

## Instructions for monitoring and reporting of SRC projects

The monitoring and reporting process is described in general terms on [the strategic research website](#). This document contains concrete annual, interim and final reporting instructions for SRC projects. The instructions on the state-of-play report, which starts the monitoring process, are also available on the strategic research website.

The reporting is done via the Academy of Finland's online services on a form available in the subproject decisions of the consortium's principal investigator. As a rule, the right to report rests with the consortium PI, but PI may also authorise other persons to fill in the reporting form ([see the instructions on authorisation \(PDF\)](#)).

The reporting is cumulative: data that have been previously recorded are available for subsequent reporting phases. A submitted interim report is always copied as a basis for the next reporting round ([see the instructions on submitting a report \(PDF\)](#)). If the programme's funding consists of two funding periods, at the beginning of the latter funding period, the consortium PI will copy the latest interim report of the first funding period as the basis for reporting on the new funding decision.

Both the annual monitoring and the interim report submitted in connection with the application for continued funding are indicated as "interim report" in the online services. That is, the report form is exactly the same, but only part of the pages is requested to be filled in during the annual monitoring. All interim reports must be submitted for the data to be transferred to the Academy of Finland.

In the annual monitoring, the projects will be asked to fill in the following information:

- up-to-date impact stories (tab 17 or 19, depending on the year when the programme started and the format of the impact story)
- key activities related to the impact stories (tab 17)
- up-to-date information on expert work performed by the project's researchers (tab 15).

The report also contains a few items (4 Funding, 8 Cooperation and interaction, 9 Publications) that are marked mandatory in the Academy's system. This means that the report cannot be submitted unless you have entered information in those items. In the annual monitoring, the project must therefore indicate either "no other funders", "no research cooperation", etc., or enter at least one row of information in each obligatory item. All data recorded in the report can be edited throughout the project.



In the interim and final reports, projects shall fill in all the information requested in the forms.

The project should familiarise itself with the issues raised in the interim and final reports as soon as the project starts and agree on how to compile, process and store the requested information. Although it is not necessary to fill in every page of the report form during the annual monitoring, the project may do so if it so wishes.

The language of reporting may be Finnish, English or Swedish, or projects may fill in different parts of the report form in different languages if they so wish.

More information: [strateginentutkimus@aka.fi](mailto:strateginentutkimus@aka.fi)

## Contents of SRC project report form

### 1. Personal details

The personal data of the principal investigator are retrieved from the system. The details may be updated as necessary.

### 2. Basic information on project

The basic data on the project are retrieved from the Academy's funding decision.

### 3. Keywords and research fields

Report the project's research fields and keywords according to table 1 below.

**Table 1. Research fields and keywords of project**

Data collected/Question	Instruction/specification	Format of data/question
1. Research field	The pre-filled information has been retrieved from the application. The research fields may be updated where necessary. The fields should be in order of priority.	Select one; the drop-down menu contains fields according to the <a href="#">Academy's classification</a>
2. Research field	The pre-filled information has been retrieved from the application. The research fields may be updated where necessary. The fields should be in order of priority.	Select one; the drop-down menu contains fields according to the <a href="#">Academy's classification</a>

3. Research field	The pre-filled information has been retrieved from the application. The research fields may be updated where necessary. The fields should be in order of priority.	Select one; the drop-down menu contains fields according to the <a href="#">Academy's classification</a>
4. Research field	The pre-filled information has been retrieved from the application. The research fields may be updated where necessary. The fields should be in order of priority.	Select one; the drop-down menu contains fields according to the <a href="#">Academy's classification</a>
5. Research field	The pre-filled information has been retrieved from the application. The research fields may be updated where necessary. The fields should be in order of priority.	Select one; the drop-down menu contains fields according to the <a href="#">Academy's classification</a>
Keywords in English	The pre-filled information has been retrieved from the application. The keywords may be updated where necessary.	Open-ended answer (max. 250 characters including spaces)
Keywords in Finnish or Swedish	The pre-filled information has been retrieved from the application. The keywords may be updated where necessary.	Open-ended answer (max. 250 characters including spaces)

## 4. Funding

Funding from the Academy of Finland:

The information is based on the SRC's funding decision and payment details. You do not need to check or correct it.

