Reporting instructions for projects funded by Research Council of Finland

The project to be reported on is the one described by the funding recipient in the original application and research plan, and for which the Research Council of Finland (RCF) has granted funding.

If the project's funding was granted to a consortium between several parties, the principal investigator (PI) of the consortium shall submit the report on behalf of the whole consortium. All items to be reported on shall take into account the whole consortium.

The structure of the report form is as follows: first describe issues related to project implementation (incl. research resources), then the outputs from the research (e.g. degrees, publications and data) and finally the results and effects of the research.

The final report of the project is a report that describes the outputs, results and effects for which the RCF's funding has been essential and which have arisen during the implementation of the project's research or action plan. For example, if an author of a scientific publication has been paid salary from the RCF's funding to write the publication or carry out the research leading to it, the publication is clearly related to the project. The fact that the content of the publication is related to the same (broader) topic that has also been researched with this RCF funding is not sufficient to justify reporting the publication as part of the project.

1. Personal data/CV

The personal data of the PI are automatically retrieved from the system. Update the information as needed.

2. Basic project details

The basic details of the project are automatically retrieved from the funding decision. Update the keywords and scientific disciplines as needed. Enter the disciplines in order of priority.

3. Funding

Funding by the Research Council of Finland: This information is automatically retrieved from the funding decision and the payment system. Please note that it may take several weeks for the data to be updated to reflect the latest payment request sent to the RCF. You cannot change the information given in the report. The information is included in the report to give the reader a good overall picture of the project and its implementation. The official report on the use of funding is composed of payment requests submitted to the RCF.

Other funding sources: An RCF-funded research project is often part of a larger research entity that has also received other, non-RCF funding. This section asks details on such funders and on

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how much funding they have provided. Indicate the funding sources for the (larger) research entity to which the RCF has contributed by funding the project in question. Only report funding that has been granted after the start of the project.

In this section, please enter for your own organisation only the funding received that is not part of the self-financing portion of the total costs of the RCF-funded project. The self-financing percentage is indicated in the RCF's funding decision.

4. Research personnel

Funding from this project: The information on persons who have worked on the project is automatically retrieved from the system. The information on research personnel is based on information reported to the RCF by the site of research. You do not need to check or correct it. The information is included in the report to give the reader a good overall picture of the project and its implementation. The official report on the FTEs is composed of payment requests submitted to the RCF.

Funding from outside this project: In this section, enter details on visitors and thesis workers who are affiliated with the project but who have not been paid salary from the RCF's funding. This information must be entered here in order to report the visits and degrees of these persons in sections 8 and 12 of the form. Do not report other persons (e.g. research support staff funded with the self-financing contribution of the site of research).

The research career stages follow the four-tiered classification of the Finnish Ministry of Education, Science and Culture, supplemented by 'Research support staff'.

Stage I (doctoral researcher/early-career researcher, etc.)
Stage II (postdoctoral researcher, etc.)
Stage III (university lecturer, etc.)
Stage IV (professor/Academy Professor/research professor/research director, etc.)
Research support staff

- For visitors and non-academic experts (e.g. project coordinators and equivalent), the classification may be interpreted, for instance, in relation to the person's position in the project.
- Persons who have not completed a graduate university degree (i.e. students) are entered as research support staff, regardless of their job title at the site of research.
- Learn more about the research career stages on the RCF website.

If known, please indicate the person's place of work at the time of reporting. This information is collected to monitor research careers and researcher mobility and solely for statistical purposes.

Research field and *ORCID identifier* are not mandatory. For more information about the ORCID identifier, please visit https://researcheridentifier.wordpress.com/.

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5. Use of research infrastructures

Indicate what kinds of equipment, resources or data reserves provided by national or international research infrastructures the project has used. Research infrastructures that are included in Finland's roadmap or the ESFRI roadmap are given in the menu.

Enter any other research infrastructures used in the project in the free-text field (name and brief description of the research infrastructure). Only enter research infrastructures that are accessible to people other than those working at the site of research.

6. Project implementation

Describe the implementation of the project and the achievement of its objectives in relation to the research plan provided at the application stage.

The focus in this section is on issues related to implementation. Examples of what to describe:

- How were the goals of the project achieved?
- What were the most significant changes in the implementation of the project? Briefly justify the changes.
- What kinds of problems or surprises did the project encounter, and how were they solved or what lessons were learned?
- How were research careers supported during the project?

Please note that research results and outputs (degrees, publications, etc.) are reported not in this section but separately under items 11–14.

7. Research collaboration

In the case of research collaboration, a partner or collaborator typically conducts research around the same topic. The partner must not however receive funding from the RCF-funded project concerned (i.e. the partner is not a party of the same research consortium). "New partner" refers to a partner with whom collaboration has started during the project. Such a partner may have been mentioned in the research plan.

The nature of the cooperation may be clarified with an open-ended answer. Other than research-cooperation-related interaction is reported under item 10 (Interaction).

8. Research visits

The following information is entered in this section:

1) visits (in Finland or abroad) by project staff during the course of the project (must be related to the research work)
2) visits (to site of research, from Finland or from abroad) by experts and researchers other than those who worked on the project (must be related to project implementation). Details on the persons must first be entered under item 4 (Research personnel).

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Short-term visits are visits with a total uninterrupted duration of at least five working days but less than one month. Long-term visits are visits with a total uninterrupted duration of at least one month.

- Only visits involving research work on the project or work related to research utilisation are counted as visits. For example, participation in a conference does not count as a visit.
- Report both visits included in the mobility plan and other project-related visits. The implementation of the mobility plan is described separately under item 9.
- Also enter information on visits between consortium parties.
- NB! Long-term RCF-funded work at the project's site of research (e.g. foreign postdoc) must not be reported as a visit.

