ACADEMY OF FINLAND

Technical instructions for reviewers using the online services

February 2021

For application reviewers using the online services: Technical instructions

Contents

Good to know before you start 2
Supported web browsers 2
Signing up and logging in 3
If you've previously been our reviewer 3
If this is your first time as our reviewer 4
If you forget your password 5
In case of a problem 6
Updating your personal information 6
Bank details for reviewer's fee 6
Accepting email requests to review applications 7
Answering the expertise survey 8
How to find applications to review (for both individual reviewers and panellists) 8
How to edit reviews 10
How to submit reviews 11
Panel reviews (for panellists only) 12
Editing the panel review report 13
Panel review commenting 16

ACADEMY OF FINLAND

Good to know before you start

Supported web browsers

- Internet Explorer (IE) 9 or newer
- Edge Chromium
- Firefox (FF) 45 or newer
- Safari 9 or newer
- Google Chrome

Web browsers that are NOT supported

Web browsers other than those listed above, are not supported.

Avoid formatting review texts in external word processors

If you plan to copy-paste texts from an external word processor to a review form in the Academy's online services, please try to avoid formatting the texts (bullet lists etc.). Some formatted text may not be visible to you in our system. As a result, all formatted text will be removed from the final review document.

You can format your review text with the available options of the online services' text editor. However, please follow the formatting guidelines provided by the Academy's science adviser (if any).

Only one session at a time

Please don't open two or more simultaneous sessions in the online services with the same web browser, e.g. Internet Explorer (in separate windows or tabs).

Be sure to save your data frequently, and particularly when you leave your computer.

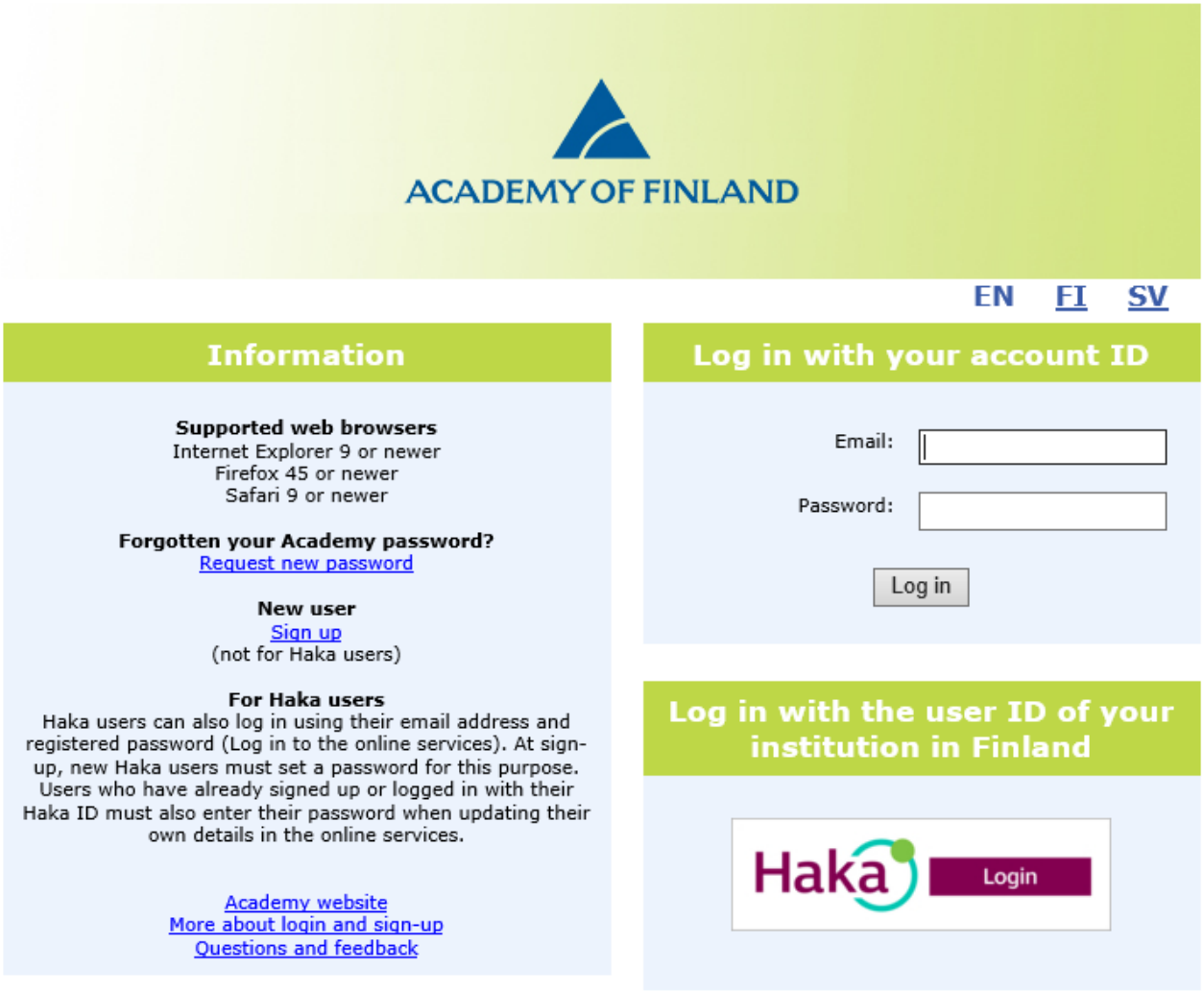
Remember to log out of the system after each session.

ACADEMY OF FINLAND

Signing up and logging in

If you've previously been our reviewer

- You can **Log in** directly if you've previously served as our reviewer.
- The username is the email address you used the previous time you logged in.
- The password is the same you gave earlier when you logged in (if you have forgotten your password, see instructions on page 5).

