

How to submit a research report in the online services

The scientific report concerns the project that the researcher has described in the original funding application and research plan, and for which the Academy of Finland has granted funding.

The tab **Reports** shows submitted and incomplete reports:

- You can edit a report that is incomplete.
- You can read a report that has been submitted and accepted.
- An interim report can be copied as a template for a new interim report or a final report (**Copy as template**).
- The button **Copy as template for another decision** is shown if it is possible to use a submitted final report as a template for another decision.
- The tab **Authorisations** shows the reports that the user is authorised to edit or view.



Click on **Show projects to be reported** on to view the projects for which you can draft a new interim report or a final report. NB! If the project already has an incomplete final report, it must be deleted before a new final report can be created.

The screenshot shows the 'Online Services' page of the Academy of Finland. The navigation menu includes Desktop, Open calls, My applications, Reports (selected), My reviews, Commitments, My account, and Log out. The 'Reports' section is active, showing a list of reports with columns for Decision number, Research topic, Funding period, Type of report, Report status, and Last edited. A button 'Show projects to be reported on' is visible at the bottom of the list.

Decision number	Research topic	Funding period	Type of report	Report status	Last edited	
327015	Testiprojekti	01.01.2019- 31.12.2019	Final report	Accepted	16.04.2020 13:20	Browse
321333	TEST project	01.01.2020- 31.12.2020	Final report	Incomplete	16.04.2020 12:50	Edit Delete
327144	Arviointi Kyllä/EI	01.01.2020- 31.12.2020	Interim report	Submitted	14.04.2020 12:37	Browse Copy as template

[Show projects to be reported on](#)



To create a completely new report, find the projects to be reported, select the project and click on **Create new report**:

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

Select project to be reported on

Decision number	Research topic	Deadline	Funding period	Call
<input type="radio"/> 321333	Testiprojekti	01.06.2021	01.01.2020- 31.12.2020	Academy Project Funding
<input type="radio"/> 327144	Arviointi Kyllä/EI	01.06.2021	01.01.2020- 31.12.2020	Arviointitesti 2019

Cancel Create new report

Select type of report (interim or final) and the language, then click on **Continue**.

