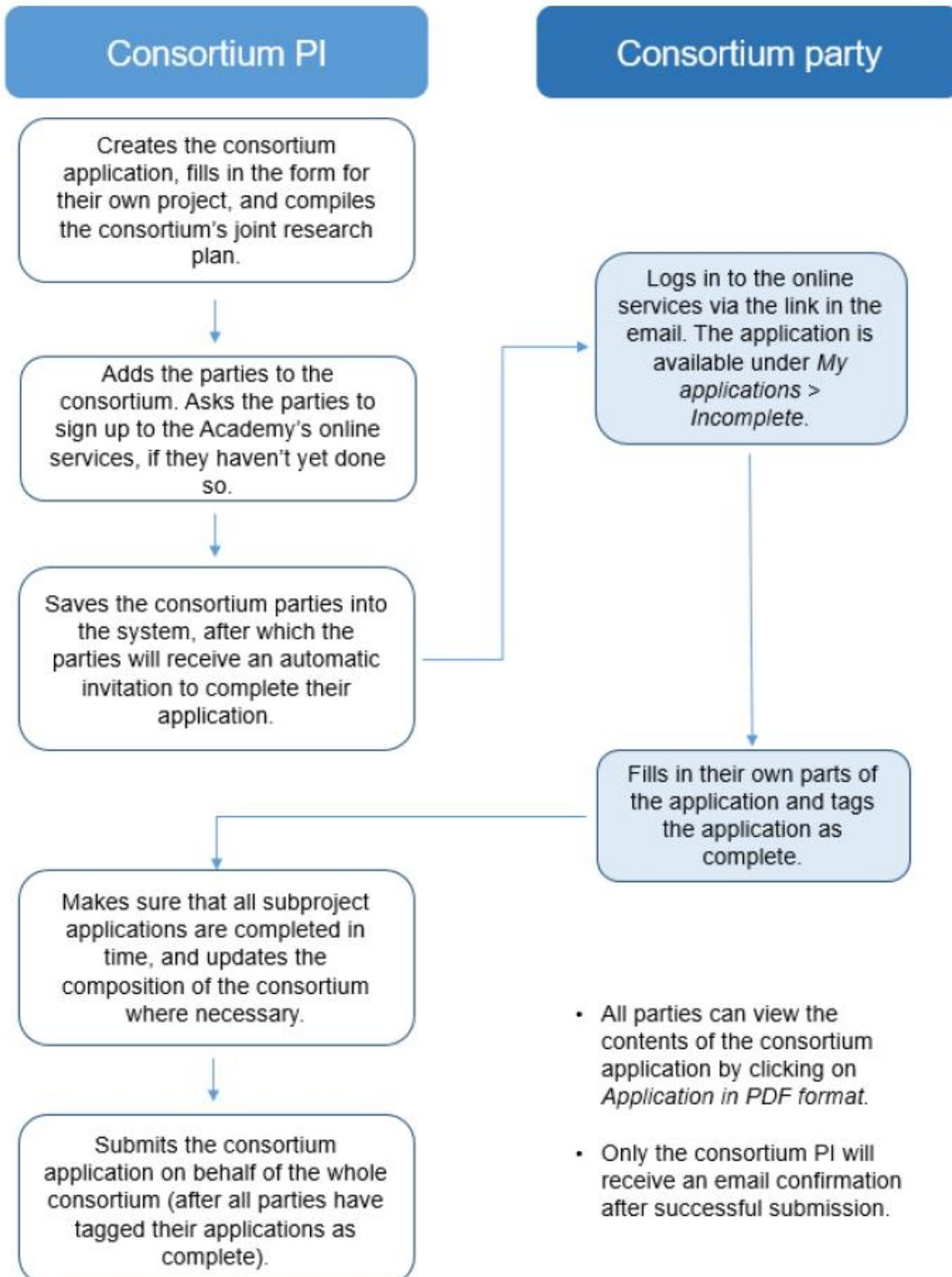


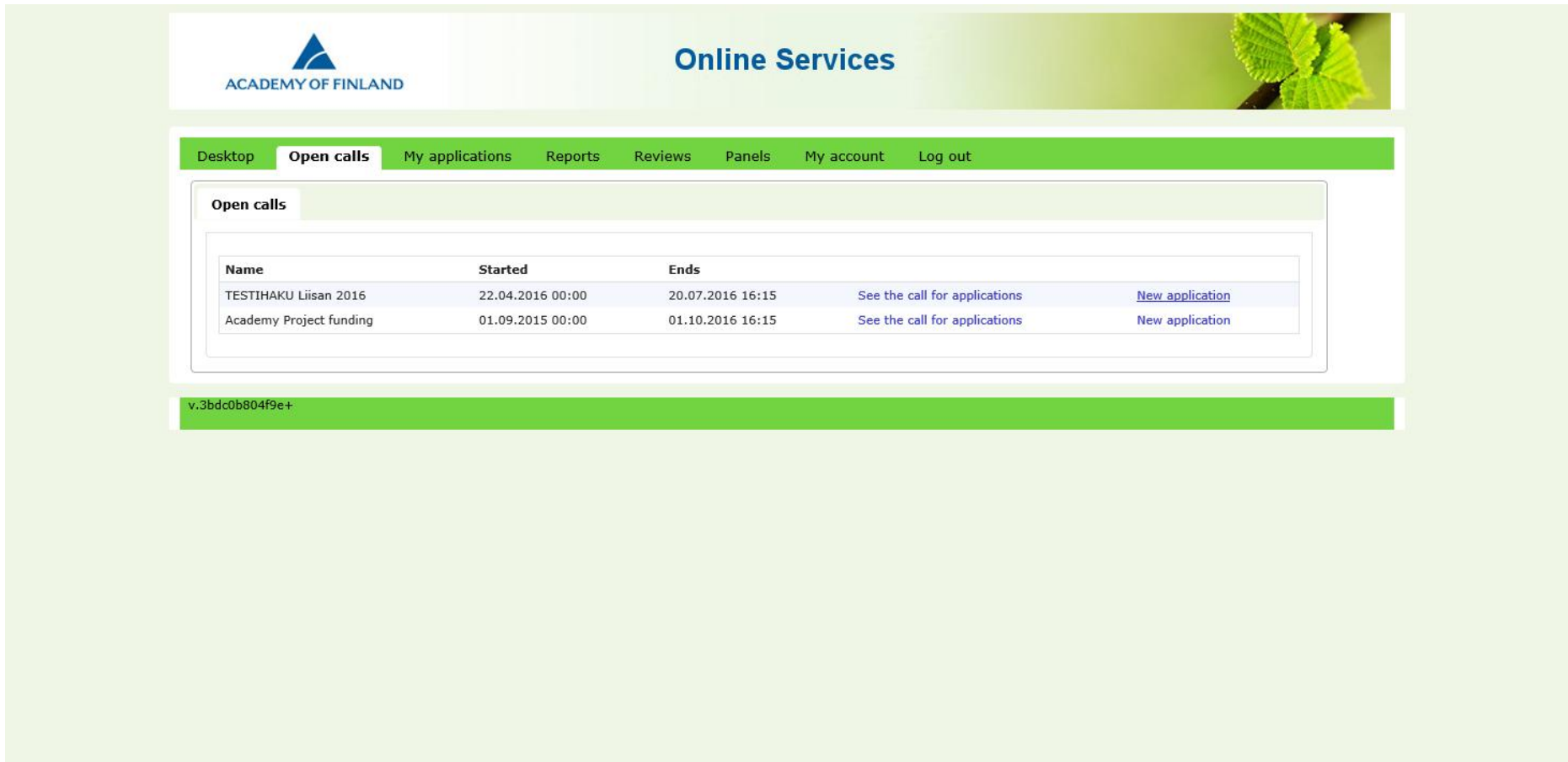
## How to fill in a consortium application in the Academy of Finland's online services

The consortium itself selects the principal investigator of the consortium. The consortium PI submits the consortium application (which includes the subprojects' applications). The consortium PI creates the consortium in the online services, invites the consortium members (i.e. the subproject PIs) and follows the completion of the joint application. *The consortium PI can submit the consortium application only after all consortium subprojects (i.e. the subproject PIs) have completed their applications.*



## 1. Consortium PI's application

Select your preferred call under *Open calls* and click on *New application*.