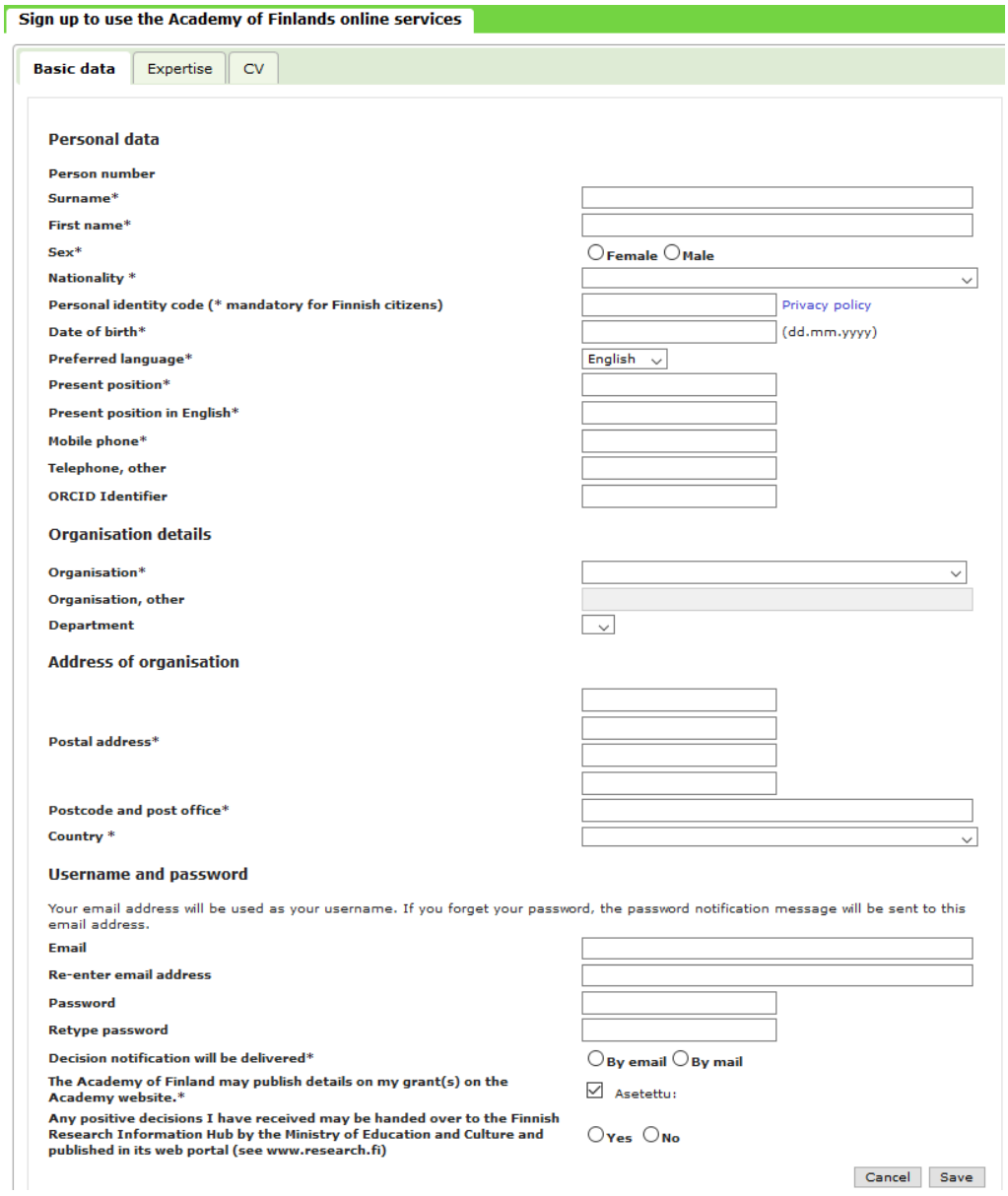


ACADEMY OF FINLAND

If this is your first time as our reviewer

- First, you need to **Sign up**.
- Fill in all the required fields on the following four pages: Basic data, Expertise, CV and Bank details.
    - The personal identity code is required from Finnish citizens only; only the date of birth is compulsory information.
    - Please pay special attention to entering your email address and password correctly; you'll use them to log into the system.
- Click the **Save** button.
- **Log in** with your email address and password that you just registered.

ACADEMY OF FINLAND



If you forget your password

- Click on **Request new password** on the login screen.
- Enter the email address you registered in our online system + next.
- Enter the password reset token that is sent to you by email.
- Write down the password the system gives you.
- **Log in** with the new password.

- If you want to change your password (minimum length is 10 characters), open the **Basic data** page on the **My account** menu. In order to set a new password, you must first give the password the system gave you.
- Click on **Save**.

In case of a problem

Please don't hesitate to contact

- the Academy's Helpdesk at https://www.aka.fi/en/contacts/questions-and-feedback/ or
- Your science adviser at the Academy.

Updating your personal information

You can update your contact information, email address, password etc. at any time on the **Basic data** tab under the **My account** menu.

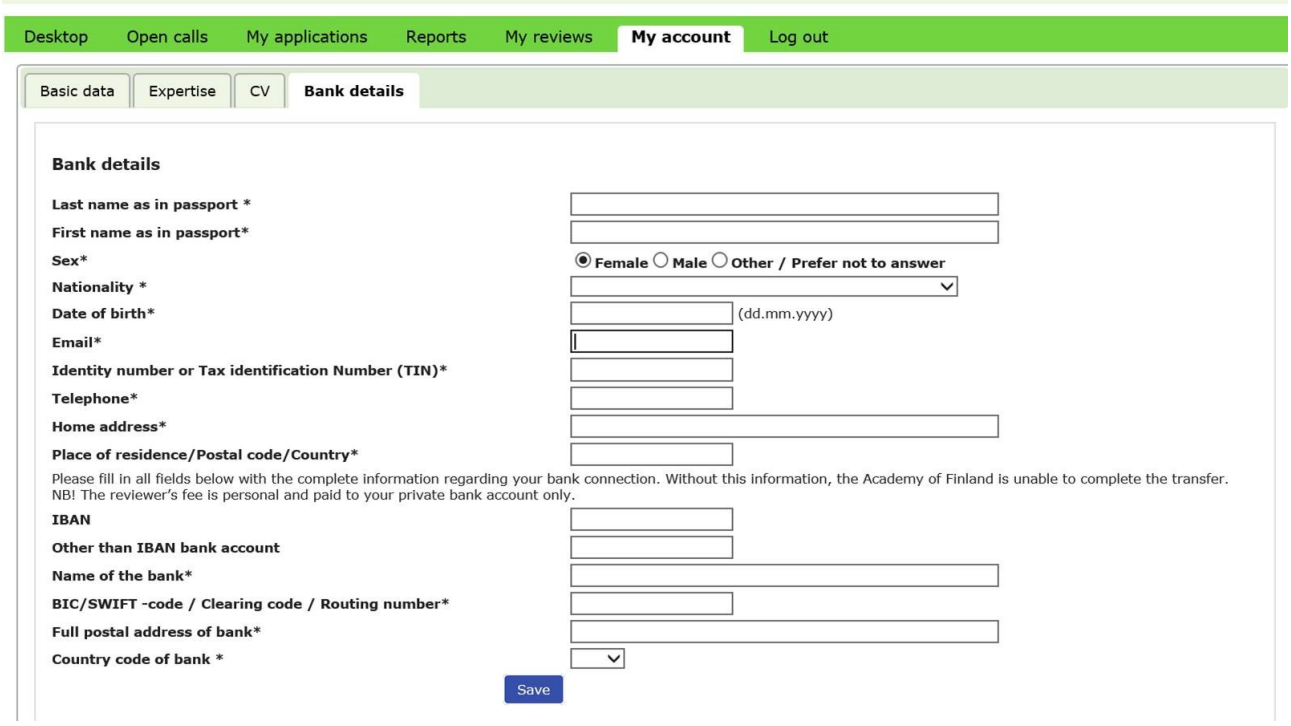
If your email address changes, make sure you update the online services with the new information while your old address is still active, or contact the Academy's Helpdesk at https://www.aka.fi/en/contacts/questions-and-feedback/ or your science advisor. **Do not try to register as a new user.**

