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Ohjeet hakemusten arviointiin

Strategisen tutkimuksen neuvoston (STN) ohjelmajohtajahaku 2023

Sisällysluettelo

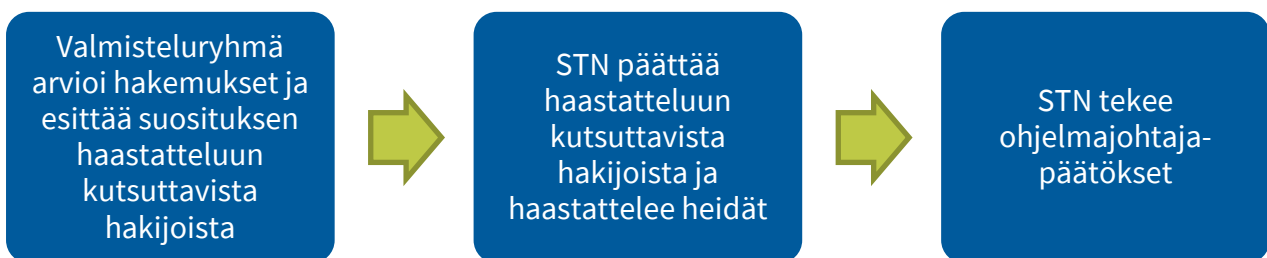
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1. Valmisteluryhmän ja strategisen tutkimuksen neuvoston rooli

Suomen Akatemian yhteydessä toimiva strategisen tutkimuksen neuvosto (STN) rahoittaa yhteiskunnallisesti merkittävää ja vaikuttavaa korkeatasoista tiedettä. Strategisen tutkimuksen avulla etsitään konkreettisia ratkaisuja suuriin ja monitieteistä otetta vaativiin haasteisiin. Yhteistyö tiedontuottajien ja -hyödyntäjien välillä koko ohjelman ajan on tärkeää. Strategisen tutkimuksen ohjelmarakenteeseen kuuluu, että rahoitettavien hankkeiden lisäksi ohjelmalla on osa-aikainen ohjelmajohtaja, joka työskentelee omassa taustaorganisaatiossaan ja joka valitaan erillisellä haulla.

STN:n päätöksenteon tukena ohjelmajohtajahaussa toimii pääsääntöisesti kansallisista asiantuntijoista koostuva valmisteluryhmä, jolla on tieteellistä ja yhteiskunnallisen vaikuttavuuden asiantuntemusta. Valmisteluryhmä arvioi hakemukset ja esittää suosituksen STN:lle haastatteluun kutsuttavista hakijoista. STN päättää haastatteluun kutsuttavista hakijoista valmisteluryhmän lausuntojen sekä oman harkintansa perusteella ja haastattelee heidät. STN:n ohjelmajohtajapäätökset perustuvat kokonaiskuvaan, joka muodostuu hakijoiden haastatteluista ja hakemuksista sekä hakuilmoituksessa mainittujen tiedepoliittisten tavoitteiden toteutumisesta. Lisäksi päätöksissä otetaan huomioon ohjelmakokonaisuuden muodostumiseen liittyvät näkökohdat.



2. Hakemusten arviointi

Hakemusten arviointi koostuu kahdesta vaiheesta. Ensin valmisteluryhmän asiantuntijat arvioivat hakemukset itsenäisesti: jokaista hakemusta kohden valitaan vähintään kaksi asiantuntijaa, jotka kirjoittavat niistä **lausuntoluonnokset**. Kun lausuntoluonnokset on kirjoitettu, ne avataan

Suomen Akatemian sähköisessä järjestelmässä (SARA) kaikkien valmisteluryhmän jäsenten luettavaksi, pois lukien jääviydet (kts. liite).

Lausuntoluonnosvaiheen jälkeen järjestetään valmisteluryhmän kokous, jossa valmisteluryhmä kirjoittaa kustakin hakemuksesta yhteisen **valmisteluryhmän lausunnon** kokouspäivän keskustelun ja lausuntoluonnosten pohjalta. Suomen Akatemian virkahenkilöt avustavat valmisteluryhmää yhteisten lausuntojen valmistelussa.

