



## Technical instructions for reviewers using the online services

January 2020

### 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
- Firefox (FF) 45 or newer
- Safari 9 or newer

### Web browsers that are NOT supported

Web browsers other than those listed above, including Chrome, 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).



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[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 three pages: Basic data, Expertise and CV.
  - 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

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

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](http://www.research.fi))  Yes  No

### 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 <http://www.aka.fi/en/contacts/contact-us/> 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.

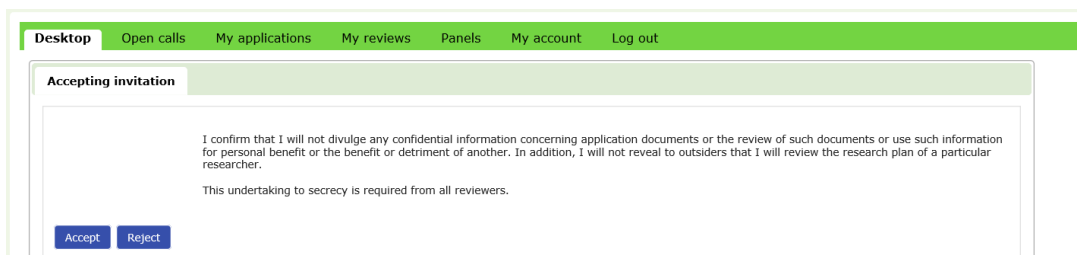
If your email address changes, make sure you update the online services with the new information while your old address is still active, or contact the Academy's Helpdesk at <http://www.aka.fi/en/contacts/contact-us/> or your science advisor. **Do not try to register as a new user.**

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.