Other funding sources:

Other funders are reported according to table 2.

**Table 2. Funding, other funders**

Data collected/Question	Instruction/specification	Format of data/question
No other funding sources	Please tick the box if no other funding has been provided for the research component of the project or if reporting the funders is not yet relevant.	Tick box
Other funding sources	A research project funded by the SRC is often part of a larger research entity that has also received other funding. This section asks details on such funders and on how much funding they have provided. Only report funding that has been granted after the start of the project being reported.	Select all necessary sources:  Own organisation  Foundation or fund  Business Finland  Ministry  EU research funding/Horizon, incl. ERC  Company  Other domestic public funding  Other EU funding

		Other foreign public funding
Funding (€)	For each selected funder, enter the total amount of funding granted by the funder, in euros.	Numerical answer (numbers only)

## 5. Research personnel

Funding from this project:

The pre-filled information on research staff is based on the information reported to the Academy by the site of research. You do not need to check or correct it. (However, you can combine rows concerning the same person in the final report, if the person appears more than once in the same research career stage (e.g. due to spelling errors in the name).

Funding from outside this project:

Only persons who have worked in connection with the project without being paid from the project shall be reported in this section. For example, visitors and thesis workers may be such persons. Persons who receive funding from the project but whose information is missing from the list of funded persons may also be reported in this section. The persons are reported according to table 3.

**Table 3. Research personnel, external funding**

Data collected/Question	Instruction/specification	Format of data/question
Name/ORCID ID	Enter the person's name and ORCID ID	Open-ended answer
Gender		Select one from the drop-down menu: Male Female Other/I don't want to say
Year of birth		Numerical answer (number)
Nationality		Select one; the drop-down menu contains the countries of the world
Research field		Select one; the drop-down menu contains fields according to the <a href="#">Academy's classification</a>
Research career stage		Select one from the drop-down menu: Doctoral candidate Postdoctoral Researcher Researcher Professor Assisting personnel Principal investigator
FTEs in months		Numerical answer (numbers only)

## 6. Use of research infrastructure

Indicate according to table 4 what kinds of equipment, resources or data reserves provided by national or international research infrastructures the project has used.

**Table 4. Use of research infrastructure**

Data collected/Question	Instruction/specification	Format of data/question
The project does not involve use of infrastructures.	Please tick the box if the project does not involve use of research infrastructures listed in the menu or if reporting such use is not yet relevant.	Tick box
National research infrastructures and/or ESFRI roadmap infrastructures		Select from the approximately 85 national and/or ESFRI roadmap research infrastructures on the drop-down menu all those used in the project
Use of other infrastructures	Enter name of other research infrastructure and describe it briefly.	Open-ended answer (max. 1,000 characters including spaces)

## 7. Research visits

Information reported in this section:

- visits (in Finland or abroad) by project staff during the course of the project (must be related to the research work)
- visits (to site of research, from Finland or abroad) by experts and researchers other than those who worked on the project (must be related to implementation).



Short-term visits are visits with a total uninterrupted duration of at least five working days but less than one month. Report short-term visits according to table 5.

Long-term visits are visits with a total uninterrupted duration of at least one month. Report long-term visits according to table 6.

Only visits that include research work count as visits. For example, participation in a conference does not count as a visit. Also report internal visits of the research consortium. NB! Long-term SRC-funded work at the project's site of research (e.g. foreign postdoc) must not be reported as a visit.

