

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.

Consortium PI	Subproject PI
<ol style="list-style-type: none"> 1. Creates the consortium application 2. Adds the subproject PIs (NB! The subproject PIs must have an account in the online services.) 3. Automated message sent to the subproject PIs that they can start their own applications 4. Fills in the application for their own part 5. If necessary, updates the consortium's composition 6. Follows that all subproject applications are completed on time 7. Submits the consortium application (NB! All subproject applications must be tagged as complete.) 8. Receives a confirmation on successful submission 	<ol style="list-style-type: none"> 1. Creates an account in the online services (if they have not already created one) 2. Waits for message from the online services 3. The application to be filled in is on the tab 'My applications', 'Incomplete'. 4. Fills in the application for their own part 5. Tags the subproject application as complete 6. Consortium PI sees all completed subproject applications



1. Consortium PI's application

Select your preferred call under **Open calls** and click on **New application**.



Online Services

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Open calls

Name	Started	Ends		
TESTIHAKU Liisan 2016	22.04.2016 00:00	20.07.2016 16:15	See the call for applications	New application
Academy Project funding	01.09.2015 00:00	01.10.2016 16:15	See the call for applications	New application

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Select Application of consortium leader.



Online Services

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Open calls

Select the type of the application

Select

Not a consortium application

Application of consortium leader

Continue

Cancel

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.

Open calls

Select the type of the 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
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Consortium name

Consortium abbreviation



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.

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3. General information

4. Abstract

5. Most relevant publications

6. Mobility

7. Collaborators

8. Affiliations

9. Research ethics

10. Funding for the project

11. Salary of principal investigator

12. Public description of project

13. Research plan

14. CV

15. Appendixes

16. Submit application

17. Authorisation

Call: Testihaku huhti2019

Time left to complete the application: 47 day(s) 3 hour(s) 44 minute(s) 54 second(s)

< Save and go back

Save

Save and continue >

Consortium name

CONSORTIUM

245/255

Consortium abbreviation

CONS

251/255

Consortium parties

Specify the other consortium parties (except yourself; you are already included as a consortium PI).

Required information

Consortium party »

Name

testi teuv

x

Email

Teuvo Testi (MUU)

Organisation

Country

+ Add principal investigator of consortium sub-project

< Save and go back

Save

Save and continue >




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.

Desktop	Open calls	My applications	Reports	Reviews	Commitments	My account	Log out
Incomplete (4)	Submitted (4)	In process (7)	Decision made (5)	Appeals (0)	Completed (0)		
Application No.	Call title	Call deadline	Estimated date of decision	Application status			
303756	SARA-sammakko testaus 8/2018	30.08.2018		Incomplete	Edit Delete		
	Consortium party: Tuukka Tutkija			Incomplete	View		
	Consortium party: Teppo Testaaja			Incomplete	View		
303726	Centre of Excellence in Programme 2018–2025, second application stage	06.08.2018		Incomplete	View		









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.



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15. Appendixes

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17. Authorisation

Call: Testihaku_tuotanto 10082018Time left to complete the application: 16 day(s) 4 hour(s) 39 minute(s) 31 second(s)

< Save and go back

Save

Save and continue >

Research Council

Select

Required information


Site of research

Select

Required information



The consortium application is ready to be submitted once all consortium parties have completed their applications.



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Call: Testihaku_tuotanto 10082018

Time left to complete the application: 16 day(s) 2 hour(s) 43 minute(s) 10 second(s)

Application status

Incomplete

Application created

14.08.2018 11:14

Application updated

14.08.2018 13:31

Consortium party:	Application status
Tutkija, Tiina (Leader)	Incomplete
Tutkija, Tuukka	Completed

Submit application

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.



Online Services

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

Incomplete (1) **Submitted (2)** In process (0) Decision made (0) Appeals (0) Completed (0)


Application No.	Call title	Call deadline	Estimated date of decision	Application submitted	Application status	
303414	TESTIHAKU Liisan 2016	20.07.2016	Marraskuu 16	20.07.2016	Submitted	View Cancel Edit
	Consortium party: Tiina Tutkija				Submitted	View Return for editing

v.3bdc0b804f9e+



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.**



Online Services

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Incomplete (1)

Submitted (2)

In process (2)

Decision made (3)

Appeals (2)

Completed (0)

Application No.	Call title	Call deadline	Estimated date of decision	Application status
303757	SARA-sammakko testaus 8/2018	30.08.2018		Incomplete Edit

v.test/1.3.15.2-2722-2724-2725-2731-2727-2-g080a651b2



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.

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14. CV

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17. Authorisation

Call: Academy project

Time left to complete the application: 19 day(s) 22 hour(s) 10 minute(s) 3 second(s)

«

Save and go back

Save

Save and continue

»

Research Council

The consortium PI enters these details

Site of research

Site of research

Site of research, if other

Department

Website of site of research

Name of research project in English

The consortium PI enters these details

Name of research project in Finnish or Swedish

The consortium PI enters these details

Fields of research

The consortium PI enters these details

Keywords in English

The consortium PI enters these details

Keywords in Finnish or Swedish

The consortium PI enters these details

«

Save and go back


Save

Save and continue


»




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.


