with the necessary skills to deliver the activity. This should include specialists in event planning, public engagement, and marketing. Additional team members may include local civic/community representatives, STEM professionals, and researchers
- a varied programme of high-quality activity, with content that offers something relevant to all those targeted to participate
- organisers have planned for, and will deliver a programme, which is broadly accessible and inclusive to all
- evidence that all content is scientifically robust and developed in collaboration with experts
- interesting locations, where there is ease of physical access to the building, appropriate and attendee-friendly ways of travelling to and from the activity, and access to suitable catering facilities if necessary
- a sustainable programme that considers environmentally friendly actions and minimises waste (e.g. avoiding single use plastic)
- activity with strong production values including visual appeal, relevance to everyday lives, avoiding jargon/stereotypes and is interactive and inclusive
- activity that is designed to entertain, to provoke thought and conversation, and aims to help people learn something about research and its relevance to their everyday lives
- a clear plan to measure success of the project
- a clear policy and Child Safeguarding Statement for projects that engage with young people or vulnerable people. The policy must also account for safeguarding specific to digital delivery
- appropriate security and privacy plans for online events should be detailed in the application.

Overall, Research Ireland expects applicants to demonstrate:
- how the proposal is aligned to the objectives outlined in [Section 2.1](#) In particular, outline how broadening participation is included in the plan
- how the need for the proposed activities have been evaluated and the target participant group(s) defined
- the objectives of the proposal and how they will be achieved including details of the content planned, where and when it will take place and how it is relevant to the target participant group
- how success in achieving the objectives will be measured.

Applicants are required to provide details of the project team and their relevant skills, as well as project collaborators. Relevant Letters of Support should be included - these should set out details of actual support and collaboration (whether in cash or in-kind) as opposed to general support in principle for the project.

4. Evaluation Plan

Applicants should outline their plan to evaluate the impact of their Science Week Festival or event by setting clear, measurable goals that can be assessed before and after the activity. This may include engaging with target participants to gather insights into their needs and expectations.
Successful applicants may be asked to include a set number of questions from Research Ireland for the purposes of general Science Week data collection, however applicants should also conduct evaluation specific to their own activity. Applicants who have previously received funding under the Science Week

Funding Programme must clearly outline how they have used past evaluations to improve and shape their plans for Science Week 2026.

The following should be considered in applicant evaluation planning:
- **The Why**. What outcomes does your activity aim to achieve? Use this to outline the questions which should be answered by the evaluation. The questions should relate to evidence that can realistically be collected. Evaluation should be appropriate to the target audience; some information on best practice is available in the resources in the appendix of this document
- **The How.** Detail how and when the data will be gathered. Please note a mixed method approach tailored for the different target audiences is recommended (see the appendix for suggestions)
- **Post-project Insights**. Highlight how data will be analysed and presented
- **Dissemination.** Identify how the results of the evaluation will be communicated among key stakeholders
- **Iteration.** If the Science Week Festival has been running for longer than three years, emphasis should be on evaluating and assessing the evolution of the Festival/Event, informed by previous evaluations and participant feedback.

On completion of the project, applicants will be required to submit a final report including the project evaluation. A template for this report will be provided on Research Ireland's grant management system (called SESAME).

5. Project Lead

All projects must be represented by a Project Lead. **The Project Lead is** the person who is responsible for the main intellectual input, direction, and ownership of the outcomes if the application is successful. The Project Lead has primary responsibility and accountability for carrying out the programme of work within the funding limits awarded and in accordance with the [Discover Programme General Terms and Conditions.](#) The Project Lead will serve as the primary point of contact for Research Ireland on the award, during the review process and, if successful, during the award and post award reporting period.

6. Organisation Types

This funding call is open to a wide range of people and organisations. Applications must be submitted by organisations **based in the Republic of Ireland**[2]. Organisations may partner with groups internationally. Organisations are defined in the Discover Programme Terms and Conditions, and in line with the Research Ireland Eligible Research Bodies Policy, available [here](#). Please note that the process of applying for strategic eligibility for this funding call is available in section 6.1.2. If you have any doubt about your organisation's status, please email scienceweek@researchireland.ie for clarification. This should be done well in advance of the closing date (minimum one week) to ensure that your application is completed and submitted before the deadline, as no exceptions can be made in relation to submission date.

