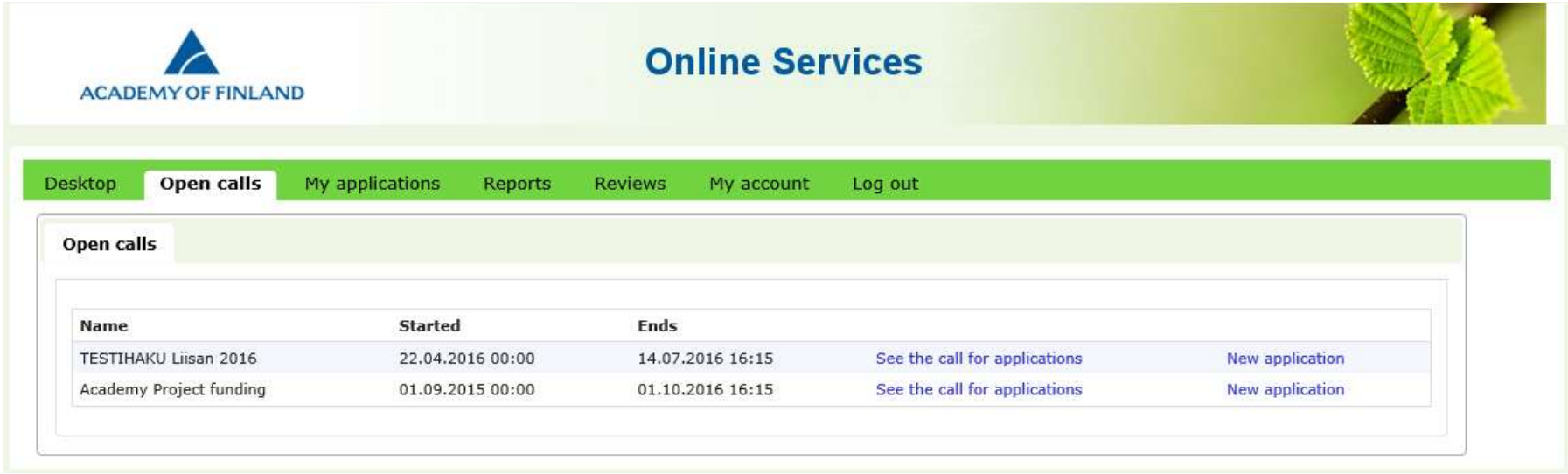
# How to draft an application, supplement your application and give additional information to your application

## 1. How to draft an application

An application consists of an online application and its appendices (usually a curriculum vitae and other appendices). For more information, please see the call text.




To draft a new application, select the tab *Open calls* and click on *New application*. The tab lists the names of open calls with starting and ending dates and a link to the call text.