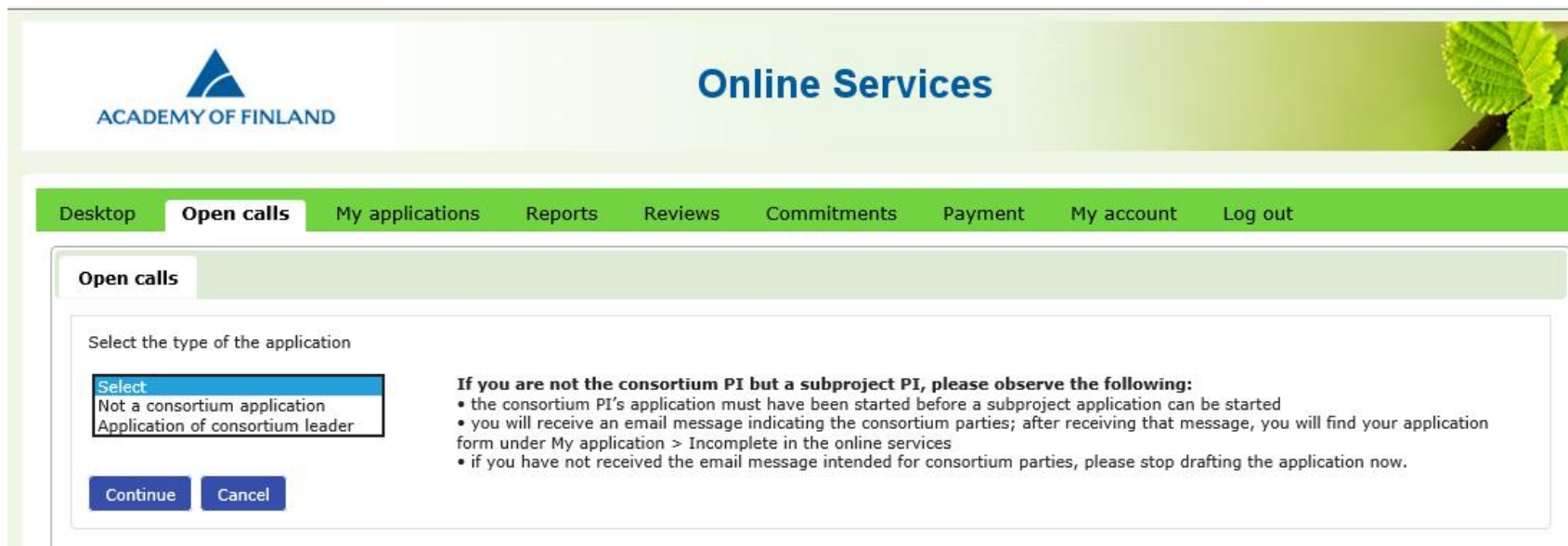


The screenshot shows the 'Online Services' page of the Academy of Finland. The navigation menu includes Desktop, Open calls (selected), My applications, Reports, Reviews, Panels, My account, and Log out. The 'Open calls' section contains a table with the following data:

Name	Started	Ends		
TESTIHAKU Liisan 2016	22.04.2016 00:00	20.07.2016 16:15	<a href="#">See the call for applications</a>	<a href="#">New application</a>
Academy Project funding	01.09.2015 00:00	01.10.2016 16:15	<a href="#">See the call for applications</a>	<a href="#">New application</a>

v.3bdc0b804f9e+

Select *Application of consortium leader*.



ACADEMY OF FINLAND

## Online Services

Desktop **Open calls** My applications Reports Reviews Commitments Payment My account Log out

**Open calls**

Select the type of the application

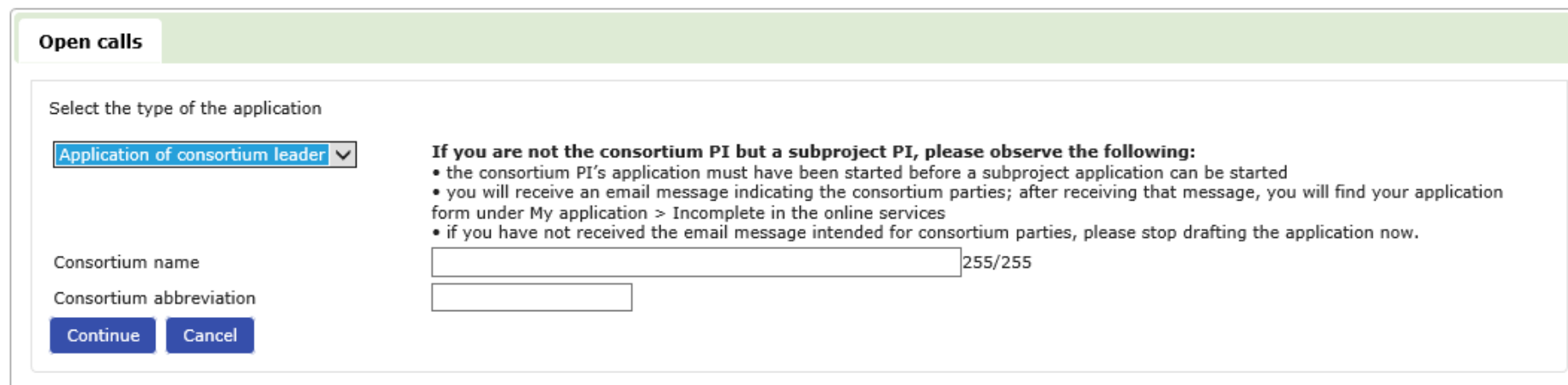
Select  
Not a consortium application  
Application of consortium leader

Continue Cancel

**If you are not the consortium PI but a subproject PI, please observe the following:**

- the consortium PI's application must have been started before a subproject application can be started
- you will receive an email message indicating the consortium parties; after receiving that message, you will find your application form under My application > Incomplete in the online services
- if you have not received the email message intended for consortium parties, please stop drafting the application now.

Enter the name and abbreviation of the consortium and click on *Continue*.



**Open calls**

Select the type of the application

Application of consortium leader ▼

Consortium name  255/255

Consortium abbreviation







Continue Cancel

**If you are not the consortium PI but a subproject PI, please observe the following:**

- the consortium PI's application must have been started before a subproject application can be started
- you will receive an email message indicating the consortium parties; after receiving that message, you will find your application form under My application > Incomplete in the online services
- if you have not received the email message intended for consortium parties, please stop drafting the application now.

Enter the consortium parties. Start writing the person's name in the box. This will give you list of people to choose from. Select the right person. If the name of the person is not on the list, he or she must first sign up. NB! Do not enter your own name – as the PI of the consortium, you are automatically one of its members.