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

Select type of report

Select

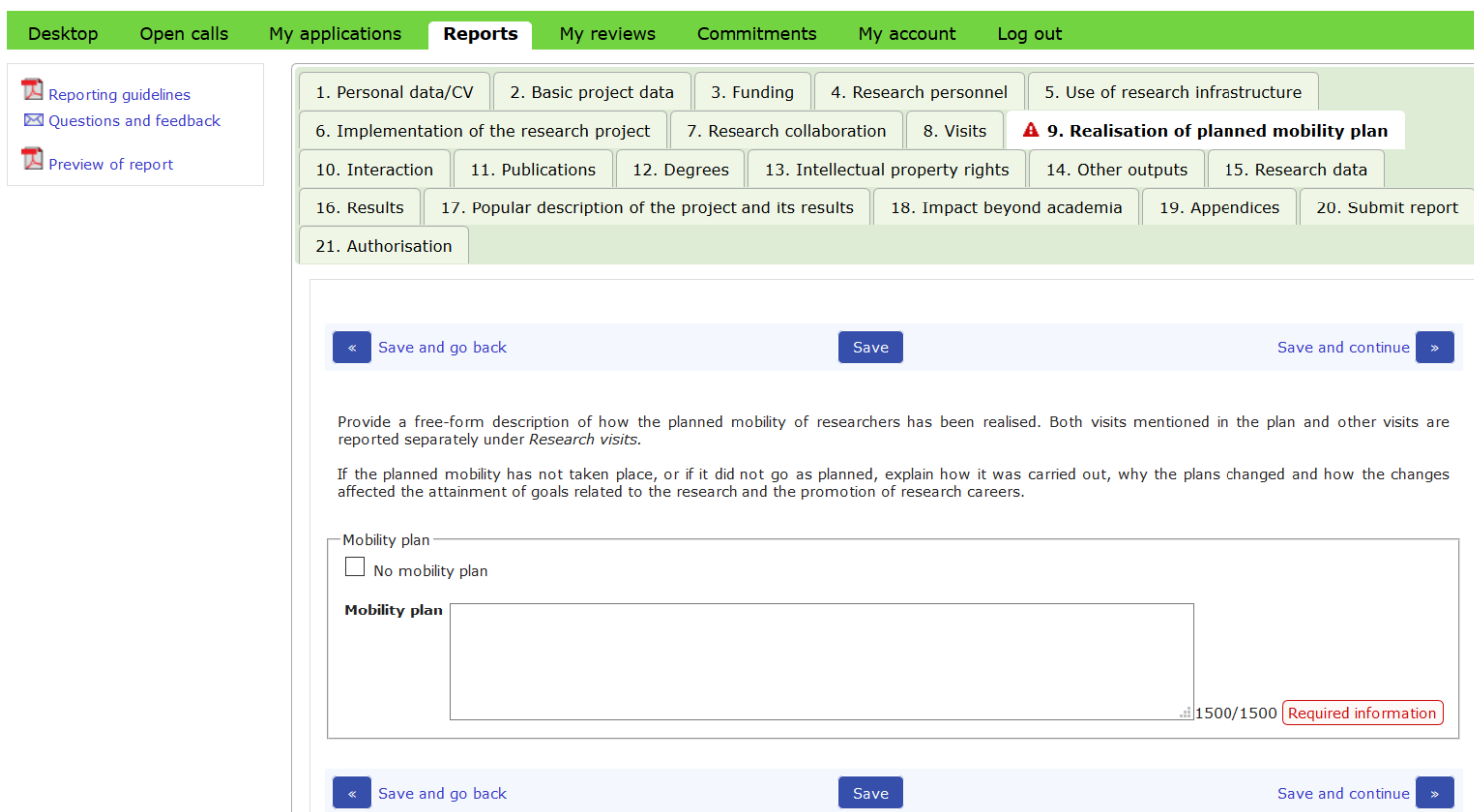
Select language

English

Cancel Continue

The structure of the report form is as follows: first describe issues related to project implementation (incl. research resources), then the outputs from the research (e.g. degrees, publications and data) and finally the results and impact of the research. Please note that visits and degrees may only be added for persons that are included in the research personnel. [Read more about reporting.](#)

The required fields in the form are marked, and tabs missing obligatory information are marked with a red triangle.



The screenshot shows a web interface for reporting. At the top is a navigation bar with tabs: Desktop, Open calls, My applications, **Reports**, My reviews, Commitments, My account, and Log out. On the left, there are links for Reporting guidelines, Questions and feedback, and Preview of report. The main content area displays a grid of 21 tabs representing different sections of the report. Tab 9, 'Realisation of planned mobility plan', is highlighted with a red triangle icon, indicating it is a required field. Below the tabs, there are navigation buttons: '< Save and go back', 'Save', 'Save and continue >'. The main text area contains instructions: 'Provide a free-form description of how the planned mobility of researchers has been realised. Both visits mentioned in the plan and other visits are reported separately under *Research visits*. If the planned mobility has not taken place, or if it did not go as planned, explain how it was carried out, why the plans changed and how the changes affected the attainment of goals related to the research and the promotion of research careers.' Below this is a 'Mobility plan' section with a checkbox for 'No mobility plan' and a text input field for the 'Mobility plan'. The input field has a character count '1500/1500' and a red box labeled 'Required information'. At the bottom, there are more navigation buttons: '< Save and go back', 'Save', 'Save and continue >'.



The button **Submit report** is activated and the report can be submitted once the required fields have been filled in. Applicants will receive an automated email notification of the submission.

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

Reporting guidelines
 Questions and feedback
 Preview of report

1. Personal data/CV	2. Basic project data	3. Funding	4. Research personnel	5. Use of research infrastructure	
6. Implementation of the research project	7. Research collaboration	8. Visits	9. Realisation of planned mobility plan		
10. Interaction	11. Publications	12. Degrees	13. Intellectual property rights	14. Other outputs	15. Research data
16. Results	17. Popular description of the project and its results	18. Impact beyond academia	19. Appendices		
20. Submit report	21. Authorisation				

Report status Incomplete

Submit report



Applicants will also be notified by email if the Academy requests that the submitted report be supplemented. The report to be supplemented is indicated under **Report status**. To supplement the report, click on **Edit**.

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

Reports Authorisations

Sivut: 1

Decision number	Research topic	Funding period	Type of report	Report status	Last edited	
327144	Arviointi Kyllä/EI	01.01.2020- 31.12.2020	Interim report	Opened for supplementing	21.04.2020 15:10	Edit Delete Browse Copy as template
321333	TEST project	01.01.2020- 31.12.2020	Final report	Incomplete	21.04.2020 15:08	Edit Delete
327015	Testiprojekti	01.01.2019- 31.12.2019	Final report	Accepted	16.04.2020 13:20	Browse

Show projects to be reported on

Only fields to be supplemented are active. Re-submit the report once you have added all supplementary details.

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

[Reporting guidelines](#)
[Questions and feedback](#)
[Preview of report](#)

1. Personal data/CV 2. Basic project data 3. Funding 4. Research personnel 5. Use of research infrastructure
 6. Implementation of the research project 7. Research collaboration 8. Visits 9. Realisation of planned mobility plan
 10. Interaction **11. Publications** 12. Degrees 13. Intellectual property rights 14. Other outputs 15. Research data
 16. Continuation of research 17. Results 18. Popular description of the project and its results 19. Impact beyond academia
 20. Uudet lippulaivat testisivu en **21. Submit report** 22. Authorisation

Report status Can be supplemented until 24.04.2020

[Submit report](#)

The report status changes to **Accepted** once the Academy has accepted it.

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

Reports Authorisations

Sivut: [1](#)

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