

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

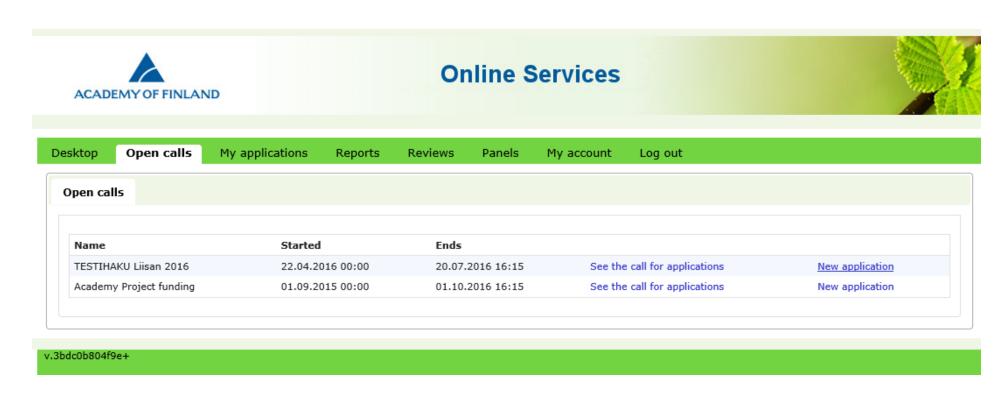
The consortium itself selects the principal investigator of the consortium. The consortium PI submits the consortium application (which includes the subprojects' applications). The consortium PI creates the consortium in the online services, invites the consortium members (i.e. the subproject PIs) and 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> <li>Creates the consortium application</li> <li>Adds the subproject PIs (NB! The subproject PIS must have an account in the online services.)</li> <li>Automated message sent to the subproject PIs that they can start their own applications</li> <li>Fills in the application for their own part</li> <li>If necessary, updates the consortium's composition</li> <li>Follows that all subproject applications are completed on time</li> <li>Submits the consortium application (NB! All subproject applications must be tagged as complete.)</li> <li>Receives a confirmation on successful submission</li> </ol>	<ol> <li>Creates an account in the online services (if they have not already created one)</li> <li>Waits for message from the online services</li> <li>The application to be filled in is on the tab 'My applications', 'Incomplete'.</li> <li>Fills in the application for their own part</li> <li>Tags the subproject application as complete</li> <li>Consortium PI sees all completed subproject applications</li> </ol>



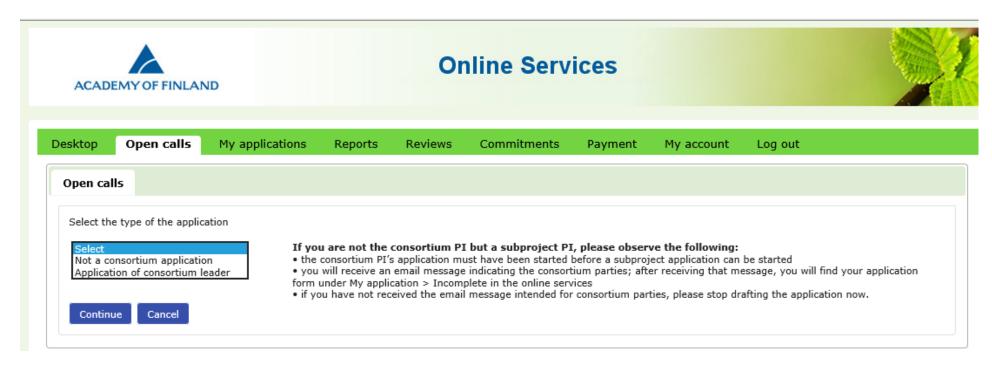
## 1. Consortium PI's application

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





Select Application of consortium leader.