Valmisteluryhmän jäsenillä on pääsy kaikkiin hakemuksiin ja lausuntoihin, pois lukien jääviydet (kts. liite). Toivomme, että valmisteluryhmän jäsenet tutustuvat kaikkiin hakemuksiin.

Arviointikriteerit

Valmisteluryhmä arvioi hakemukset kolmen osa-alueen perusteella: hakijoiden yhteiskunnallisten verkostojen ja tieteellisen asiantuntemuksen yhteensopivuus ohjelmaan, toimintasuunnitelmien laatu sekä yhteiskunnallinen vaikuttavuus. Valmisteluryhmän jäseniä pyydetään vastaamaan lausuntoluonnoksissaan ja valmisteluryhmän yhteisessä lausunnossa seuraaviin arviointikysymyksiin:

1. Hakijan yhteiskunnallisten verkostojen ja tieteellisen asiantuntemuksen yhteensopivuus ohjelmaan

- Miten hakijan tieteellinen asiantuntemus sopii ohjelmaan? Millaista asiantuntemusta hakijalla on monitieteisestä ja tieteiden rajat ylittävästä tutkimuksesta?
- Miten hakijan kokemus monialaisten verkostojen johtamisesta tukee ohjelmakonaisuuden rakentamista?
- Onko hakija tunnistanut ohjelman kannalta keskeisimmät toimijat ja vuorovaikutuskumppanit?

2. Toimintasuunnitelman laatu

- Miten esitetty toimintasuunnitelma vastaa ohjelmajohtajalle asetettuja tehtäviä?
- Ovatko suunnitellut toimet tieteiden välisen yhteistyön edistämisen kannalta riittävät?

- Onko toimintasuunnitelma realistinen?

3. Yhteiskunnallinen vaikuttavuus

- Minkälaista ohjelman kannalta oleellista kokemusta hakijalla on tutkimuksen yhteiskunnallisen vaikuttavuuden edistämisestä?
- Miten hakemuksessa kuvattu yhteiskunnallisen vaikuttamisen verkosto tukee ohjelman vaikuttavuutta?
- Ovatko suunnitellut toimet yhteiskunnallisen vaikuttavuuden kannalta vakuuttavat?

Kirjallisen palautteen lisäksi valmisteluryhmän jäseniä pyydetään lausuntoluonnoksissaan luokittelemaan hakemus A-, B- tai C-kategoriaan sen perusteella kuinka vahvasti asiantuntija suosittelee hakijan kutsumista haastatteluun. Kunkin hakemuksen lopullinen A-, B- tai C-luokitus muodostetaan valmisteluryhmän kokouksessa ja kirjataan yhteiseen valmisteluryhmän lausuntoon.

Kategoria	Kuvaus eri kategorioiden vaatimuksista
A	Asiantuntija/valmisteluryhmä suosittelee, että strategisen tutkimuksen neuvosto kutsuu hakijan haastatteluun. Hakemus on erittäin vahva ja vakuuttava kaikilla arvioiduilla osa-alueilla: hakijan yhteiskunnallisten verkostojen ja tieteellisen asiantuntemuksen yhteensopivuus ohjelmaan, toimintasuunnitelman laatu sekä yhteiskunnallinen vaikuttavuus.
B	Asiantuntija/valmisteluryhmä suosittelee varauksin, että strategisen tutkimuksen neuvosto kutsuu hakijan haastatteluun. Hakemus on hyvä ja vakuuttava arvioiduilla osa-alueilla: hakijan yhteiskunnallisten verkostojen ja tieteellisen asiantuntemuksen yhteensopivuus ohjelmaan, toimintasuunnitelman laatu sekä yhteiskunnallinen vaikuttavuus. Hakemuksessa on jossain osa-alueessa parannettavaa.
C	Asiantuntija/valmisteluryhmä suosittelee, että strategisen tutkimuksen neuvosto ei kutsu hakijaa haastatteluun. Hakemus ei ole riittävän vakuuttava, koska siinä on puutteita tai epäselvyyksiä arvioiduilla osa-alueilla: hakijan yhteiskunnallisten verkostojen ja tieteellisen asiantuntemuksen yhteensopivuus ohjelmaan, toimintasuunnitelman laatu sekä yhteiskunnallinen vaikuttavuus.