**Table 5. Short-term visits**

Data collected/Question	Instruction/specification	Format of data/question
No short-term visits	Please tick the box if the project does not include any short-term visits or if or if reporting such visits is not yet relevant.	Tick box
Name of visitor		Select one; the drop-down menu contains persons listed on the tab 'Research personnel'.
Duration of visit (days)		Numerical answer (numbers only)
Number of visits		Numerical answer (numbers only)
From which organisation?		Open-ended answer (max. 255 characters including spaces)
From which country?		Select one; the drop-down menu contains the countries of the world

Type of organisation	Type of source organisation	<p>Select one from the drop-down menu:</p> <p>Own research team</p> <p>Another research team in the same university/research organisation</p> <p>Another Finnish research organisation</p> <p>Private sector/company in Finland</p> <p>Public sector in Finland</p> <p>Non-profit sector</p> <p>Foreign research organisation/university</p> <p>Foreign non-research organisation</p>
To which organisation?		Open-ended answer (max. 255 characters including spaces)
To which country?		Select one; the drop-down menu contains the countries of the world
Type of organisation	Type of target organisation	<p>Select one from the drop-down menu:</p> <p>Own research team</p> <p>Another research team in the same university/research organisation</p> <p>Another Finnish research organisation</p> <p>Private sector/company in Finland</p> <p>Public sector in Finland</p> <p>Non-profit sector</p>

		Foreign research organisation/university Foreign non-research organisation
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**Table 6. Long-term visits**

Data collected/Question	Instruction/specification	Format of data/question
No long-term visits	Please tick the box if the project does not include any long-term visits or if or if reporting such visits is not yet relevant.	Tick box
Name of visitor		Select one; the drop-down menu contains persons listed on the tab 'Research personnel'.
Duration of visit (months)		Numerical answer (numbers only)
Number of visits		Numerical answer (numbers only)
From which organisation?		Open-ended answer (max. 255 characters including spaces)
From which country?		Select one; the drop-down menu contains the countries of the world
Type of organisation	Type of source organisation	Select one from the drop-down menu:  Own research team  Another research team in the same university/research organisation

		<p>Another Finnish research organisation</p> <p>Private sector/company in Finland</p> <p>Public sector in Finland</p> <p>Non-profit sector</p> <p>Foreign research organisation/university</p> <p>Foreign non-research organisation</p>
To which organisation?		Open-ended answer (max. 255 characters including spaces)
To which country?		Select one; the drop-down menu contains the countries of the world
Type of organisation	Type of target organisation	<p>Select one from the drop-down menu:</p> <p>Own research team</p> <p>Another research team in the same university/research organisation</p> <p>Another Finnish research organisation</p> <p>Private sector/company in Finland</p> <p>Public sector in Finland</p> <p>Non-profit sector</p> <p>Foreign research organisation/university</p> <p>Foreign non-research organisation</p>

## 8. Cooperation and interaction

Please indicate here the different parties with whom you have cooperated or with whom you have interacted in connection with the project.

‘Cooperation’ refers to interactive activities that promote research carried out in the project or its utilisation. The collaborator can also themselves conduct research on the subject. The restriction here is that the collaborator in question cannot receive funding from the reported project (i.e. the collaborator is not a party to the same consortium). Report research cooperation according to table 7.

**Table 7. Research cooperation**

Data collected/Question	Instruction/specification	Format of data/question
No research cooperation	Please tick the box if the project does not include any research cooperation or if reporting such information is not yet relevant.	Tick box
Name of collaborator		Open-ended answer (max. 255 characters including spaces)
Type of collaborator		Select one from the drop-down menu:  Own research team  Another research team in the same university/research organisation  Another Finnish research organisation

		Private sector/company in Finland Public sector in Finland Non-profit sector Foreign research organisation/university Foreign non-research organisation
Research field		Select one; the drop-down menu contains fields according to the <a href="#">Academy's classification</a>
Country		Select one; the drop-down menu contains the countries of the world
New collaborator	'New collaborator' refers to a partner with whom collaboration has started during this project. This type of collaborator may have been mentioned in the research and interaction plan.	Select one of the following: Yes No
(Empty field)	The nature of the cooperation can be specified with an open-ended answer, and its importance for the project's impact objectives can be described in more detail on the form tab 'Impact stories'.	Open-ended answer (max. 500 characters including spaces)

‘Interaction’ refers to activity to exchange and disseminate information and views about, for instance, research topics, research questions or (preliminary) research results and their utilisation. Typically, the other party is a stakeholder who is interested in the contents of the research but who does not hold a personal interest in or possess the resources or knowledge required to carry out the research. Interaction may also include communications. Interaction is freer and more informal than cooperation. The interaction is reported according to table 8.

