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 Research Council 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.

Research Council of Finland

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.

Online Services

ACADEMY OF FINLAND

| 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	
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

Research Council of Finland

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
○	321333	Testiprojekti	01.06.2021	01.01.2020- 31.12.2020	Academy Project Funding
○	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**.

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Select type of report

Select ▾

Select language
English ▾

Cancel   Continue

Research Council of Finland

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.

Research Council of Finland

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.

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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

Research Council of Finland

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

Research Council of Finland

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 Research Council has accepted it.

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

| **Reports** | Authorisations |

Sivut: 1

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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]