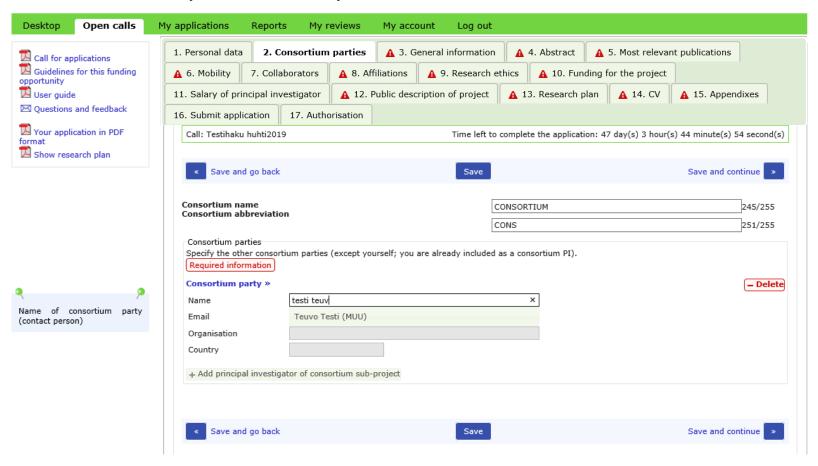


Enter the name and abbreviation of the consortium and click on Continue.

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  • if you have not received the email message intended for consortium parties, please stop drafting the application now.
Consortium name	255/255
Consortium abbreviation	
Continue Cancel	

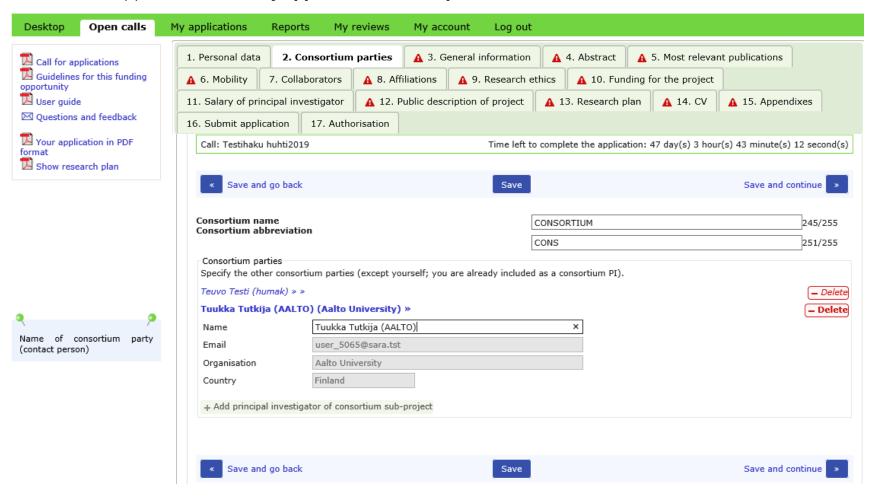


Enter the consortium parties. Start writing the person's name in the box. This will give you list of people to choose from. Select the right person. If the name of the person is not on the list, he or she must first sign up. NB! Do not enter your own name - as the PI of the consortium, you are automatically 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**.





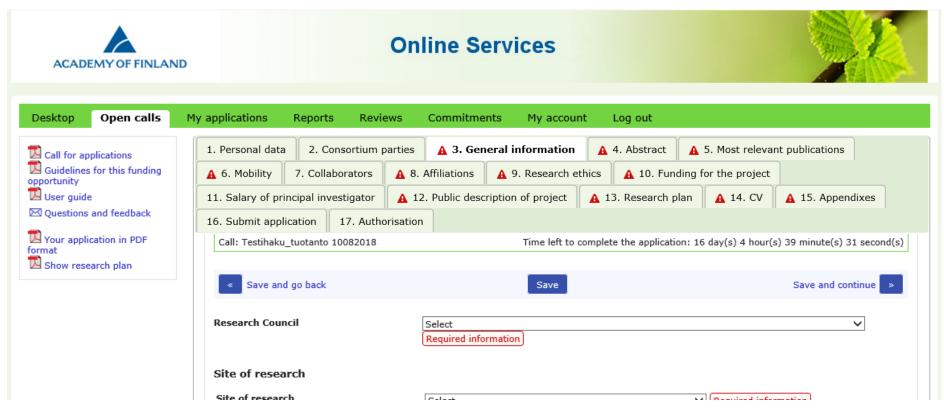
On the form, enter the abstract, public description, research fields, keywords, your CV, research plan, the most important publications for the consortium project (no more than 10) and other key outputs. Each project will enter its own cost estimate including justifications, site of research, mobility, 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.

