

# For Application Reviewers Using the Onlines Services: How To Guide<sup>1</sup>

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<sup>1</sup> This Guide is intended for application reviewers as users of the Academy of Finland's new online services. The new online services were introduced on 4 October 2010 for the Academy's October 2010 application round. This Guide does not apply to the Academy's old online services, which is still being used for the infrastructure call FIRI 2010 and for browsing, reporting on and processing ongoing and completed projects.

## Good to know before you start

### Supported web browsers

Internet Explorer (IE) 7 and 8  
Mozilla Firefox (FF) 3.0 and later  
Mac Safari 4 and later

The user interface has been optimized for a screen resolution of at least 1280x720 pixels; in practice, for a 17-inch screen or larger.

### Web browsers that are not supported

IE 6 and earlier  
FF 2.5 and earlier  
Mac Safari 2.5 and earlier  
Opera, Netscape, Chrome, Netscape, Camino, Netmonkey, Konqueror

The connection will close automatically after 30 minutes of inactivity

After 30 minutes of inactivity you must log in again and re-enter any unsaved data.  
Be sure to save your data frequently, and particularly when you leave your computer.

### Only one session at a time

If you want to draft several reviews simultaneously, you must use different web browsers for each review, e.g. Internet Explorer and Mozilla Firefox.

However, we don't recommend this, so as to avoid errors while you're entering data.

**In other words, please don't open two or more simultaneous sessions in the online services with the same web browser, e.g. Internet Explorer (in separate windows or tabs)!**

### Signing up and logging in

If you have been our reviewer in the past

- you can **Log in** directly if have been our reviewer earlier in our old online service.
- the username to be used in this new system is the email address you registered in the old system
- the password is the same as in the old system.

If this is your first time as our reviewer

- **Sign up** first
- fill in all the required fields all three pages: Basic data, Expertise<sup>2</sup> and CV.
  - the personal identity code is required from Finnish citizens only, only date of birth is required compulsory
  - please pay specific attention to your email address and password; you will use them to log in to the system
- press **Save** button
- **Log in** with your email address and password you just registered

If you forget your password

- click **Request a new password** on the login screen
- enter the email address you registered in our online system
- click the link in the email sent by our system
- write down the temporary password the system presents you
- **Log in** with the temporary password
- open **My account** menu's **Basic data** page to change your password (the minimum length is 8 characters)
- Press **Save**

In case of a problem

Please do not hesitate to contact

- Helpdesk at <http://www.aka.fi/en-gb/A/Academy-of-Finland/Questions-and-feedback/>
- or your Science Advisor contact person in the Academy.

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<sup>2</sup> Updating also your information on the **Expertise** tab and uploading your CV-file on the **CV** tab is warmly welcomed by the Academy of Finland. The information helps us to find the best application reviewers also in future calls

### Accepting system's email requests to review application(s)

Academy's Science Advisors send requests from the system to your email. Press the link in the request email and follow the step-by-step instructions given by the system.

This procedure is to help and streamline the reviewing work and necessary signing up and logging in actions. In case of a problem, please contact Academy's Helpdesk or Science Advisor for help or a workaround when needed.

### Locating requests for statements

Go to **Requests for statements** tab on the Welcome screen (Desktop-menu).

Both your open (=not submitted) and submitted statements can be found in the **Statements** menu, on respective tabs.

To read offline all applications reviewed by you, press **Download ZIP file of panel applications**. The application pdf files are saved in one compressed zip file on your computer.

### Entering the statement

Press **Edit** on your list of statements to open the form to enter the statement.

Click the application number/research topic named link if you want to open the application to read, print or save it (can be saved as a pdf file on your computer).

There is also a link on the form to guidance how to evaluate the applications.

Press **Save** button every now and then. After saving you can safely Log out to continue entering the statement later.

### Submitting the statement

Press **Submit** button on the statement.

After submitting you can't edit the statement unless requesting it from the Academy's Science Advisor.

### For panelists: locating, entering and viewing the panel statements

Panel members find the applications and panel statements on the **Panels** menu. There is a separate tab for each panel the reviewer is member of.

To read all applications of the panel offline, press **Download ZIP file of panel applications**. The application pdf files are saved in one compressed zip file on your computer.

Click **View application** to read, print or save it to your computer (saving as a pdf-file only).

Click **Edit statement** to enter and submit the panel statements.

- this is supposed to be used as agreed in the panel
- only the panel chair and the summarizer of the particular application's statement can edit the statement
- submitted statements can be edited only after contacting the Academy's Science Advisor first

Press **View statement** to read, print or save the statement file.

To read general documents for the panel's members, press the link of the document on the files list.

### Updating your personal information

Updating your contact information, email address, password etc can be done anytime on the **My account** menu's **Basic data** tab.

Updating also your information on the **Expertise** tab and uploading your CV-file on the **CV** tab is warmly welcomed by the Academy of Finland. The information helps us to find the best application reviewers also in future calls.