9. Implementation of mobility plan

Provide a free-form description of how the planned mobility has been realised. All visits, that is, both visits mentioned in the research plan and other visits, are reported separately under item 8 (Research visits).

If the planned mobility has not taken place, or if it did not go as planned, explain how it was carried out, why the plans changed and how the changes possibly affected the attainment of goals related to the research and the promotion of research careers.

10. Interaction

Here, report the parties outside your immediate research community with whom you have interacted in connection with the project without actual research cooperation (incl. communication to non-scientific audience). You can clarify your answer in the free-text field by naming the actor/actors or by describing the contents of the interaction. This data collection serves to build up a picture of the main interaction networks of the project, not of individual measures.

Preferably, report the parties by organisation: create a separate row for each organisation. If the parties to the interaction cannot be reported at organisational level (e.g. the organisations are not known), you can report the interaction in another way, such as by naming a more general target group or an individual.

Interaction refers to activity to exchange information and views about, for instance, research topics, research questions or (preliminary) research results and their utilisation. Typically, the other party is a stakeholder who is interested in the contents of the research but who does not hold an interest in or possess the knowledge or resources required to carry out the research. Interaction often also includes activity that can be categorised as communications.

11. Publications

Report publications that have been produced about the research within the project. Report all publication types according to the instructions of the Finnish Ministry of Education, Science and Culture. This includes not only scientific publications but also, for example, publications aimed at the professional community or the general public, artistic works, audiovisual publications and

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ICT applications published as commercial or free software. Learn more about the Ministry's classification in the Publication data collection instructions for publication authors.

The VIRTA service maintained by the Ministry can be accessed via the RCF online services. From VIRTA, you can import project-related publications to the report. If the publication in question is not available in VIRTA, you must enter its details manually. For the automatic processing of publication data, it is important that the manually entered data are in the requested format.

Only publications that have appeared (been published) by the time of reporting are accepted in the report. Unpublished (e.g. accepted for publication, or in press) articles, works or other publications related to the project's results can be entered under item 17 (Results).

Publications are a key research output. The data will be used, for example, in evaluating the scientific impact of the research by methods such as bibliometric analyses of citation counts.

12. Degrees

Enter details on degrees completed within and in connection with the project. You can only enter degrees of persons named in section 4 (Research personnel).

The degree must be reported if it has been fully or partly completed with this project's funding (i.e. the person has received salary from the project) or if the thesis included in the degree has been carried out in close connection with this project (e.g. the supervision or the collection of research data has been carried out in the project). The research field and keywords of the degree may differ from the project's keywords.

13. Intellectual property rights

Enter information (by year of registration) on the project's patents, patent applications, invention disclosures to the employer, design rights and equivalent IPRs to be registered.

14. Other outputs

Here, report on other outputs from the project. Other project outputs to be reported on include:

- research data and databases
- methods, tools and software (if not included in publications)
- other equivalent, openly or commercially available and documented outputs
- Current Care guidelines
- most important events organised by the project for the scientific community, stakeholders or a wider audience.

If the outputs are associated with publications, the unique details on the publications shall be reported under item 11 (Publications), in accordance with the classification of the Finnish Ministry of Education, Science and Culture.

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15. Research data

Description of research data: List data used and created in the project. For each dataset, explain how the data have been stored and protected, how data reuse has been or will be made possible and how the data will be made openly available. Also account for how the rights of ownership and use will be distributed.

Data repository, if openly available: Enter the repository (web address and/or digital identifier) of each reusable dataset that is openly available or restricted. Also enter the repository if the data are still in the process of being made open access. If only the metadata are available, please enter the publication location or the digital identifier of the metadata.

Not openly available: If the project has not generated or will not generate data that would be available for reuse, please tick the box. Justify this under 'Description of data management'.

16. Continuation of research

Indicate whether research into the same topic, research question or problem will continue after this project has ended.

17. Results

Choose and describe up to three of the most important results of the project and provide relevant justifications. Results are often answers to a research problem or research question.

You can assess the significance of a particular result (Why is the result significant?), for example, from the perspective of scientific novelty, societal impact and/or relevance or the reusability and applicability of the data/methods. The effects and impact are described in more detail under item 19 (Effects and impact).

Scientific and other publications, IPRs and other outcomes related to the results are reported separately under the corresponding tabs. In this section (Means of presentation), it is enough to refer to reported output. If a manuscript concerning a result is underway, has been sent for review or has been approved for publication, but is still unpublished, indicate it only here.

18. Popular description

Write a popular description of the project's implementation, most significant results and effects in clear and simple language. Highlight the main achievements of the project and describe its scientific and societal impact. Make the description interesting and inspiring by using examples and concrete cases. Write the description in Finnish or Swedish and in English. Do not duplicate the project description provided in the application.

The description will be published as it stands at research.fi, a service maintained by the Ministry of Education, Science and Culture. The RCF uses the popular descriptions to identify projects of interest to the media and may use them in its communications.

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19. Effects and impact

Give examples of the effects and benefits beyond your own research team and research field that the project has generated or seeks to achieve. When selecting the examples, prioritise effects and benefits that have already been achieved or are foreseeable.

The effects can be identified during the course of the project or immediately after project completion. The effects may be products of the utilisation of knowledge and/or expertise generated within the project, or of the actual research work (activity). The broader impact of research often appears after a longer time and through complex chains of events.

Please assess the effects from one or several perspectives based on the possible directions of impact. The form includes five different impact perspectives. There is also a separate heading for impact that manifests itself through other ways. The RCF has prepared separate guidelines concerning impact and impact perspectives (see www.aka.fi/report).