

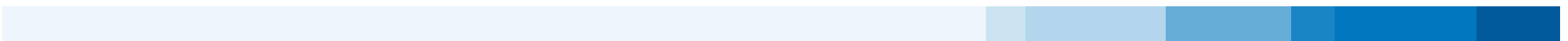
## Authorization feature

Applicants (i.e. principal investigators) can authorise one or several persons to **read** or **edit** an application or report in the Academy 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.
  - o 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.
  - o 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.)
  - o Persons with edit rights are automatically authorised to view the entire application/report.
  - o **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.**

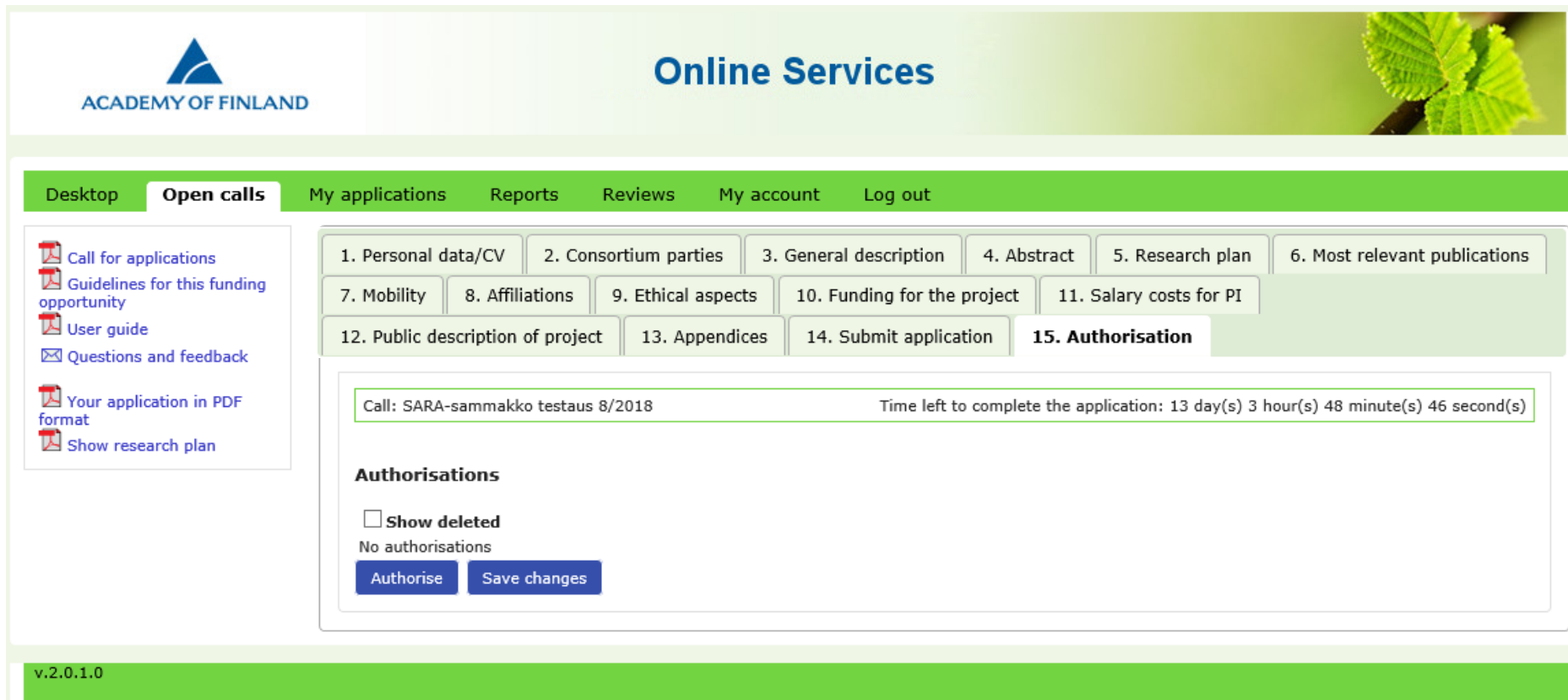


- The authoriser can set an expiry date for the authorisation. **In the case of applications, if no such date has been set, the authorisation will expire automatically when the call closes. If the application is not submitted, the authorisation will expire when the call closes. In the case of reports,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