**Table 8. Interaction**

Data collected/Question	Instruction/specification	Format of data/question
The project does not involve interaction.	Please tick the box if the project does not include any interaction or if reporting such information is not yet relevant.	Tick box
Type of party	Parties with which the project has discussed the contents or results of the research. Preferably, report the parties by organisation: include a separate row for each organisation. You can include a separate row also for media collaborations and use of social media. If it is not appropriate to name organisations separately, they may also be grouped into larger entities.	Select one from the drop-down menu:  Scientific actors beyond the scientific community in your field (e.g. other fields of research, other types of organisations)  Professional stakeholders or experts  Educational actors outside the scientific community in your field  Actors within business and industry  Actors within public administration  Civil society actors (e.g. nongovernmental organisations, societies, clubs)

		<p>Ordinary citizens or the general public (e.g. patients, consumers, citizens)</p> <p>The media (incl. communications directed to both general and professional/specialist audiences)</p>
More information	<p>You can clarify your answer in the additional information by naming the actor/actors or by describing the contents of the interaction. From the point of view of the project's impact objectives, you can describe the importance of interaction in more detail on the form tab 'Impact stories'.</p>	<p>Open-ended answer (max. 1,000 characters including spaces)</p>
Other interaction	<p>If necessary, describe here interaction with parties that are difficult to classify into the categories in the drop-down menu.</p>	<p>Open-ended answer (max. 1,000 characters including spaces)</p>

## 9. Publications

Report publications that have been produced from the research within the project. This includes both scientific and popular publications. Only publications that meet the criteria set by the Ministry of Education, Science and Culture are accepted as publications for the report See the [Publication data collection instructions for researchers for more information.](#)



The Academy's system provides access to the Ministry's VIRTAservice, from which you can retrieve the publications produced in your project. If the publication in question is not available in the VIRTAservice, enter its details manually. Publication data are also read by machines, so it is important that the manually entered data are in the requested format.

How to select a publication: 'Find publication'

Manually adding a publication: 'Add new/Update' (See Table 9)

For publications, also report information on the different fields of research covered by the publication and whether or not the publication is open access. Open access means that the publication can be read free of charge and without restrictions on the internet. For more information on open access to publications, see [the Academy of Finland's open access guidelines or the Open Science and Research Handbook \(PDF\)](#).

Only report publications that have appeared (been published) by the time of reporting. Scientific publications must acknowledge the SRC funding, if possible (name of funder, grant number/numbers, [see SRC guidelines on communications](#)). Unpublished project publications (e.g. 'accepted' or 'in press') can be reported under 'Results' or 'Impact stories' (section 2, multidisciplinary research and cooperation).

**Table 9. Publications, Add new/Update**

Data collected/Question	Instruction/specification	Format of data/question
No publications	Please tick the box if the project has not produced any publications or if reporting publications is not yet relevant.	Tick box
Type of publication	Category according to publication type classification	Select one; the drop-down menu includes publication categories

		according to the classification of the Ministry of Education, Science and Culture.
Authors of publication	Full author details, arranged in the format and order used in the original publication or source database.	Open-ended answer
Year of publication	Year of first publication as a version including full references.	Open-ended answer
Name of publication	Name of publication as it is written in the article or book. If necessary, the name of a foreign-language publication can be transliterated.	Open-ended answer
Name of journal/series	Name of journal or series, as complete as possible and in full (no abbreviations). If the name of the journal or series of the conference article is not known, enter the established name without the sequence number, the year and the abbreviation.	Open-ended answer
Volume	Volume of journal or series in which the article has been published.	Open-ended answer
Number	Number of journal or series in which the article has been published.	Open-ended answer
Pages	Pages of the publication on which the article appeared in the format used in the original article or source database.	Open-ended answer