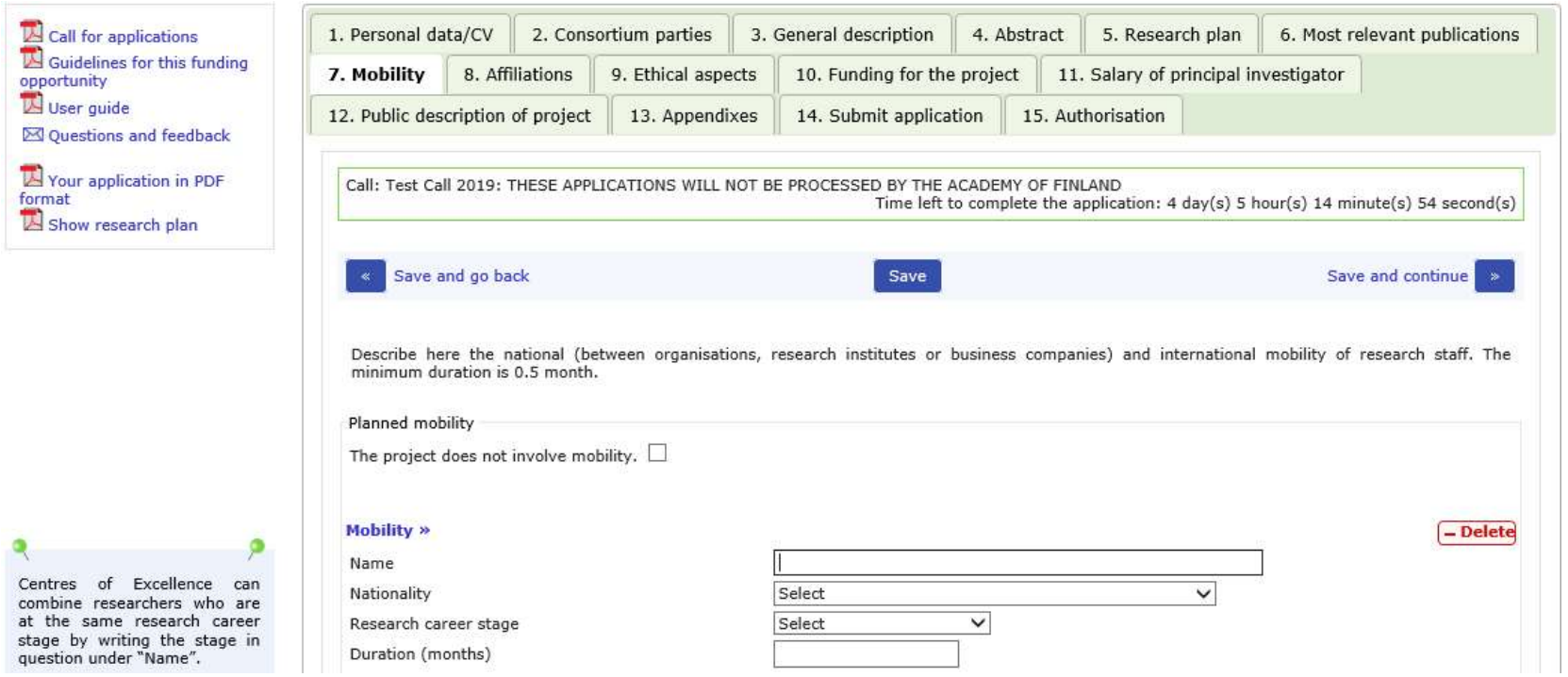
Before you begin filling in the application, you will have to answer a double-check question to confirm that you have selected the right call. Then select the language you want to use from the alternatives. The applications will be reviewed by international experts. The Academy of Finland mainly uses foreign experts as reviewers. In the interest of ensuring that applications can be reviewed by international experts and to ensure the uniformity and smooth processing of funding decisions, the Academy requests that applications are submitted in English, even if applicants have the right to submit their application in Finnish or Swedish.

Select if you are submitting an application of a consortium leader or if your application is not a consortium application.