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

-  Call for applications
-  Guidelines for this funding opportunity
-  User guide
-  Questions and feedback
-  Your application in PDF format
-  Show research plan

1. Personal data/CV
⚠ 2. Consortium parties
3. General description
4. Abstract
5. Research plan

6. Most relevant publications
7. Mobility
8. Affiliations
9. Ethical aspects
10. Funding for the project
11. Salary costs for PI

12. Public description of project
13. Appendices
14. Submit application
15. Authorisation

Call: Testihaku huhti2019 Time left to complete the application: 47 day(s) 3 hour(s) 44 minute(s) 54 second(s)

Save and go back
Save
Save and continue

**Consortium name**  245/255

**Consortium abbreviation**  251/255

**Consortium parties**  
Specify the other consortium parties (except yourself; you are already included as a consortium PI).

Required information

**Consortium party »** - Delete

Name	<input style="border: 1px solid #ccc;" type="text" value="testi teuv"/>
Email	<input style="border: 1px solid #ccc;" type="text" value="Teuvo Testi (MUU)"/>
Organisation	<input style="border: 1px solid #ccc;" type="text"/>
Country	<input style="border: 1px solid #ccc;" type="text"/>

+ Add principal investigator of consortium sub-project

Save and go back
Save
Save and continue

Name of consortium party (contact person)

Create the applications for the consortium parties and send the parties an email notification by clicking *Save*. The parties will find their own applications under *My applications > Incomplete*.

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

Call for applications

Guidelines for this funding opportunity

User guide

Questions and feedback

Your application in PDF format

Show research plan

1. Personal data/CV
**2. Consortium parties**
3. General description
4. Abstract
5. Research plan

6. Most relevant publications
7. Mobility
8. Affiliations
9. Ethical aspects
10. Funding for the project
11. Salary costs for PI

12. Public description of project
13. Appendices
14. Submit application
15. Authorisation

Call: Testihaku huhti2019 Time left to complete the application: 47 day(s) 3 hour(s) 43 minute(s) 12 second(s)

Save and go back
Save
Save and continue

**Consortium name**  245/255

**Consortium abbreviation**  251/255

Consortium parties  
Specify the other consortium parties (except yourself; you are already included as a consortium PI).

*Teuvo Testi (humak) » »* - Delete

**Tuukka Tutkija (AALTO) (Aalto University) »** - Delete

Name	<input type="text" value="Tuukka Tutkija (AALTO)"/>
Email	<input type="text" value="user_5065@sara.tst"/>
Organisation	<input type="text" value="Aalto University"/>
Country	<input type="text" value="Finland"/>

+ Add principal investigator of consortium sub-project

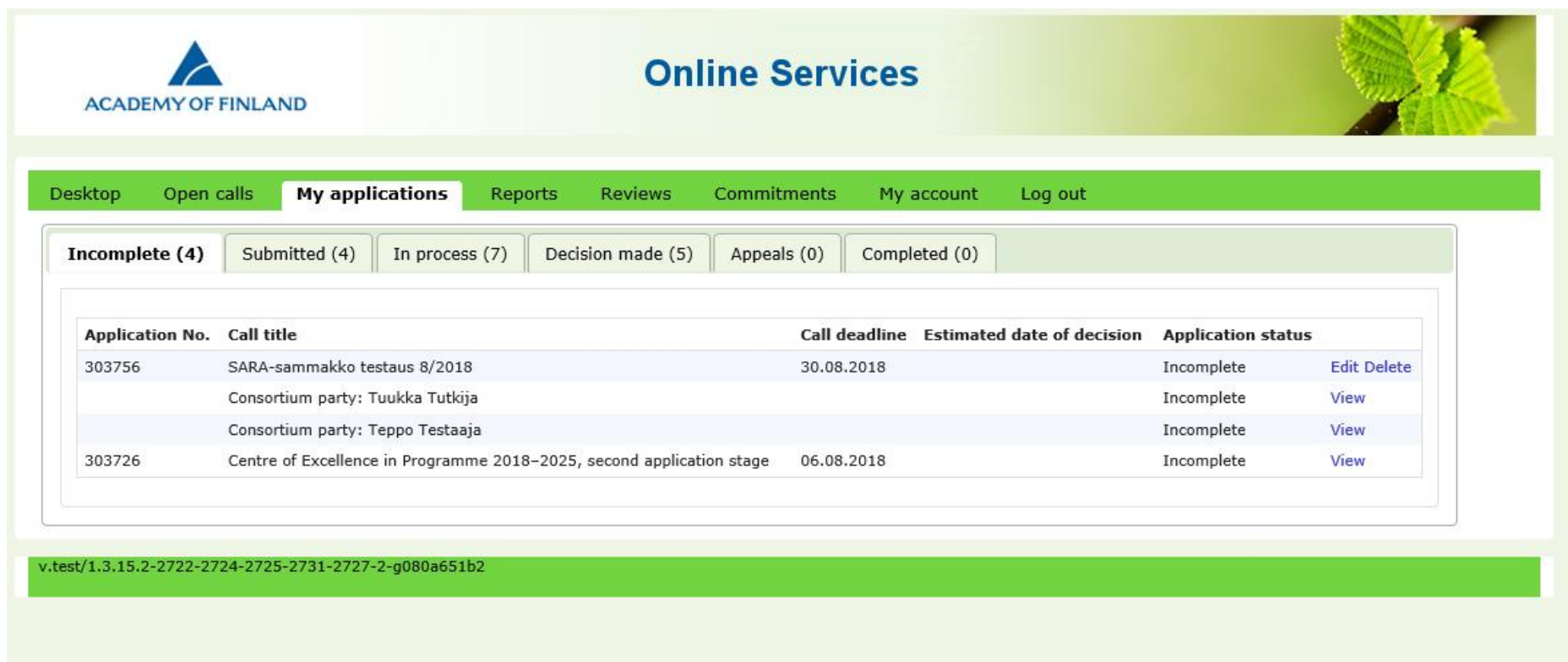
Save and go back
Save
Save and continue

Name of consortium party (contact person)

On the form, enter the abstract, public description, research fields, keywords, research plan and the most important publications for the consortium project (no more than 20). Each project will enter its own cost estimate including justifications, site of research, mobility, affiliations, salary of PI and ethical aspects.

Add your own CV (under *Personal data/CV*). Consortium PIs will also append possible ethical permits and data management plan on behalf of the consortium. Other case-specific appendices are appended separately by each party.

You can follow the status of the subprojects' applications under *My applications*. You cannot submit the consortium application before all subprojects have completed their own applications.



**ACADEMY OF FINLAND** **Online Services**

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

Incomplete (4) Submitted (4) In process (7) Decision made (5) Appeals (0) Completed (0)

Application No.	Call title	Call deadline	Estimated date of decision	Application status
303756	SARA-sammakko testaus 8/2018	30.08.2018		Incomplete <a href="#">Edit</a> <a href="#">Delete</a>
	Consortium party: Tuukka Tutkija			Incomplete <a href="#">View</a>
	Consortium party: Teppo Testaaja			Incomplete <a href="#">View</a>
303726	Centre of Excellence in Programme 2018–2025, second application stage	06.08.2018		Incomplete <a href="#">View</a>


v.test/1.3.15.2-2722-2724-2725-2731-2727-2-g080a651b2




The PDF version of the application is updated as information is saved in the system. Click on *Your application in PDF format* to view the application.