> **Failure to provide the required eligibility documentation outlined below, as relevant for your organisation and to a satisfactory standard, will result in your application being deemed ineligible and will not be sent for review.**

6.1.1. Eligible Research Bodies
Research Ireland has a list of **Eligible Research Bodies** – check list of Eligible Research Bodies [here](#). If your organisation is included on this list, then your application must be stamped and signed off by the

---

[2] Organisations based in Ireland must be able to demonstrate that they maintain an operational office within the Republic of Ireland. Organisations should also preferably be registered in the Republic of Ireland. If your organisation does not meet these criteria, please contact scienceweek@researchireland.ie in advance of submitting an application.

appropriate officer (typically the Research Office) within your organisation using the Eligible Research Body Cover Sheet available on SESAME.

6.1.2. Other Bodies
State Bodies (e.g. city or county council)
To become eligible for the Science Week Funding Programme your application must be stamped and signed off by the appropriate officer (typically a senior executive) within your organisation using the *Other Bodies - State Body Cover Sheet* available on SESAME. A senior executive within the organisation is required to sign the cover sheet to indicate the organisation's support for the application.

Other Organisations
To become eligible for the Science Week Funding Programme applicants in this category are required to:
- complete the Strategic Eligibility Form available on SESAME, providing details of the organisation's status, registration number, auditors, solicitors, and bankers
- provide details of the organisation structure detailing positions and names of post holders
- provide a copy of the most recent annual report (if appropriate, i.e., if your organisation is required to publish an annual report). If your organisation is not required to publish an annual report, please complete, and sign confirmation of no annual report (available to download on SESAME)
- provide a signed copy of the most recent Audited Financial Statements (if applicable) [3]
- provide the completed and signed Letter of Solvency (available to download on SESAME)
- provide the completed and signed Declaration of Bona Fides (available to download on SESAME).

6.2. Additional Eligibility Considerations
- Proposals must be explicitly aimed at engaging audiences and participant groups in the Republic of Ireland; however, the subject matter can be international. Applications must be submitted by organisations based in the Republic of Ireland[4], however organisations may partner with groups internationally
- applications will not be accepted from individuals and/or sole traders
- applicants may submit more than one grant application at any one time, provided the proposals are clearly differentiated. A statement of time commitment may be required to ensure adequate resourcing is possible
- previously unsuccessful projects may be eligible to re-apply for funding under this Science Week Funding Programme 2026 - all review feedback from previous applications should be addressed in the current application. If significant gaps or issues were previously identified with the project proposal, you are recommended to contact Research Ireland at scienceweek@researchireland.ie in advance of submitting your application to enquire about eligibility to apply to the current funding call.

7. Project Costs

Total project costs must include **ALL** costs of the project including project lead/team time for development, delivery and attending Research Ireland meetings. In all categories partner contributions, financial or otherwise (in-kind), should be demonstrated and all costs must be justified and will be subject to cost scrutiny. Other sources of confirmed funding (including in-kind support) must be clearly identified in the application including any income to be derived from the project, if relevant. Existing programmes of activity that have been in receipt of funding for consecutive years are required to demonstrate how the Science Week Festival/Event is evolving its cost model and attracting partnerships that create future

---

[3] If your organisation is not required to produce audited accounts, management accounts signed off by an accountant will be accepted. Please contact scienceweek@researchireland.ie if you have any queries in relation to this requirement.
[4] Organisations based in Ireland must be able to demonstrate that they maintain an operational office within the Republic of Ireland. Organisations should also preferably be registered in the Republic of Ireland. If your organisation does not meet these criteria, please contact scienceweek@researchireland.ie in advance of submitting an application.

long-term sustainability. Applicants who are unsure of cost eligibility should contact scienceweek@researchireland.ie for clarification.

Any letters of support provided with this application must include details of the financial commitment from partners, as appropriate.