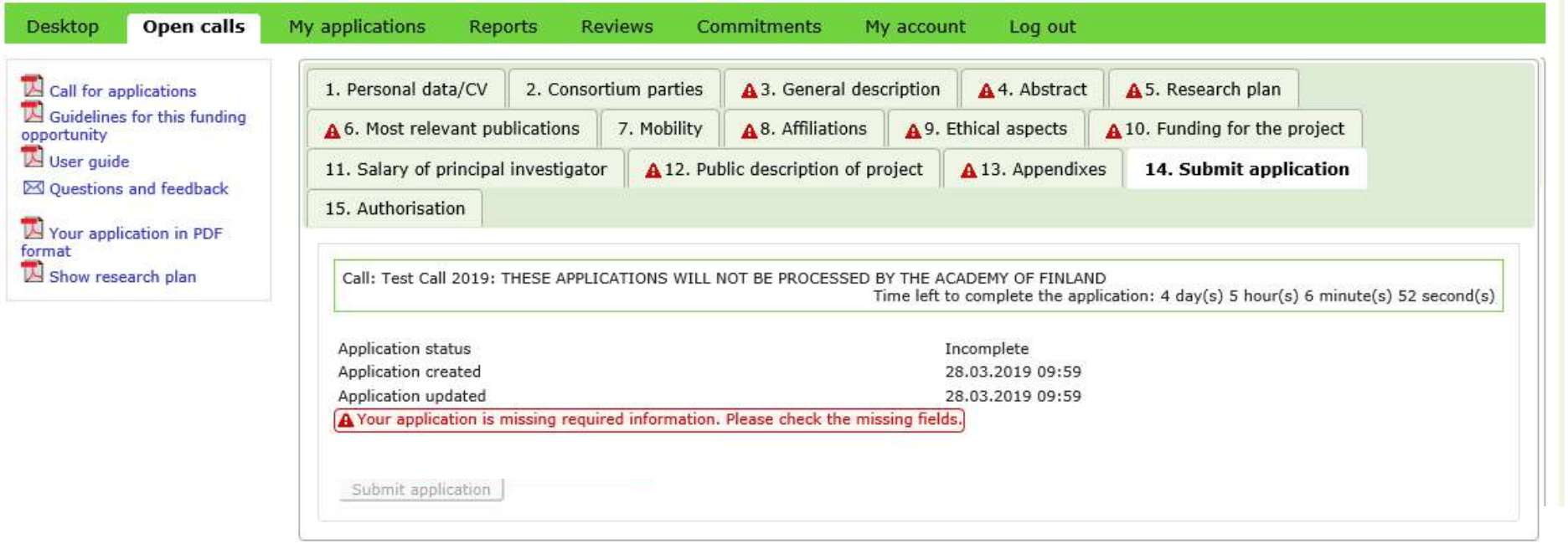
The application form is made up of numbered tabs, where all the required information must be filled in before the application can be submitted. A red triangle indicates the tabs where required information is still missing. The first tab shows the applicant's personal data and CV. Click *Edit profile and attach CV* to go to the page where you can edit and complete your personal data. The last tab of the application form allows you to submit your application.

The various tabs of the application focus on information about mobility, a research plan, list of publications, use of research infrastructure and project funding including justifications. Fields for required information are marked. Some fields have field-specific instructions for the applicant which show up on the left-hand side of the form when the cursor is moved to the field in question. Append only the requested appendices to the application and make sure not to exceed the maximum lengths indicated in the guidelines.

You can convert your application to pdf format at any stage of filling in the application by clicking on *Your application in PDF format*. If you have filled in the research plan on a separate tab, you can check the plan's length and layout at any time by clicking on Show research plan in the menu on the left. If your research plan exceeds the maximum length, the system will notify you when you try to save the tab. You cannot submit your application if the research plan exceeds the maximum length or if you have not filled in all required fields.



Every tab in the application except the first and last tabs has a *Save* button that you can click to save the data you have entered. You move between tabs by clicking on the buttons *Save and go back* or *Save and continue*. The top right corner of the application form shows how much time you have left to complete the application. The deadline is non-negotiable, and applications cannot be submitted after the deadline has expired.



