

Applying to change a funding decision in the online services

All changes in the content of the Academy of Finland's funding decisions must be approved by the Academy. You can apply to change the funding decision in the Academy's online services.

Begin applying for change by logging in to the [online services](#).

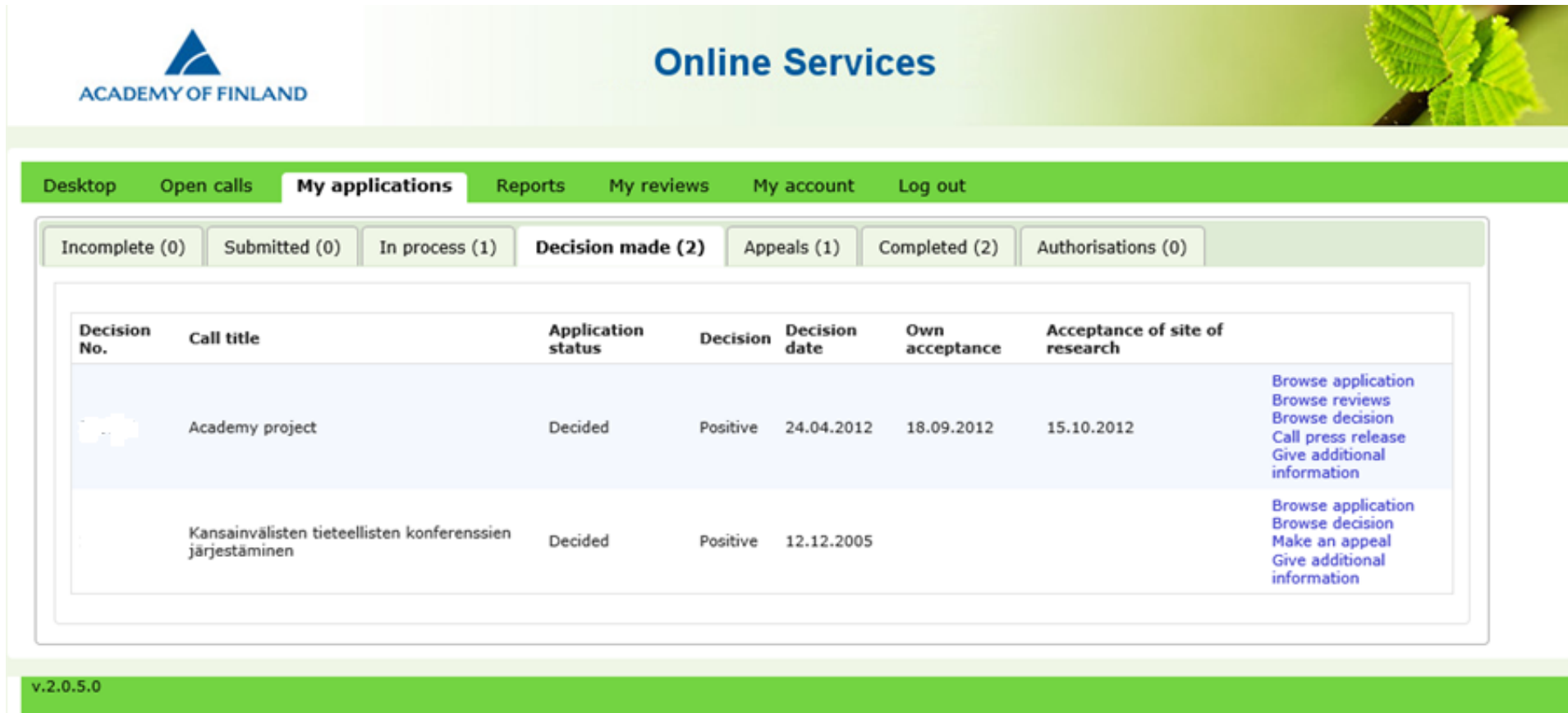


The screenshot shows the 'Online Services' dashboard for the Academy of Finland. At the top left is the Academy of Finland logo. The main header is 'Online Services' with a green leaf image. Below the header is a navigation bar with links: Desktop, Open calls, My applications, Reports, My reviews, My account, and Log out. The main content area is titled 'Welcome to the Academy of Finland's online services!' and features a 'Summary' tab. The summary table shows the following data:

| Summary | |
|---|---|
| Incomplete applications | 0 |
| Open requests for supplementary information | 0 |
| Open requests for review | 0 |
| Incomplete reviews | 0 |
| Open requests for commitment | 0 |
| Open acceptance requests | 0 |
| Reports incomplete | 0 |
| Authorisations | 0 |

Below the table is a 'Whats new' section.

Go to the tab **My applications > Decision made**



The screenshot shows the 'Online Services' interface with the 'My applications' tab selected. The navigation bar includes 'Desktop', 'Open calls', 'My applications', 'Reports', 'My reviews', 'My account', and 'Log out'. Below the navigation bar, there are filters for application status: 'Incomplete (0)', 'Submitted (0)', 'In process (1)', 'Decision made (2)', 'Appeals (1)', 'Completed (2)', and 'Authorisations (0)'. The main content area displays a table of decisions with the following data:

| Decision No. | Call title | Application status | Decision | Decision date | Own acceptance | Acceptance of site of research | |
|--------------|---|--------------------|----------|---------------|----------------|--------------------------------|--|
| | Academy project | Decided | Positive | 24.04.2012 | 18.09.2012 | 15.10.2012 | Browse application Browse reviews Browse decision Call press release Give additional information |
| | Kansainvälisten tieteellisten konferenssien järjestäminen | Decided | Positive | 12.12.2005 | | | Browse application Browse decision Make an appeal Give additional information |

The version number 'v.2.0.5.0' is displayed in the bottom left corner of the interface.

Click on **Make an appeal** in the row of the decision you wish to change.

NB! There can be only one incomplete appeal for each decision. If a decision has an incomplete appeal, the Make an appeal button is not visible.



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Choose a type for the appeal.

The screenshot shows the 'Online Services' interface. At the top, there is a navigation bar with the Academy of Finland logo and the text 'Online Services'. Below this is a secondary navigation bar with tabs: 'Desktop', 'Open calls', 'My applications' (which is active), 'Reports', 'My reviews', 'My account', and 'Log out'. The main content area is titled 'Appeal' and contains a dropdown menu labeled 'Select appeal type'. The dropdown menu is open, showing the following options: 'Additional grant (i.e. compensation)', 'Change decision terms or purpose', 'Change of cost estimate and/or annual instalments', 'Change of principal investigator', 'Change of site of research', 'Decline the research grant in total', 'Declining research grant midstream', and 'Extension of funding period'. The first option, 'Additional grant (i.e. compensation)', is highlighted in blue. In the bottom left corner of the page, the text 'v.2.0' is visible.

Submit the appeal after you have filled in the obligatory fields, appended the obligatory attachments, and saved all appeal's tabs.

More detailed instructions for applying to change a decision are available in Appendix 1 of the document [Funding terms and conditions](#)