7.1. Eligible Costs
- Personnel and project management costs directly related to the project
- production costs, including venue hire
- equipment and materials
- project travel costs
- project administration costs where these are not already covered by other funding organisations
- project publicity costs, including costs for a launch event (if applicable)
- quality assurance evaluation on the user experience and impact measurement
- access requirements such as Irish Sign Language interpretation
- insurance costs directly related to the Festival or Event
- travel for attendance at Science Week partners' meetings.

7.2. Ineligible costs include:
- Core overheads of the applying organisation not related to the project e.g., heating, rent, general insurances etc.
- expenses incurred in submitting an application
- academic courses or research such as Master's degree or PhD costs
- conference registration fees or attendance costs
- value-Added Tax (VAT) - if your organisation is registered for VAT
- direct costs for research elements of citizen science projects e.g. researcher salary, consumables, licences, publishing fees (Applications may include funding requests for particular aspects of citizen science projects. Funding can be requested for engagement activities of citizen science projects but not for direct research costs, as research activity falls outside the scope of the Research Ireland Science Week Funding Programme).

8. Submitting your Application

Applications must be submitted via SESAME, a Research Ireland Grants Award System. SESAME is accessed using the Internet; no additional software needs to be installed. You can access SESAME online from any location. The configuration of some browsers and internet infrastructure (pop-up blockers, firewalls, etc.) can restrict an individual's access to the internet and as a result to the SESAME system. If you are having any such difficulties, please contact your organisation's IT support team.

Draft applications may be amended as many times as required but once submitted no further changes can be made. Once submitted, applications cannot be withdrawn and subsequently modified for re-submission in the same funding call.

Log-in details are required to access SESAME (see 8.1 below).

> Early submission in SESAME is strongly recommended. Applicants who wait until shortly before the close of the funding call take serious risk of encountering submission issues. The "submit" button will cease to be active at the indicated deadline and no late entries will be accepted.

A checklist of requirements is provided at the end of this document. Failure to provide the required eligibility documentation, as relevant for your organisation and to a satisfactory standard, will result in your application being deemed ineligible and will not be sent for review. It is the responsibility of the applicant to ensure that eligible proposals are received by Research Ireland on, or before, the deadline indicated. In order to safeguard against ineligibility, applicants are reminded to adhere rigorously to the guidelines in this programme documentation and to review the proposal document prior to submission.

8.1. SESAME Account Set-Up

- If you are already registered on SESAME, you can log in using the same email address; if you have forgotten your password, you can use the Forgot Password functionality to re-set it.
- If you do not have a SESAME account;
    - If you are applying from an Eligible Research Body, contact your institution Research Office to be registered
    - If you are applying from a State Body or Other Organisation, please email the below information to scienceweek@researchireland.ie. A SESAME profile will be created for you and log-in details will be emailed to the email address provided.
        - Project Lead Name
        - Email address
        - Registered Company Name
        - Legal Status: (e.g., company limited by guarantee, limited company, charity etc.)
        - Trading Name
        - VAT Number

9. Review Process

9.1. Process
Projects must be technically sound and have clear STEM content, either through direct collaboration with a qualified professional (e.g. scientist, engineer, researcher) or having a qualified professional acting in an advisory role.
Applications considered ineligible or unaligned to the Science Week Funding Programme objectives or uncompetitive for the programme will not be reviewed.

All eligible applications will be subject to review based on the criteria set out below. **Eligible applicants applying to Categories A and B will be invited to a virtual interview review panel between 8 and 9 June 2026.** Dates and full details will be confirmed to eligible applicants in advance. Applicants may be provided with feedback from the review panel in advance of their interview, it is advised that they prepare to address this feedback in their interview.

Results will be notified within eight weeks of the application deadline. The decision of Research Ireland is final. Every effort has been made to develop a thorough and informed assessment process. Research Ireland reserves the right not to enter into any correspondence about the assessment process and/or any subsequent monitoring procedures.