The screenshot shows the 'Online Services' interface for the Academy of Finland. At the top left is the Academy of Finland logo. The main header is 'Online Services' with a green leaf image on the right. Below the header is a navigation bar with tabs: Desktop, Open calls (selected), My applications, Reports, Reviews, Commitments, My account, and Log out. On the left side, there is a sidebar menu with links: Call for applications, Guidelines for this funding opportunity, User guide, Questions and feedback, Your application in PDF format, and Show research plan. The main content area shows a progress bar with 15 steps: 1. Personal data/CV, 2. Consortium parties, 3. General description (active), 4. Abstract, 5. Research plan, 6. Most relevant publications, 7. Mobility, 8. Affiliations, 9. Ethical aspects, 10. Funding for the project, 11. Salary costs for PI, 12. Public description of project, 13. Appendices, 14. Submit application, and 15. Authorisation. Below the progress bar, there is a call identifier 'Call: Testihaku\_tuotanto 10082018' and a timer 'Time left to complete the application: 16 day(s) 4 hour(s) 39 minute(s) 31 second(s)'. At the bottom of the main content area, there are buttons for 'Save and go back', 'Save', and 'Save and continue'. Below these buttons, there are form fields for 'Research Council' (with a dropdown menu showing 'Select' and a 'Required information' label) and 'Site of research' (with a text input field and a 'Required information' label).







The consortium application is ready to be submitted once all consortium parties have completed their applications.



## Online Services



Desktop
Open calls
My applications
Reports
Reviews
Commitments
My account
Log out

-  [Call for applications](#)
-  [Guidelines for this funding opportunity](#)
-  [User guide](#)
-  [Questions and feedback](#)
-  [Your application in PDF format](#)
-  [Show research plan](#)

1. [Personal data/CV](#)
2. [Consortium parties](#)
3. [General description](#)
4. [Abstract](#)
5. [Research plan](#)
6. [Most relevant publications](#)

7. [Mobility](#)
8. [Affiliations](#)
9. [Ethical aspects](#)
10. [Funding for the project](#)
11. [Salary costs for PI](#)

12. [Public description of project](#)
13. [Appendices](#)
14. Submit application
15. [Authorisation](#)

Call: Testihaku\_tuotanto 10082018 Time left to complete the application: 16 day(s) 2 hour(s) 43 minute(s) 10 second(s)

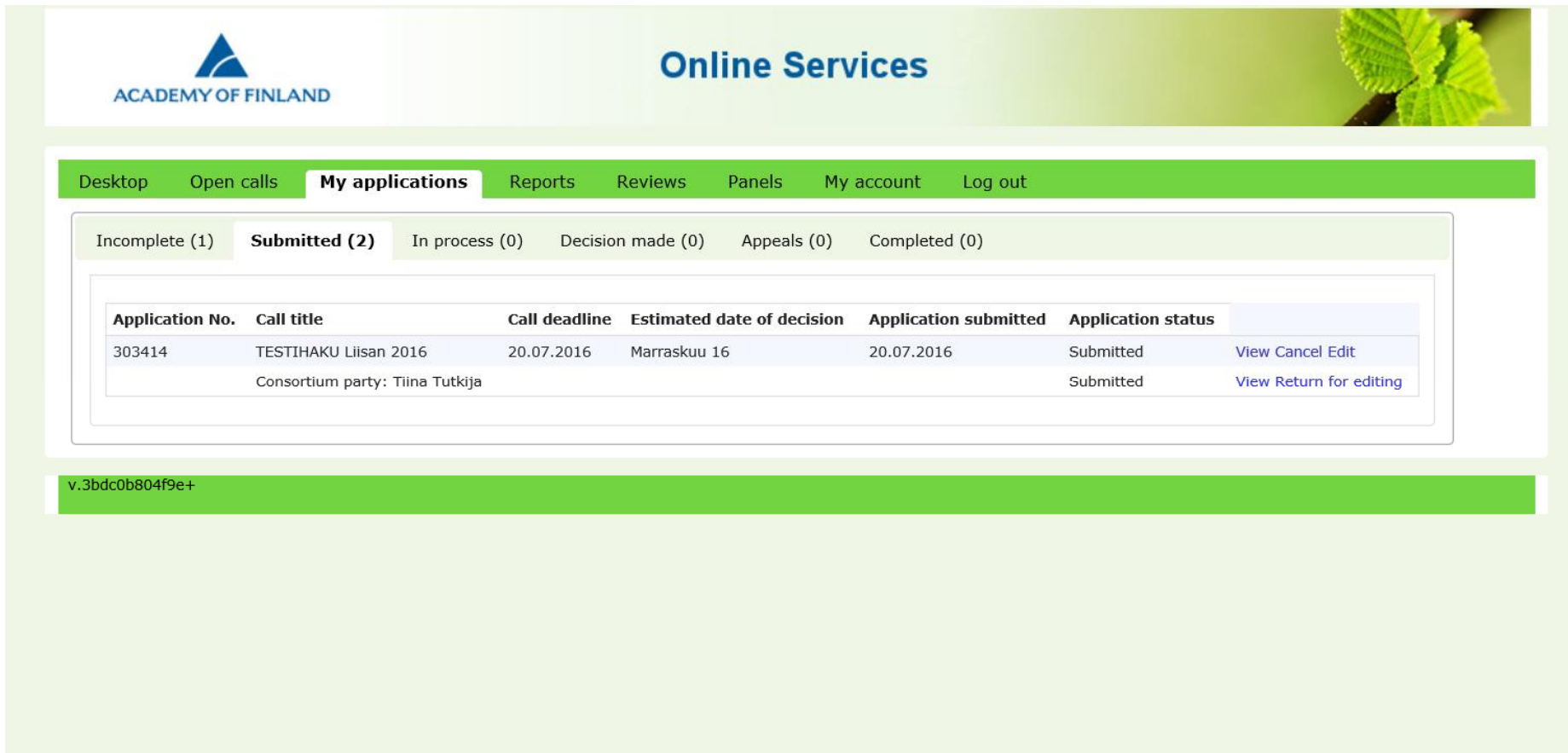
Application status	Incomplete
Application created	14.08.2018 11:14
Application updated	14.08.2018 13:31

Consortium party:	Application status
Tutkija, Tiina (Leader)	Incomplete
Tutkija, Tuukka	Completed

Submit application



After the consortium application has been submitted, it can be accessed under *My applications > Submitted*. The application can be edited before the call deadline expires.