### 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.

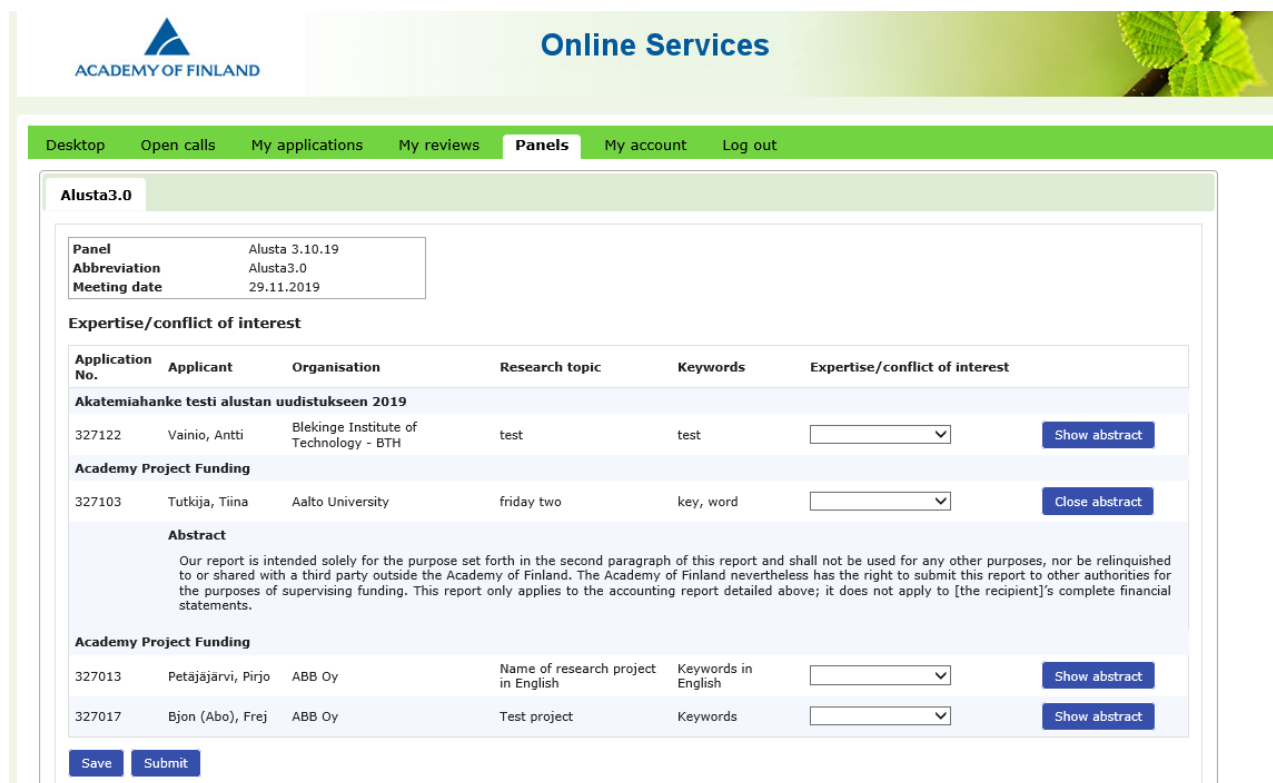


This procedure is to help and streamline the review work and necessary sign-up and login actions. If you run into problems, please contact the Academy's Helpdesk or science adviser for help or a workaround when needed.

### 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**

<b>Panel</b>	Alusta 3.10.19
<b>Abbreviation</b>	Alusta3.0
<b>Meeting date</b>	29.11.2019

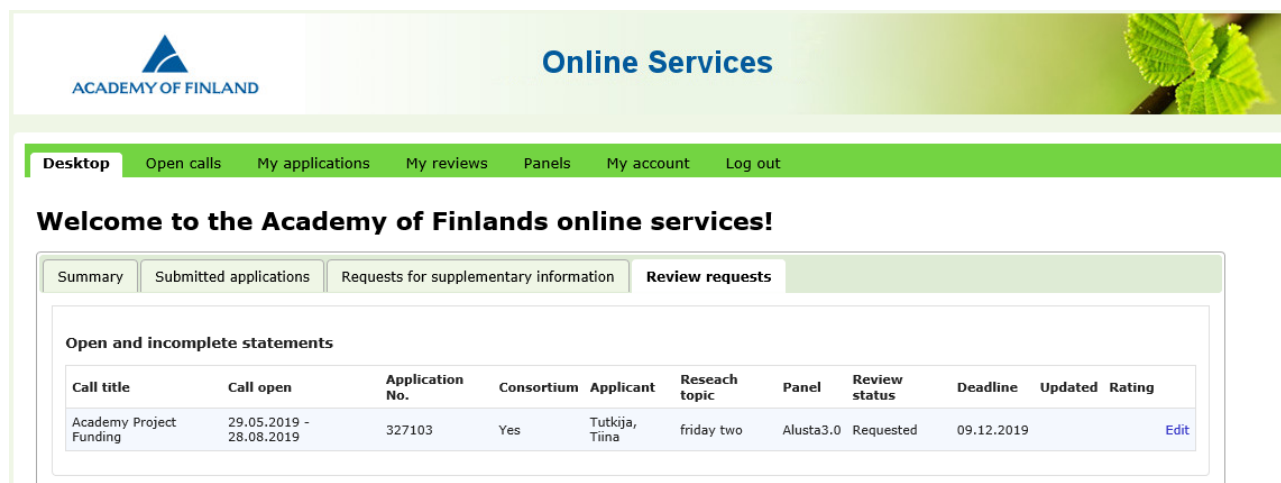
**Expertise/conflict of interest**

Application No.	Applicant	Organisation	Research topic	Keywords	Expertise/conflict of interest	
<b>Akatemiahanke testi alustan uudistukseen 2019</b>						
327122	Vainio, Antti	Blekinge Institute of Technology - BTH	test	test	<input type="text"/>	Show abstract
<b>Academy Project Funding</b>						
327103	Tutkija, Tiina	Aalto University	friday two	key, word	<input type="text"/>	Close abstract
<b>Abstract</b>						
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.						
<b>Academy Project Funding</b>						
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!**

