



Technical instructions for reviewers using the online services

February 2021

For application reviewers using the online services: Technical instructions

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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.

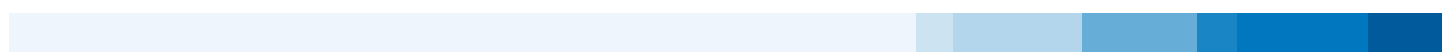
You can format your review text with the available options of the online services' text editor. However, please follow the formatting guidelines provided by the Academy's science adviser (if any).

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. |
|--|



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

[EN](#) [FI](#) [SV](#)

Information

Supported web browsers
Internet Explorer 9 or newer
Firefox 45 or newer
Safari 9 or newer

Forgotten your Academy password?
[Request new password](#)

New user
[Sign up](#)
(not for Haka users)

For Haka users
Haka users can also log in using their email address and registered password (Log in to the online services). At sign-up, new Haka users must set a password for this purpose. Users who have already signed up or logged in with their Haka ID must also enter their password when updating their own details in the online services.


[Academy website](#)
[More about login and sign-up](#)
[Questions and feedback](#)

Log in with your account ID

Email:

Password:

Log in with the user ID of your institution in 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.

Sign up to use the Academy of Finland's online services

Basic data Expertise CV

Personal data

Person number

Surname*

First name*

Sex* ☐ Female ☐ Male

Nationality *

Personal identity code (* mandatory for Finnish citizens) [Privacy policy](#)

Date of birth* (dd.mm.yyyy)

Preferred language*

Present position*

Present position in English*

Mobile phone*

Telephone, other

ORCID Identifier

Organisation details

Organisation*

Organisation, other

Department

Address of organisation

Postal address*

Postcode and post office*

Country *

Username and password

Your email address will be used as your username. If you forget your password, the password notification message will be sent to this email address.

Email

Re-enter email address

Password

Retype password

Decision notification will be delivered* ☐ By email ☐ By mail

☒ Asetettu:

☐ Yes ☐ No

The Academy of Finland may publish details on my grant(s) on the Academy website.*

Any positive decisions I have received may be handed over to the Finnish Research Information Hub by the Ministry of Education and Culture and published in its web portal (see www.research.fi)

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

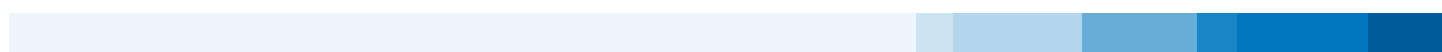
You can update your contact information, email address, password etc. at any time on the **Basic data** tab under the **My account** menu.

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.



Desktop
Open calls
My applications
Reports
My reviews
My account
Log out

Basic data
Expertise
CV
Bank details

Bank details

Last name as in passport *

First name as in passport*

Sex*
☒ Female ☐ Male ☐ Other / Prefer not to answer

Nationality *

Date of birth*

Email*

Identity number or Tax identification Number (TIN)*

Telephone*

Home address*

Place of residence/Postal code/Country*

Please fill in all fields below with the complete information regarding your bank connection. Without this information, the Academy of Finland is unable to complete the transfer. NB! The reviewer's fee is personal and paid to your private bank account only.

IBAN

Other than IBAN bank account

Name of the bank*

BIC/SWIFT -code / Clearing code / Routing number*

Full postal address of bank*

Country code of bank *

Save

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.

Desktop
Open calls
My applications
My reviews
Panels
My account
Log out

Accepting invitation

I confirm that I will not divulge any confidential information concerning application documents or the review of such documents or use such information for personal benefit or the benefit or detriment of another. In addition, I will not reveal to outsiders that I will review the research plan of a particular researcher.