sktop Open	calls My applications	Reports R	eviews Commi	tments My	account	Log out		
ncomplete (4)	Submitted (4) In process	ss (7) Decision	made (5) Appea	als (0) Compl	leted (0)			
Application No.	Call title			Call deadline	Estimated	date of decision	Application status	
303756	SARA-sammakko testaus 8/201	8		30.08.2018			Incomplete	Edit Delete
303756	SARA-sammakko testaus 8/201 Consortium party: Tuukka Tutki			30.08.2018			Incomplete Incomplete	Edit Delete View
303756		ja		30.08.2018				

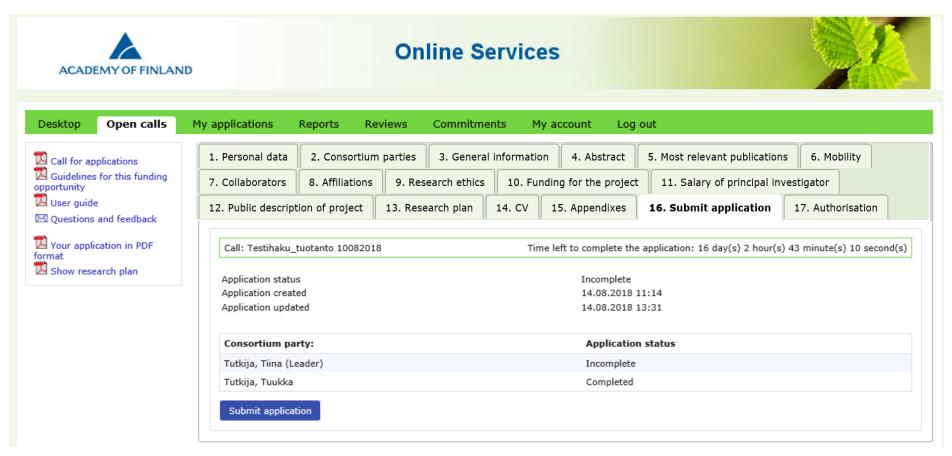


The PDF version of the application is updated as information is saved in the system. Click on **Your application in PDF format** to view the application.





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.

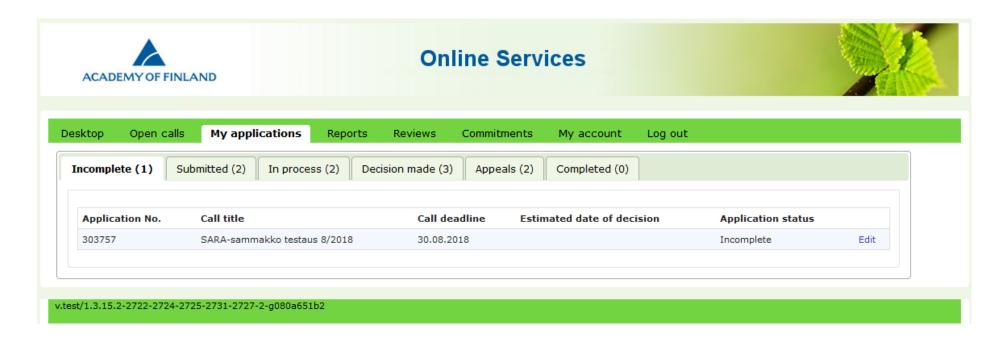






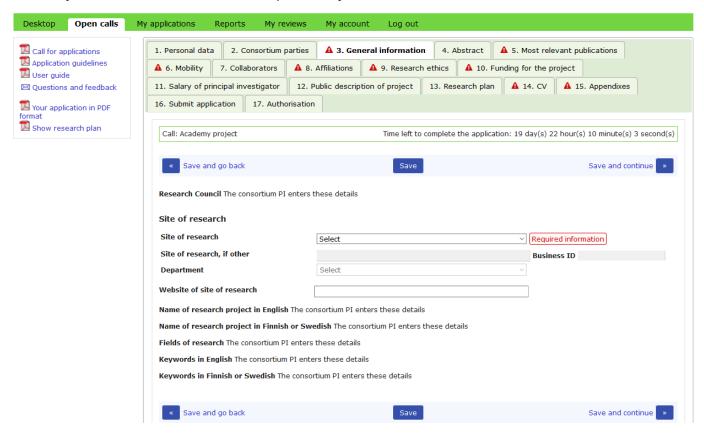
## 2. Application by consortium party

Once you have received the email with the composition of the consortium, you will find your own unfinished application under **My applications > Incomplete.** 