Article number	Article number with which the article appeared (if relevant) in the format used in the original article or source database.	Open-ended answer
ISSN	ISSN number of the series for the journal, monography or host publication, primarily according to the print version. If there is no print version, enter the ISSN number of the electronic version.	Open-ended answer
Name of host publication	Name of edited book in which the article has been published. Usually, the name of the host publication of conference publications is written in the format in which it appears in the publication.	Open-ended answer
Editors of host publication	Editors of the edited book, arranged in the format and order used in the original publication or source database.	Open-ended answer
Publisher	Name of the publication's publisher, as complete as possible and in full (no abbreviations).	Open-ended answer
ISBN	ISBN number of the publication or host publication.	Open-ended answer
Established name of conference	Typically the established name of the conference that appears in the name of the host conference publication; the name is always the same, unlike the year, ordinal number, location and date (see table on the next page).	Open-ended answer
DOI	DOI identifier of the publication	Open-ended answer

Permalink	Web address, based on the publication's permanent identifiers (e.g. DOI, URN or handle), that leads directly to a full-text version of the publication (openly available version or limited-access version located on the publisher's server).	Open-ended answer
Open access	Open access to publication	Select one from the drop-down menu:  non-open-access  open access  open access, parallel copies saved  not available
Self-archiving	The publication has been self-archived in an organisation- or discipline-specific archive either immediately or after a reasonable embargo period as defined by the publisher. The publication may be either a so-called publisher's version or the researcher's own final (refereed) version.	Select one of the following:  No  Yes
Web address of self-archived copy	Web address (e.g. URN) of the publication's self-archived copy which has been saved in an organisation- or discipline-specific archive.	Open-ended answer
Publication's research field (up to six fields)	1–6 disciplines according to the classification by Statistics Finland, in order of relevance. The first discipline, i.e.	Select 1–6 fields according to the <a href="#">classification of Statistics Finland</a> .

	the primary discipline, is obligatory information.	
International level of publication	A domestic publication refers to a publication whose publisher is Finnish or a publication primarily published in Finland. An international publication refers to a publication whose publisher is non-Finnish or a publication primarily published in a country other than Finland. For conference publications, the publisher refers to the publisher of the conference publication.	Select one of the following:  Domestic  International
International co-publication	At least one author of the international co-publication is affiliated with a non-Finnish organisation (also if the author is affiliated with both a Finnish and a foreign organisation). A foreign editor of the publication channel does not meet the requirement of an international co-publication.	Select one of the following:  No  Yes
Co-publication with business company	At least one author of the publication is affiliated with a national or international business company (also if the author is affiliated with both a research organisation and a company). Business company refers to companies other than state-owned enterprises carrying out special government tasks (such as VTT).	Select one of the following:  No  Yes
Source database code	Publication identifier or ID number in the database from which its record has been pulled (e.g. Web of Science, Scopus,	Open-ended answer

	Pubmed, ArXiv, Cab Abstracts, Arto and Fennica).	
Keywords	Keywords that describe the contents of the publication as comprehensively as possible.	Open-ended answer
Language of publication	Language in which the publication was written. (according to the classification of Statistics Finland)	Open-ended answer

## 10. Degrees

Enter details on degrees completed within and in connection with the project according to table 10.

**Table 10. Degrees**

Data collected/Question	Instruction/specification	Format of data/question
No degrees	Please tick the box if the project has not produced any degrees or if reporting degrees is not yet relevant	Tick box
Name		Select one; the drop-down menu contains persons listed on the tab 'Research personnel'.
Degree		Select one from the drop-down menu:  Master's degree  Licentiate degree

		Doctoral degree
Year of completion		Numerical answer (number)
Research field		Select one; the drop-down menu contains fields according to the Academy's classification.
Keywords		Open-ended answer (max. 255 characters including spaces)

## 11. Data management

Report data management according to table 11.

