Research Council of Finland

For application reviewers using the online services: Technical instructions

Contents

Good to know before you start

Supported web browsers

- Edge Chromium
- Firefox (FF) 60 or newer
- Safari 10 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 Research Council'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 Research Council'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 (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.

Research Council of Finland
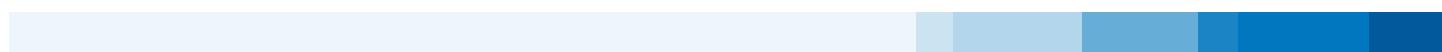
Signing up and logging in

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).

Research Council of Finland

EN   FI   SV

Information

Forgotten your Academy password?
Request new password (TestDB)

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]

Log in with the user ID of your institution in Finland

Haka   Login

If this is your first time as our reviewer

- First, you need to **Sign up** using the link in the reviewer invitation email.
- Fill in all the required fields on the following four pages: Basic data, Expertise and CV (not compulsory, only PDF-format allowed).
  - o The personal identity code is required from Finnish citizens only; only the date of birth is compulsory information.
  - o 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, to accept the invitation (including confidentiality agreement) to act as a reviewer. Then please fill in the Bank details tab.

Research Council of Finland

Sign up to use the Research Council of Finlands online services

| Basic data | Expertise | CV |

Personal data

Person number
Surname*
First name*
Sex*   ○ Female ○ Male ○ Other / Prefer not to answer
Nationality *
Personal identity code (* mandatory for Finnish citizens)   Privacy policy
Date of birth*   (dd.mm.yyyy)
Preferred language*   English ∨
Present position*
Present position in English*
Mobile phone*
Telephone, other

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

Cancel   Save

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.
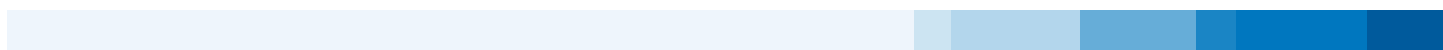
- If you want to change your password (minimum length is 10 characters), open the **Basic data** page on the **My account** menu. In order to set a new password, you must first give the password the system gave you.
- Click on **Save**.

In case of a problem

Please don't hesitate to contact

- https://www.aka.fi/en/contacts/questions-and-feedback2/ or
- Your science adviser at the Research Council.

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 Research Council's Helpdesk at https://www.aka.fi/en/contacts/questions-and-feedback2/ or your science advisor. **Do not try to register as a new user.**

The Research Council 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.

Accepting email requests to review applications

The Research Council'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 Research Council's Questions and feedback or science adviser for help or a workaround when needed.

Research Council of Finland

Answering the expertise survey

After receiving an email notification, you will find the expertise survey under **Panels** menu. 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 **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, a Research Council Science Adviser may reopen the survey.

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

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

Research Council of Finland

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

Welcome to the Research Council of Finlands online services!

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

Open and incomplete statements

Call title	Call open	Application No.	Consortium	Applicant	Reseach 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 all applications**. The application PDF files are saved in one compressed ZIP file.

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

| Open requests | Submitted reviews |

<div align="right">Download ZIP file of all applications</div>

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 application section in question, i.e. Show Research plan. 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 Research Council's science adviser.

You can find your submitted reviews under the **My reviews** menu, on the **Submitted reviews** tab.

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
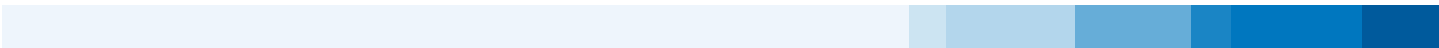
Panel reviews (for panellists only)

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.

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. For example in winter call only review panel's summary assessment section will be edited.

- 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 Research Council'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**.

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.

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

ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laborios

Save comment

body p

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 Research Council's official to check the review report after the routing, you can do so by clicking on **Needs attention**.

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**.

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.

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.

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**.

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

Research Council of Finland

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 laborios

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