Millainen on hyvä lausunto?

Hyvin tehdyt lausuntoluonnokset helpottavat valmisteluryhmän työskentelyä ja yhteisten lausuntojen kirjoittamista. Kun rahoituspäätökset on tehty, jokaisella hakijalla on sähköisessä järjestelmässä pääsy omaa hakemustaan koskevaan valmisteluryhmän lausuntoon. Lausunto tarjoaa hakijalle tärkeää palautetta hakemuksesta. Tästä johtuen pyydämme, että:

- keskitytte esittämään hakemusta arvioivia kommentteja ja välttätte hakemuksen kuvailua - välttäkää tekstin kopioimista hakemuksesta
- kirjoitatte kommentit jokaisesta arvioitavasta osa-alueesta
- kirjoitatte kokonaisia lauseita sellaiseen tyyliin, että niitä voidaan käyttää mahdollisimman suoraan valmisteluryhmän yhteisessä lausunnossa, jonka hakija saa palautteena hakemuksestaan.

Miten hakemuksia arvioidaan Akatemian verkkopalvelussa?

Lausuntoluonnokset sekä valmisteluryhmän yhteiset lausunnot kirjoitetaan Akatemian sähköisessä järjestelmässä (SARA). [Tekniset ohjeet verkkopalvelun käyttöön](#) sekä [arviointilomakkeen offline-versio](#) löytyvät verkkosivuiltamme.

Code of conduct for reviewers

The Academy of Finland follows responsible practices in all research funding activities, taking into account disqualification and confidentiality, responsible researcher's review principles, ethical aspects, equality and nondiscrimination, open science and sustainable development.

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1. Responsible review process

1.1 Responsible researcher evaluation

When reviewing the competence of the applicant, please pay attention to that the Academy of Finland is a signatory of [DORA](#) (link takes you to DORA's website), the San Francisco Declaration on Research Assessment, and [CoARA](#), the Agreement on reforming research assessment, which make recommendations for improving research assessment practices. The Academy is also committed to following Finland's national recommendation on [good practice in researcher evaluation \(PDF\)](#). The Academy adheres to the recommendations in its peer-review processes. Applicants are not allowed to include any journal-based metrics in their application nor any other citation metrics.

You are asked to consider the content and quality of publications, rather than their number or venue of publication, or the impact of the journals in which they were published. We advise you not to use journal-based metrics (e.g. Journal Impact Factors) as a surrogate measure of the quality of individual research articles to assess an individual scientist's contributions. Please note also that other citation metrics used in isolation do not describe the impact, importance or quality of the publication(s) and can potentially be misleading when applied to the peer review. Citation metrics are dependent on the citation practices of different research fields and are therefore not a reliable comparative measure in multidisciplinary panel review.

When assessing researchers' merits and their competence in delivering the proposed research, you are asked to consider the value and impact of all research outputs, not only publications. Applicants are asked to list the ten most relevant publications and ten other key outputs, and to provide appropriate rationalisations in their applications. The complete publication list is provided as well. The types of outputs vary between disciplines.

In applications for Academy Research Fellowships, you will also find a narrative-like section in the CV, which facilitates the review of the competence and expertise of the applicant according to the objectives of the funding instrument.

You are also asked to be sensitive to legitimate delays in publication and personal factors or other types of leave, part-time work and disabilities that may have affected the applicant's record of outputs. Read more about [responsible researcher evaluation](#) on our website.

1.2 Secrecy and integrity in the review process

According to the Finnish Act on the Openness of Government Activities, research plans, abstracts, progress reports and review reports are secret documents. Application documents should therefore be handled and stored with due care and confidentiality.

