ask & apply

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Structure of the proposal

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Some rules

1. First the presentation – then questions
   - The presentation takes 10 to 15 minutes and we have a plenty of time for questions

Because

2. The webinar will recorded and be online until 13 September
3. You can write questions during the presentation on chat

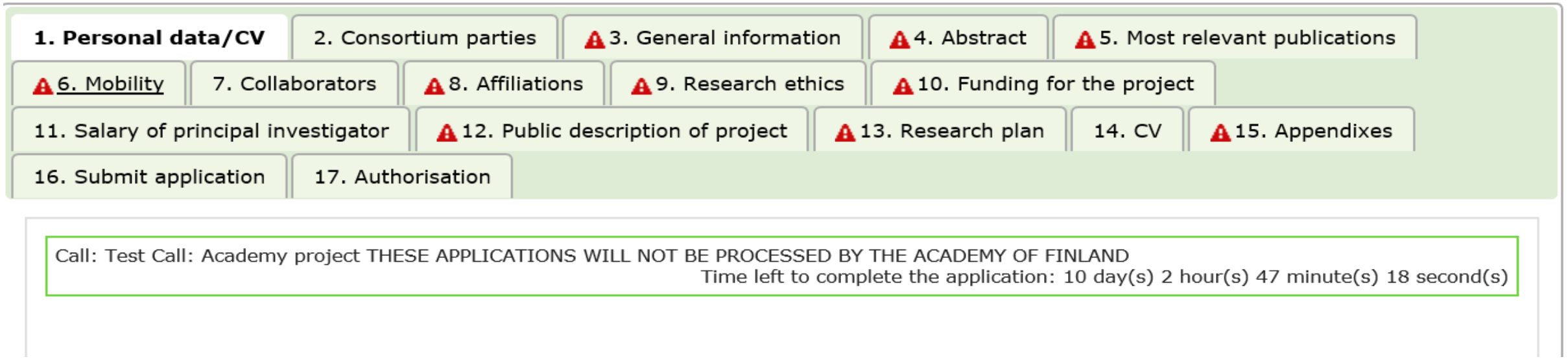
Ask&Apply webinars

- Review and decision-making, 26 Aug at 13.00
- What's new in the September call, 28 Aug at 13.00
- Application structure and tips for the online services (SARA), 31 Aug at 13.00
- Mobility, 1 Sep at 13.00
- Funding for Clinical Researchers, 1 Sep at 16.00
- Tips for first-timers, 2 Sep at 13.00

➢Register: https://www.aka.fi/en/funding/apply-for-funding/ask--apply-info-sessions/

Online forms

Online forms



- Please fill in the forms all the details requested
- The red warning triangle indicates the tabs in which information is missing.
- You can only submit your application when all the requested details have been added. You can supplement the application until the deadline. Resaving will replace the earlier version.
- You can authorize another person to supplement or view your application.

Tab 5. Most relevant publications

- No more than 10 (20 for consortium Academy projects) of the **most relevant publications for the project**;
- Only publications of the PI(s), no research team members' publications can be included
- You can retrieve publication details from the VIRTA publication information service. Details on publications may also be entered manually.
- In addition the PI(s) are asked to attach to the application as a pdf file a complete list of publications

Tab 10. Funding of the project / Salary

- Academy projects, Post-Doctoral Researcher projects and research costs of Academy Research Fellows follow the full cost model in which the Academy's funding contribution comes to no more than 70 % of the total costs
- Start by selecting the site of research
- The cost estimate must be realistic. Justify the funding applied for.
- Consult the administration of your organisation when preparing the budget
- Please note that you must **always inform the Academy immediately if you receive funding from another source for the same purpose** after you have submitted your application.

Tab 11. Salary of the Principal Investigator

For Academy project PIs only:

1. Including PI's salary (for project management) in total project costs, max 1,5 months / year
2. Applying for funding for PI's salary (for research). The Academy can grant a maximum of 12 months of funding towards the salary of a PI for conducting research. The funding is intended to support project implementation and granted only for well-substantiated research-related reasons
3. If the PI does not have an employment relationship, they must give an account of how their salary will be covered during the funding period. Retired researchers can be granted funding on the same grounds as other researchers.

Tab 12. Public description of the project

- Popular and reader-friendly description of the research project in English **and** Finnish/Swedish

- The public description helps the Academy to disseminate information on the research project. The description should be as readable as possible and written for a nonscientific audience.

