Consortium PI (person responsible for application)

Other consortium party

Creates the consortium application for their own organisation and appends the consortium's joint action plan to the application

Adds the other consortium parties; asks persons who do not have an account in the Academy's online services to sign up

All parties can check the content of the entire consortium application via the link that opens a PDF version.

Saves the consortium parties, after which the system automatically sends the parties an email invitation to commit to the application

Logs in to the online services after receiving the email. The application to be filled in is on the tab 'My applications' under 'Incomplete'.

Follows that all parties complete their applications on time (status 'Completed')

Submits the application on behalf of the whole consortium before the deadline expires

Adds the site of research and the name of the issuer of the site's commitment* and marks the application completed for their own part ('Tag as complete' changes the status to 'Completed')

Only the consortium PI receives a confirmation that the application has been submitted.

The commitment requests will be sent to the commitment issuers after the call has closed.*

*Only the senior management (rectors, etc.) can issue the commitment of the site of research. In FIRI calls, the applicant is an organisation. The commitment issuer must therefore be authorised to issue the commitment on behalf of the whole organisation.

ACADEMY OF FINLAND