



## Guidelines for applicants and commitment issuers at the site of research: decision notification, review reports and accepting funding

All applicants receive a decision notification by email after the decision on their application has been made. The decision notification (PDF format) and review reports can be read in the online services on the tab **My applications > Decision made** via the links **Browse decision** and **Browse reviews**.

Accept the funding via the link **Accept/Reject**.

The screenshot shows the 'Online Services' dashboard for the Academy of Finland. It features a navigation menu with 'My applications' selected. Below the menu, there are buttons for application status: Incomplete (0), Submitted (0), In process (0), **Decision made (2)**, Appeals (0), Completed (0), and Authorisations (0). A table lists application details, including a decision for 'Academy Project Funding' with a positive decision date of 01.05.2020 and a pending acceptance status. A list of actions is provided for each decision.

Decision No.	Call title	Application status	Decision	Decision date	Own acceptance	Acceptance of site of research
327377	Academy Project Funding	Decided	Positive	01.05.2020	Pending	<ul style="list-style-type: none"> <li>Browse application</li> <li>Browse reviews</li> <li>Browse decision</li> <li>Make an appeal</li> <li>Accept/Reject</li> <li>Give additional information</li> </ul>



Before accepting the funding, you must check and, if necessary, edit the public project description via **Check public description**. If necessary, the applicant appends the data management plan via **'Add data management plan (PDF)'**.

Desktop   Open calls   **My applications**   Reports   My reviews   My account   Log out

**⚠ Decision summary**

Check the project's public description before accepting the funding! The description can be read on the Academy's public website.

**⚠** [Check public description](#)

<b>Call</b>	Academy Project Funding 29.05.2019 - 27.03.2020	<b>Application No.</b>	327377
<b>Decision number</b>	327377	<b>Applicant</b>	63826 Testi, Teuvo
<b>Research topic</b>	Testiprojekti	<b>Responsibility</b>	Research Council for Biosciences, Health and Environment
<b>Primary research field</b>	Communication	<b>Department</b>	Department of communications
<b>Site of research</b>	Test university		
<b>Public project description</b>	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras vitae dolor lacus. Quisque consequat purus nunc, a euismod tellus hendrerit ut. Donec volutpat venenatis tellus in lobortis. In ex nulla, elementum id luctus non, pellentesque vel quam. Etiam semper laoreet mi, vel tempus nibh rutrum a. Nam volutpat malesuada lorem ac dignissim. Fusce interdum sapien vel ligula luctus, id malesuada purus porttitor. Curabitur in lobortis nulla. Nullam venenatis dapibus vehicula. Ut ornare faucibus efficitur. Pellentesque tellus lectus, pellentesque vel egestas quis, interdum at justo. Curabitur tincidunt tincidunt pharetra. In hac habitasse platea dictumst. Ut lacinia faucibus dui et convallis. Sed malesuada sapien at scelerisque vehicula.		



Desktop Open calls **My applications** Reports My reviews My account Log out

**Check public description**

**Application number** 327377  
**Call** Academy Project Funding

**Description in Finnish or Swedish**  
Akademian julkaisee verkkosivuillaan rahoituksen saaneiden hankkeiden julkiset kuvaukset, jotka hakijat ovat laatineet hakemusta jättäessään. Suomen- tai ruotsinkielinen hakija laatii kuvauksen suomeksi tai ruotsiksi hakulomakkeella. Kaikki hakijat kirjoittavat kuvauksen lomakkeelle myös englanniksi.

700/1000

**Description in English**  
If a project is granted funding, we will publish the description of the project on our website. The description is written by the applicant when drafting the application. Finnish- or Swedish-speaking applicants write their descriptions in Finnish or Swedish. All applicants must also write a description in English.

685/1000

Save

Cancel



**Cost estimate/Funding plan**

Effective working hours 80.0%  
Overheads share: 100.0%

Indirect employee costs 50.0%  
Other costs include VAT Yes

	2021
Employed personnel	1
Funding sources	
Academy of Finland	80,200 (69.62 %)
Site of research	35,000 (30.38 %)
Other than Academy funding, total	0 (0.00 %)

**Commitment by site of research**

Name of person issuing commitment

Commitment issuer not found on the list. Enter details

Name of person issuing commitment   
Position of person issuing commitment   
Email of person issuing commitment   
Preferred language of person issuing commitment

**Data management plan**

[Add data management plan \(pdf\)](#)

[Show whole decision](#)

I accept the commitment terms

[Accept funding](#)

[Reject funding](#)

[Cancel](#)

You must first select **I accept the commitment terms** to activate the **Accept funding** button.



