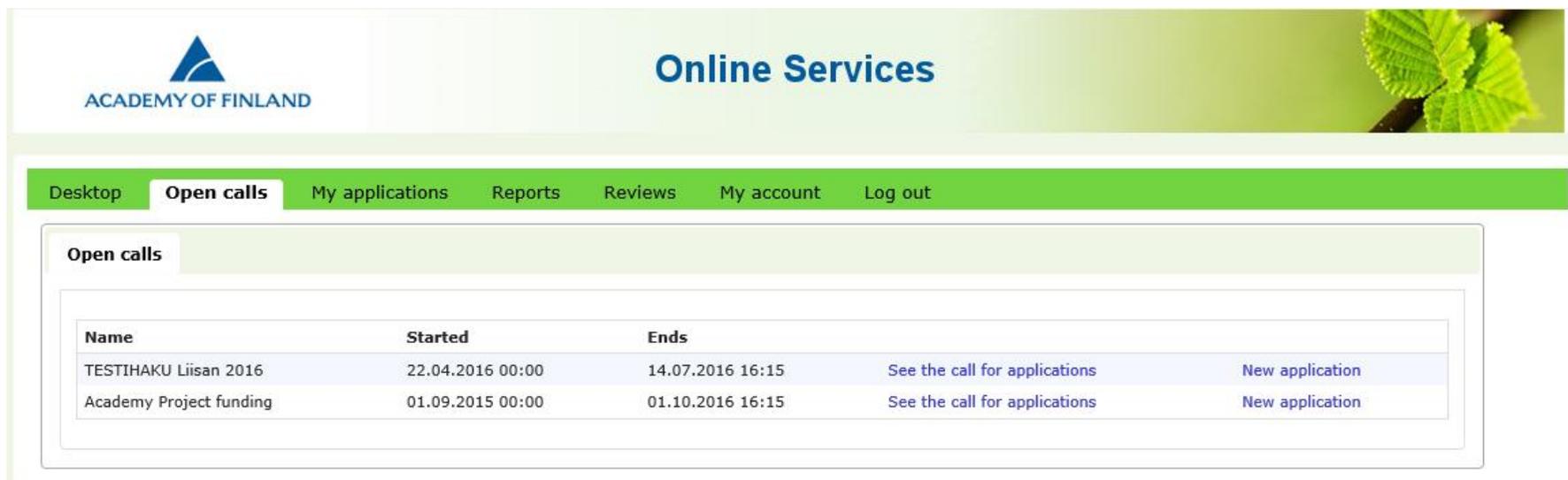


1. How to draft an application

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



The screenshot shows the 'Online Services' page of the Academy of Finland. The navigation bar includes 'Desktop', 'Open calls', 'My applications', 'Reports', 'Reviews', 'My account', and 'Log out'. The 'Open calls' section is highlighted, showing a table with the following data:

Name	Started	Ends		
TESTIHAKU Lisan 2016	22.04.2016 00:00	14.07.2016 16:15	See the call for applications	New application
Academy Project funding	01.09.2015 00:00	01.10.2016 16:15	See the call for applications	New application

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. *Guidelines for consortium applications: <http://www.aka.fi/en/funding/how-to-apply/online-services/>*

ACADEMY OF FINLAND

Online Services

Desktop **Open calls** My applications Reports Reviews Commitments Payment My account Log out

Open calls

Select the type of the application

Select

- Not a consortium application
- Application of consortium leader

Continue Cancel

If you are not the consortium PI but a subproject PI, please observe the following:

- the consortium PI's application must have been started before a subproject application can be started
- you will receive an email message indicating the consortium parties; after receiving that message, you will find your application form under My application > Incomplete in the online services
- if you have not received the email message intended for consortium parties, please stop drafting the application now.

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, project collaborators, use of research infrastructure and project funding. 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*.