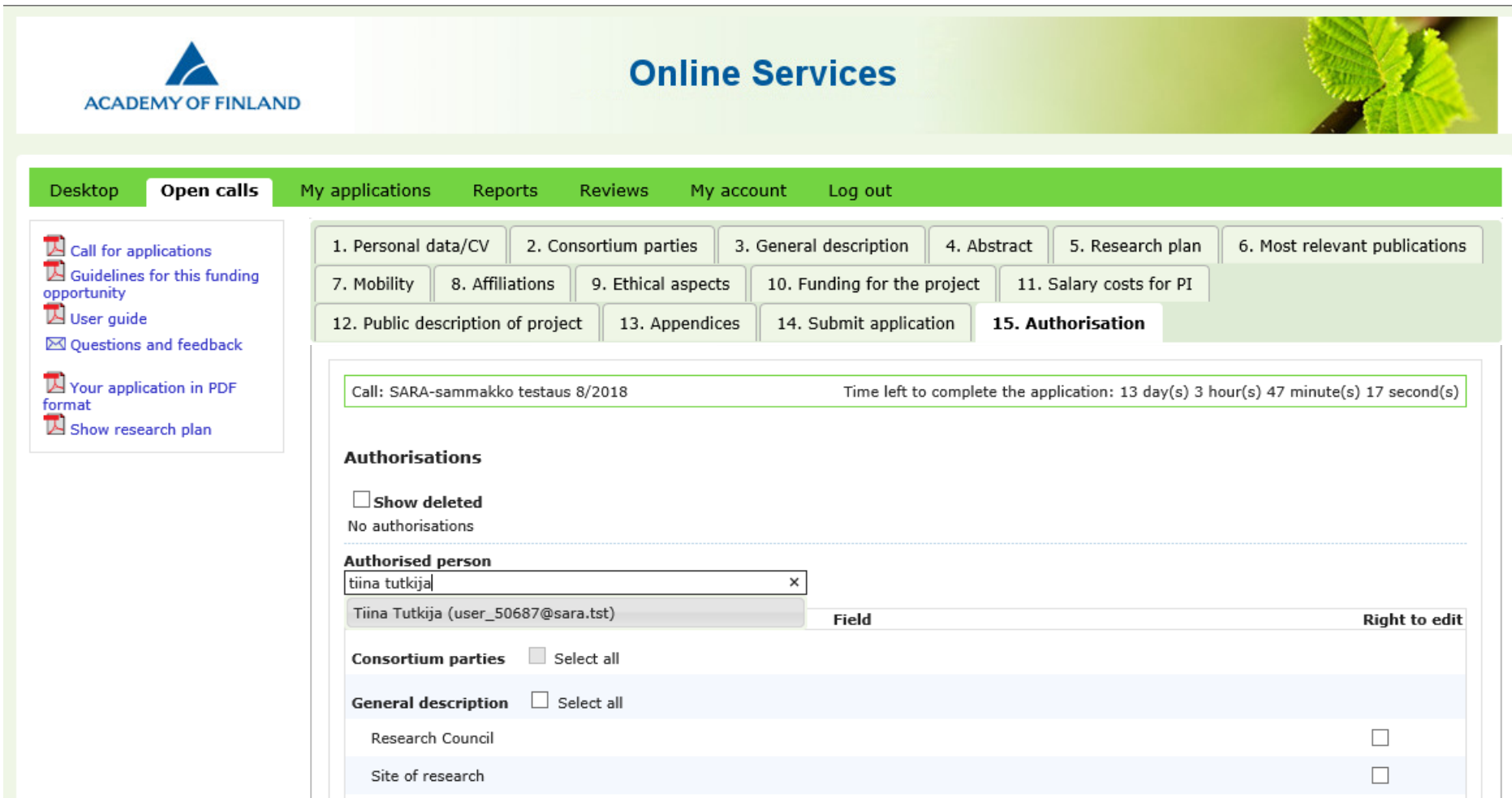
## 1. How to authorise someone

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



The screenshot displays the 'Online Services' interface for the Academy of Finland. The top navigation bar includes 'Desktop', 'Open calls', 'My applications', 'Reports', 'Reviews', 'My account', and 'Log out'. The main content area is divided into a grid of 15 numbered tabs: 1. Personal data/CV, 2. Consortium parties, 3. General description, 4. Abstract, 5. Research plan, 6. Most relevant publications, 7. Mobility, 8. Affiliations, 9. Ethical aspects, 10. Funding for the project, 11. Salary costs for PI, 12. Public description of project, 13. Appendices, 14. Submit application, and 15. Authorisation (which is highlighted). Below the tabs, a call information box shows 'Call: SARA-sammakko testaus 8/2018' and a timer for 'Time left to complete the application: 13 day(s) 3 hour(s) 48 minute(s) 46 second(s)'. The 'Authorisations' section contains a checkbox for 'Show deleted', the text 'No authorisations', and two buttons: 'Authorise' and 'Save changes'. A sidebar on the left provides links for 'Call for applications', 'Guidelines for this funding opportunity', 'User guide', 'Questions and feedback', 'Your application in PDF format', and 'Show research plan'. The version number 'v.2.0.1.0' is visible in the bottom left corner.