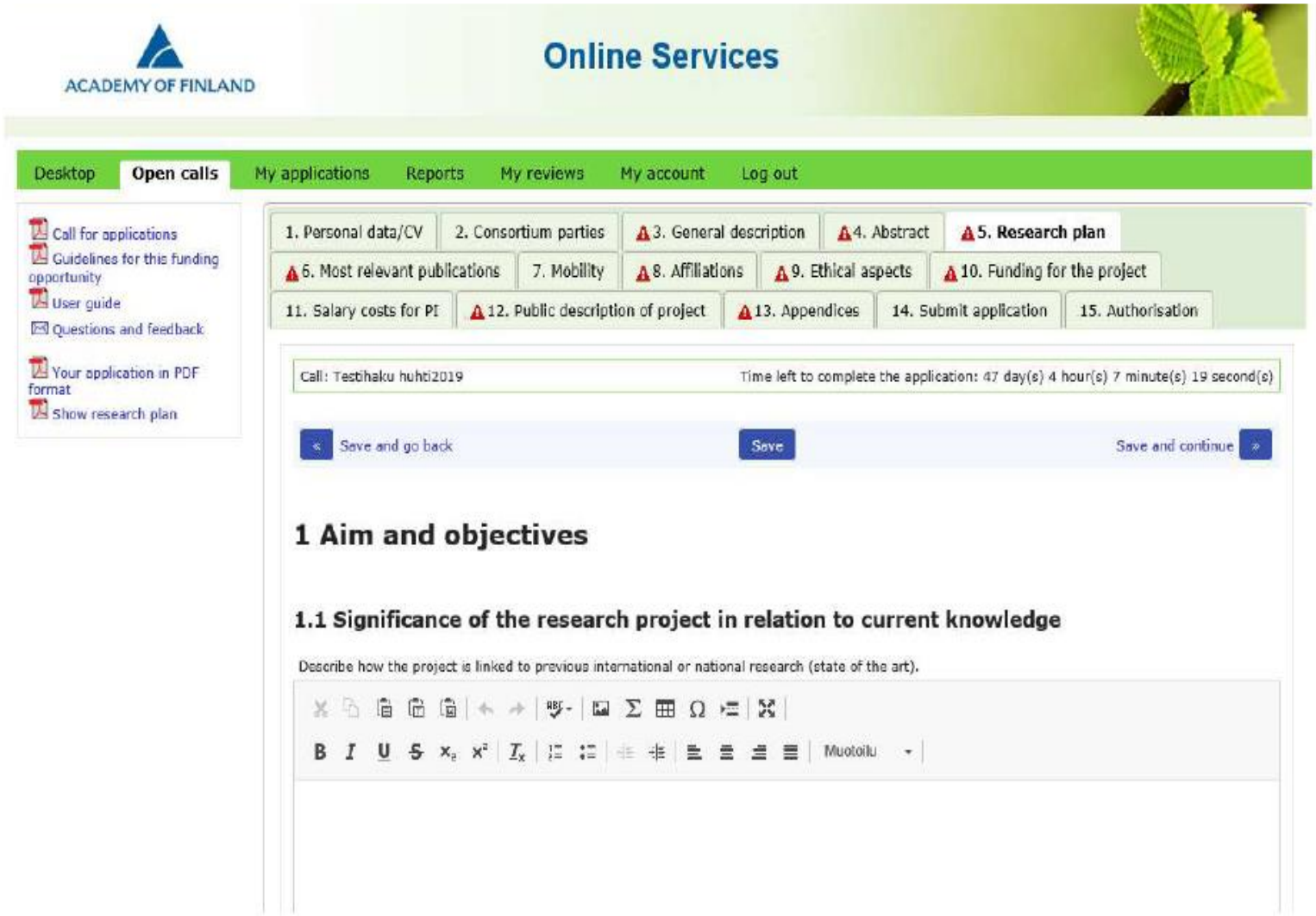
Tab 15. Appendices

- Appendices must be PDF files
- Obligatory appendix: Complete list of publications
  - No limit to the length of the list of publications. Clearly indicate the ten most important publications for the research plan.
  - Classify the publications according to the guidelines.
- Case-specific appendices
  - Invitation letter for research visit
  - Letter of Commitment of collaborator
- No more required: ethical permission, data management plan

Research plan

Research plan is part of the online application

- Enables better comparability between different applications
- Helps reviewers to check the information they need as they move directly from the review form to the specific section of the research plan



Research plan structure

1. Aims and objectives
2. Implementation
3. Research team and collaborators
4. Responsible science
5. Societal effects and impact
6. Bibliography

Maximum length of the research plan 12 pages (15 pages for consortium proposals) + 2 pages bibliography

Remember also

- **Interim report**: If you have ongoing Academy funding, you must draw up an interim report in the online services on each ongoing project before the call deadline. (replaces progress report)
  - Obs! consortium sub-project leaders do not submit interim report (mistake in application guidelines)
- Make use of the **A-Z index** of application guidelines
- The non-negotiable deadline for applications is **30 September 2020 at 16.15 Finnish time**. The joint consortium application is submitted by the consortium PI. The consortium PI can submit the application **only after all subprojects have tagged their applications as complete**.

Thank you!

Time for Questions and Answers

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