-  [Call for applications](#)
-  [Guidelines for this funding opportunity](#)
-  [User guide](#)
-  [Questions and feedback](#)
-  [Your application in PDF format](#)

Select the site of research. If your organisation is not on the list, select the group in question (e.g. other organisation, business company, foreign organisation) and add the name of your organisation under "Site of research". The departments of universities and higher education institutions have been entered in the system. If the departments are not in the system, you cannot save anything in this item. In applications that concern Centres of Excellence, only the organisation of the director and the site of research are entered.

▲ 1. Personal data/CV
2. Consortium parties
▲ 3. **General description**
▲ 4. Abstract
▲ 5. Research team
6. Project collaborators
▲ 7. Funding for the project
▲ 8. Public description of project
▲ 9. Appendices
10. Submit application

Call: TESTIHAKU Liisan 2016
Time left to complete the application: 1 hour(s) 25 minute(s)

< Save and go back
Save
Save and continue >

Research Council Administration office

Site of research

Site of research Required information

Site of research, if other **Business ID**

Department

Website of site of research

Name of research project in English

255 characters left Required information

Name of research project in Finnish or Swedish

255 characters left Required information

Fields of research

Required information

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. We recommend that applicants submit their applications well before the deadline.

The screenshot shows a navigation menu at the top with options: Desktop, **Open calls**, My applications, Reports, Reviews, My account, and Log out. On the left, there are links for: Call for applications, Guidelines for this funding opportunity, User guide, Questions and feedback, and Your application in PDF format. The main content area displays a progress bar with 10 steps: 1. Personal data/CV, 2. Consortium parties, 3. General description (with a red triangle), 4. Abstract (with a red triangle), 5. Research team (with a red triangle), 6. Project collaborators, 7. Funding for the project (with a red triangle), 8. Public description of project (with a red triangle), 9. Appendices (with a red triangle), and 10. **Submit application** (highlighted). Below the progress bar, the call title is 'Call: TESTIHAKU Lisan 2016' and the time left to complete the application is '1 day(s) 1 hour(s) 6 minute(s)'. A table shows the application status as 'Incomplete', with creation and update dates of '13.07.2016 15:06'. A red warning message states: 'Your application is missing required information. Please check the missing fields.' A 'Submit application' button is located at the bottom.

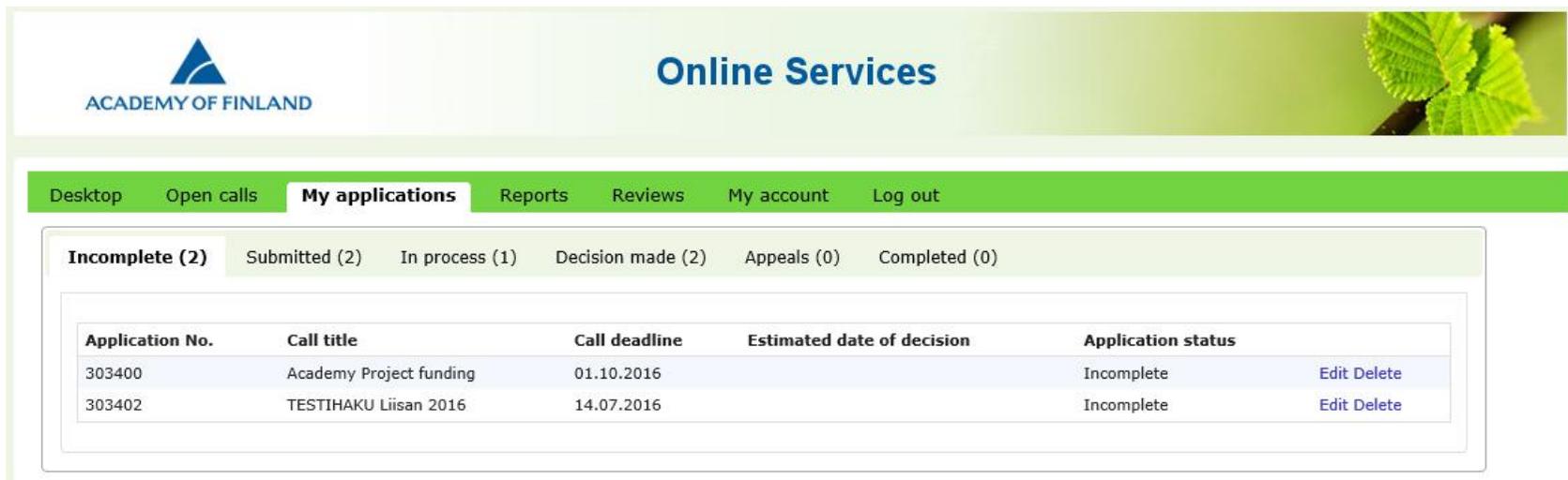
An application cannot be submitted if required information or appendices are missing. If there are red triangles next to some of the tabs in your application, please go back to those tabs to correct or complete the information. The *Submit application* button becomes active when the application contains 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.