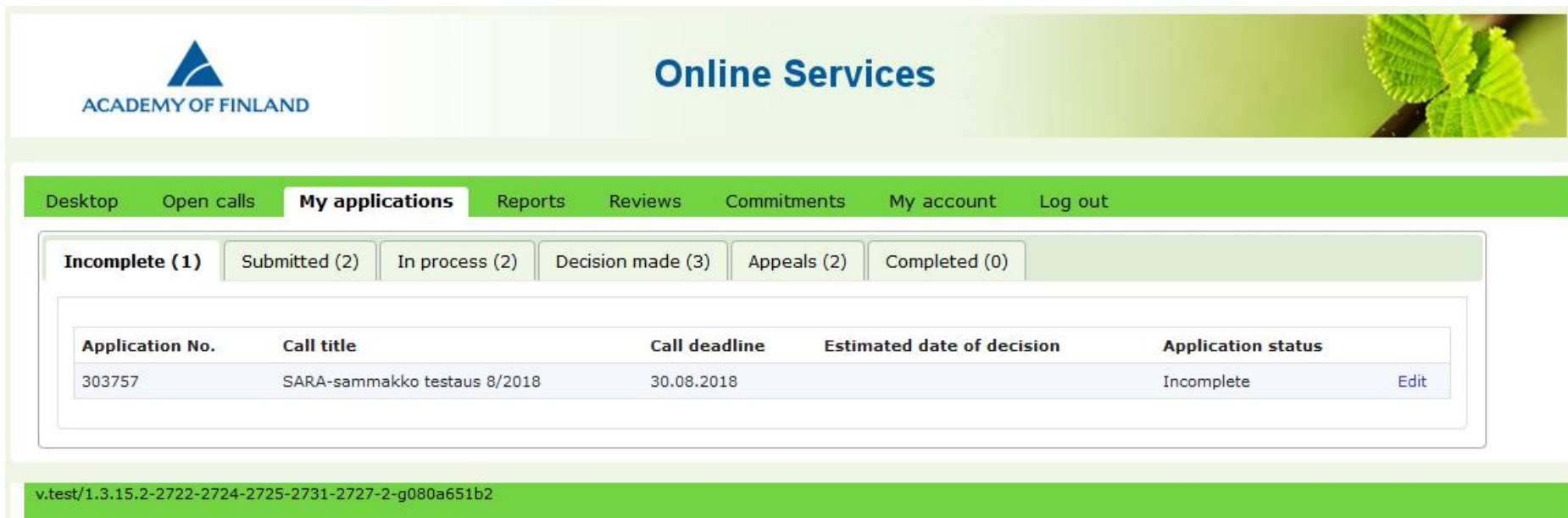
The screenshot shows the 'Online Services' interface of the Academy of Finland. The navigation menu includes Desktop, Open calls, My applications (selected), Reports, Reviews, Panels, My account, and Log out. Under 'My applications', there are filters for Incomplete (1), Submitted (2), In process (0), Decision made (0), Appeals (0), and Completed (0). A table lists the submitted application with the following details:

Application No.	Call title	Call deadline	Estimated date of decision	Application submitted	Application status	
303414	TESTIHAKU Liisan 2016 Consortium party: Tiina Tutkija	20.07.2016	Marraskuu 16	20.07.2016	Submitted	<a href="#">View</a> <a href="#">Cancel</a> <a href="#">Edit</a>
					Submitted	<a href="#">View</a> <a href="#">Return for editing</a>

At the bottom of the page, there is a version identifier: v.3bdc0b804f9e+

## 2. Application by consortium party

Once you have received the email with the composition of the consortium, you will find your own unfinished application under *My applications > Incomplete*.




The screenshot shows the 'Online Services' interface of the Academy of Finland. The navigation menu includes Desktop, Open calls, My applications (selected), Reports, Reviews, Commitments, My account, and Log out. Under 'My applications', there are filters for Incomplete (1), Submitted (2), In process (2), Decision made (3), Appeals (2), and Completed (0). A table displays application details for application number 303757.

Application No.	Call title	Call deadline	Estimated date of decision	Application status
303757	SARA-sammakko testaus 8/2018	30.08.2018		Incomplete <a href="#">Edit</a>


v.test/1.3.15.2-2722-2724-2725-2731-2727-2-g080a651b2



Enter your own subproject's site of research, cost estimate including justifications, commitment issuer, mobility, affiliations, ethical aspects, the most important publications, salary of PI and all other obligatory details. Append your own CV (under *Personal data/CV*) as well as any other case-specific appendices (progress reports, invitations, etc.). Each page of the form clearly shows which fields are completed by the consortium PI.



## Online Services



Desktop
Open calls
My applications
Reports
Reviews
Commitments
My account
Log out

1. Personal data/CV
2. Consortium parties
3. General description
4. Abstract
5. Research plan

6. Most relevant publications
7. Mobility
8. Affiliations
9. Ethical aspects
10. Funding for the project

11. Salary of principal investigator
12. Public description of project
13. Appendixes
14. Submit application
15. Authorisation

Call: Test Call 2019: THESE APPLICATIONS WILL NOT BE PROCESSED BY THE ACADEMY OF FINLAND  
Time left to complete the application: 4 day(s) 4 hour(s) 15 minute(s) 31 second(s)

« Save and go back
Save
Save and continue »

Research Council The consortium PI enters these details

Site of research

Site of research

Site of research, if other

Department

Website of site of research

Business ID

Name of research project in English The consortium PI enters these details

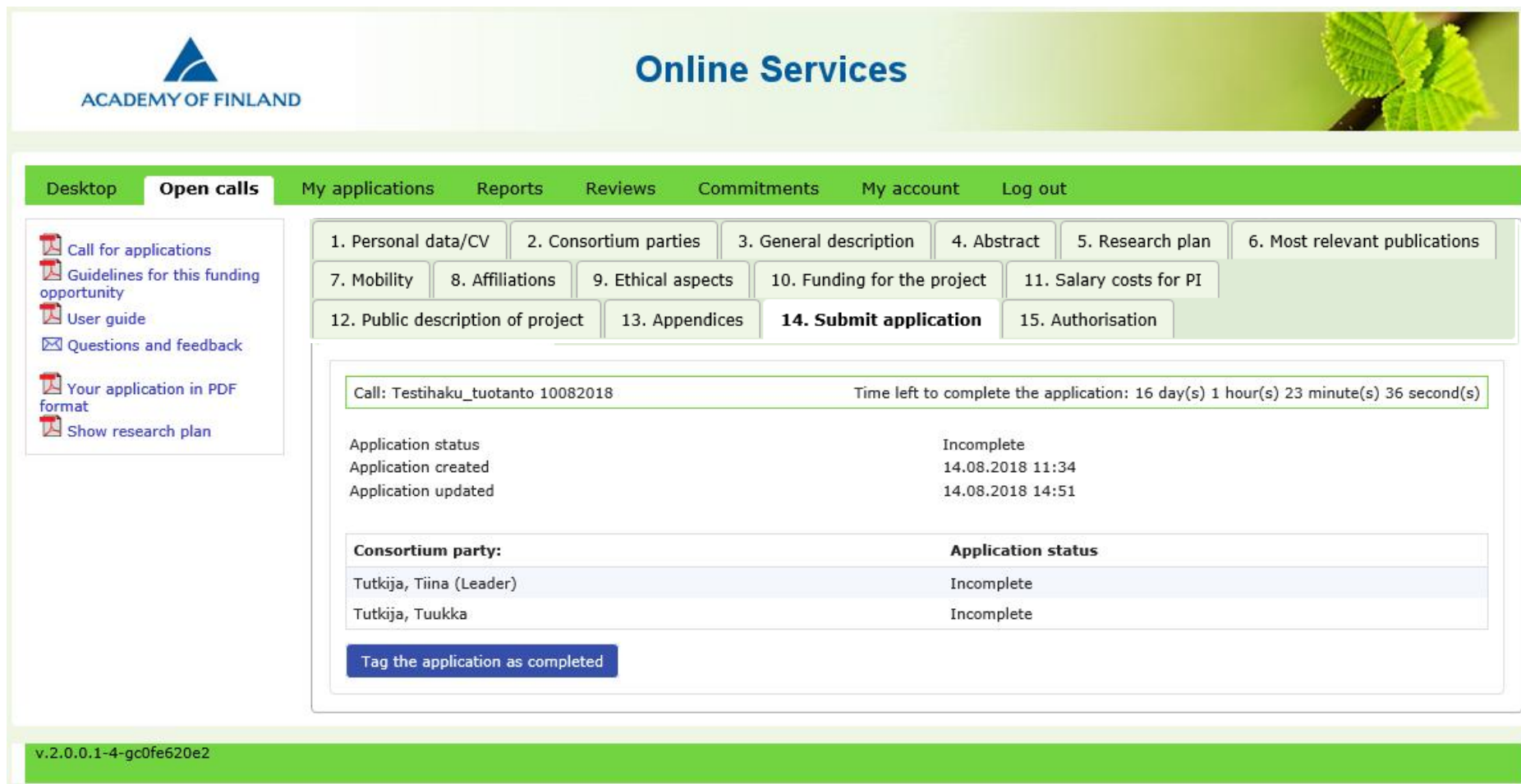
Name of research project in Finnish or Swedish The consortium PI enters these details