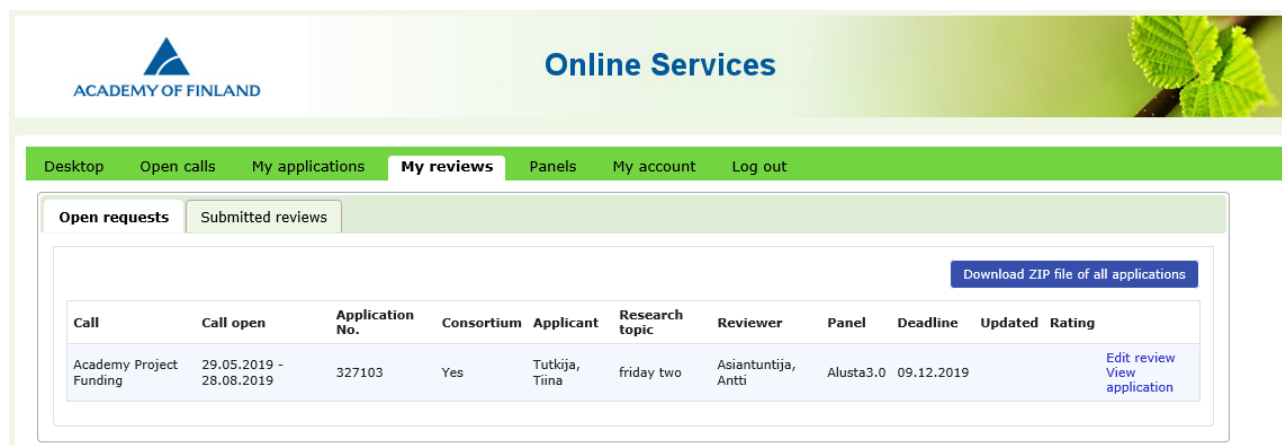
Summary Submitted applications Requests for supplementary information **Review requests**

**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		<a href="#">Edit</a>

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.



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## 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](#)

<b>Call</b>	Academy Project Funding
<b>Reviewer</b>	Antti Asiantuntija
<b>Review deadline</b>	09.12.2019
<b>Status</b>	Requested
<b>Applicant</b>	Tiina Tutkija ( Consortium parties : Tuija Tutkija )
<b>Application</b>	<a href="#">Show full application (327103)</a>

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

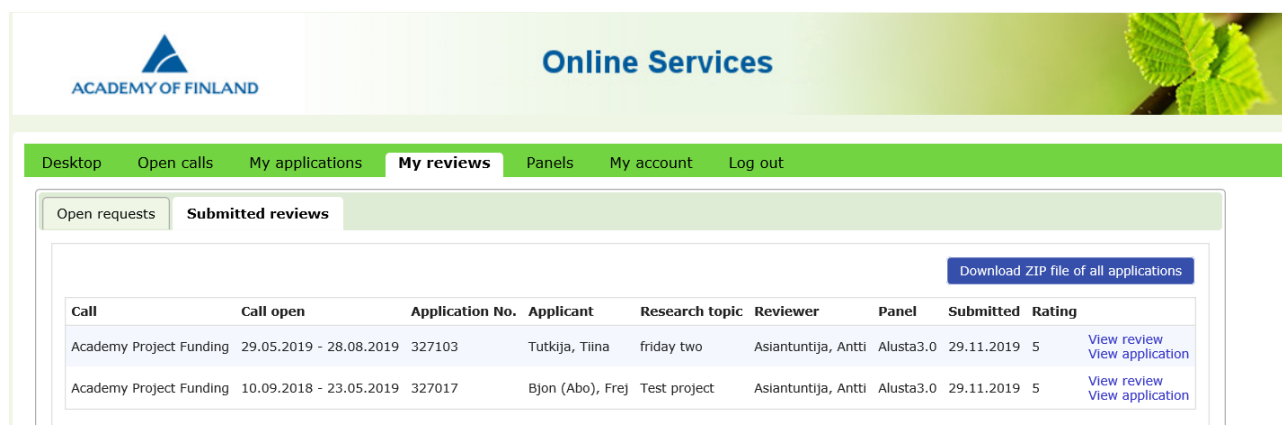
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## How to submit reviews

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' page of the Academy of Finland. The navigation menu includes 'Desktop', 'Open calls', 'My applications', 'My reviews' (selected), 'Panels', 'My account', and 'Log out'. Under 'My reviews', there are two tabs: 'Open requests' and 'Submitted reviews' (selected). A 'Download ZIP file of all applications' button is visible. The main content area displays a table of submitted reviews.