The Academy of Finland warmly welcomes your updates to your information on the **Expertise** tab and uploading of your CV file on the **CV** tab. The information helps us find the best application reviewers also for future calls.

Bank details for reviewer's fee

Please, fill in your bank details on Bank details tab in My account menu. Make sure that you have entered your personal details correctly to avoid any unnecessary delays in the payment. Please also note that the compensation will be paid into your personal bank account.

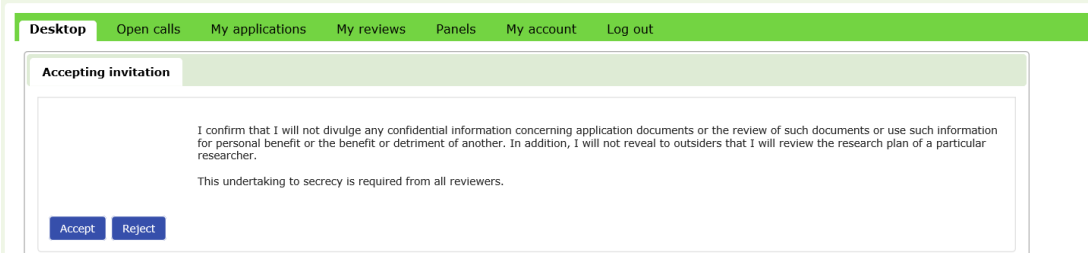
ACADEMY OF FINLAND



Accepting email requests to review applications

The Academy's science advisers send requests from the system to your email. Click the link in the request email and follow the step-by-step instructions given by the system.

When you accept the invitation, you will also accept the GDPR-compliant expert's confidentiality agreement.

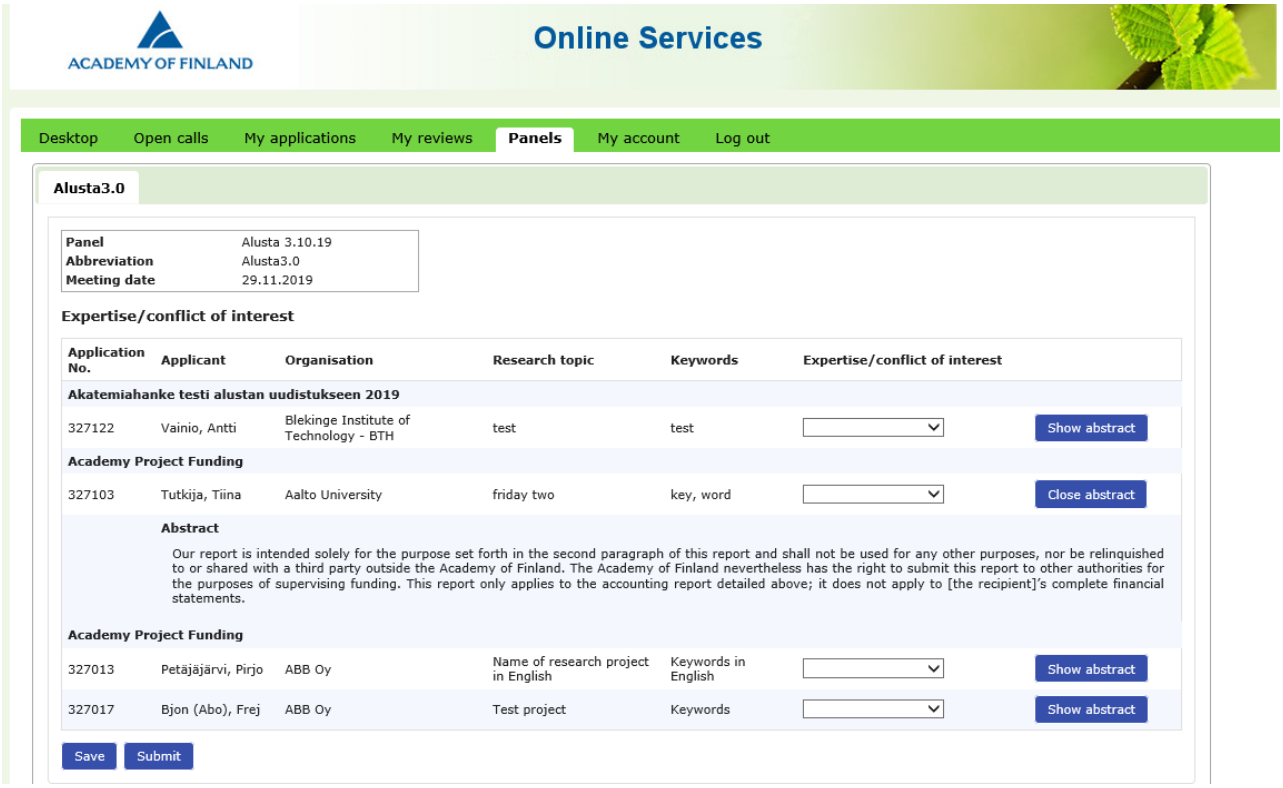


This procedure is to help and streamline the review work and necessary sign-up and login actions. If you run into problems, please contact the Academy's Helpdesk or science adviser for help or a workaround when needed.