**Table 11. Data management**

Data collected/Question	Instruction/specification	Format of data/question
Description of data management	List the most important research data produced in the project. For each dataset, explain how the data are stored and protected and how data reuse has been or will be made possible.	Open-ended answer (max. 4,000 characters including spaces)
Data repository, if openly available  (this section of the form reads "if openly available"; however, please indicate the repositories of both openly available and restricted material)	Enter the repository (web address and/or digital identifier) of each reusable dataset that is openly available or restricted. Also enter the repository if the data are still in the process of being made open access. If only the metadata of the data are available, please enter the publication location or the digital identifier of the metadata.	Open-ended answer (max. 2,000 characters including spaces)

Not openly available	If the project has not generated or will not generate data that would be available for reuse or for which metadata would have been published, please tick the box 'Not openly available'. Justify this under 'Description of data management'.	Tick box
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## 12. Other outputs

Report other documented project outputs (those not included as such under 'Publications', 'Degrees' or 'Data management'), information on their use rights and the identifier or the service from which the output or its metadata can be found. Enter this information according to table 12.

Other outputs may include databases, methods, tools, software, patents, spin-offs or similar documented outputs that are openly or commercially available.

If the outputs include publications, the details are reported under 'Publications' in accordance with the classification of the Ministry of Education, Science and Culture.

**Table 12. Other outputs**

Data collected/Question	Instruction/specification	Format of data/question
No other outputs	Please tick the box if the project has not produced any other outputs or if reporting such information is not yet relevant.	Tick box
Other outputs		Open-ended answer (max. 5,000 characters including spaces)



### 13. Results

Select and describe up to three of the most important (self-assessed) results of the project and provide relevant justifications. Results are most often answers to a research problem or research question.

Scientific and other publications and other outcomes related to the results are reported separately in the corresponding tabs. In this section, it is enough to refer to reported outputs. If a manuscript concerning a result is under way, has been sent for review or has been approved for publication, but is still unpublished, indicate it only here. The results are reported according to table 13.

**Table 13. Results**

Data collected/Question	Instruction/specification	Format of data/question
Description	Please summarise the research result you have chosen (one of the three most important) and justify why it is important.	Open-ended answer (max. 1,000 characters including spaces)
Effects	Consider that kind of impact the chosen research result has.  The effects and impact of the results can be described in more detail on the tab 'Impact stories'.	Select one or several of the following:  Scientific impact Societal impact Research methods and practices
Results presented/published		Select one of the following:  Yes  No

Means of presentation	Describe in what format, in which forums, when, etc. the result has been presented and/or published.	Open-ended answer (max. 1,000 characters including spaces)
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## 14. Popular description of the project and its results

Write a nontechnical description of the project's goals, implementation, key results and conclusions in English and in Finnish or Swedish. Do not duplicate the project description provided in the application.

The popular description will be used as-is on the strategic research website, and it may also be used in other SRC communications.

**Table 14. Popular description**

Data collected/Question	Instruction/specification	Format of data/question
Popular description in Finnish or Swedish		Open-ended answer (max. 1,000 characters including spaces)
Popular description in English		Open-ended answer (max. 1,000 characters including spaces)

## 15. Expert work

Please report the participation of project members in the work of committees, councils and working groups (incl. companies) that promote the impact of the project's research results and research work. Also report parliamentary hearings, opinions, initiatives, etc. according to table 15.

Expert work shall be reported on at the same time as the impact stories. **The annual deadline for reporting on expert work is 30 November.**

**Table 15. Expert work**

Data collected/Question	Instruction/specification	Format of data/question
Name of participant	If more than one person from the project has participated in the same expert work, please add a separate row for each participant.	Select one; the drop-down menu contains persons listed on the tab 'Research personnel'.
Working group etc. and the organisation that established it	For working groups and other expert bodies, please enter the name of the group, its term of office and the organisation that set up the group. For hearings, statements, etc., please indicate the name of the person/organisation who made the invitation as well as the subject and time of the hearing, etc.	Open-ended answer (max. 255 characters including spaces)
Role/task of participant	Specify the participant's role, duties or influence in the working group or other expert work.	Open-ended answer (max. 255 characters including spaces)
Duration of work (months)	Report the duration of the expert work completed during the project in months. In the case of an individual statement or consultation, for example, you may enter a decimal number of 1 or less.	Numerical answer (number only); if necessary, use a period as the decimal separator.