Perform a search to find the person whom you wish to authorise. The person must have signed up to the Academy's online services. It is not possible to authorise yourself.



The screenshot shows the 'Online Services' interface for the Academy of Finland. The top navigation bar includes 'Desktop', 'Open calls', 'My applications', 'Reports', 'Reviews', 'My account', and 'Log out'. A sidebar on the left contains links for 'Call for applications', 'Guidelines for this funding opportunity', 'User guide', 'Questions and feedback', 'Your application in PDF format', and 'Show research plan'. The main content area features a progress bar with 15 steps, with step 15, 'Authorisation', highlighted. Below the progress bar, a call information box shows 'Call: SARA-sammakko testaus 8/2018' and a timer for 'Time left to complete the application: 13 day(s) 3 hour(s) 47 minute(s) 17 second(s)'. The 'Authorisations' section includes a 'Show deleted' checkbox and a message 'No authorisations'. An 'Authorised person' dropdown menu is open, showing 'Tiina Tutkija (user\_50687@sara.tst)'. Below this, there are sections for 'Consortium parties' and 'General description', each with a 'Select all' checkbox. The 'General description' section includes checkboxes for 'Research Council' and 'Site of research'.

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.

Desktop Open calls My applications Reports Reviews My account Log out

- [Call for applications](#)
- [Guidelines for this funding opportunity](#)
- [User guide](#)
- [Questions and feedback](#)
- [Your application in PDF format](#)
- [Show research plan](#)

1. Personal data/CV

2. Consortium parties

3. General description

4. Abstract

5. Research plan

6. Most relevant publications

7. Mobility

8. Affiliations

9. Ethical aspects

10. Funding for the project

11. Salary costs for PI

12. Public description of project

13. Appendices

14. Submit application

15. Authorisation

Call: SARA-sammakko testaus 8/2018 Time left to complete the application: 13 day(s) 3 hour(s) 15 minute(s) 32 second(s)

**Authorisations**

Show deleted

Authorised person	Created	Authorisation expires	Fields
<div style="border: 1px solid #ccc; padding: 2px;"> <b>Authorised person</b>            Tiina Tutkija (user_50687@sara.tst)         </div>			