ACADEMY OF FINLAND

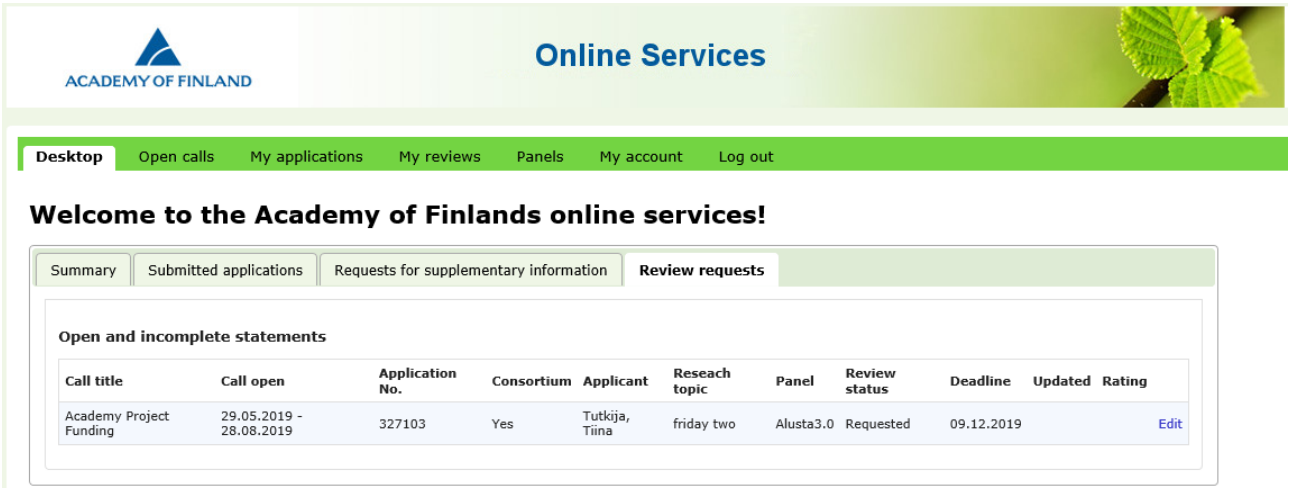
Answering the expertise survey

Under **Panels**, you will find the expertise survey. Information on each application appears on the row. The abstract for each application can be viewed by clicking on **Show abstract**. Enter your expertise on the application by selecting **No expertise/some expertise/core expertise/conflict of interest**. If you select conflict of interest, please enter the reason for disqualification in the free text field. Click on **Save** to save your progress. You may return later to supplement your answers. When you have entered your expertise on each application, please click on **Submit**. After submitting the answers will be locked. However, if you wish to supplement them, an Academy Science Adviser may reopen the survey.



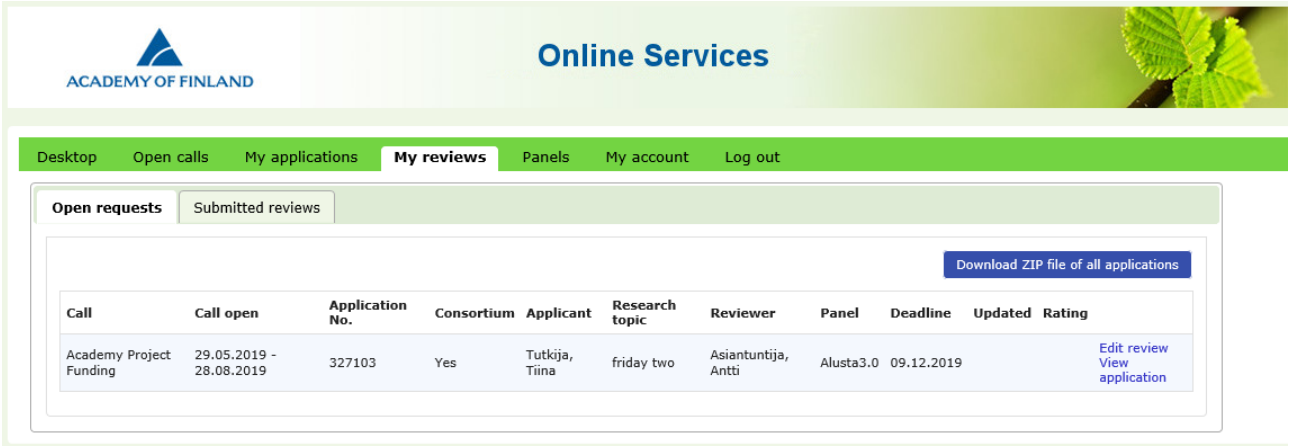
How to find applications to review (for both individual reviewers and panellists)

Go to the **Review requests** tab on the welcome screen (Desktop menu).



You'll find both your open (not submitted) and submitted reviews under the **My reviews** menu, on respective tabs.

To read all applications you've reviewed offline, click on **Download ZIP file of panel applications**. The application PDF files are saved in one compressed ZIP file.