9.2. Assessment Criteria
Reviewers of applications will be asked to comment on, the following aspects of a grant proposal:
- Project Details
    - How is the project aligned and delivering against the programme objectives?
    - How does the overview of activities align to the relevant programme criteria?
    - Has the project directly addressed the Science Week theme?
- Audience
    - How is the project going to reach the intended audience?
    - How will the project be inclusive and encourage diversity?

- Budget
  - Are the project costs reasonable and in line with industry standards? Is there value for money?
  - Has the project leveraged funding from other partners?
- Evaluation
  - What are the outputs of the project and how is impact being measured?
  - How robust is the evaluation methodology, and how will learnings be disseminated?
  - How does the proposal demonstrate strategic planning and integration of previous feedback and evaluation?
- Team
  - How suitable is the project lead and any partners?
  - Have they demonstrated the skills required to deliver the project successfully?

10. Award Management

10.1. Child Safeguarding

Where relevant, applicants and Organisations are required to comply with the provisions of the **Children First Act 2015**,[5] and the **National Guidance for the Protection and Welfare of Children 2017**[6]. It is the responsibility of the Organisation to ensure that they are compliant with all applicable law. Applicants are reminded to ensure the appropriate policies and procedures are in place to cover all aspects of delivery, including digital delivery to young people.

10.2. Data Protection

The General Data Protection Regulation[7] is a legal framework that sets out guidelines for the collection and processing of personal information of individuals within the European Union[8]. Applicants are advised that they must be compliant with this regulation if they collect or process personal data.

Research Ireland may collect, use, and disclose personal data provided in the application and/or otherwise obtained under, or in connection with, the application for processing the submission, for the performance of its statutory powers and functions, and for the general activities of Research Ireland. Further details regarding Research Ireland's collection, use and disclosure of personal data, and the rights of individuals with respect to any personal data held by Research Ireland, are available in the **Research Ireland Privacy Statement**[9].

During peer-review procedures, information may be sent to external experts in countries outside of the European Economic Area, including countries that are not recognised by the European Commission as having adequate data protection laws. By submitting an application to Research Ireland, the organisation and members of the Project Team are agreeing that they consent to the processing and transfer of personal information in this way.

During the application process or at any time thereafter, Research Ireland may contact the Organisation, the Project Lead, or any member of the Project Team with regard to funding opportunities, activities or events organised by Research Ireland or other relevant bodies, or for the purposes of monitoring and evaluation (including, but not limited to, the collection of research data or data relating to the application process). Research Ireland may choose to authorise a third party to contact the Organisation, the Project Lead, or any member of the Project Team on its behalf.

---

[5] http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf
[6] http://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf
[7] https://www.dataprotection.ie/docs/GDPR/1623.htm
[8] https://www.eugdpr.org/
[9] https://www.researchireland.ie/privacy-policy/

10.3. Publicity and Progress

Funded organisations will be required to acknowledge Research Ireland support on **all** marketing/publicity materials relating to the project. Research Ireland should be appropriately acknowledged in press releases, promotional/marketing materials, at events. Science Week and Research Ireland branding should be evident at all activity funded under the Science Week Funding Programme. Branding guidelines and the relevant logos will be made available to successful applicants with the Letter of Offer.

Applicants should indicate how Research Ireland will be promoted/acknowledged within the marketing/promotion section of the application. In cases where Research Ireland is the primary funder, Research Ireland may require more substantial acknowledgement of the role of the agency in supporting the project which may include naming rights as appropriate. Applicants should consider how this might be addressed in the marketing/promotion section of their application. Failure to do so may delay the issuing of Letters of Offer.

Science Week Festivals and Events are required to participate fully in the following elements being provided centrally by the Science Week team:
- the national Science Week website and social media presence. Festival and Event organisers are required to provide information about their project (format and details to be confirmed in Letter of Offer) and submit/update all events/activities to the Science Week website database in the timeframe outlined in the Letter of Offer
- the Science Week team may suggest content from the Research Ireland funded Research Centres and other providers which Festival organisers may wish to include in their Festival programme, as appropriate
- use of all appropriate branding materials and signage templates provided by the Science Week team.