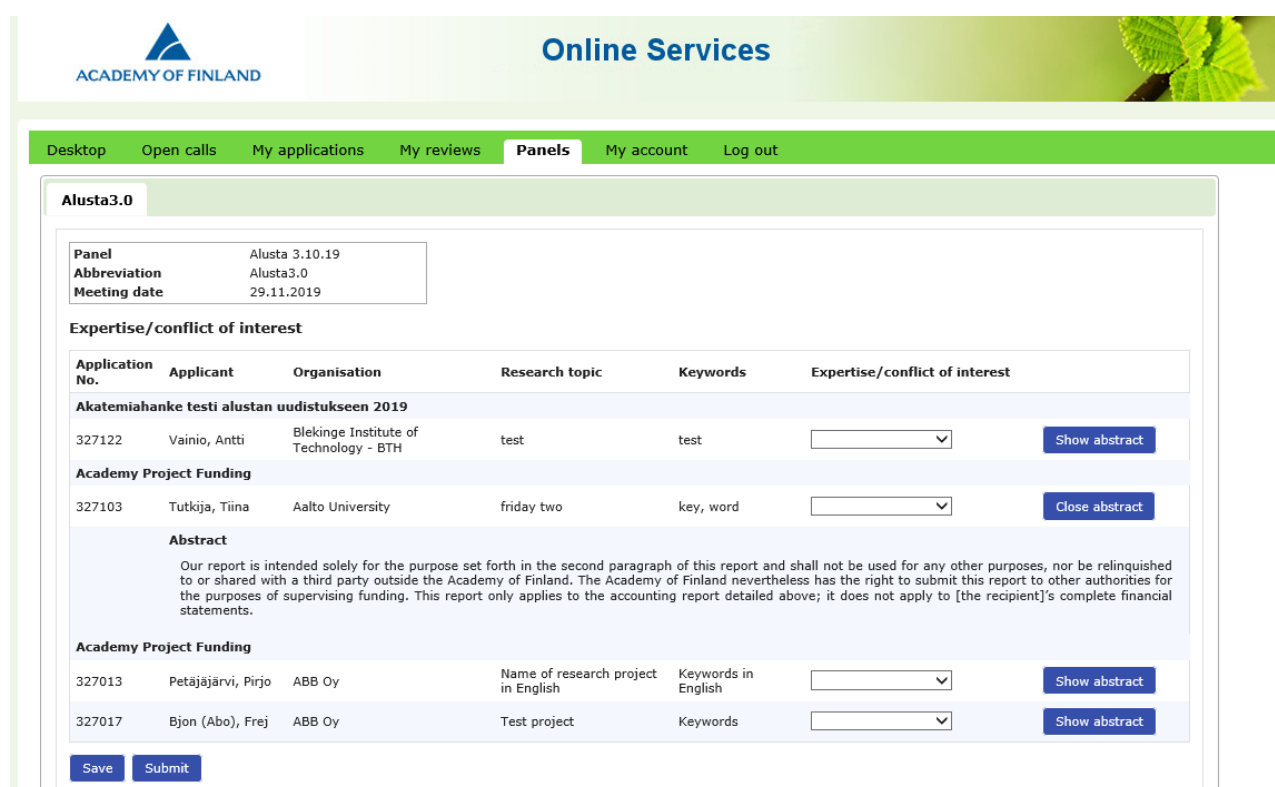
This undertaking to secrecy is required from all reviewers.

Accept Reject

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.

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.



Online Services

Desktop Open calls My applications My reviews **Panels** My account Log out

Alusta3.0

| | |
|---------------------|----------------|
| Panel | Alusta 3.10.19 |
| Abbreviation | Alusta3.0 |
| Meeting date | 29.11.2019 |


Expertise/conflict of interest

| Application No. | Applicant | Organisation | Research topic | Keywords | Expertise/conflict of interest | |
|--|--------------------|--|-------------------------------------|---------------------|--------------------------------|----------------|
| Akatemianhanke testi alustan uudistukseen 2019 | | | | | | |
| 327122 | Vainio, Antti | Blekinge Institute of Technology - BTH | test | test | <input type="text"/> | Show abstract |
| Academy Project Funding | | | | | | |
| 327103 | Tutkija, Tiina | Aalto University | friday two | key, word | <input type="text"/> | Close abstract |
| Abstract | | | | | | |
| Our report is intended solely for the purpose set forth in the second paragraph of this report and shall not be used for any other purposes, nor be relinquished to or shared with a third party outside the Academy of Finland. The Academy of Finland nevertheless has the right to submit this report to other authorities for the purposes of supervising funding. This report only applies to the accounting report detailed above; it does not apply to [the recipient]'s complete financial statements. | | | | | | |
| Academy Project Funding | | | | | | |
| 327013 | Petäjäjärvi, Pirjo | ABB Oy | Name of research project in English | Keywords in English | <input type="text"/> | Show abstract |
| 327017 | Bjon (Abo), Frej | ABB Oy | Test project | Keywords | <input type="text"/> | Show abstract |

Save Submit

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

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


Online Services

[Desktop](#)
[Open calls](#)
[My applications](#)
[My reviews](#)
[Panels](#)
[My account](#)
[Log out](#)

Welcome to the Academy of Finland's online services!