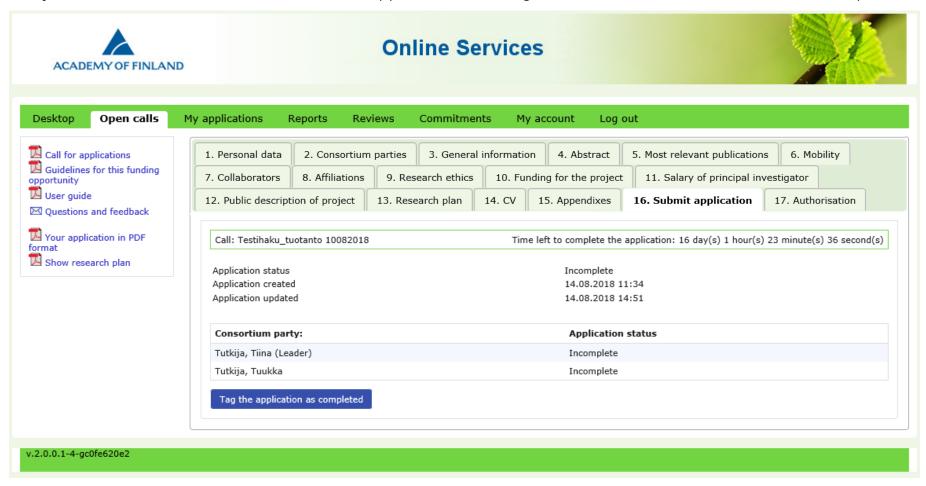


Enter your own subproject's site of research, cost estimate including justifications, commitment issuer, mobility, affiliations, ethical aspects, your own CV, salary of PI and all other obligatory details, as well as any other case-specific appendices. Each page of the form clearly shows which fields are completed by the consortium PI.



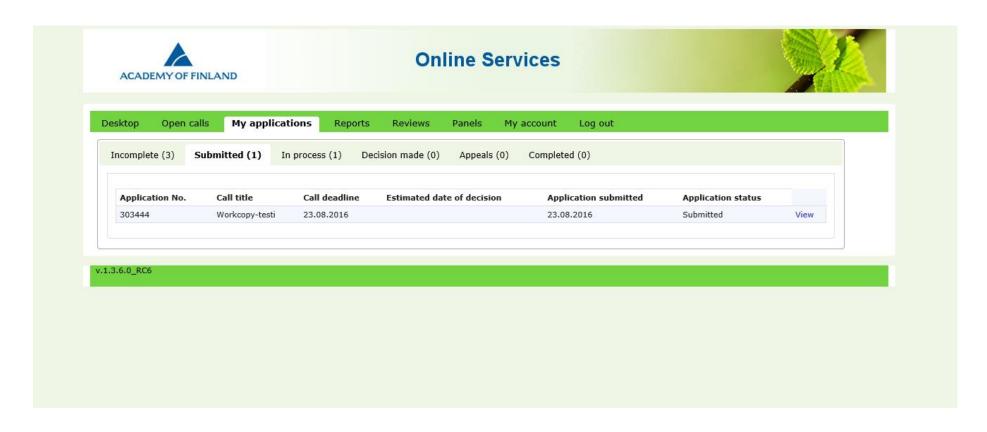


After you have entered all obligatory details and appendices the application is ready. Click on **Tag the application completed**. The consortium PI can still return the application for editing; edits can be made until the call deadline expires.





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**.



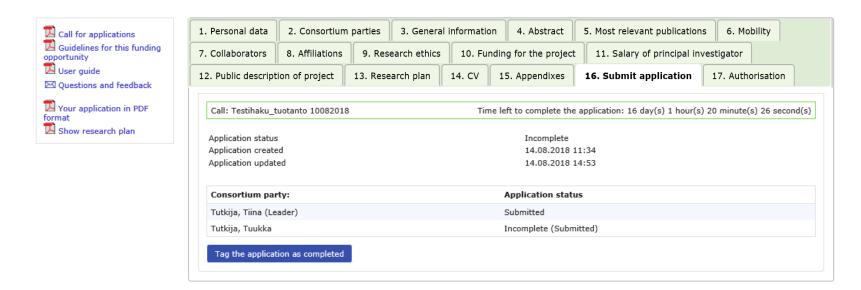


The consortium party will find an application returned for editing under My applications > Submitted. The application will have an active **Edit** link.