Fields of research The consortium PI enters these details

Keywords in English The consortium PI enters these details

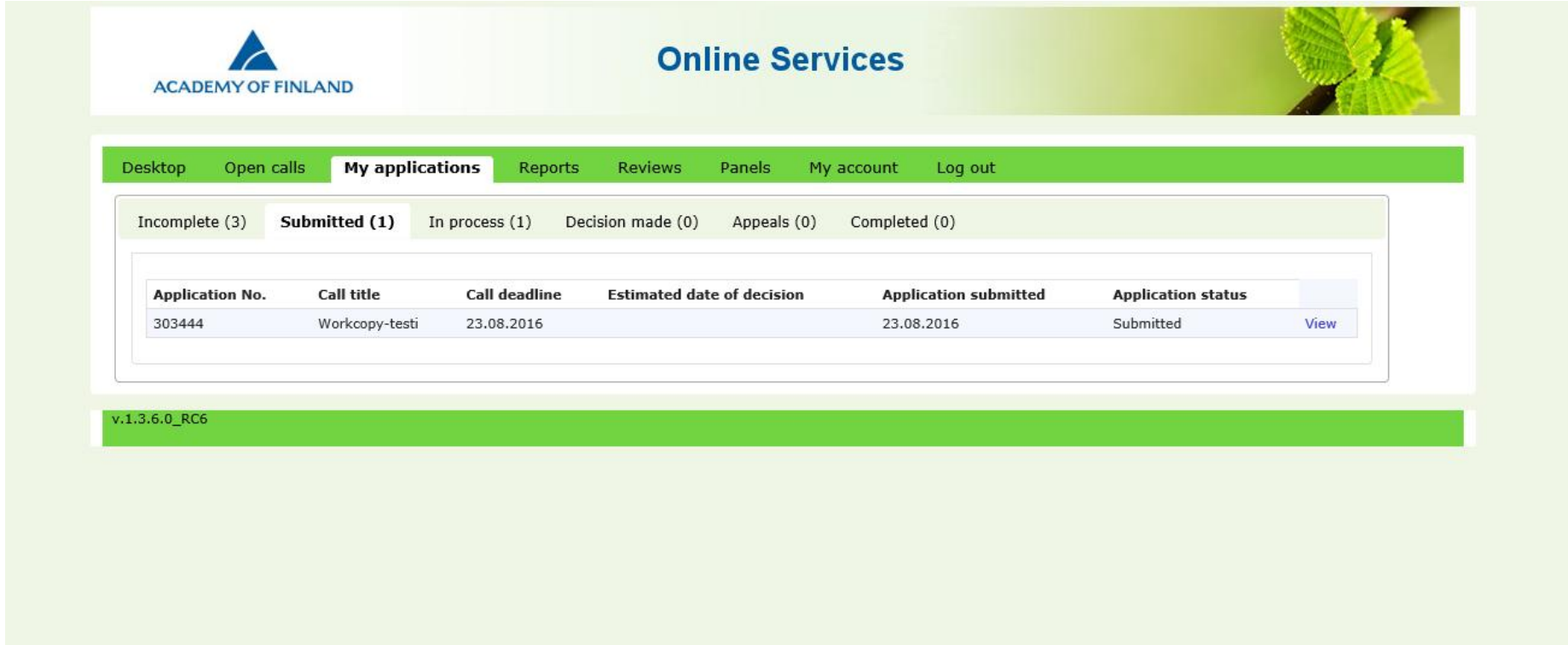
Keywords in Finnish or Swedish The consortium PI enters these details

After you have entered all obligatory details and appendices the application is ready. Click on *Tag the application completed*. The consortium PI can still return the application for editing; edits can be made until the call deadline expires.



The screenshot shows the 'Online Services' interface for the Academy of Finland. At the top, there is a navigation bar with 'Desktop', 'Open calls', 'My applications', 'Reports', 'Reviews', 'Commitments', 'My account', and 'Log out'. Below this, a grid of 15 numbered steps is displayed, with step 14, 'Submit application', highlighted in bold. A sidebar on the left contains links for 'Call for applications', 'Guidelines for this funding opportunity', 'User guide', 'Questions and feedback', 'Your application in PDF format', and 'Show research plan'. The main content area shows details for a specific call: 'Testihaku\_tuotanto 10082018'. It indicates that the application is 'Incomplete' and provides a timer showing 16 days, 1 hour, 23 minutes, and 36 seconds remaining. Below this, a table lists consortium parties: 'Tutkija, Tiina (Leader)' and 'Tutkija, Tuukka', both with an 'Incomplete' status. A blue button labeled 'Tag the application as completed' is positioned at the bottom of the application details section. The footer of the page displays the version number 'v.2.0.0.1-4-gc0fe620e2'.

Once the consortium PI has submitted the consortium application, you will find it under *My applications > Submitted*.



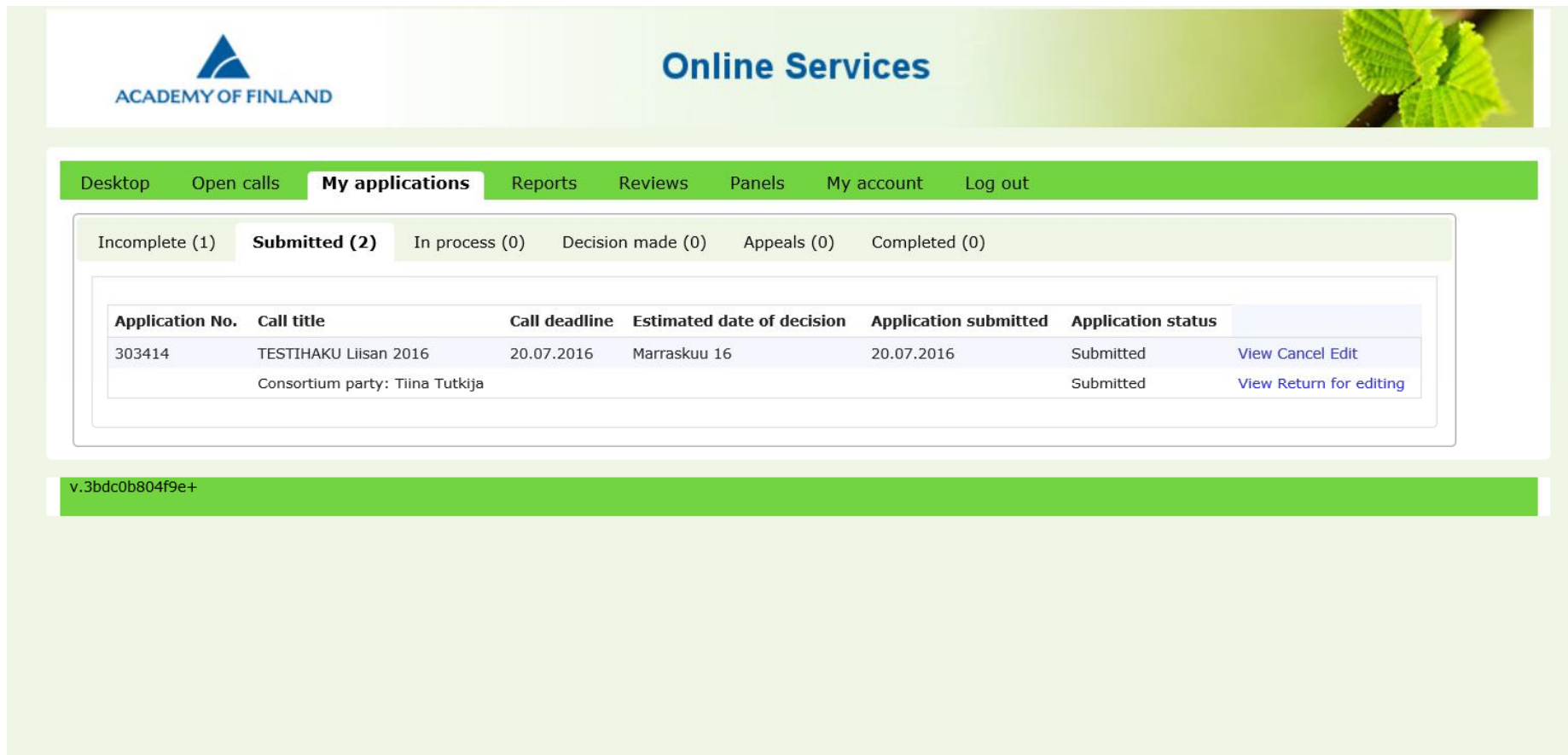
The screenshot shows the 'Online Services' interface of the Academy of Finland. The top navigation bar includes 'Desktop', 'Open calls', 'My applications', 'Reports', 'Reviews', 'Panels', 'My account', and 'Log out'. The 'My applications' section is active, displaying a summary of application statuses: Incomplete (3), Submitted (1), In process (1), Decision made (0), Appeals (0), and Completed (0). A table lists the submitted application with the following details:

Application No.	Call title	Call deadline	Estimated date of decision	Application submitted	Application status	
303444	Workcopy-testi	23.08.2016		23.08.2016	Submitted	<a href="#">View</a>

At the bottom of the page, the version number 'v.1.3.6.0\_RC6' is displayed.

### 3. How to edit a submitted consortium application before the call deadline

As consortium PI, you can change the status of an application drafted by a consortium party from completed to incomplete for editing purposes. To do so, click on *Return for editing*.



The screenshot shows the 'Online Services' interface of the Academy of Finland. The navigation bar includes 'Desktop', 'Open calls', 'My applications' (selected), 'Reports', 'Reviews', 'Panels', 'My account', and 'Log out'. Below the navigation bar, there are filters for application status: 'Incomplete (1)', 'Submitted (2)', 'In process (0)', 'Decision made (0)', 'Appeals (0)', and 'Completed (0)'. The main content area displays a table of applications with the following data:

Application No.	Call title	Call deadline	Estimated date of decision	Application submitted	Application status	
303414	TESTIHAKU Liisan 2016	20.07.2016	Marraskuu 16	20.07.2016	Submitted	<a href="#">View</a> <a href="#">Cancel</a> <a href="#">Edit</a>
	Consortium party: Tiina Tutkija				Submitted	<a href="#">View</a> <a href="#">Return for editing</a>







At the bottom of the page, there is a green bar with the text 'v.3bdc0b804f9e+'.



The consortium party will find an application returned for editing under *My applications > Submitted*. The application will have an active *Edit* link.



After saving any changes, the party must again tag the application as 'complete' under *Submit application*. Any edited and saved data is entered into the application without the need for the consortium leader to resubmit the application.

-  [Call for applications](#)
-  [Guidelines for this funding opportunity](#)
-  [User guide](#)
-  [Questions and feedback](#)
-  [Your application in PDF format](#)
-  [Show research plan](#)

1. Personal data/CV
2. Consortium parties
3. General description
4. Abstract
5. Research plan
6. Most relevant publications

7. Mobility
8. Affiliations
9. Ethical aspects
10. Funding for the project
11. Salary costs for PI

12. Public description of project
13. Appendices
14. Submit application
15. Authorisation

Call: Testihaku\_tuotanto 10082018 Time left to complete the application: 16 day(s) 1 hour(s) 20 minute(s) 26 second(s)

Application status	Incomplete
Application created	14.08.2018 11:34
Application updated	14.08.2018 14:53

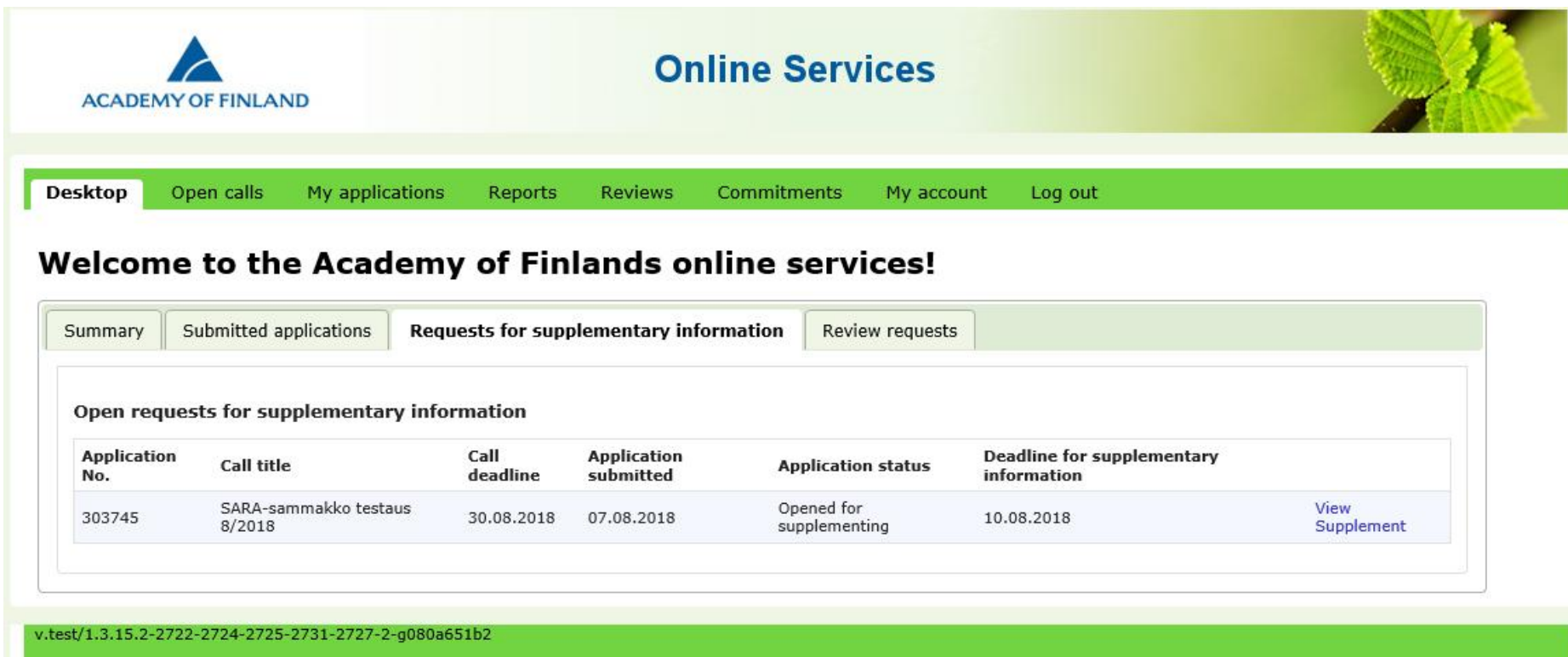
Consortium party:	Application status
Tutkija, Tiina (Leader)	Submitted
Tutkija, Tuukka	Incomplete (Submitted)

Tag the application as completed

#### 4. How to provide supplementary information to a consortium application after the deadline has expired

A request for supplementary information concerning a consortium application can apply to the consortium leader's application or to that of a consortium party. Requests for supplementary information will be sent to applicants by email, including information on which part of the application requires supplementary information.