[Summary](#)
[Submitted applications](#)
[Requests for supplementary information](#)
[Review requests](#)

Open and incomplete statements

| Call title | Call open | Application No. | Consortium | Applicant | Research topic | Panel | Review status | Deadline | Updated | Rating |
|-------------------------|-------------------------|-----------------|------------|----------------|----------------|-----------|---------------|------------|---------|----------------------|
| Academy Project Funding | 29.05.2019 - 28.08.2019 | 327103 | Yes | Tutkija, Tiina | friday two | Alusta3.0 | Requested | 09.12.2019 | | Edit |

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.


Online Services

[Desktop](#)
[Open calls](#)
[My applications](#)
[My reviews](#)
[Panels](#)
[My account](#)
[Log out](#)

[Open requests](#)
[Submitted reviews](#)

[Download ZIP file of all applications](#)

| Call | Call open | Application No. | Consortium | Applicant | Research topic | Reviewer | Panel | Deadline | Updated | Rating |
|-------------------------|-------------------------|-----------------|------------|----------------|----------------|---------------------|-----------|------------|---------|---|
| Academy Project Funding | 29.05.2019 - 28.08.2019 | 327103 | Yes | Tutkija, Tiina | friday two | Asiantuntija, Antti | Alusta3.0 | 09.12.2019 | | Edit review View application |

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.

Desktop
Open calls
My applications
My reviews
Panels
My account
Log out

Review

Show review guidelines

| | |
|-----------------|--|
| Call | Academy Project Funding |
| Reviewer | Antti Asiantuntija |
| Review deadline | 09.12.2019 |
| Status | Requested |
| Applicant | Tiina Tutkija (Consortium parties : Tuija Tutkija) |
| Application | Show full application (327103) |

Save as incomplete
Submit review
Cancel
Show statement as pdf

The Academy Project funding scheme is designed to promote the quality and diversity of research, scientific impact and impact beyond academia as well as scientific renewal. The aim is to reach internationally as high scientific standard as possible and to support scientific breakthroughs and top-tier international research collaboration.

Please provide both written feedback and numerical ratings to each of the following items.
The numerical evaluation of the sub-items and final rating is made with a rating scale ranging from 1 (poor) to 6 (outstanding).

6 (outstanding) Demonstrates exceptional novelty and innovation. Potential to substantially advance science at global level. High-gain project that may include risks
5 (excellent) Extremely good in international comparison – no significant elements to be improved
4 (very good) In general sound but contains a few elements that could be improved
3 (good) In general sound but contains important elements that should be improved
2 (fair) Contains flaws. In need of substantial modification or improvement
1 (poor) Severe flaws that are intrinsic to the proposed project or the application"

