Authorization feature

Applicants (i.e. principal investigators) can authorise one or several persons to **read** or **edit** an application or report in the Research Council of Finland’s online services (SARA). The status of the application must be ‘incomplete’ or ‘submitted’. The status of a report must be ‘incomplete’.

- Persons with read-only rights can view the entire application/report.
  - Read-only rights can be given to several persons at the same time, to the same application/report.
- Persons authorised to edit an application/report can access specific text fields in the application/report, as determined by the authoriser.
  - Only one person at a time can be given edit rights to a single text field. (For example, if you have authorised a person to edit a field in your application/report, you cannot edit that same field while the authorisation is active.)
  - Persons with edit rights are automatically authorised to view the entire application/report.
  - The application or report may only be submitted by the applicant, not by the authorised person.
  
  Regarding the consortium application, only the consortium leader may submit the application and only the consortium party can tag the application as complete.

- The authoriser can set an expiry date for the authorisation. **In the case of applications, if no such date has been set, the authorisation will expire automatically when the call closes.** If the application is not submitted, the
authorisation will expire when the call closes. In the case of reports, the authorisation will expire when the report is submitted.

- You cannot edit (change fields or expiry date) an authorisation that has been granted. If you want to change an authorisation, you must first delete it and grant a new authorisation to the same person.

- Consortium parties may grant authorisation only to those parts of the application which they as consortium parties can access.

- The system will not send any automated email messages about granting or deleting authorisations or about changes made by authorised persons. Any communications concerning the authorisations (e.g. notifications about granting authorisation) must therefore be handled outside the online services.
1. How to authorise someone

To authorise someone, go to the tab **Authorisation** on the application/reporting form and click on **Authorise**.

![Image of the Online Services page showing the tab for Authorisation with options to Authorise and Save changes]
Perform a search to find the person whom you wish to authorise. The person must have signed up to the Research Council’s online services. It is not possible to authorise yourself.
Tick the fields that you want the person to be able to edit. Select all fields on the tab of a single application/report by clicking on **Select all**. A field that already has an active authorisation cannot be selected until the active authorisation expires. Do not tick the fields if you just want to grant read-only access.

<table>
<thead>
<tr>
<th>Call: SARA-sammakkoe testaus 8/2018</th>
<th>Time left to complete the application: 13 day(s) 3 hour(s) 15 minute(s) 32 second(s)</th>
</tr>
</thead>
</table>

### Authorisations

- Show deleted
- **Authorised person:**
  - Tina Tuokko (user_30987@sara.fi)

<table>
<thead>
<tr>
<th>Authorised person</th>
<th>Created</th>
<th>Authorisation expires</th>
<th>Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tina Tuokko</td>
<td></td>
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<table>
<thead>
<tr>
<th>Field</th>
<th>Right to edit</th>
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<td></td>
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- **Consortium parties**
  - Select all

- **General description**
  - Select all

  - Research Council
  - Site of research
  - Name of research project in English
  - Name of research project in Finnish or Swedish

  - Fields of research
  - Keywords in English
  - Keywords in Finnish or Swedish

- **Research Plan**
  - Select all

- **Abstract**
Enter the expiry date of the authorisation (not obligatory) and click on **Save changes**.
Authorisations concerning the application/report are shown on the tab **Authorisation**. You can delete an authorisation by clicking on the minus symbol.
2. For authorised persons

The desktop view of the online services shows the number of authorisations given to the person in question. Applications to which the person has been authorised are shown on the tab **My applications > Authorisations**. The tab shows, for example, the fields that the person can edit and the expiry date of the authorisation. To edit the application, click on **Edit**. To read the application, click on **View**.
Only fields and tabs to which the person has been authorised are active on the online form.
You can find the reports you are authorised to view or edit under Reports–Authorisations.