ACADEMY OF FINLAND

How to edit reviews

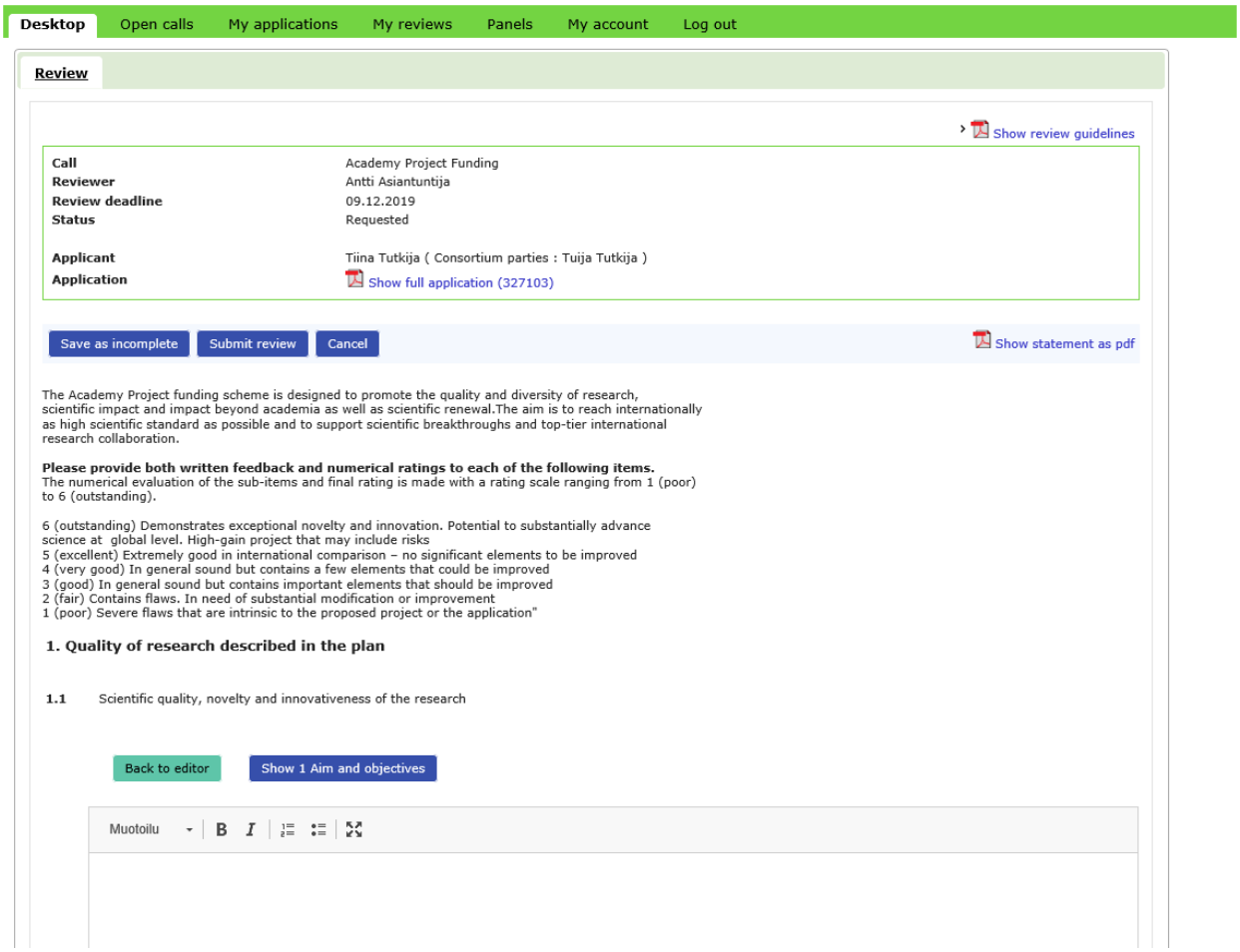
Click on **Edit** on your list of reviews to open the form with which you enter the review.

Click on the Show full application link if you want to open the application to read, print or save it (can be saved as a PDF file).

There's also a link on the form to the guidelines on how to evaluate applications.

Each question has a link or links to the call item in question, i.e. Show 1 Aim and objectives. You can click on **Back to editor** to return to the editor view.

Click the **Save as incomplete** button every now and then. After saving, you can safely **Log out** to enter the review later.



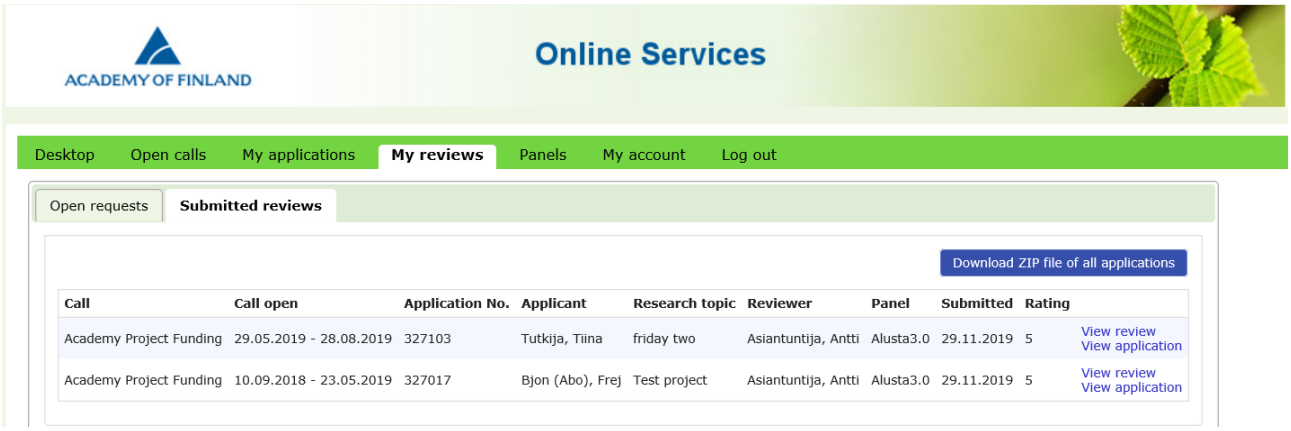
ACADEMY OF FINLAND

How to submit reviews

Click on the **Submit review** button on the review.

After submitting, you can't edit the review unless requesting it from the Academy's science adviser.

You can find your submitted reviews under the **My reviews** menu, on the **Submitted reviews** tab.



ACADEMY OF FINLAND

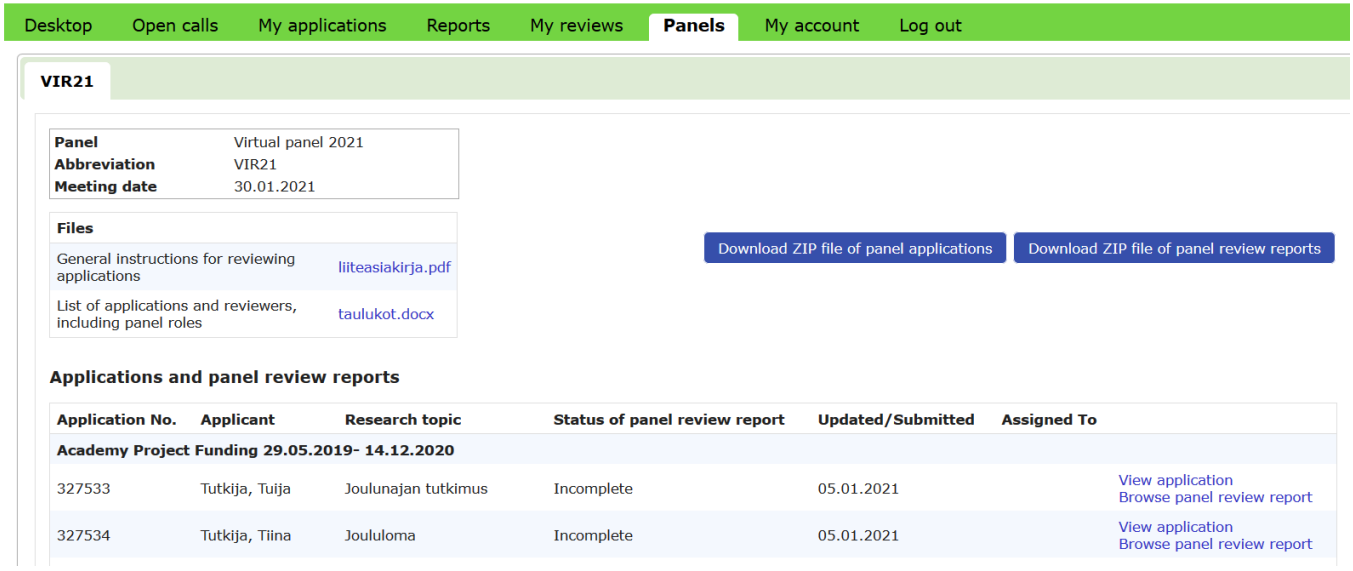
Panel reviews (for panellists only)