## 16. Important funding applications

Please report any significant international and/or domestic funding applications submitted by the project and its researchers that have received or are pending a positive funding decision. Report the information according to table 16. Applications need not be submitted in the name of the entire consortium: it is enough that at least two consortium members participate in the application and that the application continues or advances the same research entity (or part thereof) that the SRC has contributed to with funding.

**Table 16. Important funding applications**

Data collected/Question	Instruction/specification	Format of data/question
Title of application		Open-ended answer (max. 255 characters including spaces)
Principal investigator	Member of the SRC-funded project the report concerns, who acts as the principal investigator of the application or a part of it	Open-ended answer (max. 255 characters including spaces)
Name of funder and call		Open-ended answer (max. 255 characters including spaces)
Funding applied for	Amount of funding applied for in euros (proportion applied for by the PI named above)	Numerical answer (numbers only)
Funding granted	Amount of funding granted in euros (proportion granted to the PI named above)	Numerical answer (numbers only)

## 17. Impact stories

The monitoring of strategic research projects (Act on the Academy of Finland, section 5 b) is carried out through impact stories. A project shall produce 1–5 impact stories, which are supplemented annually throughout the project's run. **The annual deadline for impact stories is 30 November.**

The impact stories are reports that describe and discuss the research and interaction carried out in the project in relation to the joint impact objectives of the programme and the project's own impact objectives. If the project has more than one concrete impact objective, it is advisable to draw up more than one impact story. The impact stories continue on the descriptions given in the state-of-play report and serve as a tool for the project to compile and reflect on its activities. We encourage projects to prepare the stories in cooperation between work packages and reflect on the added value of multidisciplinary cooperation in the pursuit of impact.

Some information must be written annually in each of the three sections of the story and the list below (see tables 17 and 18). However, not all sub-questions need to be answered; they are intended to guide and structure the text. The maximum length of a single impact story at the end of the project is 30,000 characters (roughly equivalent to six pages). The titles, number and content of the stories can be edited throughout the project period.

The stories may be written in English, Finnish or Swedish.

At the end of the research programme, the goal is to publish the stories (or parts of them) on the SRC website. To support this, the texts will be reviewed and, where necessary, adapted and shortened together with the projects.

**Table 17. Impact stories**

Data collected/Question	Instruction/specification	Format of data/question
Title of impact story	Give the story a sequence number and a title. The title forms a link on the form page that opens the replies to items 1–3. If necessary, the title can be changed later. The sequence number is used to include activities (see below) in the reports.	Open-ended answer (max. 255 characters including spaces)
1. Societal challenge	How does the project view the societal challenge/phenomenon described in the research programme, which forms the basis for the project's work? What should change as a result of the project's activities and how? How does the project see its role in promoting the necessary social change, that is, what is the impact objective of the project? How have the challenges/phenomenon or the perceptions of them developed during the project's work? How does the project see that its own work has contributed to this development? Please describe as concretely as possible the progress that you consider the project has influenced.	Open-ended answer (max. 10,000 characters including spaces)
2. Multidisciplinary research and cooperation	How has the division of work and cooperation between disciplines and parties been realised in practice? How have the key research questions, concepts, assumptions, methods and ways of working developed during the work? What added value has	Open-ended answer (max. 10,000 characters including spaces)

	multidisciplinary cooperation brought in terms of the pursuit of scientific and/or societal impact? What changes, new practices, etc. have resulted from this project at the sites of research? What has been learned? Describe achievements, obstacles and failures, and needs to redirect research in a new way.	
3. Societal interaction	What kind of stakeholder cooperation and societal interaction have been carried out to promote the project's impact objectives? How have the means of stakeholder cooperation and societal interaction worked in practice? What changes, new practices, etc. has the interaction with this project introduced to the activities of the stakeholders? And how has societal interaction affected the conduct of research or researchers' perceptions of the phenomenon under investigation? What has been learned? Describe achievements, obstacles and failures, and needs to redirect interaction in a new way.	Open-ended answer (max. 10,000 characters including spaces)

For each impact story, list the most important events and actions (3–10 events or actions/story/year) that have been implemented within the project. The project may have been the organiser of the event or action, or participated in it, for example in the form of an invited speech.