After you have accepted the funding, the system will automatically send a request for approval to the commitment issuer of the site of research. The applicant receives an email notification, if the commitment issuer of the site of research returns the data management plan for modification and does not accept the commitment. In this case, the decision is returned to be accepted by the applicant. After the edited data management plan has been added, the applicant shall approve the funding again, after which it is transferred to the site of research for approval.

## Accepting funding (commitment issuer)

Once the applicant has approved the decision in the online services, the commitment issuer of the site of research receives an automatic email notification. The decision to be approved is found on the tab **'Commitments'** under **'Decisions'**. The link **'Process'** takes you to a summary of the decision to be approved.

The screenshot shows the 'Online Services' interface of the Academy of Finland. The navigation bar includes 'Desktop', 'Open calls', 'My applications', 'My reviews', 'Commitments', 'My account', and 'Log out'. The 'Commitments' tab is active. Below the navigation bar, there are two tabs: 'Applications' and 'Decisions'. The 'Decisions' tab is selected, showing a table titled 'Acceptance of granted funding'. A checkbox labeled 'Show also archived acceptances' is visible to the right of the table title. The table has five columns: 'Decision No.', 'Applicant', 'Call title', 'Decision date', and 'Acceptance status'. A single row is displayed with the following data: Decision No. 327105, Applicant Jäppinen, Liisa M, Call title Academy Project Funding, Decision date 16.03.2021, and Acceptance status Requested. A 'Process' link is located to the right of the 'Requesting' status.

Decision No.	Applicant	Call title	Decision date	Acceptance status
327105	Jäppinen, Liisa M	Academy Project Funding	16.03.2021	Requested <a href="#">Process</a>



Effective working hours 90.0%  
Overheads share: 120.0%

Indirect employee costs 90.0%  
Other costs include VAT No

	2020	2021	2022
Employed personnel	1	1	1
<b>Funding sources</b>			
Academy of Finland	11,430 (17.21 %)	63,716 (91.39 %)	66,330 (100 %)
Site of research	55,000 (82.79 %)	6,000 (8.61 %)	100 (0.15 %)
Other than Academy funding, total	0 (0.00 %)	0 (0.00 %)	0 (0.00 %)

Show whole decision  
Show data management plan

Return data management plan to applicant and send message.

- 
- 

I accept the decision and the related conditions  
I accept the data management plan and that it can be accepted at the site of research

Accept funding Reject funding

Cancel

Click on the buttons on the bottom left side of the page to view the decision, the attached terms of commitment and the data management plan added by the applicant. The funding is accepted or rejected by using the buttons on the lower right-hand side. The applicant receives an email notification when the commitment issuer of the site of research has accepted the funding in the online services.

Before the funding is accepted, the data management plan may be returned to the applicant for modification by clicking on **'Return data management plan to applicant for modification and send a message'**. The default text of the message may



be edited. After the data management plan has been returned, the status of the commitment request returns to “pending”. Once the applicant has attached the revised data management plan and approved the funding for their part, the commitment issuer of the site of research will again receive a notification and will be able to view the plan and approve the funding.

The screenshot shows a web interface with several buttons and checkboxes. On the left, there are two buttons: "Show whole decision" and "Show data management plan". In the center, there is a button labeled "Return data management plan to applicant and send message." with two checkboxes to its right. The top checkbox is accompanied by the text "I accept the decision and the related conditions", and the bottom checkbox is accompanied by "I accept the data management plan and that it can be accepted at the site of research". To the right of these checkboxes are two buttons: "Accept funding" and "Reject funding". Below these is a "Cancel" button. A modal window is open in the foreground, titled "Data management plan returned for editing". The modal contains a "Topic" field with the text "Data management plan returned for editing" and a "Message" field with the text "You have received a funding decision from the Academy of Finland. The data management plan related to the project is requested to be corrected as follows:". At the bottom right of the modal is a button labeled "Return data management plan".