Panel members will find the applications and panel reviews from the **Panels** menu. There's a separate tab for each panel in which the reviewer is a member.

To read all of the applications of the panel offline, click on **Download ZIP file of panel applications**. The application PDF files are saved in one compressed ZIP file.

Click on **View application** to read, print or save it to your computer (can be saved as a PDF file).

To read general documents for the panel members, click the link of the document on the file list.



Click on **Browse panel review report** to read, print or save the panel review file.

To read all of the panel reviews offline, click on **Download ZIP file of panel review reports**.

Click on **Edit panel review report** to enter and submit the panel reviews.

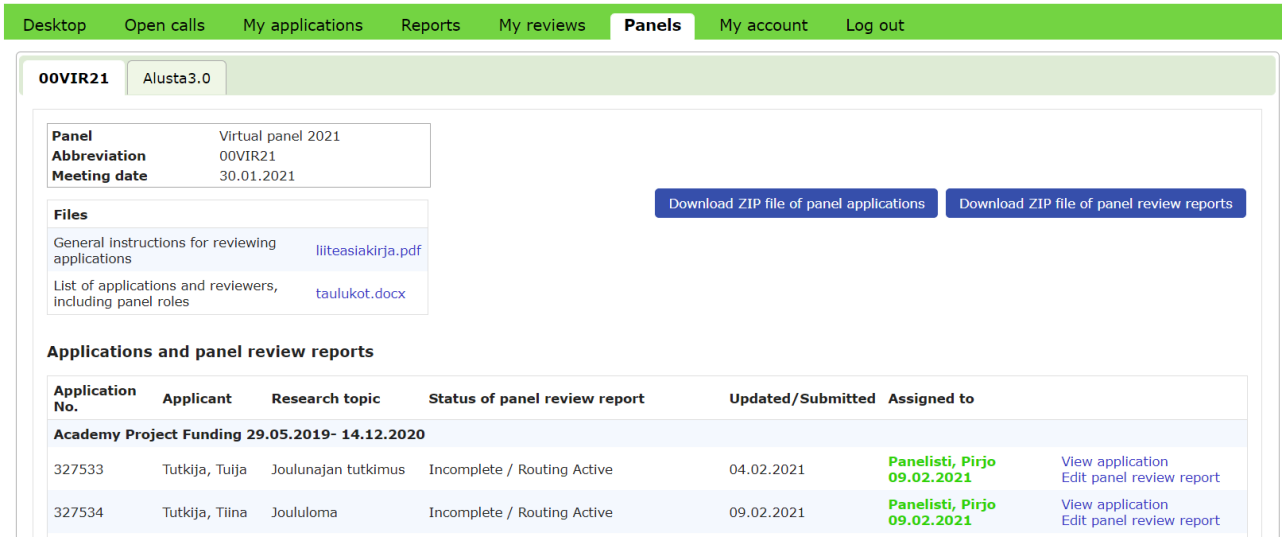
- This feature should be used as agreed in the panel.
- Only the person the panel review report has been assigned to, the panel chair and the person who summarises the panel review of a particular application can edit the review.

- Submitted reviews can be edited only after contacting the Academy's science adviser.