The list of reported activities can be modified throughout the project's run.

Do not include publications, data or other similar outputs in the list as such; they are reported separately on the form's pages 'Publications', 'Degrees', 'Data management' and 'Other outputs' (in connection with the possible interim review and the final reporting). However, you may refer to them in sections 1–3 of the impact story.

Please note: On the page 'Expert work', indicate as thoroughly as possible the participation of the project members in the work of committees, councils and working groups (incl. companies) that promote the impact of the project's research results and research work. Also report parliamentary hearings, opinions, initiatives, etc. The most important of these activities can also be highlighted in this list.

**Table 18. List of key activities**

Data collected/Question	Instruction/specification	Format of data/question
Type of activity	Choose the most appropriate category from the drop-down menu. The project's internal activity refers to activities that focus on the consortium's own work and the cooperation between the consortium parties. Activities towards the wider scientific community refer to interaction, cooperation and influence in an international, national or local scientific community, which may also include students. Activities towards stakeholders refer to activities carried out in cooperation or in interaction with or aimed at influencing the parties identified in the project interaction plan. Other societal interaction and communication refers to less targeted interaction, communication and influence,	In the drop-down menu:  Project's internal activity  Activity towards the wider scientific community  Activity towards stakeholders  Other societal interaction and communications  Other activity



	often through a broader selection of media. Select “Other activity” if the activities are difficult to classify in any of the above categories.	
Dates and description	Indicate the date and briefly describe the content of the activity.	Open-ended answer (max. 255 characters including spaces)
Related to which impact story?	Enter the sequence number of the impact story (one or several) to which the activity is most strongly associated or whose objectives it promotes.	

## 18. Key outputs and collaborators

Indicate the outputs and collaborators that are most important in terms of the impact of the project. Also briefly justify each selection. (see table 19)

Outputs refer to publications, data, tools, etc. Please note that the outputs are described comprehensively on the form’s pages ‘Publications’, ‘Degrees’, ‘Data management’ and ‘Other outputs’, whereas the purpose of this list is to highlight the most important ones.

Collaborator/Stakeholder refers to an actor with whom there has been cooperation or interaction in relation to the contents of the research. Please note that the collaboration and interaction are to be described comprehensively on the form’s page ‘Cooperation and interaction’, whereas the purpose of this list is to highlight the most important ones.

**Table 19. Key outputs and collaborators**

Data collected/Question	Instruction/specification	Format of data/question
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The most important outputs (up to 5) in terms of scientific impact, including a short justification for each choice and a website link to or digital identifier for the outputs	Publications and other outputs are reported in more detailed on their respective tabs. In this section, it is enough to refer to reported outputs.	Open-ended answer (max. 5,000 characters including spaces)
The most important outputs (up to 5) in terms of societal impact, including a short justification for each choice and a website link to or digital identifier for the outputs	Publications and other outputs are reported in more detailed on their respective tabs. In this section, it is enough to refer to reported outputs.	Open-ended answer (max. 5,000 characters including spaces)
The most important collaborators or stakeholders (up to 10) in terms of societal impact, including a short justification for each choice and contact information (name, position and email address) for a (contact) person familiar with the project	The collaborators and stakeholders may be individuals, groups or organisations.	Open-ended answer (max. 5,000 characters including spaces)

## 19. Appendices

If the project's impact stories have been started before the new guidelines issued in 2021, the project may, if it so wishes, continue the stories in the format they were started and attach the updated stories to the form as PDF files (max. 5 attachments). In this case, the stories must not be added to the tab 'Impact stories'. In this case too, however, the project must report the most important activities in terms of the impact stories on the tab 'Impact stories'. The output

indicator workbook used to monitor the project can be used to select the most important activities in previous years.

**Table 20. Appendices**

Data collected/Question	Instruction/specification	Format of data/question
Impact story started before 2021	The permissible appendices are the impact stores that were started before the new guidelines were issued in 2021.	No more than five PDF appendices. One appendix should be no more than six pages in length.