**ACADEMY OF FINLAND**


Online Services





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1. Personal data2. Consortium parties3. General information4. Abstract5. Most relevant publications6. Mobility7. Collaborators8. Affiliations9. Research ethics10. Funding for the project11. Salary of principal investigator12. Public description of project13. Research plan14. CV15. Appendixes**16. Submit application**17. Authorisation

Call: Testihaku_tuotanto 10082018Time left to complete the application: 16 day(s) 1 hour(s) 23 minute(s) 36 second(s)

Application status	Incomplete
Application created	14.08.2018 11:34
Application updated	14.08.2018 14:51


Consortium party:	Application status
Tutkija, Tiina (Leader)	Incomplete
Tutkija, Tuukka	Incomplete

Tag the application as completed

v.2.0.0.1-4-gc0fe620e2



Once the consortium PI has submitted the consortium application, you will find it under **My applications > Submitted**.



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Incomplete (3)**Submitted (1)**In process (1)Decision made (0)Appeals (0)Completed (0)


Application No.	Call title	Call deadline	Estimated date of decision	Application submitted	Application status	
303444	Workcopy-testi	23.08.2016		23.08.2016	Submitted	View

v.1.3.6.0_RC6



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**.



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Incomplete (1) **Submitted (2)** In process (0) Decision made (0) Appeals (0) Completed (0)

Application No.	Call title	Call deadline	Estimated date of decision	Application submitted	Application status	
303414	TESTIHAKU Liisan 2016	20.07.2016	Marraskuu 16	20.07.2016	Submitted	View Cancel Edit
	Consortium party: Tiina Tutkija				Submitted	View Return for editing

v.3bdc0b804f9e+



The consortium party will find an application returned for editing under My applications > Submitted. The application will have an active **Edit** link.



Online Services

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Incomplete (2)**Submitted (1)**In process (1)Decision made (0)Appeals (0)Completed (0)

Application No.	Call title	Call deadline	Estimated date of decision	Application submitted	Application status	
303431	Academy Project funding	01.10.2016	Kesäkuu 2017	18.08.2016	Incomplete (Submitted)	View Edit



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.

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Call: Testihaku_tuotanto 10082018

Time left to complete the application: 16 day(s) 1 hour(s) 20 minute(s) 26 second(s)

Application status

Incomplete

Application created

14.08.2018 11:34

Application updated

14.08.2018 14:53

Consortium party:	Application status
Tutkija, Tiina (Leader)	Submitted
Tutkija, Tuukka	Incomplete (Submitted)

Tag the application as completed



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.

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Welcome to the Academy of Finland's online services!

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

Open requests for supplementary information

Application No.	Call title	Call deadline	Application submitted	Application status	Deadline for supplementary information	
303745	SARA-sammakko testaus 8/2018	30.08.2018	07.08.2018	Opened for supplementing	10.08.2018	View Supplement



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**.

Hakuilmoitus

Tämän rahoitusmuodon ohje

Käyttöohjeita

Kysymykset ja palaute

Hakemuksesi lomakemuodossa (pdf)

Näytä tutkimussuunnitelma

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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

Call: SARA-sammakko testaus 8/2018

Time left to supplement the application: 3 day(s) 40 minute(s)

Application status

Can be supplemented until 17.08.2018

Application created

14.08.2018 15:19

Application updated

14.08.2018 15:21

Submitted

14.08.2018 15:26

Consortium party:

Tutkija, Tuukka (Leader)

Jäppinen, Liisa

Application status

Opened for supplementing (Submitted)


Opened for supplementing (Submitted)

Tag the application as completed

v.2.0.0.1-4-gc0fe620e2



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**.



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Call: SARA-sammakko testaus 8/2018

Time left to supplement the application: 3 day(s) 38 minute(s) 56 second(s)

Application status

Can be supplemented until 17.08.2018

Application created

14.08.2018 15:19

Application updated

14.08.2018 15:26

Submitted


14.08.2018 15:26

Consortium party:	Application status
Tutkija, Tuukka (Leader)	Opened for supplementing (Submitted)
Jäppinen, Liisa	Completed (Submitted)

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**.



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Incomplete (2)

Submitted (7)

In process (7)

Decision made (5)

Appeals (0)

Completed (0)

Application No.	Call title	Call deadline	Estimated date of decision	Application submitted	Application status	
303745	SARA-sammakko testaus 8/2018	30.08.2018		07.08.2018	Can be supplemented until 10.08.2018	View Cancel Supplement
	Consortium party: Tuukka Tutkija				Completed	View Return for editing
	Consortium party: Teppo Testaaja				Completed	View Return for editing