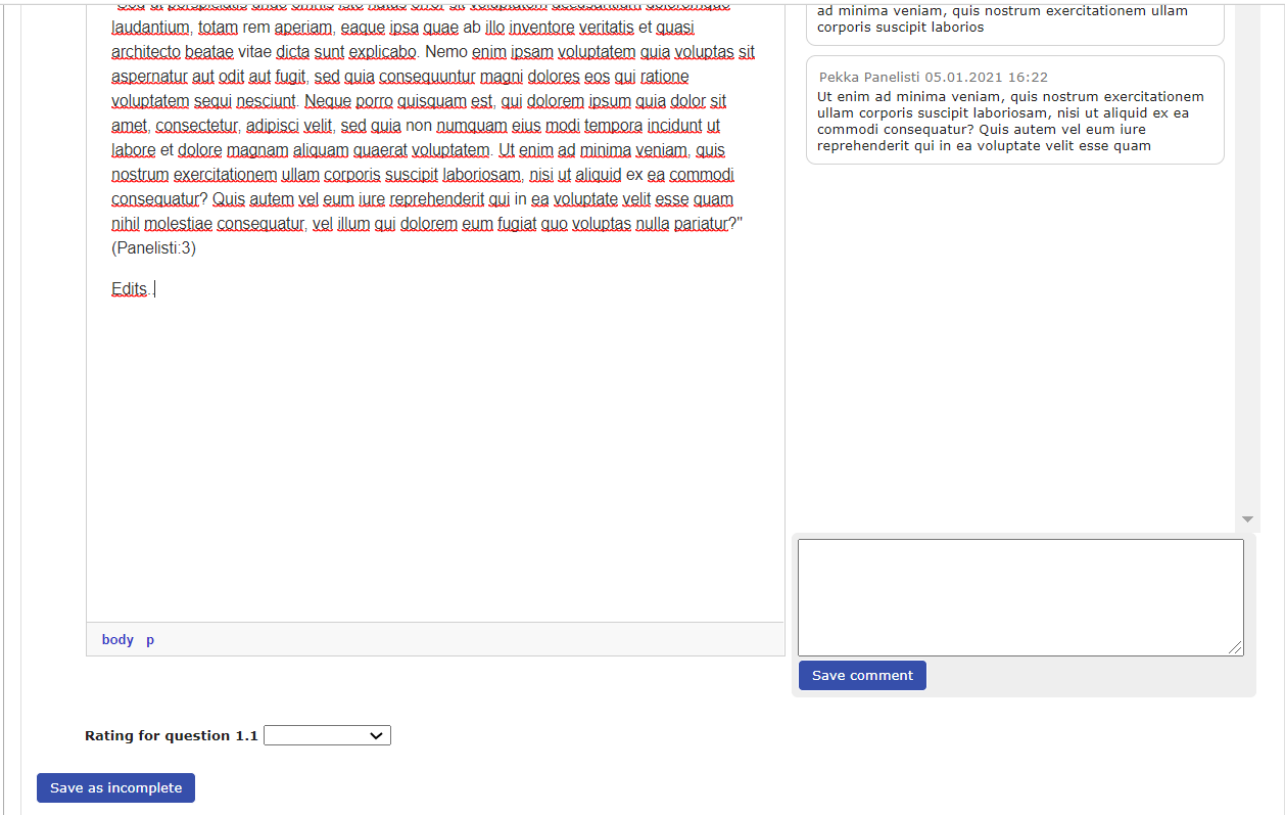
Editing the panel review report

A routing round may be started for panel review reports. While the routing is active, the persons involved can edit and comment on the review report.

Once the routing has been activated the person **assigned to the application** can edit the panel review report by clicking on the button **Edit panel review report**.

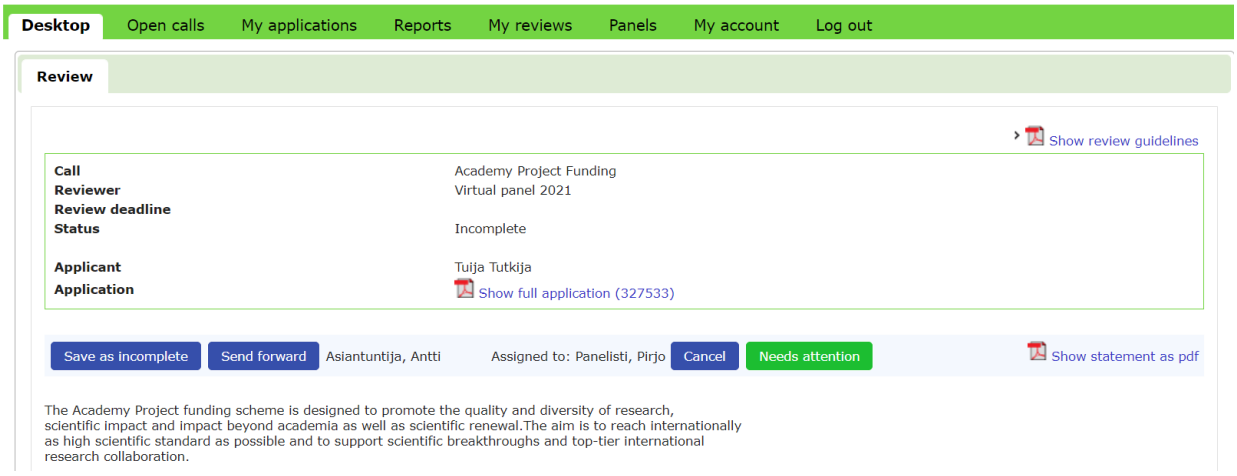


The edits made in the panel review report are saved by clicking on **Save as incomplete**. You can add one or several comments for each question and save them separately by clicking on **Save comment**.



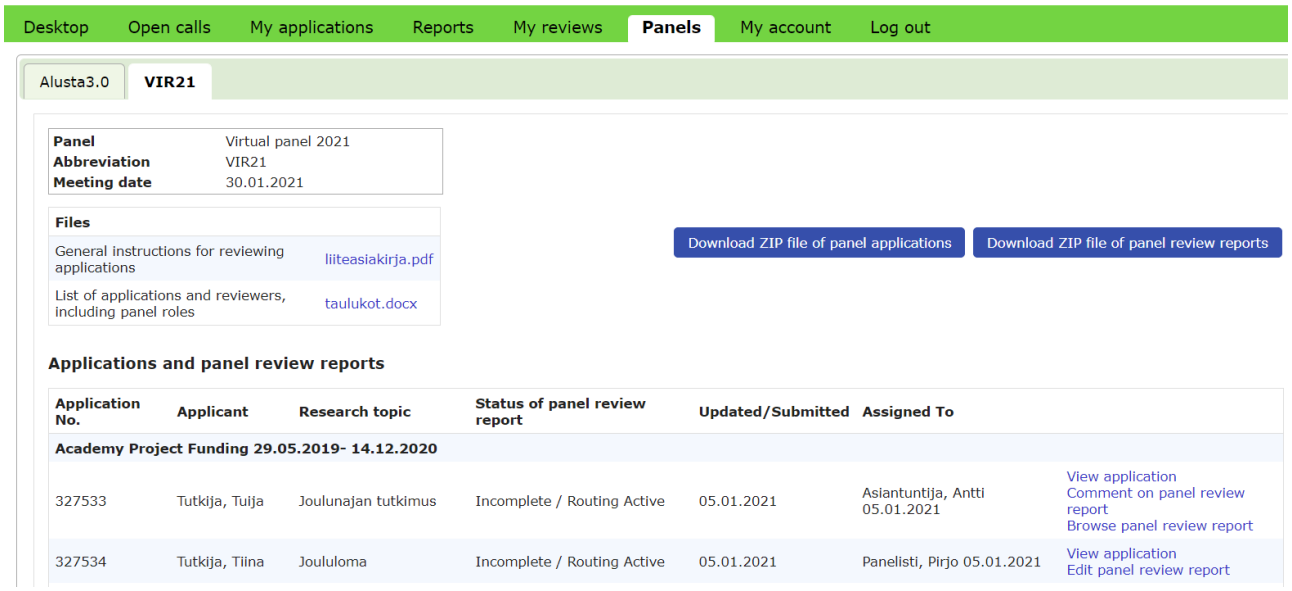
After the edits and comments, click on **Send forward** to move the panel review report to the next assignee, or if you are the last assignee, to the status Routing finished.

If you would like to ask the summariser or the Academy official to check the review report after the routing, you can do so by clicking on **Needs attention**.

