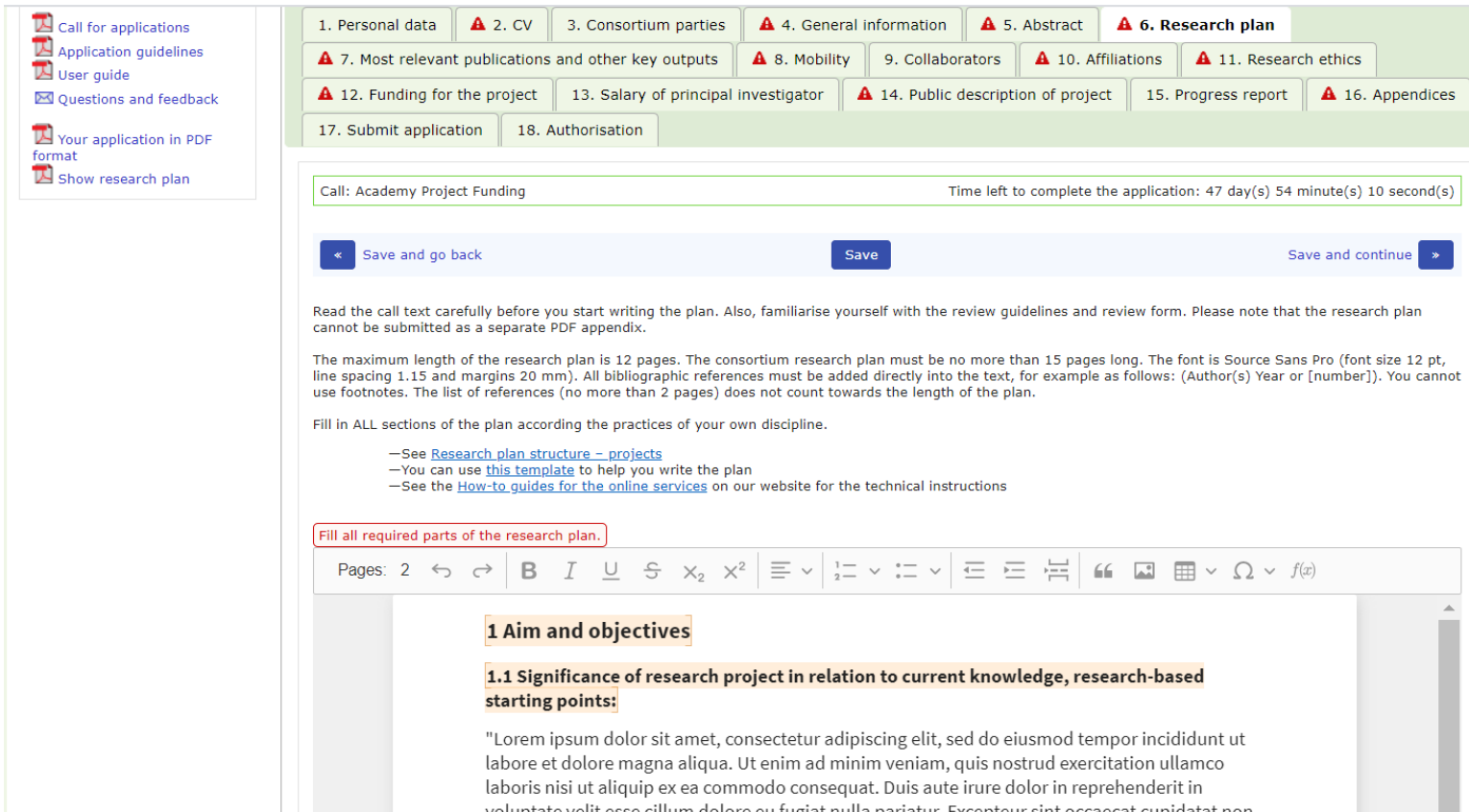


## How to fill in the structured research plan

The research plan is filled in on a separate tab in the online application form in the online services (SARA). On the tab, fill in the project's research plan, including the list of references. In the case of consortium applications, the tab for the research plan is filled in by the consortium PI.



The screenshot shows the SARA online application form interface. On the left is a navigation menu with links: Call for applications, Application guidelines, User guide, Questions and feedback, Your application in PDF format, and Show research plan. The main content area has a progress bar at the top with 18 steps: 1. Personal data, 2. CV, 3. Consortium parties, 4. General information, 5. Abstract, 6. Research plan (highlighted in green), 7. Most relevant publications and other key outputs, 8. Mobility, 9. Collaborators, 10. Affiliations, 11. Research ethics, 12. Funding for the project, 13. Salary of principal investigator, 14. Public description of project, 15. Progress report, 16. Appendices, 17. Submit application, and 18. Authorisation. Below the progress bar, the call text for 'Academy Project Funding' is displayed, along with a timer showing 47 days, 54 minutes, and 10 seconds left. Navigation buttons include 'Save and go back', 'Save', and 'Save and continue'. A paragraph of instructions follows, stating that the research plan cannot be submitted as a separate PDF appendix and providing details on length (12 pages for individual, 15 for consortium), font (Source Sans Pro, 12 pt), and reference formatting. A red box highlights the instruction: 'Fill all required parts of the research plan.' Below this is a rich text editor toolbar with options for bold, italic, underline, strikethrough, and mathematical symbols. The editor content shows a heading '1 Aim and objectives' and a sub-heading '1.1 Significance of research project in relation to current knowledge, research-based starting points:' followed by a block of Lorem Ipsum text.





