

## FAQ

Topic	Question	Response
Security	Is the FlexiGrant website secure?	Yes. When logging on to FlexiGrant you should enter HTTPS:\\ HTTPS (Hypertext Transfer Protocol Secure) is an internet communication protocol that protects the integrity and confidentiality of data between the user's computer and the website.
Registration	How do I register with FlexiGrant?	Please visit <a href="https://dafm.flexigrant.com/policy.aspx">https://dafm.flexigrant.com/policy.aspx</a> to register with FlexiGrant. In order to register you must accept DAFM's Privacy Statement and proceed as outlined. Upon registration you will receive two emails, one confirming that your email address is valid and the other validating your registration.
	I have a post 2013 Project, do I have to register with FlexiGrant, can I submit paper records as previously done?	No, Research Division has migrated all projects from 2013 onwards to a single electronic Grant Management System where all stakeholders can manage their portion of the Grant Management Process online.
Deletion	I no longer wish for my details to remain on FlexiGrant?	In order to be eligible for current/future funding under DAFM's Competitive Research Programmes all applicants must be registered on FlexiGrant. If you are leaving your role you may delete your profile from FlexiGrant. Please be advised that the project coordinator may be either a permanent member of staff or an experienced contract researcher contracted to work at the Lead Institution over the full course of the project. If, for whatever reason, the Coordinator can no longer fulfil the role DAFM must be informed in advance.
GDPR	Why do I have to provide my DOB?	The DOB field is not a mandatory field and there is no requirement to complete this field.
	Why do I have to provide my Gender?	DAFM is committed to ensuring research funded under its' Competitive Research Programmes is conducted in full respect of gender equality.
Coordinator / Finance Officer	I am a project coordinator, who can I invite to assist me in the completion of the application / progress report?	As the Coordinator you must invite the TTO and VP of Research to complete the declaration pages. You may also invite the Finance Officer within your RPO to complete Finances. We have provided Word templates for Reports which you may circulate to the other collaborating organisations however we would remind you that the Project Coordinator is responsible for: <ul style="list-style-type: none"> <li>• All reporting, requests and communication with this Department must be collated by the Coordinator and submitted through FlexiGrant</li> <li>• Maintaining good communication with collaborating institutions</li> <li>• All aspects of the project management, including financial management and the timely submission through FlexiGrant of reports and financial tables.</li> <li>• Personal information collected as part of the processing and payment of Research Calls should be obtained and processed in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.</li> </ul>
	I am the project coordinator / Finance Officer for a project but I am going on long term sick leave, what should I do?	You should notify DAFM immediately and arrange for another officer to take over the project. This person can then be assigned to FlexiGrant.

	I am the Finance Officer but I cannot access our projects FlexiGrant	In order to be able to have access to the various projects you must be added to the Project (DAFM must do this).
	I am the Finance Officer but my RPO also has an external company that assists with the completion of finances, can we all register ?	DAFM have written to all Finance Officers to request RPOs set up generic email addresses such as "Finance@RPOName.ie". This would allow the Company to enter the finance details but allow oversight by the RPOs on projects assigned to that Finance Office.
	Where can I download a Word version of the online application/report form & where can I review Call Guidelines/Specifications?	Both sets of documents can be found in the Application form tab under the 'view instructions' link and downloaded from there
	I am the Finance Officer in the Lead RPO. I cannot confirm the Finances provided to me by other RPOs.	All Irish RPOs involved in the project will be required to return a Stamped and Signed Financial Sheet to the Finance Office in the Lead RPO.
Submission	What if I miss the deadline, will it be extended?	The online portal will close at 13:00 sharp on closing date. Late applications will not be facilitated. In view of this, DAFM strongly encourages applicants not to leave the submission of their applications until the last day.
	On the Summary screen some pages are coloured blue?	A page has not been successfully completed until it turns green. The application cannot be submitted until all pages are green.
	Some pages are not required for my application, what do I do?	You must open and save each page in order to progress it to green.
Problems	Who do I contact with queries/problems?	Should you have any queries relating to the Launch of New Calls, Project Reporting, Requests for Change etc please contact Research Division at <a href="mailto:research@agriculture.gov.ie">research@agriculture.gov.ie</a> Tel: 0761 064464.
Expression of Interest (Eoi)	If I complete an Eoi and am successful do I have to copy all the same information into the full proposal?	All information from your Eoi will populate in the Proposal however additional information will be required. Guidelines on the completion of full proposals for Funding Instruments VI and VII will issue shortly.
Guidelines	I am awaiting reporting guidelines	On the summary page of your (I)PPR, under "Print Form" there is a link to "View Instructions". This function allows you to view instructions across all reporting stages. Our DAFM website, <a href="https://www.agriculture.gov.ie/research/guidelines/">https://www.agriculture.gov.ie/research/guidelines/</a> also includes various Guidelines which may be of assistance to you.
Record Keeping	Am I still required to maintain records?	Yes you should maintain records as you may be the subject of an audit going forward.
Same Email	Can the TTO and the VP of Research be the same person?	No, FlexiGrant will not proceed if the same Email Address is entered for these roles.