The screenshot shows the 'Online Services' interface for the Academy of Finland. The navigation menu includes 'Desktop', 'Open calls', 'My applications', 'Reports', 'Reviews', 'My account', and 'Log out'. Under 'My applications', there are tabs for 'Incomplete (2)', 'Submitted (2)', 'In process (1)', 'Decision made (2)', 'Appeals (0)', and 'Completed (0)'. The 'Incomplete (2)' tab is active, displaying a table with the following data:

Application No.	Call title	Call deadline	Estimated date of decision	Application status	
303400	Academy Project funding	01.10.2016		Incomplete	Edit Delete
303402	TESTIHAKU Liisan 2016	14.07.2016		Incomplete	Edit Delete

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.



The screenshot shows the 'Online Services' interface for the Academy of Finland. The navigation menu includes 'Desktop', 'Open calls', 'My applications', 'Reports', 'Reviews', 'My account', and 'Log out'. Under 'My applications', there are tabs for 'Incomplete (2)', 'Submitted (2)', 'In process (1)', 'Decision made (2)', 'Appeals (0)', and 'Completed (0)'. The 'Submitted (2)' tab is active, displaying a table of submitted applications.

Application No.	Call title	Call deadline	Estimated date of decision	Application submitted	Application status	
303399	Academy Project funding	01.10.2016		11.07.2016	Submitted	View Cancel Edit
303364	Centre of Excellence programme 2018-2025, letters of intent	27.04.2016	11/2016	15.03.2016	Submitted	View

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 (the link *Questions and feedback* on the Academy's website) 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 screenshot shows the user interface of the Academy of Finland's online services. At the top, there is a navigation bar with the following items: Desktop (highlighted), Open calls, My applications, Reports, Reviews, My account, and Log out. Below the navigation bar, a welcome message reads: "Welcome to the Academy of Finland's online services!". Underneath, there are four tabs: Summary, Submitted applications, Requests for supplementary information (highlighted), and Review requests. The main content area is titled "Open requests for supplementary information" and contains a table with the following data:

Application No.	Call title	Call deadline	Application submitted	Application status	Deadline for supplementary information	
303402	TESTIHAKU Liisan 2016	14.07.2016	13.07.2016	Opened for supplementing	22.07.2016	View Supplement

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.

Desktop **Open calls** My applications Reports Reviews My account Log out

[Call for applications](#)
[Guidelines for this funding opportunity](#)
[User guide](#)
[Questions and feedback](#)
[Your application in PDF format](#)

1. Personal data/CV 2. Consortium parties 3. General description 4. Abstract 5. Research team 6. Project collaborators
 7. Funding for the project 8. Public description of project **9. Appendices** 10. Submit application

Call: TESTIHAKU Lisan 2016 Time left to supplement the application: 7 day(s) 6 hour(s) 25 minute(s)

[Save and go back](#) [Save](#) [Save and continue](#)

Only the requested appendices are appended to the application. The appendices shall be drafted in accordance with the Academy's guidelines, see <http://www.aka.fi/en/funding/how-to-apply/appendices-required/>.