The request for supplementary information is also visible on the tab *Desktop > Requests for supplementary information*. The column *Deadline for supplementary information* shows the deadline for providing the information. Click *Supplement* to access your application so you can add the information.



The screenshot shows the 'Online Services' page of the Academy of Finland. The navigation bar includes 'Desktop', 'Open calls', 'My applications', 'Reports', 'Reviews', 'Commitments', 'My account', and 'Log out'. The main heading is 'Welcome to the Academy of Finland's online services!'. Below this, there are tabs for 'Summary', 'Submitted applications', 'Requests for supplementary information' (which is selected), and 'Review requests'. Under the 'Requests for supplementary information' tab, there is a section titled 'Open requests for supplementary information' containing a table with the following data:

Application No.	Call title	Call deadline	Application submitted	Application status	Deadline for supplementary information	
303745	SARA-sammakko testaus 8/2018	30.08.2018	07.08.2018	Opened for supplementing	10.08.2018	<a href="#">View Supplement</a>

At the bottom of the page, there is a green bar with the text: v.test/1.3.15.2-2722-2724-2725-2731-2727-2-g080a651b2

You will only be able to edit the sections of the application that have been opened for you to provide supplementary information. The other tabs and fields of the application are locked.

A consortium party: When you have added the supplementary information and saved the changes, tag the application as completed by using the tab *Tag the application as completed*.

-  [Hakuilmoitus](#)
-  [Tämän rahoitusmuodon ohje](#)
-  [Käyttöohjeita](#)
-  [Kysymykset ja palaute](#)
-  [Hakemuksesi lomakemuodossa \(pdf\)](#)
-  [Näytä tutkimussuunnitelma](#)

1. Personal data/CV	2. Consortium parties	3. General description	4. Abstract	5. Research plan	6. Most relevant publications
7. Mobility	8. Affiliations	9. Ethical aspects	10. Funding for the project	11. Salary costs for PI	
12. Public description of project	13. Appendices	<b>14. Submit application</b>			

Call: SARA-sammakko testaus 8/2018 Time left to supplement the application: 3 day(s) 40 minute(s)

Application status	Can be supplemented until 17.08.2018
Application created	14.08.2018 15:19
Application updated	14.08.2018 15:21
Submitted	14.08.2018 15:26

Consortium party:	Application status
Tutkija, Tuukka (Leader)	Opened for supplementing (Submitted)
Jäppinen, Liisa	Opened for supplementing (Submitted)

[Tag the application as completed](#)



Consortium PI: When the consortium party or parties have supplemented their applications and tagged them as completed, the consortium PI receives an e-mail notification. When supplementary information has been submitted by all parties required to do so and their applications have been tagged as completed, the consortium PI must resubmit the consortium application before the call deadline, using the tab *Submit application*.

**ACADEMY OF FINLAND** **Online Services**

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

- Call for applications
- Guidelines for this funding opportunity
- User guide
- Questions and feedback
- Your application in PDF format
- Show research plan

1. Personal data/CV 2. Consortium parties 3. General description 4. Abstract 5. Research plan 6. Most relevant publications

7. Mobility 8. Affiliations 9. Ethical aspects 10. Funding for the project 11. Salary costs for PI

12. Public description of project 13. Appendices **14. Submit application**

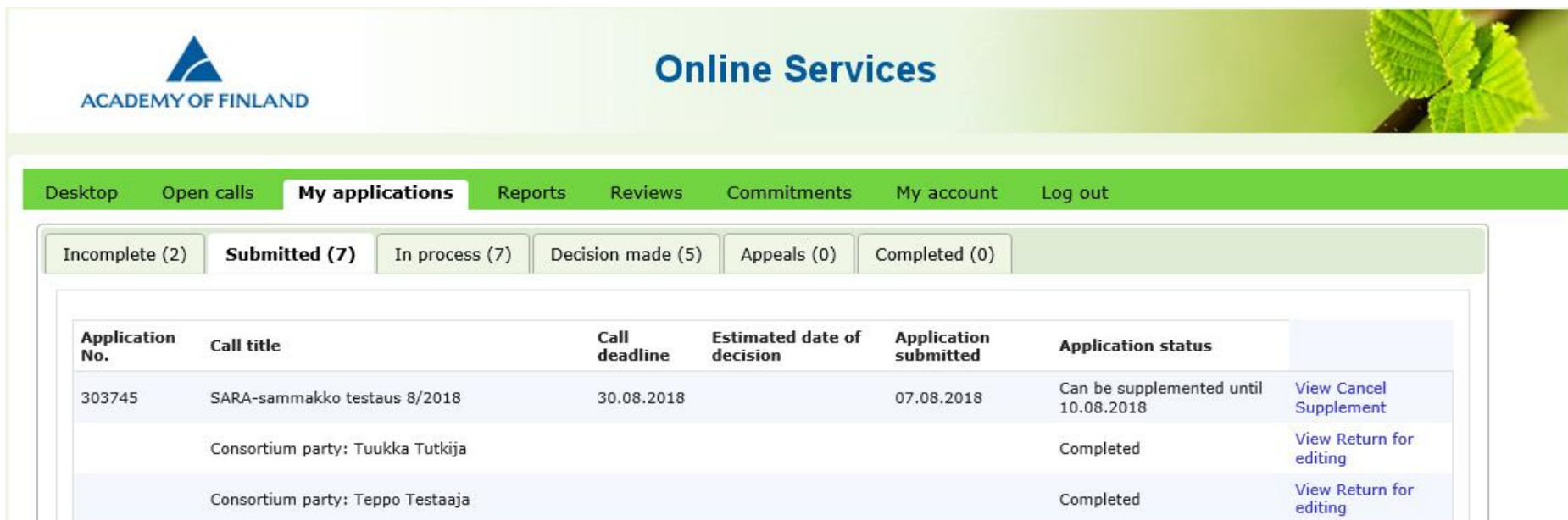
Call: SARA-sammakko testaus 8/2018 Time left to supplement the application: 3 day(s) 38 minute(s) 56 second(s)

Application status	Can be supplemented until 17.08.2018
Application created	14.08.2018 15:19
Application updated	14.08.2018 15:26
Submitted	14.08.2018 15:26

Consortium party:	Application status
Tutkija, Tuukka (Leader)	Opened for supplementing (Submitted)
Jäppinen, Liisa	Completed (Submitted)

[Submit application](#)

The consortium PI can return an application completed by a consortium party for editing within the deadline of the request for supplementary information. To return an application for editing, go to *My applications > Submitted*, and click on *Return for editing*.



**ACADEMY OF FINLAND**

## Online Services

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

Incomplete (2) **Submitted (7)** In process (7) Decision made (5) Appeals (0) Completed (0)

Application No.	Call title	Call deadline	Estimated date of decision	Application submitted	Application status	
303745	SARA-sammakko testaus 8/2018	30.08.2018		07.08.2018	Can be supplemented until 10.08.2018	<a href="#">View</a> <a href="#">Cancel</a> <a href="#">Supplement</a>
	Consortium party: Tuukka Tutkija				Completed	<a href="#">View</a> <a href="#">Return for editing</a>
	Consortium party: Teppo Testaaja				Completed	<a href="#">View</a> <a href="#">Return for editing</a>