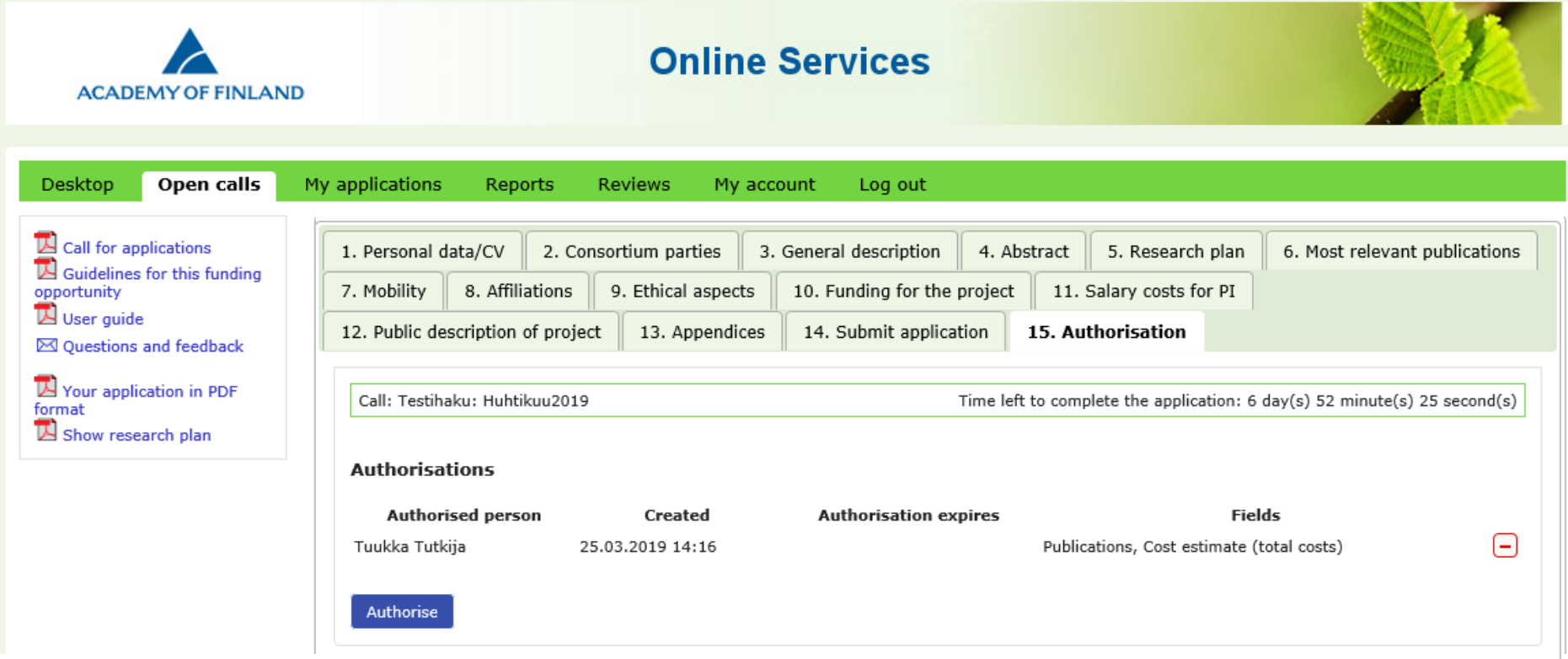
Field	Right to edit
<b>Consortium parties</b> <input type="checkbox"/> Select all	
<b>General description</b> <input checked="" type="checkbox"/> Select all	
Research Council	<input checked="" type="checkbox"/>
Site of research	<input checked="" type="checkbox"/>
Name of research project in English	<input checked="" type="checkbox"/>
Name of research project in Finnish or Swedish	<input checked="" type="checkbox"/>
Fields of research	<input type="checkbox"/>
Keywords in English	<input type="checkbox"/>
Keywords in Finnish or Swedish	<input type="checkbox"/>
<b>Research Plan</b> <input type="checkbox"/> Select all	
Abstract	<input type="checkbox"/>

Enter the expiry date of the authorisation (not obligatory) and click on **Save changes**.

<b>Funding for the project</b> <input type="checkbox"/> Select all	
Cost estimate (total costs)	<input checked="" type="checkbox"/>
Commitment by site of research	<input type="checkbox"/>
<b>Salary of principal investigator</b> <input checked="" type="checkbox"/> Select all	
Justification for the salary:	<input checked="" type="checkbox"/>
Justification for the salary:	<input checked="" type="checkbox"/>
Justification for the salary:	<input checked="" type="checkbox"/>
<b>Public description of project</b> <input type="checkbox"/> Select all	
Public description in English	<input type="checkbox"/>
Public description in Finnish or Swedish	<input type="checkbox"/>
<b>Appendixes</b> <input type="checkbox"/> Select all	
Research plan	<input type="checkbox"/>
List of publications	<input type="checkbox"/>
Data management plan	<input type="checkbox"/>
Statement by an ethics committee or the Committee on Animal Experimentation	<input type="checkbox"/>
Progress report	<input type="checkbox"/>
Invitation from foreign university or research institute	<input type="checkbox"/>

**Authorisation expires**

Authorisations concerning the application/report are shown on the tab **Authorisation**. You can delete an authorisation by clicking on the minus symbol.