The appendices are drafted in the same language as the application and appended to the application form in the online services under section „Appendices“. The only exception is the curriculum vitae that is appended to the application form under section „Personal data/CV“.

Plan of intent

Appendices

[liiteasiakirja.docx](#)

Curriculum vitae

Appendices

Curricula vitae for the teamleaders of the sub-projects, no more than four pages/researcher

List of publications

Appendices

No more than ten of the most important publications for the project

Supported file extensions: rtf|doc|docx|xls|xlsx|wpd|jpg|txt|htm|pdf

Maximum number of pages: 0

Max. number of appendices: 10

[liiteasiakirja2.docx](#) [Delete](#)

[Attach file \(PDF\)](#)

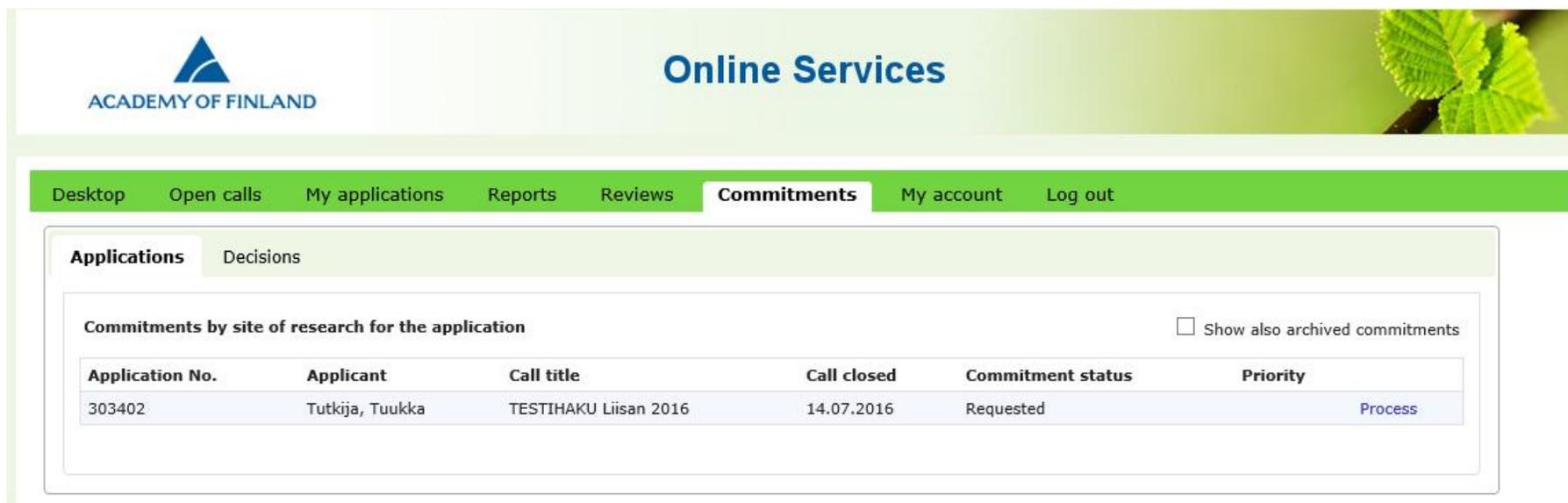
[Save and go back](#) [Save](#) [Save and continue](#)

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 the commitment by the site of research for the application (commitment issuer at the site of research)

The Academy will fund a research project only if the application includes a commitment by the site of research. You must agree on this commitment in advance with a representative of the site of research. The Academy will request the commitment by the site of research from the person indicated in the application (commitment issuer at the site of research).

The person indicated in the application will receive an email notification requesting a commitment for one or more applications. In order to give the commitment, the commitment issuer must log into the online services. A link to the online services is included in the email sent to the commitment issuer. The commitments requested are on the tab *Commitments*.



