

## Applying to change a funding decision in the online services

All changes in the content of the Academy of Finland's funding decisions must be approved by the Academy. You can apply to change the funding decision in the Academy's online services.

Begin applying for change by logging in to the [online services](#).



The screenshot shows the 'Online Services' dashboard for the Academy of Finland. At the top, there is a navigation bar with the Academy logo and the text 'ACADEMY OF FINLAND'. To the right, the title 'Online Services' is displayed. Below the navigation bar, a green menu contains the following items: Desktop (selected), Open calls, My applications, Reports, My reviews, My account, and Log out. The main content area features a large heading: 'Welcome to the Academy of Finland's online services!'. Below this heading, there are four tabs: Summary (selected), Submitted applications, Requests for supplementary information, and Review requests. The 'Summary' tab is active and displays a table with the following data:

Summary	
Incomplete applications	0
Open requests for supplementary information	0
Open requests for review	0
Incomplete reviews	0
Open requests for commitment	0
Open acceptance requests	0
Reports incomplete	0
Authorisations	0

Below the table, there is a section titled 'Whats new'.



Go to the tab **My applications > Decicion made**

The screenshot shows the 'Online Services' interface for the Academy of Finland. The 'My applications' tab is active, and the 'Decision made (2)' sub-tab is selected. A table lists two applications with their respective decision dates and statuses. The first application, 'Academy project', has a decision date of 24.04.2012 and a positive decision. The second application, 'Kansainvälisten tieteellisten konferenssien järjestäminen', has a decision date of 12.12.2005 and a positive decision. Both applications have a 'Make an appeal' button visible in the 'Action' column.

Decision No.	Call title	Application status	Decision	Decision date	Own acceptance	Acceptance of site of research	Action
[Redacted]	Academy project	Decided	Positive	24.04.2012	18.09.2012	15.10.2012	<a href="#">Browse application</a> <a href="#">Browse reviews</a> <a href="#">Browse decision</a> <a href="#">Call press release</a> <a href="#">Give additional information</a>
[Redacted]	Kansainvälisten tieteellisten konferenssien järjestäminen	Decided	Positive	12.12.2005			<a href="#">Browse application</a> <a href="#">Browse decision</a> <a href="#">Make an appeal</a> <a href="#">Give additional information</a>

v.2.0.5.0

Click on Make an appeal in the row of the decision you wish to change.

There can be only one incomplete appeal for each decision. If a decision has an incomplete appeal, the Make an appeal button is not visible.



Choose a type for the appeal.

Submit the appeal after you have filled in the obligatory fields, appended the obligatory attachments, and saved all appeal's tabs.

More detailed instructions for applying to change a decision are available in Appendix 1 of the document [General conditions and guidelines for funding](#).