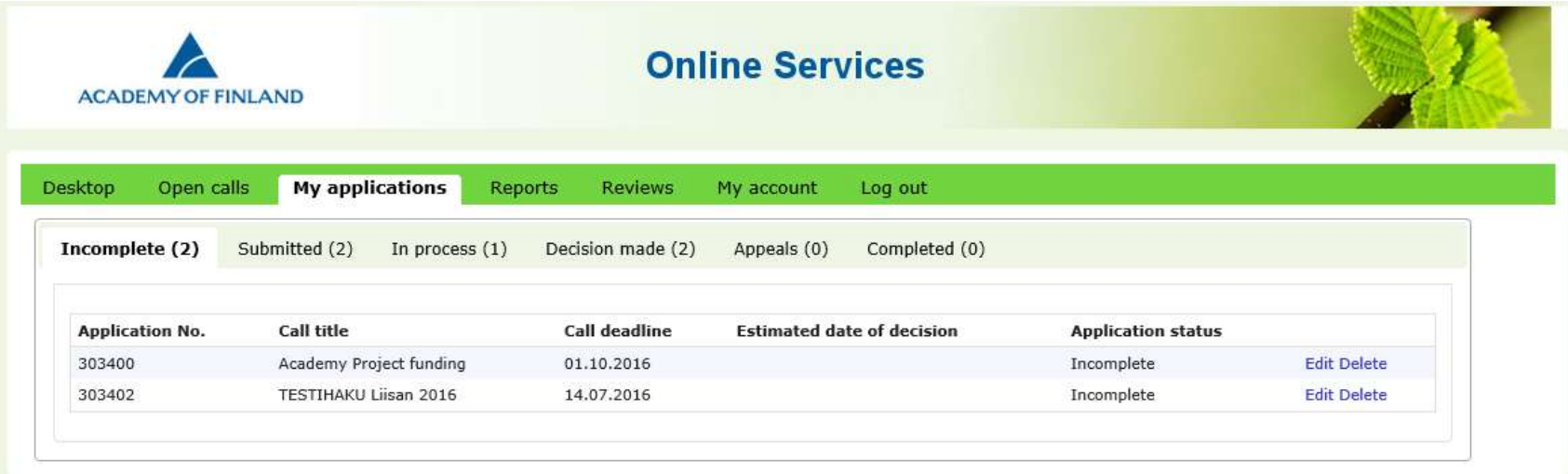

An application cannot be submitted if required information or appendices are missing. If there are red triangles next to some of the tabs in your application, please go back to those tabs to correct or complete the information. The *Submit application* button becomes active when the application contains all the required information and appendices. When you have successfully submitted your application, you will receive an email confirming this.

# 2. How to edit your application before the call deadline

## 2.1 How to edit an incomplete application

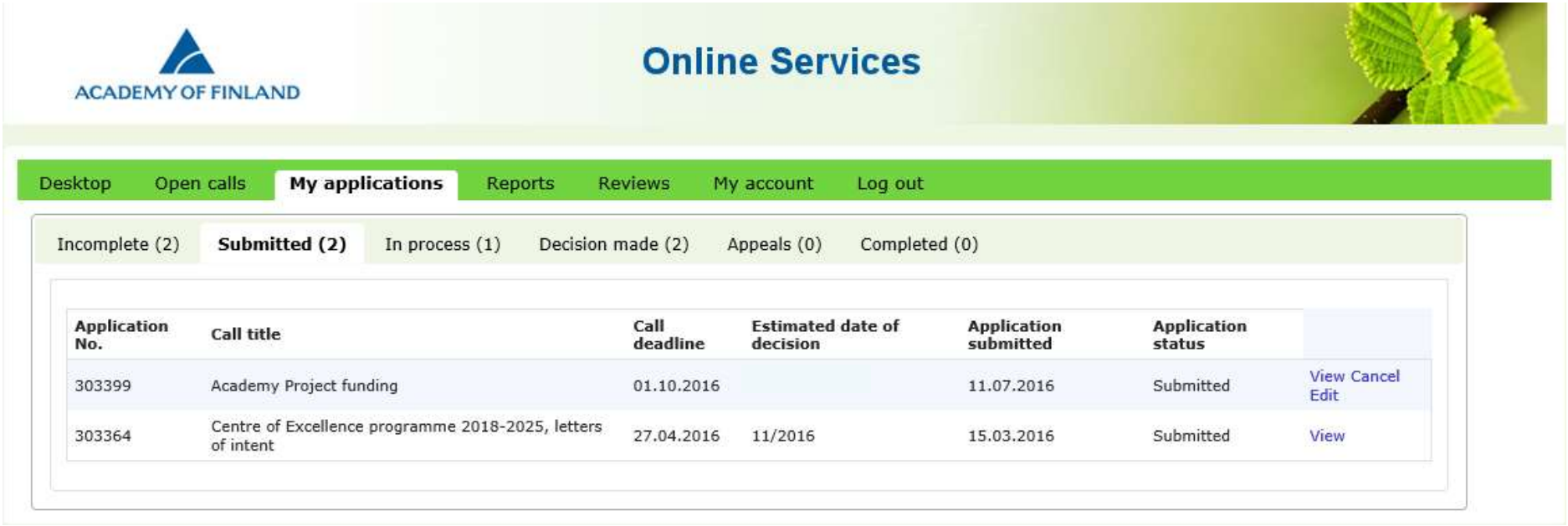
At any stage of drafting the application, you may leave it incomplete and continue drafting it later by selecting *My applications* -> *Incomplete*, then click *Edit*. However, if the call deadline has expired, applications can no longer be edited.