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	<a href="#">View review</a> <a href="#">View application</a>
Academy Project Funding	10.09.2018 - 23.05.2019	327017	Bjon (Abo), Frej	Test project	Asiantuntija, Antti	Alusta3.0	29.11.2019	5	<a href="#">View review</a> <a href="#">View application</a>

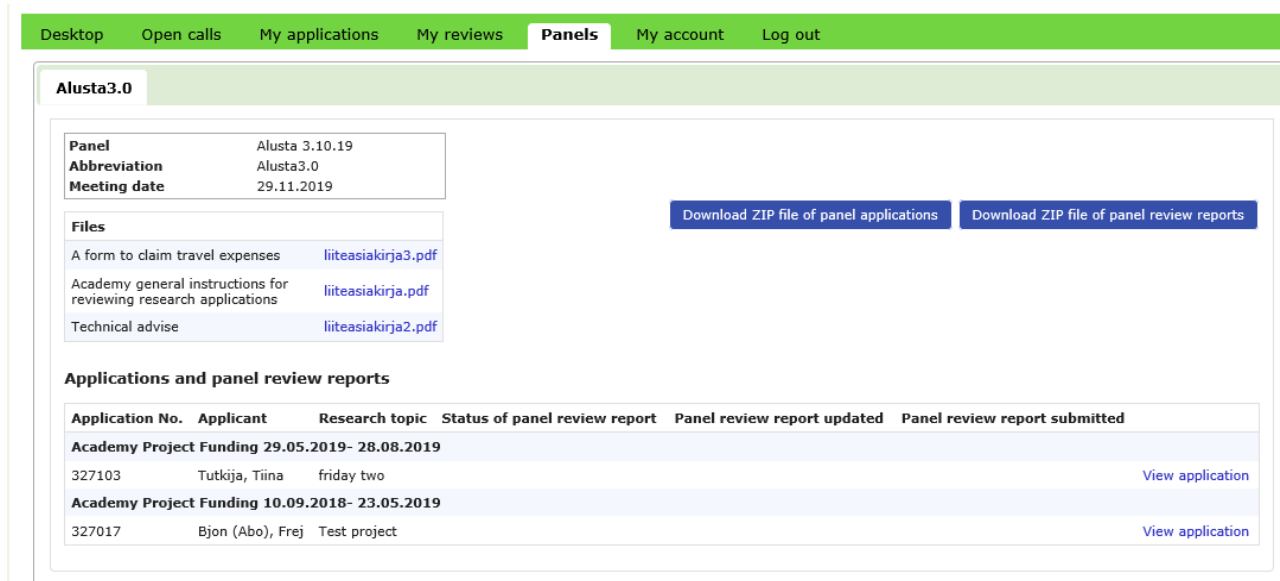
## Panel reviews (for panellists only)

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.



The screenshot shows the 'Panels' menu in the top navigation bar. The selected panel is 'Alusta3.0'. The interface displays the following information:

Panel	Alusta 3.10.19
Abbreviation	Alusta3.0
Meeting date	29.11.2019

Files:

- A form to claim travel expenses: [liiteasiakirja3.pdf](#)
- Academy general instructions for reviewing research applications: [liiteasiakirja.pdf](#)
- Technical advise: [liiteasiakirja2.pdf](#)

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

Applications and panel review reports:

Application No.	Applicant	Research topic	Status of panel review report	Panel review report updated	Panel review report submitted
<b>Academy Project Funding 29.05.2019- 28.08.2019</b>					
327103	Tutkija, Tiina	friday two			<a href="#">View application</a>
<b>Academy Project Funding 10.09.2018- 23.05.2019</b>					
327017	Bjon (Abo), Frej	Test project			<a href="#">View application</a>

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 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.

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**.

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

**Alusta3.0**

<b>Panel</b>	Alusta 3.10.19
<b>Abbreviation</b>	Alusta3.0
<b>Meeting date</b>	29.11.2019

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

Files	
A form to claim travel expenses	<a href="#">liiteasiakirja3.pdf</a>
Academy general instructions for reviewing research applications	<a href="#">liiteasiakirja.pdf</a>
Technical advise	<a href="#">liiteasiakirja2.pdf</a>

**Applications and panel review reports**

Application No.	Applicant	Research topic	Status of panel review report	Panel review report updated	Panel review report submitted	
<b>Academy Project Funding 29.05.2019- 28.08.2019</b>						
327103	Tutkija, Tiina	friday two	Incomplete	03.12.2019		<a href="#">View application</a> <a href="#">Edit panel review report</a>
<b>Academy Project Funding 10.09.2018- 23.05.2019</b>						
327017	Bjon (Abo), Frej	Test project	Ready	03.12.2019	03.12.2019	<a href="#">View application</a> <a href="#">Browse panel review report</a>