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.

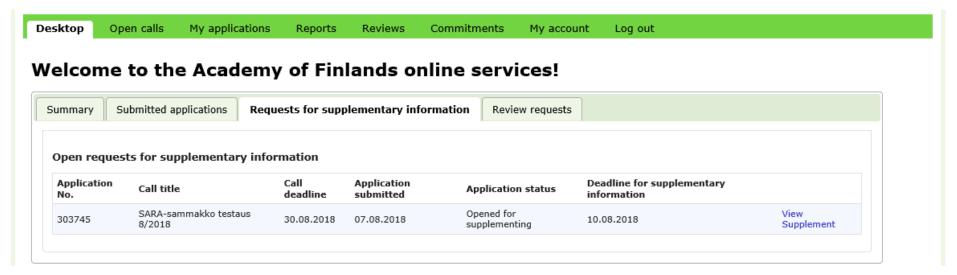




## 4. How to provide supplementary information to a consortium application after the deadline has expired

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.

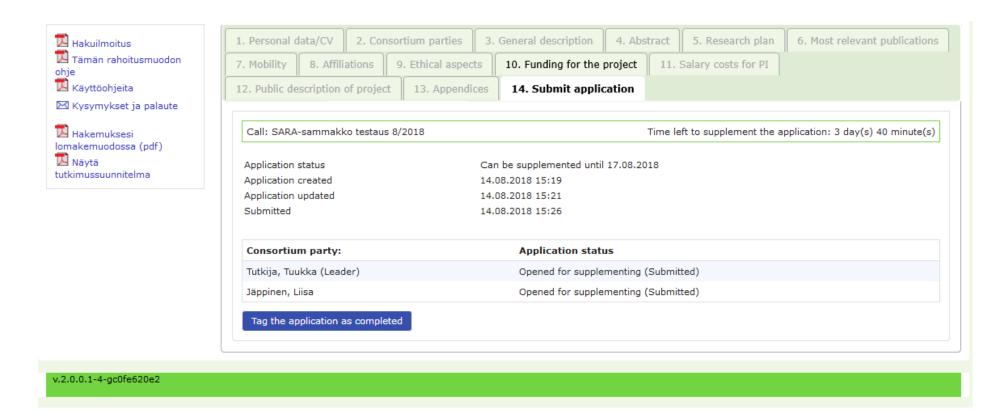
The request for supplementary information is also visible on the tab **Desktop > Requests for supplementary information**. The column **Deadline for supplementary information** shows the deadline for providing the information. Click **Supplement** to access your application so you can add the information.





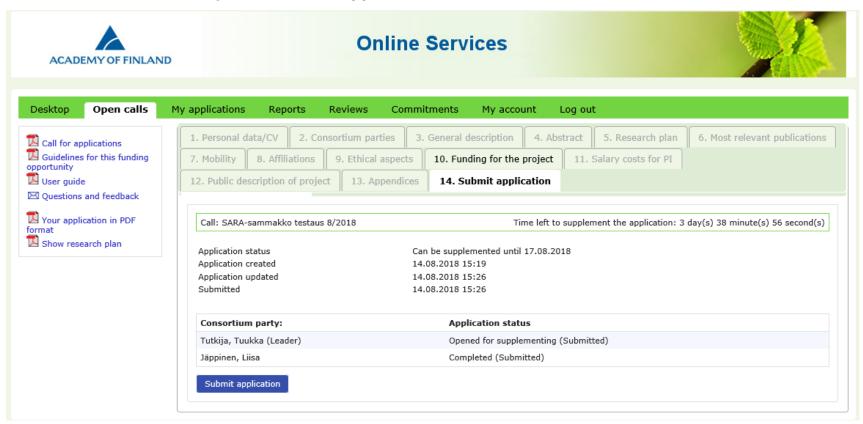
You will only be able to edit the sections of the application that have been opened for you to provide supplementary information. The other tabs and fields of the application are locked.

**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**.