The Academy of Finland is committed to following the guidelines of the Finnish Advisory Board on Research Integrity for responsible conduct of research. The guidelines also apply to reviewing funding applications, research programmes and scientific disciplines.

All reviews must be handled confidentially, competently and impartially, based on the criteria set for the review process. Care must be taken to ensure that the review complies with general stipulations about conflicts of interest. Prior notice must be given if a reviewer has economic or other affiliations or significantly different schools of thought in relation to the applicant under review. This is a way to avoid conflicts of interest.

As a reviewer, you are not allowed to disclose any information concerning application documents or reviews to outsiders, nor are you allowed to use this secret information to your own benefit or anyone else's benefit or disadvantage. You may not reveal to outsiders that you are assessing the research plan of a particular researcher. If you are contacted by anyone, including the applicant, who has questions about the application or reviews, please advise them to contact the Academy of Finland. Disclosing the contents of research plans to third parties or contacting applicants personally without explicit agreement to do so are regarded as instances of inappropriate behaviour on the part of reviewers. Once the review has been completed, you are required to destroy all application documents and any copies made of them.

Reviewers are guilty of research misconduct if they misappropriate research ideas, results, observations or data from applications. This also includes copying any part of an application. The quality of the review is not a research-ethical issue unless the review has been conducted carelessly, which may give an appearance of a review that deliberately either underrates or overrates the applicants under review.

After the funding decisions have been made, the Academy will publish a list of panels and (with permission) the names of the panel members including their current positions and institutions as well as the names of all individual reviewers enlisted in the call. If requested, this information will be disclosed already after the panel meeting.

The applicants will see the names of all panel members in the panel review report. If requested, the draft reviews and the names of reviewers who have supplied the draft reviews will also be disclosed to the applicant (under the Finnish Act on the Openness of Government Activities).

Confidentiality must also be maintained after the review process has been completed. Reviews are secret documents, but applicants will have access to the panel review reports on their applications after the funding decisions have been made. An applicant shall not disclose to third parties secret information obtained on the basis of party status and concerning other persons than the party themselves. The draft reviews and external draft reviews are also secret documents unless otherwise stated in the applicable legislation or required by court order.

1.3. Conflicts of interest

As a reviewer you are required to declare any personal interests according to the criteria below. You must disqualify yourself if you can in any way benefit from the approval or rejection of the application. You must also disqualify yourself in the following circumstances:

- You have collaborated with the applicant (e.g. you have co-authored and published an article or manuscript with the applicant in the past three years, been involved in the preparation of the application, or are involved in the publication or application of the results).
- You have been a superior, subordinate or instructor of the applicant in the past three years.
- You are applying for the same post as the applicant.
- You are applying for funding from the Academy from the same funding instrument.
- The applicant is a close person to you. A close person is:
 - a) your spouse (also de facto), child, grandchild, sibling, parent, grandparent or a person otherwise close to you (e.g. fiancé/e or a close friend), as well as their spouses (also de facto)
 - b) a sibling of your parent or his/her spouse (also de facto), a child of your sibling, or your previous spouse (also de facto)
 - c) a child, grandchild, sibling, parent or grandparent of your spouse as well as their spouses (also de facto), or a child of a sibling of your spouse
 - d) or a half-relative comparable to the above-mentioned persons.

You are also disqualified if your impartiality may be endangered in any other way, or if you feel that you have a conflict of interest and are therefore disqualified to review the application.

If you identify any conflicts of interest, please notify us as soon as possible.

2 Reviewer's declaration

Please acknowledge that by accepting the task of a reviewer you guarantee not to disclose the information you receive and not to use it for anybody's benefit or disadvantage as stated in section 2 above (Secrecy and integrity in the review process). Further, you affirm that you will immediately notify the Academy if you have a conflict of interest in one or more applications.

3 Responsible science and societal effects and impact in review

3.1 Research ethics

The Academy of Finland requires that the Finnish Advisory Board on Research Integrity guidelines [Responsible conduct of research and procedures for handling allegations of misconduct in Finland](#) (link takes you to the Board's website) are followed in all Academy-funded research. We also require that researchers follow ALLEA's (All European Academies) [European Code of Conduct for Research Integrity](#) (link takes you to ALLEA's website) when engaging in international collaboration.

