

D3- Guidance for units on completing the submission form (*please read carefully*)

All the data deals with Plant Science¹. The evaluation covers the period from the beginning of 2005 through to the end of 2009. All data and information deals with this period unless otherwise stated in the submission form or these instructions.

General information

Percentage of Plant Science in your department (or equivalent). Plant Science calculated as a percentage of research funding or staff in 2009.

1 Staff

1.1 Number of staff

Indicate information on the *staff* in full time equivalents (FTE). *Full time equivalent* refers to annual full-time work including paid holidays and other statutory days off. Other holidays, leaves of absence or similar shall be deducted from the calculated working time.

One person-workday is 8 hours 15 minutes and one person workweek 41 hours 15 minutes effective working time (lunch hours included, 1 hour/day). If the person's working time is less than the norms of normal office hours, the amount of person-work is calculated using the working-time norm as divider.

If the person has duties other than research, only the working time used for research work is to be included.

Research active staff includes persons who plan, produce and publish new knowledge, theories and methods, and products and processes based on them, and lead research projects.

Persons under the following titles shall always be listed under **research active staff**:

- Academy Professor (in Finnish: akatemiaprofessori)
- Academy Research Fellow (akatematutkija)
- Assistant (assistentti);
- Chief Research Scientist (johtava tutkija);
- Clinical Teacher (kliininen opettaja, apulaisopettaja);
- Doctoral Assistant (tohtoriassistentti)
- Group Leader (ryhmänjohtaja)
- Head of Research (tutkimuspäällikkö)
- Laboratory Director (laboratorionjohtaja)
- Postdoctoral Research Fellow (tutkijatohtori)
- Professor (professori)
- Research Professor (tutkimusprofessori)
- Research Director (tutkimusjohtaja)

¹ See Terms of Reference

- Research Lecturer (tutkijalehtori)
- Senior Curators (yli-intendentti)
- Senior Researcher (vanhempi tutkija)
- Specialist Researcher (erikoistutkija)
- University Lecturer (yliopistonlehtori)

Staff categories

1 Professor

Professors at university or research professors at research institutes.

2 Other Senior researcher

A senior researcher is a person who plans and leads research projects. A senior researcher at a university is e.g. a professor or adjunct professor (dosentti) who supervises doctoral dissertations. Below senior researcher refers to a professor or other senior researcher.

3 Postdoctoral researchers;

A postdoctoral researcher is a person who has earned his/her doctoral degree no more than five years ago and does not yet have the competence required for a senior researcher.

4 Doctoral students (category: Doctoral students) belonging to either of the following groups:

- Persons with at least an MA or MSc (or equivalent) degree who have been employed by the university as full-time researchers or assistant researchers to do doctoral studies for a period of no less than six months.
- Persons with at least an MA or MSc (or equivalent) degree who, for a period of no less than six months, have fulfilled the following two criteria: they a) have been affiliated with the unit as full-time researchers or assistant researchers to do doctoral studies and b) have been receiving research funding from some other source than another university or research institute.

These groups include e.g. doctoral students employed by graduate schools.

Doctoral students who do not fulfil either of the above criteria, i.e. who have not been employed by the university and have not been receiving other funding, can also be included in the research active staff for the period they are not holding a post at another university or research institute. The unit can decide case by case whether to include these doctoral students.

5 Visiting researchers and research students

A visitor is a foreign person who is doing research or completing his/her doctoral studies in the unit.

6 Other research active staff

Researchers and research students who are not included in the categories above.

7 Technical personnel

Technical personnel refer to persons working under the supervision of research active staff to carry out projects but who are not involved in the theoretical planning, publishing or other related activities.

8 Administrative personnel

Administrative personnel refer to persons who take care of administrative tasks related to the research, such as financial and personnel administration or other office duties, but who are not normally involved with the technical implementation of the projects.

1.2 List of research active staff in 2005–2009

List all research active staff and their tasks in 2005–2009. ‘Task’ here refers to the actual job or position that person has (e.g. head of unit, research professor). ‘Task category’ refers to categories in Table 1.1. Please use abbreviations, e.g. MA, MSc, PhD, for academic degrees.

If the person’s duties have changed during the period under review (e.g. from doctoral student to postdoctoral researcher), indicate both tasks performed by the person and the period according to the format.

2 Funding

2.1 *Core funding* for scientific research refers to the unit’s budget funding and any other funding for research allocated by the parent organisation. The funding covers both the salary costs with indirect employee costs and the operating costs, which include consumption costs and investment costs for research activities.