1. Quality of research described in the plan

1.1 Scientific quality, novelty and innovativeness of the research

Back to editor
Show 1 Aim and objectives

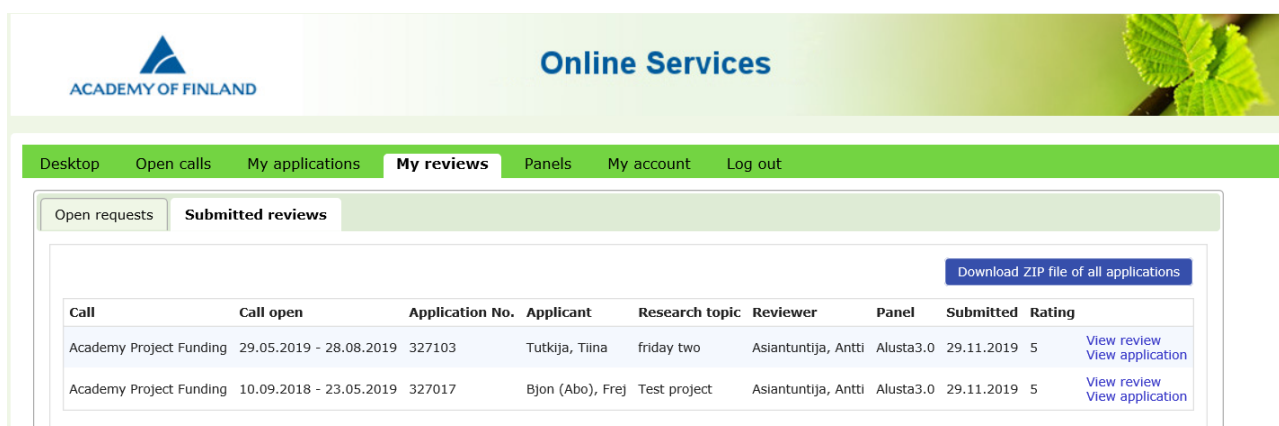
Muotoilu
B
I
|
|
|

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.



The screenshot shows the 'Online Services' header with the Academy of Finland logo. Below the header is a navigation bar with links: Desktop, Open calls, My applications, **My reviews**, Panels, My account, and Log out. Under the 'My reviews' tab, there are two sub-tabs: 'Open requests' and 'Submitted reviews'. The 'Submitted reviews' tab is active, displaying a table of submitted reviews. A button 'Download ZIP file of all applications' is located at the top right of the table. The table has columns: Call, Call open, Application No., Applicant, Research topic, Reviewer, Panel, Submitted, Rating, and two action links: 'View review' and 'View application'.

| Call | Call open | Application No. | Applicant | Research topic | Reviewer | Panel | Submitted | Rating | |
|-------------------------|-------------------------|-----------------|------------------|----------------|---------------------|-----------|------------|--------|---|
| Academy Project Funding | 29.05.2019 - 28.08.2019 | 327103 | Tutkija, Tiina | friday two | Asiantuntija, Antti | Alusta3.0 | 29.11.2019 | 5 | View review View application |
| Academy Project Funding | 10.09.2018 - 23.05.2019 | 327017 | Bjon (Abo), Frej | Test project | Asiantuntija, Antti | Alusta3.0 | 29.11.2019 | 5 | View review View application |

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.

Desktop
 Open calls
 My applications
 Reports
 My reviews
 Panels
 My account
 Log out

VIR21

| | |
|---------------------|--------------------|
| Panel | Virtual panel 2021 |
| Abbreviation | VIR21 |
| Meeting date | 30.01.2021 |

Files

General instructions for reviewing applications [liiteasiakirja.pdf](#)

List of applications and reviewers, including panel roles [taulukot.docx](#)

[Download ZIP file of panel applications](#)
[Download ZIP file of panel review reports](#)

Applications and panel review reports

| Application No. | Applicant | Research topic | Status of panel review report | Updated/Submitted | Assigned To |
|---|----------------|---------------------|-------------------------------|-------------------|--|
| Academy Project Funding 29.05.2019- 14.12.2020 | | | | | |
| 327533 | Tutkija, Tuija | Joulunajan tutkimus | Incomplete | 05.01.2021 | View application Browse panel review report |
| 327534 | Tutkija, Tiina | Joululoma | Incomplete | 05.01.2021 | View application Browse panel review report |

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**.

Desktop
Open calls
My applications
Reports
My reviews
Panels
My account
Log out

00VIR21
Alusta3.0

| | |
|---------------------|--------------------|
| Panel | Virtual panel 2021 |
| Abbreviation | 00VIR21 |
| Meeting date | 30.01.2021 |

Download ZIP file of panel applications
Download ZIP file of panel review reports

| | |
|---|------------------------------------|
| Files | |
| General instructions for reviewing applications | liiteasiakirja.pdf |
| List of applications and reviewers, including panel roles | taulukot.docx |

Applications and panel review reports

| Application No. | Applicant | Research topic | Status of panel review report | Updated/Submitted | Assigned to |
|---|----------------|---------------------|-------------------------------|-------------------|--|
| Academy Project Funding 29.05.2019- 14.12.2020 | | | | | |
| 327533 | Tutkija, Tuija | Joulunajan tutkimus | Incomplete / Routing Active | 04.02.2021 | Panelisti, Pirjo 09.02.2021 View application Edit panel review report |
| 327534 | Tutkija, Tiina | Joululoma | Incomplete / Routing Active | 09.02.2021 | Panelisti, Pirjo 09.02.2021 View application 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**.