The screenshot shows the 'Online Services' interface of the Academy of Finland. The top navigation bar includes 'Desktop', 'Open calls', 'My applications', 'Reports', 'Reviews', 'Commitments' (selected), 'My account', and 'Log out'. Below this, there are tabs for 'Applications' and 'Decisions'. The main content area is titled 'Commitments by site of research for the application' and includes a checkbox for 'Show also archived commitments'. A table displays the following data:

Application No.	Applicant	Call title	Call closed	Commitment status	Priority
303402	Tutkija, Tuukka	TESTIHAKU Liisan 2016	14.07.2016	Requested	Process

Click on the link *Process* to view a summary of the application for which a commitment is requested.

Desktop Open calls My applications Reports Reviews **Commitments** My account Log out

Summary of application

Call:	TESTIHAKU Liisan 2016	Call open:	22.04.2016 - 14.07.2016
Application No.:	303402	Applicant:	Tutkija, Tuukka
Research topic:	ARCH-project	Field of responsibility	Administration office
Field of research	Architecture		
Site of research:	Aalto University	Department:	Department of Architecture

Cost estimate/Funding plan

Effective working hours	Indirect employee costs	
Overheads share:	application.summary.alvSisaltyy	Yes

	2017
Employed personnel	0
Funding sources	
Academy of Finland	6,500 (68.42 %)
Site of research	0 (0.00 %)
Other than Academy funding, total	3,000 (31.58 %)

Abstract

kopkopdsa

[Show entire application](#)
[Show terms of commitment](#)
[Accept request for commitment](#)
[Reject request for commitment](#)
[Cancel](#)

The buttons on the bottom left side of the page show the entire application and the terms of commitment. Requests for commitment are accepted or rejected by using the buttons on the lower right-hand side. When the commitment issuer at the site of research has submitted a commitment in the online services, the applicant receives an email notification.

5. How to give additional information about an application

The screenshot shows the 'My applications' page with a navigation bar at the top containing 'Desktop', 'Open calls', 'My applications', 'Reports', 'Reviews', 'My account', and 'Log out'. Below the navigation bar, there are tabs for application statuses: 'Incomplete (2)', 'Submitted (2)', 'In process (1)', 'Decision made (2)', 'Appeals (0)', and 'Completed (0)'. The 'In process (1)' tab is selected. Below the tabs is a table with the following data:

Application No.	Call title	Call deadline	Estimated date of decision	Application status	
303384	TESTIHAKU Liisan 2016	14.07.2016	Marraskuu 16	In process	View Cancel Give additional information

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.

The screenshot shows the 'Give additional information' form for application 303384. The form includes the following fields and options:

- Application No.:** 303384
- Call:** TESTIHAKU Liisan 2016
- Message:** A text area containing 'Additional information..' with a character count of '476 characters left'.
- Appendix:** A list of files including 'Arvonlisäveron ilmoittaminen_hakemuksen_kokonaisku.PDF' and an 'Attach file (PDF)' button.
- Buttons:** 'action.send' and 'Cancel' buttons.

6. Application processing and decisions

The Academy employees responsible for processing applications cannot see the applications until they have been submitted.

The estimated date for a decision is shown for each call on the tab *My applications*. The dates for Academy funding decisions are also posted on our website under *Funding decisions*.

ACADEMY OF FINLAND Online Services

Desktop Open calls **My applications** Reports Reviews My account Log out

Incomplete (2) **Submitted (2)** In process (1) Decision made (2) Appeals (0) Completed (0)

Application No.	Call title	Call deadline	Estimated date of decision	Application submitted	Application status	
303399	Academy Project funding	01.10.2016		11.07.2016	Submitted	View Cancel Edit
303364	Centre of Excellence programme 2018-2025, letters of intent	27.04.2016	11/2016	15.03.2016	Submitted	View

When a decision has been made about the application, the applicant receives an email notification. The actual decision document is in the online services where the applicant can read it.