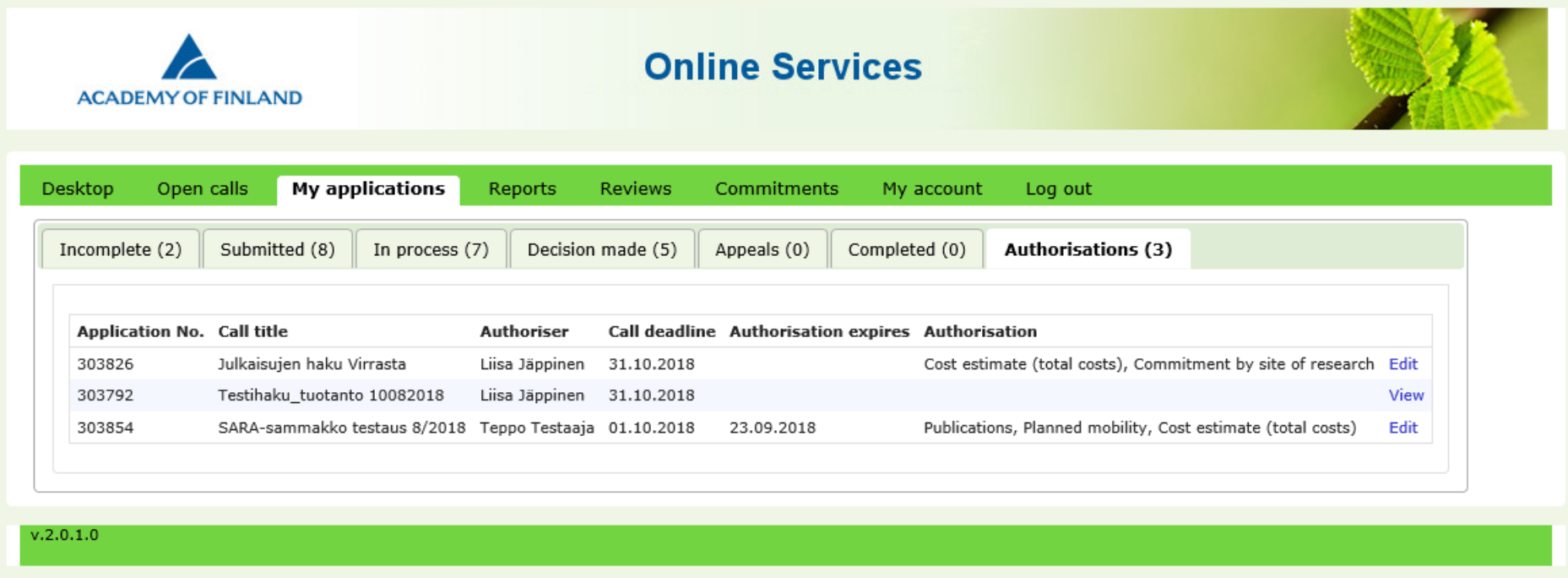


The screenshot shows the 'Online Services' interface. At the top, there is a navigation bar with tabs: Desktop, **Open calls**, My applications, Reports, Reviews, My account, and Log out. On the left side, there is a sidebar with links: Call for applications, Guidelines for this funding opportunity, User guide, Questions and feedback, Your application in PDF format, and Show research plan. The main content area features a grid of 15 numbered tabs. Tab 15, 'Authorisation', is selected and highlighted. Below the tabs, a call information box shows 'Call: Testihaku: Huhtikuu2019' and a timer: 'Time left to complete the application: 6 day(s) 52 minute(s) 25 second(s)'. Underneath, the 'Authorisations' section contains a table with columns: Authorised person, Created, Authorisation expires, and Fields. A single row is visible with the following data: Authorised person: Tuukka Tutkija; Created: 25.03.2019 14:16; Authorisation expires: (blank); Fields: Publications, Cost estimate (total costs). To the right of the row is a red minus sign icon. Below the table is a blue 'Authorise' button.

Authorised person	Created	Authorisation expires	Fields
Tuukka Tutkija	25.03.2019 14:16		Publications, Cost estimate (total costs)

## 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**.



**Online Services**

ACADEMY OF FINLAND

Desktop Open calls **My applications** Reports Reviews Commitments My account Log out

Incomplete (2) Submitted (8) In process (7) Decision made (5) Appeals (0) Completed (0) **Authorisations (3)**

Application No.	Call title	Authoriser	Call deadline	Authorisation expires	Authorisation
303826	Julkaisujen haku Virrasta	Liisa Jäppinen	31.10.2018		Cost estimate (total costs), Commitment by site of research <a href="#">Edit</a>
303792	Testihaku_tuotanto 10082018	Liisa Jäppinen	31.10.2018		<a href="#">View</a>
303854	SARA-sammakko testaus 8/2018	Teppo Testaaja	01.10.2018	23.09.2018	Publications, Planned mobility, Cost estimate (total costs) <a href="#">Edit</a>

v.2.0.1.0



Only fields and tabs to which the person has been authorised are active on the online form.