The Academy will not process a funding application if the applicant has been found guilty of research misconduct in the three years preceding the year of the call. If we find out about the misconduct during the funding period, whatever is left of the funding period will be added to the three-year limit. If the applicant appeals the decision on the misconduct, and the appeal is successful, we will process the applicant's new applications following normal procedures. Read more about the [ethical questions](#) on our website.

3.2 Equality and nondiscrimination

The Academy of Finland's research funding promotes equality and nondiscrimination as part of responsible science. To secure responsible reviews and decision-making, the Academy is, in accordance with its [Equality and nondiscrimination plan](#), committed to defining the means to support combining work and family life and the research careers of women in all funding opportunities. Therefore, career breaks due to certain leaves (maternity, paternity, parental or childcare leave, or military or nonmilitary service, other special reasons, such as long-term illness) cannot be evaluated negatively in the evaluation process.

The Academy requires that all Academy-funded research promotes gender equality and nondiscrimination. Academy reviews and decision-making emphasise the importance of promoting equality and nondiscrimination either in the suggested project or in the wider society. Gender is not part of the information in the applications under review.

In the review of applications, the Academy asks reviewers to pay attention to the unconscious bias that affects us all. Unconscious bias refers to a positive bias towards our "ingroup" and a negative bias towards our "outgroup". For example, when you are assessing whether the research is groundbreaking and whether the applicant is competent enough to carry out the proposed project, pay special attention to the possible unconscious biases that you might have and that could have an impact on your evaluation. The very act of realising hidden biases makes them less powerful.

In review (especially in panels), it is easier to detect unconscious biases in others than in yourself. We ask you to be prepared to call out bias when you see it.

3.3 Open science

The Academy of Finland is committed to promoting the principles and practices of open science to improve the quality, responsibility and social impact of science. The goal is to make all outputs produced and used in research (research publications, data, methods and metadata) widely available for reuse. The principles of open science must be pursued with due attention to



good scientific practice and law. The degrees of data openness may justifiably vary, ranging from fully open to strictly confidential. Read more about [the Academy of Finland's open science policy](#) on our website.

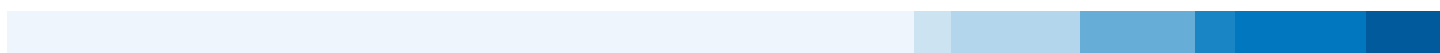
The Academy is a member of cOAlition S and uses Plan S principles and practices in its funding guidelines. In addition, the Academy applies [the National Policy for Open Access to Scholarly Publications](#). When reviewing publication plans, reviewers are asked to take note of the Academy's open access policy and value the applicants' efforts to publish in OA journals or use other alternatives that secure the immediate open access of articles. All peer-reviewed articles written in Academy-funded projects should be published with immediate open access. Researchers may use OA journals, platforms, repositories or journals that commit to full OA by 2024.

When reviewing applicants' preliminary presentations on data management and open access to research data, reviewers are asked to take note of the Academy's research data policy and value the applicants' efforts to open the research data collected during the research. Reviewers are also asked to support well justified arguments if the applicant states that no research data will be collected or gives understandable reasons for not opening the research data. The funded projects submit a full research data management plan after a positive funding decision.

3.4 Sustainable development

One of the science policy objectives that are factored in when Academy funding decisions are made is how the proposed project has considered sustainable development. Although it is not a review criterion as such, we encourage reviewers to comment especially if any shortcomings are identified in the matter.

In the context of sustainable development goals, responsible science concerns a description of how the project can promote one or several of the eight goals for sustainable development: equal prospects for wellbeing, a participatory society for citizens, sustainable employment,





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sustainable society and local communities, a carbon-neutral society, a resource-wise economy, lifestyles respectful of the carrying capacity of nature and decision-making respectful of nature.

In their research plans, researchers are encouraged to describe how the project promotes sustainable development as part of responsible science.