SUOMEN AKATEMIA

**How to write the text:** The headings and questions highlighted in yellow in the research plan editor are locked and cannot be edited or deleted. Write the text under each subheading (1.1, 1.2, etc.). Text cannot be filled in under the main headings. You cannot submit the application unless you have completed all sections of the research plan.

**Images, tables and formulas:** You may add text, images, formulas and tables to the research plan by using the editor tools above the text field. The size of an individual image must not exceed 4 MB. NB! Not all formula commands are supported, and you cannot add, for example, Feynman diagrams to the editor. See the list of supported functions: [Support Table KaTeX](#). **We recommend that you add longer and more complex formulas and tables to the editor as images.**

**The length of the research plan:** The different lengths of the research plan are mentioned in the [research plan guidelines](#) on the Academy's website. The number of characters in the research plan is not limited, but the length of the research plan is measured as pages in the pdf file and as the total size of the plan, which may not exceed 45 MB.

The number of pages is shown in the tool bar of the editor. **Please note that the number of pages will be shown only when using one of the following browsers: Chrome, Edge Chromium and Opera.** You can check the length and layout of the research plan at any time by clicking on **Show research plan**. The research plan (including references) opens as a PDF file that also shows the number of pages. The research plan will be saved as part of the PDF version of the application (the button **Your application in PDF format**).

 Your application in PDF format  
 Show research plan

17. Submit application

18. Authorisation

Call: Academy Project Funding

Time left to complete the application: 47 day(s) 53 minute(s) 13 second(s)

◀ Save and go back

Save

Save and continue ▶














Read the call text carefully before you start writing the plan. Also, familiarise yourself with the review guidelines and review form. Please note that the research plan cannot be submitted as a separate PDF appendix.

The maximum length of the research plan is 12 pages. The consortium research plan must be no more than 15 pages long. The font is Source Sans Pro (font size 12 pt, line spacing 1.15 and margins 20 mm). All bibliographic references must be added directly into the text, for example as follows: (Author(s) Year or [number]). You cannot use footnotes. The list of references (no more than 2 pages) does not count towards the length of the plan.

Fill in ALL sections of the plan according to the practices of your own discipline.

- See [Research plan structure – projects](#)
- You can use [this template](#) to help you write the plan
- See the [How-to guides for the online services](#) on our website for the technical instructions

Fill all required parts of the research plan.

Pages: 2 ◀ ▶ **B** *I* U ~~S~~  $x_2$   $x^2$                             $f(x)$

### breakthroughs and for promoting scientific renewal:

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

### Section 1.10.32 of "de Finibus Bonorum et Malorum", written by Cicero in 45 BC

"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



If the research plan and/or the list of references exceeds the maximum length, the system will notify you when you try to save the tab. You cannot submit the application if the research plan and/or the list of references exceeds the maximum length or if you have not filled in all required fields.

Text too long. The text must fit 12 pages. Now 13 pages.

Pages: 12 **B** *I* U  $x_2$   $x^2$   $\Omega$   $f(x)$

Quis autem vero eum nare reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

"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

Fill all required parts of the research plan.

Pages: 1 **B** *I* U  $x_2$   $x^2$   $\Omega$   $f(x)$

**1 Aim and objectives**

**1.1 Significance of research project in relation to current knowledge, research-based starting points:**

**1.2 Research questions and/or hypotheses**

**1.3 Expected research results and their anticipated scientific impact, potential for scientific breakthroughs and for promoting scientific renewal:**

**1.4 Special objective of call (concerns Academy Programmes and other thematic calls):**

**2 Implementation**

The editor tool provides the following features:

- Basic formatting: bold, italic subscript, superscript, strikethrough, underline
- The font displayed in the PDF version of the research plan is Source Sans Pro 12 pt, line spacing 1.15, margins 20 mm, and the text is aligned to the left.
- Lists: **NB! Lists cannot be centred.**
- Tables: You can use the editor to create a table. **NB! You can only format a table by adjusting table and cell values (Table/Cell properties), not by dragging.**
- Formulas: You can create a formula with the formula editor or by pressing Ctrl+M (or Mac+M). Supported functions: Support Table  
KaTeX.
- Images: Add an image either by clicking on **Add image** or by pasting (**Ctrl+V**). You can centre the image to the right, next to the next. The caption is centred; it cannot be aligned to the right or left. The maximum size is 4 MB per image; supported formats are JPEG, PNG, GIF and BMP. (BMP is an uncompressed format; in practice, we do not recommend that you use it.) The system will notify you if the image exceeds 4 MB. The system partly supports pasting images from external sources, such as Word and Google Docs. We recommend that images that are too large (larger than 4 MB) are inserted into Word before they are added to the editor.
- Supported browsers: IE 10, IE 11 Edge, Chrome, Firefox, Safari and Opera.

Also see the [guidelines for the research plan template](#).