Desktop **Open calls** My applications Reports Reviews Commitments My account Log out

1. Personal data/CV
2. Consortium parties
3. General description
4. Abstract
5. Research plan
6. Most relevant publications

7. Mobility
8. Affiliations
9. Ethical aspects
**10. Funding for the project**
11. Salary costs for PI

12. Public description of project
13. Appendices

Call: SARA-sammakko testaus 8/2018 Time left to complete the application: 13 day(s) 3 hour(s) 3 minute(s) 13 second(s)

< Save and go back
Save
Save and continue >

Enter an estimate of the total costs (salaries and other costs) of the project/sub-project of the consortium, as presented in the research plan, and a funding plan, by funding source.

The funding period defines when the project starts and when it ends. Project costs can only arise during the funding period.

Funding period starts:  (dd.mm.yyyy) Required information

Funding period ends:  (dd.mm.yyyy) Required information

Effective working hours (%):  (0-100%, for example 83 %) Required information

The indirect employee costs and the overheads share are given as a percentage of the persons salary (based on effective working hours). These costs are added to the salary costs.

Indirect employee costs (%):  (0-100%) Required information

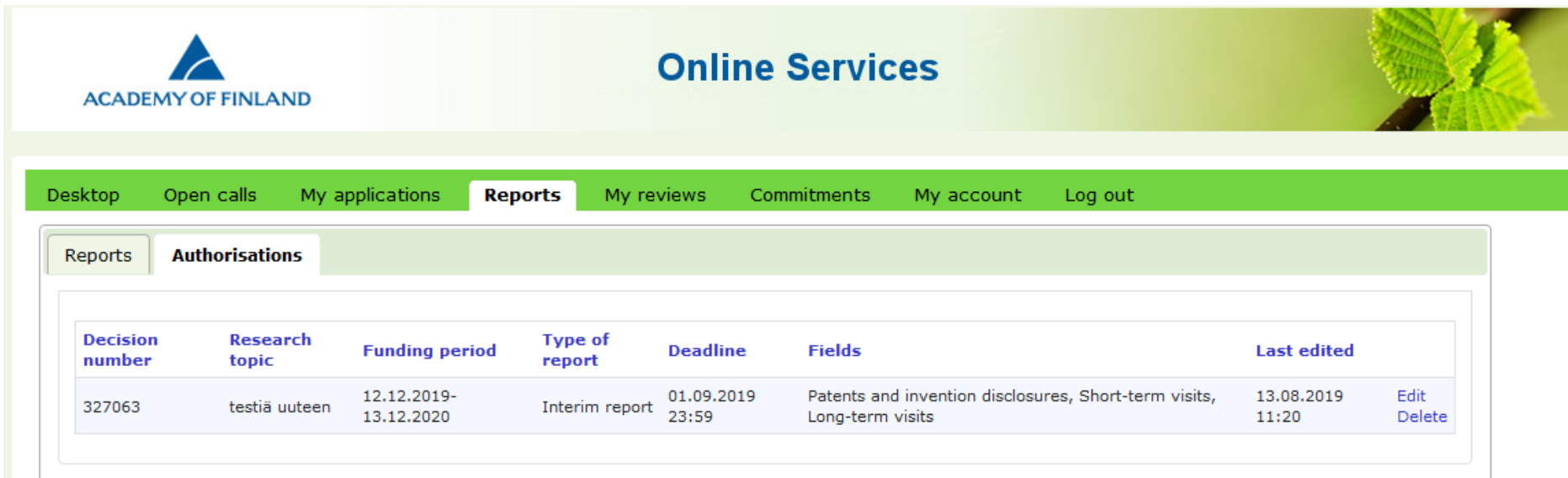
Overheads share (%):  (0-200%) Required information

Other costs include VAT:

The cost estimate must be more than 0 euros.

Cost estimate	
<b>Salaries</b>	<b>Total</b>
Add person to be hired/grant recipient	
<b>Salaries, total</b>	<b>0</b>
<b>Indirect employee costs, total</b>	<b>0</b>
<b>Total overheads share</b>	<b>0</b>

You can find the reports you are authorised to view or edit under Reports–Authorisations.



The screenshot shows the 'Online Services' page of the Academy of Finland. The navigation menu includes Desktop, Open calls, My applications, Reports (selected), My reviews, Commitments, My account, and Log out. The 'Reports' section is active, showing a table of authorisations.

Decision number	Research topic	Funding period	Type of report	Deadline	Fields	Last edited	
327063	testiä uuteen	12.12.2019-13.12.2020	Interim report	01.09.2019 23:59	Patents and invention disclosures, Short-term visits, Long-term visits	13.08.2019 11:20	<a href="#">Edit</a> <a href="#">Delete</a>