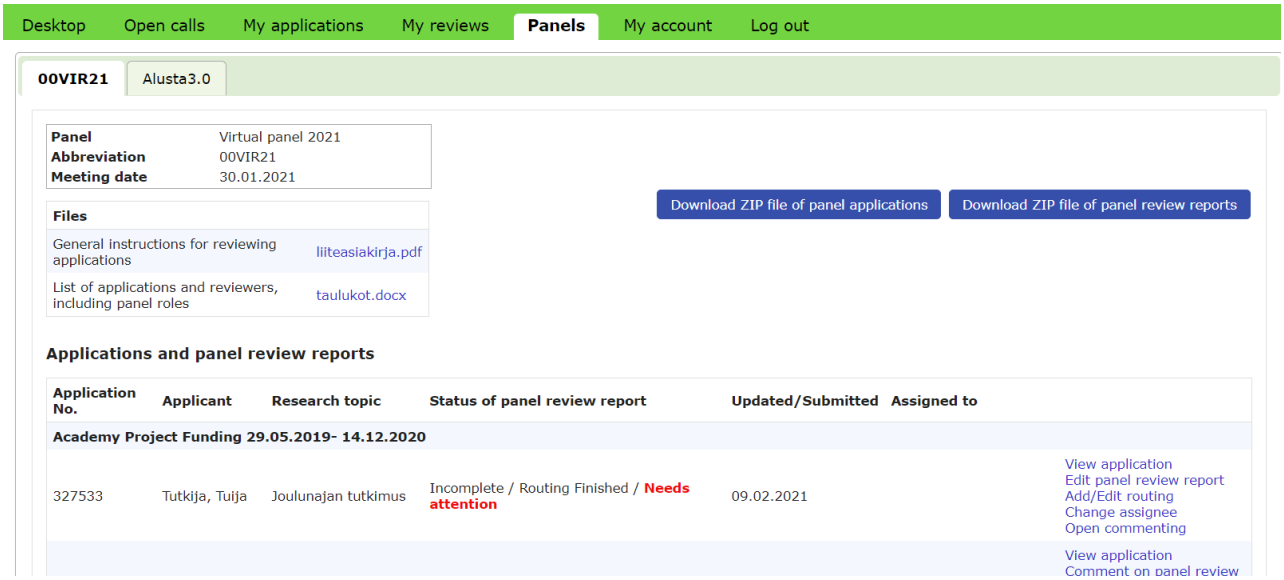


ACADEMY OF FINLAND

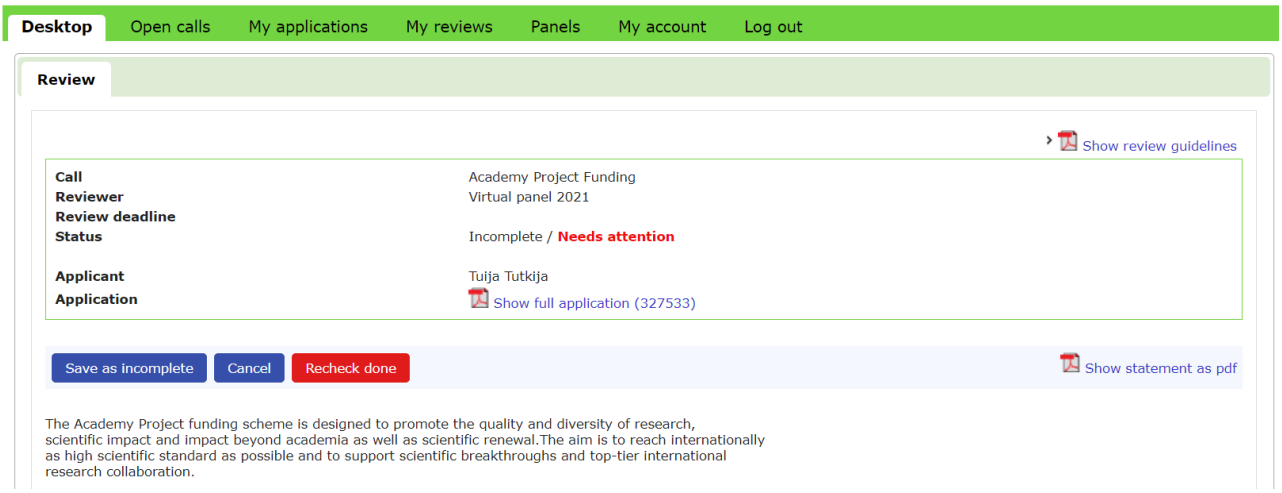
Once the routing has been started, panel members can comment on the review report during (Routing active) and after (Routing finished) the routing by clicking on the button **Comment on panel review report**.



If you yourself act as the summariser and you see the status **Needs attention** (red text) after the routing (Routing finished), it means that you still need to check the report.

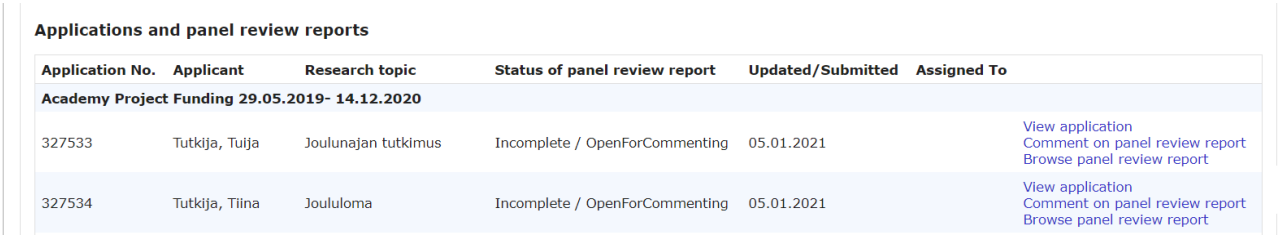


You can view and, if necessary, edit the report by clicking on **Edit panel review report**. Click on **Recheck done** after you have checked the report.



Panel review commenting

When a panel review report is opened for comments separately, its status is Incomplete/Open for commenting. You can view comments and comment on the review report by clicking on the button **Comment on panel review report**.



You can add several comments for each question and save them by clicking on **Save comment**.

ACADEMY OF FINLAND

1. Quality of research described in the plan

1.1 Scientific quality, novelty and innovativeness of the research

Muotoilu

arviointia (Asiantuntija:1)

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?" (Panelisti:3)

body

Pekka Panelisti 05.01.2021 16:22
sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laborios

Pekka Panelisti 05.01.2021 16:22
Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam

Sed ut perspiciatis unde omnis iste natus error..

Save comment