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

Select type of report (interim or final) and the language, then click on **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 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.
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.
Only fields to be supplemented are active. Re-submit the report once you have added all supplementary details.

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