An incomplete application can be deleted. Incomplete applications can also be deleted after the deadline has expired.



## 2.2 How to edit a submitted application

A submitted application can be edited before the call deadline has expired by selecting *My applications* -> *Submitted*, the clicking *Edit*. Any edited and saved data is entered into the application without the need to resubmit the application.

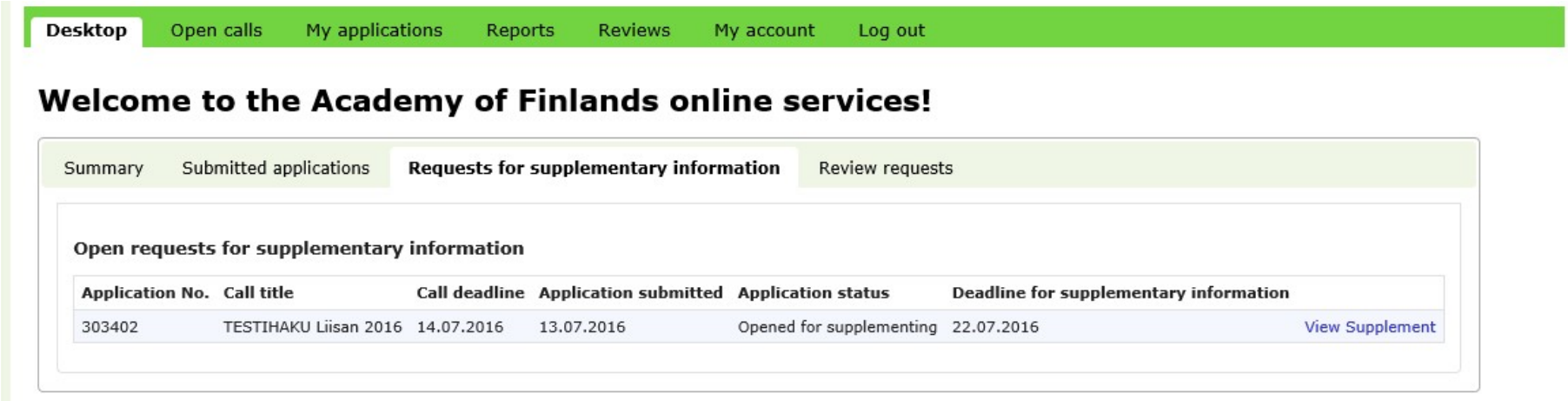



You can view your submitted application and you can also cancel it. A submitted application can also be cancelled after the deadline has expired.