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)

Edits |

ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam

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

body p

Save comment

Rating for question 1.1

Save as incomplete

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**.

Desktop

Open calls My applications Reports My reviews Panels My account Log out

Review

Show review guidelines

| | |
|-----------------|--------------------------------|
| Call | Academy Project Funding |
| Reviewer | Virtual panel 2021 |
| Review deadline | |
| Status | Incomplete |
| Applicant | Tuija Tutkija |
| Application | Show full application (327533) |

Save as incomplete Send forward Asiantuntija, Antti Assigned to: Panelisti, Pirjo Cancel Needs attention Show statement as pdf

The Academy Project funding scheme is designed to promote the quality and diversity of research, scientific impact and impact beyond academia as well as scientific renewal. The aim is to reach internationally as high scientific standard as possible and to support scientific breakthroughs and top-tier international research collaboration.

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**.

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Open calls
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Alusta3.0
VIR21

Panel Virtual panel 2021
Abbreviation VIR21
Meeting date 30.01.2021

Files
General instructions for reviewing applications [liiteasiakirja.pdf](#)
List of applications and reviewers, including panel roles [taulukot.docx](#)

Download ZIP file of panel applications
Download ZIP file of panel review reports

Applications and panel review reports

| Application No. | Applicant | Research topic | Status of panel review report | Updated/Submitted | Assigned To | |
|---|----------------|---------------------|-------------------------------|-------------------|--------------------------------|--|
| Academy Project Funding 29.05.2019- 14.12.2020 | | | | | | |
| 327533 | Tutkija, Tuija | Joulunajan tutkimus | Incomplete / Routing Active | 05.01.2021 | Asiantuntija, Antti 05.01.2021 | View application Comment on panel review report Browse panel review report |
| 327534 | Tutkija, Tiina | Joululoma | Incomplete / Routing Active | 05.01.2021 | Panelisti, Pirjo 05.01.2021 | View application Edit 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.

Desktop
Open calls
My applications
My reviews
Panels
My account
Log out

00VIR21
Alusta3.0

Panel Virtual panel 2021
Abbreviation 00VIR21
Meeting date 30.01.2021

Files
General instructions for reviewing applications [liiteasiakirja.pdf](#)
List of applications and reviewers, including panel roles [taulukot.docx](#)

Download ZIP file of panel applications
Download ZIP file of panel review reports

Applications and panel review reports

| Application No. | Applicant | Research topic | Status of panel review report | Updated/Submitted | Assigned to | |
|---|----------------|---------------------|--|-------------------|-------------|--|
| Academy Project Funding 29.05.2019- 14.12.2020 | | | | | | |
| 327533 | Tutkija, Tuija | Joulunajan tutkimus | Incomplete / Routing Finished / Needs attention | 09.02.2021 | | View application Edit panel review report Add/Edit routing Change assignee Open commenting |
| | | | | | | View application Comment on panel review |

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.

Desktop
Open calls
My applications
My reviews
Panels
My account
Log out

Review

> Show review guidelines

Call

Reviewer

Review deadline

Status

Academy Project Funding
Virtual panel 2021

Incomplete / **Needs attention**

Applicant

Application

Tuija Tutkija
 Show full application (327533)

Save as incomplete
Cancel
Recheck done

Show statement as pdf

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**.




| Applications and panel review reports | | | | | |
|--|----------------|---------------------|--------------------------------|-------------------|--|
| Application No. | Applicant | Research topic | Status of panel review report | Updated/Submitted | Assigned To |
| Academy Project Funding 29.05.2019- 14.12.2020 | | | | | |
| 327533 | Tutkija, Tuija | Joulunajan tutkimus | Incomplete / OpenForCommenting | 05.01.2021 | View application Comment on panel review report Browse panel review report |
| 327534 | Tutkija, Tiina | Joululoma | Incomplete / OpenForCommenting | 05.01.2021 | View application Comment on panel review report Browse panel review report |

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

1. Quality of research described in the plan

1.1 Scientific quality, novelty and innovativeness of the research

Muotoilu

B *I*   

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 laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam

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