How to fill in a consortium application in the Research Council of Finland’s online services

The consortium itself selects the principal investigator of the consortium. The consortium PI submits the consortium application (which includes the subprojects’ applications). The consortium PI creates the consortium in the online services, invites the consortium members (i.e. the subproject PIs) and follows the completion of the joint application. The consortium PI can submit the consortium application only after all consortium subprojects (i.e. the subproject PIs) have completed their applications.

<table>
<thead>
<tr>
<th>Consortium PI</th>
<th>Subproject PI</th>
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<tbody>
<tr>
<td>1. Creates the consortium application</td>
<td>1. Creates an account in the online services (if they have not already created one)</td>
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<tr>
<td>2. Adds the subproject PIs (NB! The subproject PIS must have an account in the online services.)</td>
<td>2. Waits for message from the online services</td>
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<tr>
<td>3. Automated message sent to the subproject PIs that they can start their own applications</td>
<td>3. The application to be filled in is on the tab ‘My applications’, ‘Incomplete’.</td>
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<td>4. Fills in the application for their own part</td>
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<td>5. If necessary, updates the consortium’s composition</td>
<td>5. Tags the subproject application as complete</td>
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<td>6. Follows that all subproject applications are completed on time</td>
<td>6. Consortium PI sees all completed subproject applications</td>
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<tr>
<td>7. Submits the consortium application (NB! All subproject applications must be tagged as complete.)</td>
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<tr>
<td>8. Receives a confirmation on successful submission</td>
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</table>
1. **Consortium PI’s application**

Select your preferred call under *Open calls* and click on *New application*.
Select Application of consortium leader.

Select the type of the application:

- Not a consortium application
- Application of consortium leader

If you are not the consortium PI but a subproject PI, please observe the following:
- The consortium PI’s application must have been started before a subproject application can be started.
- You will receive an email message indicating the consortium parties; after receiving that message, you will find your application form under My application > Incomplete in the online services.
- If you have not received the email message intended for consortium parties, please stop drafting the application now.
Enter the name and abbreviation of the consortium and click on Continue.

Select the type of the application

If you are not the consortium PI but a subproject PI, please observe the following:
• the consortium PI's application must have been started before a subproject application can be started
• you will receive an email message indicating the consortium parties; after receiving that message, you will find your application form under My application > Incomplete in the online services
• if you have not received the email message intended for consortium parties, please stop drafting the application now.
Enter the consortium parties. Start writing the person’s name in the box. This will give you list of people to choose from. Select the right person. If the name of the person is not on the list, he or she must first sign up. NB! Do not enter your own name – as the PI of the consortium, you are automatically one of its members.
Create the applications for the consortium parties and send the parties an email notification by clicking **Save**. The parties will find their own applications under **My applications > Incomplete**.
On the form, enter the abstract, public description, research fields, keywords, your CV, research plan, the most important publications for the consortium project (no more than 10) and other key outputs. Each project will enter its own cost estimate including justifications, site of research, mobility, affiliations, progress report, salary of PI and ethical aspects. Case-specific appendices are appended separately by each party.

You can follow the status of the subprojects’ applications under My applications. You cannot submit the consortium application before all subprojects have completed their own applications.
The PDF version of the application is updated as information is saved in the system. Click on **Your application in PDF format** to view the application.
The consortium application is ready to be submitted once all consortium parties have completed their applications.
After the consortium application has been submitted, it can be accessed under **My applications > Submitted**. The application can be edited before the call deadline expires.
2. Application by consortium party

Once you have received the email with the composition of the consortium, you will find your own unfinished application under My applications > Incomplete.
Enter your own subproject's site of research, cost estimate including justifications, commitment issuer, mobility, affiliations, ethical aspects, your own CV, salary of PI and all other obligatory details, as well as any other case-specific appendices. Each page of the form clearly shows which fields are completed by the consortium PI.
After you have entered all obligatory details and appendices the application is ready. Click on Tag the application completed. The consortium PI can still return the application for editing; edits can be made until the call deadline expires.
Once the consortium PI has submitted the consortium application, you will find it under My applications > Submitted.
3. How to edit a submitted consortium application before the call deadline

As consortium PI, you can change the status of an application drafted by a consortium party from completed to incomplete for editing purposes. To do so, click on **Return for editing**.
The consortium party will find an application returned for editing under My applications > Submitted. The application will have an active Edit link.
After saving any changes, the party must again tag the application as ‘**complete**’ under **Submit application**. Any edited and saved data is entered into the application without the need for the consortium leader to resubmit the application.
4. How to provide supplementary information to a consortium application after the deadline has expired

A request for supplementary information concerning a consortium application can apply to the consortium leader's application or to that of a consortium party. Requests for supplementary information will be sent to applicants by email, including information on which part of the application requires supplementary information.

The request for supplementary information is also visible on the tab Desktop > Requests for supplementary information. The column Deadline for supplementary information shows the deadline for providing the information. Click Supplement to access your application so you can add the information.

<table>
<thead>
<tr>
<th>Application No.</th>
<th>Call title</th>
<th>Call deadline</th>
<th>Application submitted</th>
<th>Application status</th>
<th>Deadline for supplementary information</th>
</tr>
</thead>
<tbody>
<tr>
<td>303745</td>
<td>SARA-sammakko testaus 0/2018</td>
<td>30.08.2018</td>
<td>07.08.2018</td>
<td>Opened for supplementing</td>
<td>10.08.2018</td>
</tr>
</tbody>
</table>
You will only be able to edit the sections of the application that have been opened for you to provide supplementary information. The other tabs and fields of the application are locked.

**A consortium party:** When you have added the supplementary information and saved the changes, tag the application as completed by using the tab **Tag the application as completed.**
**Consortium PI:** When the consortium party or parties have supplemented their applications and tagged them as completed, the consortium PI receives an e-mail notification. When supplementary information has been submitted by all parties required to do so and their applications have been tagged as completed, the consortium PI must resubmit the consortium application before the call deadline, using the tab **Submit application.**
The consortium PI can return an application completed by a consortium party for editing within the deadline of the request for supplementary information. To return an application for editing, go to My applications > Submitted, and click on Return for editing.