Use of research funding received from *external sources*, indicated per year. Academy of Finland Research Fellowships should also be included and counted. Salaries should be calculated as 1.33 * gross salary.

Work for societal impacts may have additional funding besides research funding. This kind of additional funding is not included in Table 2.1.

3 Unit’s research profile and scientific output

3.1 Estimate of the unit’s research orientation according to fields of research related to this evaluation.

3.2 The aim of this question is to survey how the research carried out in the unit *has impacted on the field of Plant Science*. Describe the research strategy and orientation of scientific publishing, the most important research results, approaches, the role of interdisciplinarity etc. If it is reasonable, you may also describe the unit’s research strategy from 2000 to the present. (See also Question 7.1).

3.3 List of publications and other outcomes in the order indicated in the summary table, by type of outcome. Regarding each outcome, indicate the name of the author/authors, title/publication etc. and the type of outcome. This table can also be submitted in rtf format.

At the end of the publication data, give the citation index of the publications. Indicate this citation index as the last information by using the abbreviation CI = number of citations.

Example:

Koutaniemi S, Toikka M, Kärkönen A, et al. Characterization of basic p-coumaryl and coniferyl alcohol oxidizing peroxidases from a lignin-forming *Picea abies* suspension culture. *Plant molecular biology*, 58 (2), 141–157 (2005). CI=11

References to books should give the names of all editors, place of publication and publisher, and publication year.

3.4 In the summary table, calculate the number of each type of outcome in the list during the period under review.

3.5 Each professor and senior researcher shall list five of his/her key publications during 2005–2009 indicated in order of quality. Unlike other information, the list may also include manuscripts published in 2010 or manuscripts in press but still unpublished. A copy of the manuscript approved for publication shall be submitted with the other information if manuscripts are included in the list.

3.6 In the interests of readability, please do not make the font size smaller when copying publications. The copies of publications shall be two-sided. The minimum number of publications is five. The maximum number of publications = number of senior researchers.

4 Doctoral training

4.1 If at least half of a doctoral dissertation has been supervised and done at a research institute, the research institute can also list the doctoral dissertation as its own outcome. In this case, also indicate the university where the doctoral dissertation was *presented for approval* in the last column of the table (Supervisor). Please indicate the supervisors' *share* of the supervision if the dissertation has more than one supervisor.

4.2a Indicate only degree-awarding organisations.

4.4a-4.4b In addition to the name of the organisation, indicate the type of organisation (university, research institute, business company, state, municipality or other).

5 Unit's collaboration contacts

5.1–5.2 List the visits per year. List the visits of each year in alphabetical order by country. The minimum duration of a visit to be indicated is two weeks. Under the item 'Topic of visit', indicate clearly the objective of the visit: for example, with regard to a postdoc period, describe the content objectives related to the visit.

5.3 You may describe shorter visits (duration less than two weeks) that have been of particular importance to the unit or the field of Plant Science.

5.4 Under item 5.4, 'collaborator' refers to a person or a research team with whom cooperation has either generated or is expected to generate within the next three (3) years one of the outcomes indicated under item 3.4.

5.5 Describe here e.g. key joint publications, researcher training, adoption and use of new technologies or new approaches.

6 Other scientific or societal activities

6.1 Plenary or other invited presentations

6.2 Indicate the task, e.g. chief editor, editor, referee

6.3 Prizes awarded to researchers, honours and scientific positions of trust

6.4 Other significant activities, e.g. memberships on committees and scientific advisory boards of business companies or other similar tasks of no primarily academic nature

7 Unit's self-assessment

Self-assessment is an important part of the evaluation. Please answer carefully.

7.1 Describe the unit's research programme for the next few years, the key research objectives and the means to achieve these objectives. What is the role of basic and applied research?

7.3 In addition to present strengths and weaknesses it is also important to assess future opportunities and threats in a broader perspective. Plant science system level issues (e.g. university and science policy options, future funding opportunities, facilities etc.) should be included in future prospects.

7.4 Is there a need for new knowledge or facilities, is the present level of funding sufficient for attaining the objectives? What is the role of research stations?

7.5a Describe here how the unit's research activities and cooperation with other actors in society have promoted the activities of other societal actors. Describe for instance how the activities have contributed to the activities of industry and SMEs, production and use of new services and products, drafting of new regulations and norms, environmental risk management or similar.

7.5b User/collaborator's name, address, email and telephone number. Also describe what kind of cooperation you have with this user/collaborator to promote societal impacts.

7.7 Describe how the funding awarded by the Academy of Finland and other funding bodies has promoted the scientific research. Scientific impact refers here to the contribution that the research carried out by the unit has made to the development of the field.