10.4. Reporting

Research Ireland has specific requirements for the reporting on awards that it makes. Individuals who hold the primary responsibility for reporting and who fail to comply with reporting requirements, run the risk of having their grant payments suspended and their eligibility to apply for funding in forthcoming Research Ireland Funding Calls impacted.

One of the Research Ireland Grants and Awards Management Systems, SESAME, is the primary conduit for reporting. Science Week awardees will be requested to submit their final report by 31st March 2027. A template for this report will be provided on SESAME.

Successful applicants will be required to outline in the final report the outputs from the funded project (e.g. activities/deliverables/results) and, where relevant, outcomes (e.g. what has changed as a result of what you have done).

11. Application Submission Checklist

To allow Research Ireland to fully evaluate completed applications, please ensure that you have completed the below items.

- Complete all sections of the application form via SESAME
- Project Details
- Audience Details
- Evaluation Plan
- Budget

- Project Team and Collaborators

1. Upload a one-page (max) CV for the project lead and each of the project team members **using the Research Ireland Discover Programme CV Template and written with relevance to this project**.

2. Have you completed and signed the relevant cover sheet?
   a. **Eligible Research Bodies** should complete, sign, stamp and upload the Eligible Research Body cover sheet (i.e. if your Research Body is listed here).
   b. **Other bodies** should complete the below steps to be eligible for Science Week Funding 2026:
      a. **State Body** (e.g., city or county council) – complete, sign, stamp and upload the Other Body – State Body Cover Sheet available on SESAME.
      b. **Other Organisations** (i.e., not an Eligible Research Body or a State Body) complete, sign and upload, relevant Strategic Eligibility Form and all required corporate / financial information as outlined in the Guidance Document/on SESAME. Complete, sign and upload the Declaration of Bona Fides and Letter of Solvency (both available to download from SESAME).

3. Have you uploaded any letters of support / commitment to the project from partners if appropriate? Letters of support are only required from relevant organisations whose contribution is a key element to the delivery of the project. The letter of support should outline how the organisation will support the project, including funding amounts if applicable as opposed to outlining support in principle.

The above checklist is for guidance purposes only and Research Ireland will not accept any responsibility for omissions from this checklist or in an application. Applicants are advised to read all the documentation in full to provide a comprehensive submission.

12. Grant Conditions

Research Ireland Discover Grant Terms and Conditions for the Discover Programme Funding Calls can be found here.

12.1. State Aid

As per Research Ireland's Grant Conditions (inclusive of the Research Ireland Discover Grant Terms & Conditions, Letters of Offer and Research Ireland Policy documents), all Research Ireland funding granted under this funding call is subject to, and must be compliant with, State aid legislation based on Article 107(1) of the Treaty on the Functioning of the European Union (TFEU)[10].

Recipients of Grant funding must therefore ensure that any funding received from Research Ireland does not, directly, or indirectly, give rise to the granting of State aid.

Recipients of Grant funding from Research Ireland under this funding call should be aware, as advised in this Programme documentation and Letter of Offer, that there is no reliance on State aid Decision(s), the De Minimis Regulation, or the General Block Exemption Regulation.

When Research Ireland awards a Grant under this Programme it is on the understanding that:

a) The Research Ireland grant will not give rise to the granting of State aid within the meaning of Article 107(1) TFEU;

---

[10] Commission Notice on the notion of State aid as referred to in Article 107(1) of the Treaty on the Functioning of the European Union

b) The Research Ireland Grant will be used only for non-economic activities; and

c) Where the recipient, in receipt a Research Ireland Grant under this programme, is engaged in both economic and non-economic activities, that the recipient has in place appropriate accounting separation processes, such that the two kinds of activities and their costs, funding and revenues can be clearly separated so that cross-subsidisation of the economic activity is effectively avoided.

It is the responsibility of applicants to ensure that State aid does not apply to Research Ireland Grants under this Funding Programme. The State aid information in this document is provided by way of guidance only and it is not a substitute for legal or professional advice, which is the responsibility of applicants.

Guidance on State aid for applicants to and recipients of, Research Ireland grant funding can be found here.