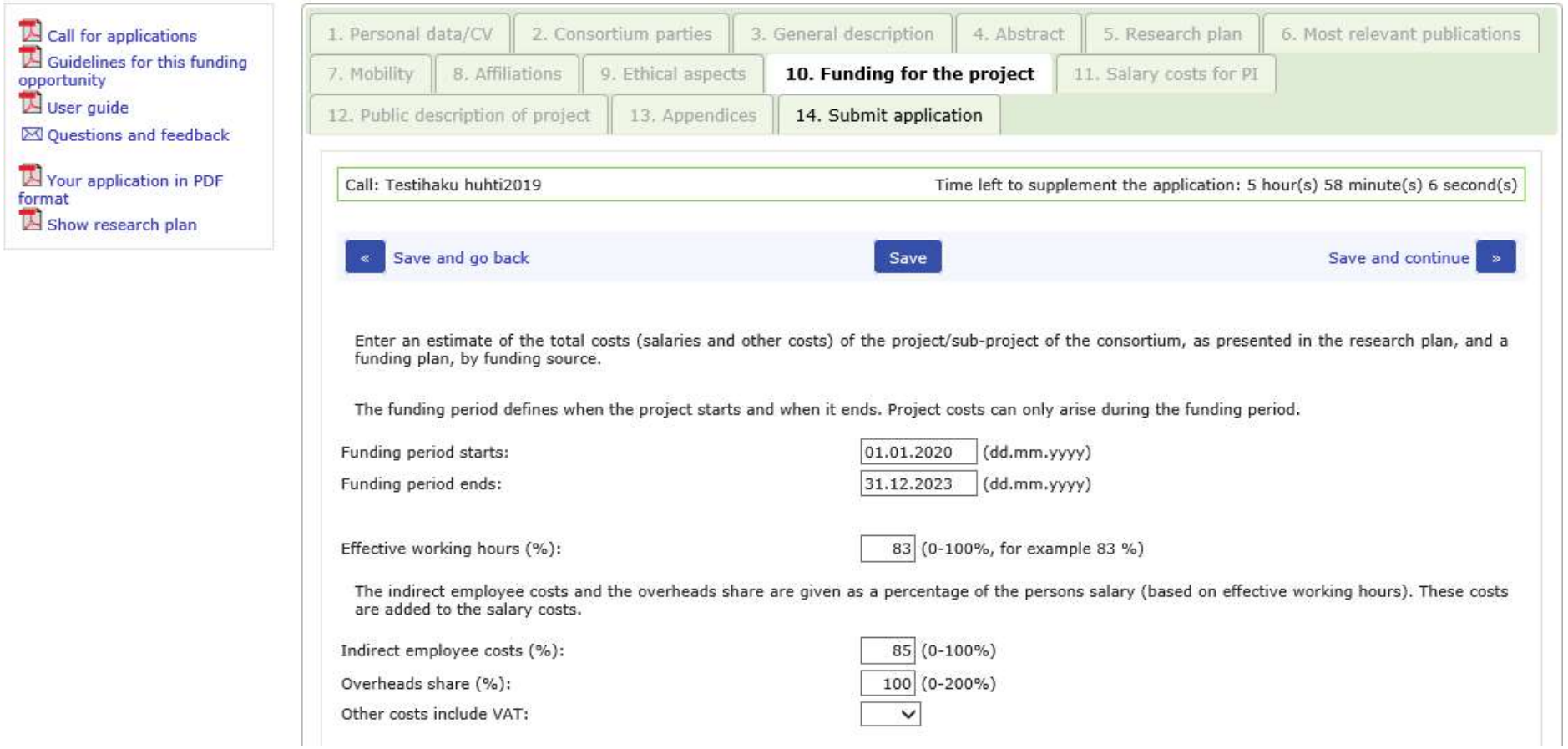
## 3. How to provide supplementary information after the deadline has expired

If supplementary information is needed, applicants are requested to provide it by a separate deadline. If the applicant realises after the deadline has expired that essential information is missing from the application, the applicant must immediately contact the contact person named in the call text for the specific form of funding. Contact persons can be reached through the Academy's Helpdesk or by email. The contact person can open the application so that the information can be added. The additions will be taken into account insofar as it is possible in view of the review and decision-making process. An important addition is, for instance, an invitation by a foreign university.

Requests for supplementary information will be sent to applicants by email, including information on which part of the application requires supplementary information.




The request for supplementary information is also visible on the tab *Desktop → Requests for supplementary information*. The column *Deadline for supplementary information* shows the deadline for providing the information. Click *Supplement* to access your application so you can add the information.




You will only be able to edit the sections of the application that have been opened for you to provide supplementary information. The other tabs and fields of the application are locked. When you have added the supplementary information and saved the changes, resubmit the application using the tab *Submit application*.

# 4. How to give additional information about an application

You can give additional information about an application using the tab *My applications* → *In process*. The person responsible for processing the application at the Academy will receive an email notification that additional information has been given. NB! Do not submit any new appendices via the additional information feature; appendices submitted in this way will not be saved as part of the application.