Project administration and programme cycle Information kit for SRC programmes JUST ENERGY and JUST TRANSITION

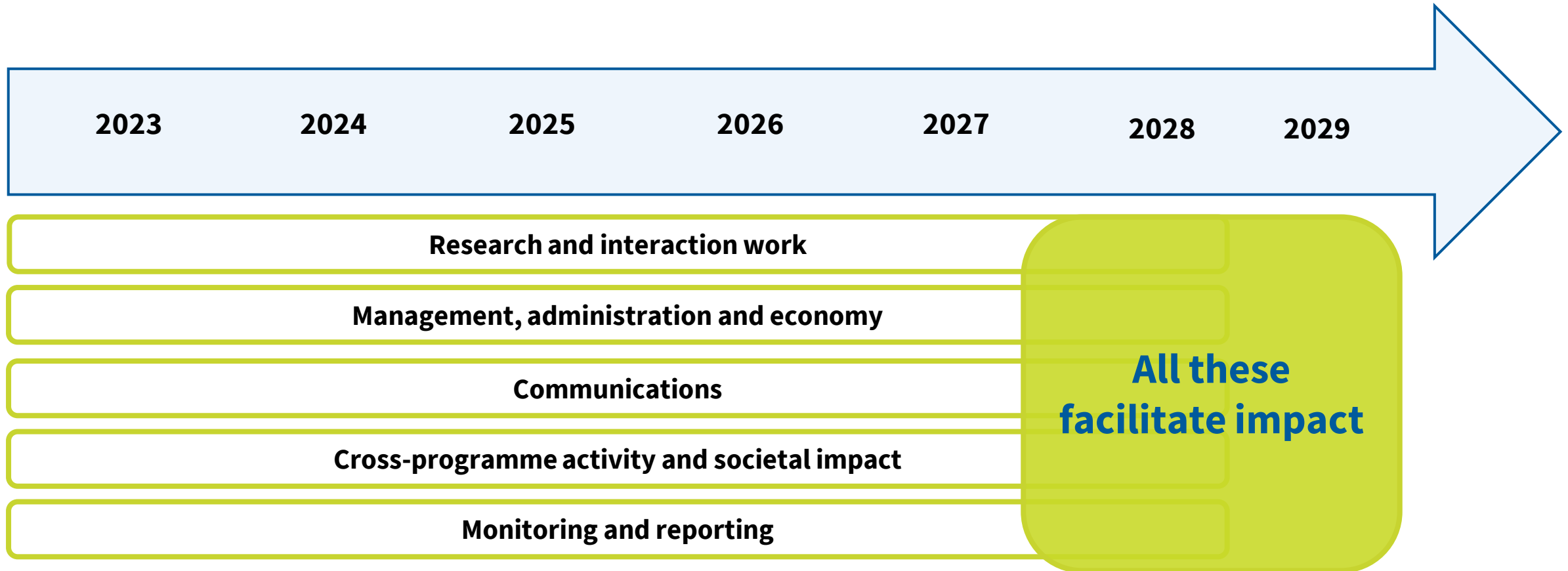# The SRC is an independent body that operates from within the Research Council of Finland

FINNISH GOVERNMENT
Ministry of Education, Science and Culture

BOARD OF THE ACADEMY OF FINLAND

Finnish Research Infrastructure Committee
Chair,
15 members

RESEARCH COUNCILS
Chair, 10 members

Research Council for Biosciences, Health and the Environment

Research Council for Culture and Society

Research Council for Natural Sciences and Engineering

Strategic Research Council
Chair,
8 members

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Division of Strategic Research and its staff are part of the Research Council of Finland's Administration Office

ADMINISTRATION OFFICE

MANAGEMENT
PRESIDENT
Vice President for Research │ Vice President for Administration

STRATEGIC PLANNING AND ANALYSIS

RESEARCH FUNDING DEVELOPMENT

Biosciences, Health and Environmental Research	Social Sciences and Humanities Research	Natural Sciences and Engineering Research	Strategic Research
	ADMINISTRATION		
	FINANCE		
	INFORMATION MANAGEMENT		
	COMMUNICATIONS		

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Programme cycle and key project processes 1/2

| 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |

Research and interaction work

Management, administration and economy

Communications

Cross-programme activity and societal impact

Monitoring and reporting

All these facilitate impact

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Programme cycle and key project processes 2/2

During the project, there are 5 key ongoing processes that facilitate impact:

1. Research and interaction work → project

2. Management, administration and economy → project, host organisations and Research Council of Finland

3. Communications → project, host organisations (+ comms support from Division of Strategic Research)

4. Programme activity and societal impact → project, programme director, programme, other programmes, Division of Strategic Research and SRC

5. Deliberation and monitoring → project, according to SRC guidelines and schedules

Where to find information?

- www.strategicresearch.fi

- www.aka.fi/en

- 'For projects' section on the strategic research website

- Also visit: www.ratkaisujatieteesta.fi

Don't forget responsible science:
Research ethics
Equality and nondiscrimination
Open science
Sustainable development
Responsible researcher evaluation

strategicRESEARCH

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Financial project administration 1/3

- SRC funding unlike other funding instruments.
  - [Funding terms and conditions (Research Council of Finland)](#)
  - [SRC funding principles](#)

- It's good to stay on budget.

- If you have any questions, please contact us primarily via our [helpdesk](#).

Top 3 questions on finances and financial administration

1) Can funding be transferred from one year to another?

- A budget that goes as planned supports the project, the programme and the funding instrument as a whole.

- It is not possible to transfer funds from one funding period to another.

- Major deviation from annual instalments:

    - Major deviation: a sum corresponding to approx. 4 months of salary costs for the researcher (incl. Indirect employee costs and overheads)

    - How to notify: **Do not submit an appeal via the online services (SARA)**, but a separate notification via SARA under 'Additional information'.

    - How large is the deviation from the annual grant per year in percentages and euros?

    - What are the reasons for the deviation and the means by which the funding granted can be used?

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Financial project administration 2/3

2) What can the funding be used for?

- Salaries of consortium PI and WP leaders

- With regard to research personnel, the funding is primarily intended for the salaries of researchers with doctoral degrees

    - The project may also include doctoral dissertation workers

- Interaction activity

- Salary of coordinator

- Communications and other similar services

- The expenditure categories in the cost estimate are indicative

Financial project administration 3/3

3) Invoicing earlier (Research Council of Finland may ask)

- Recorded in the funding decision.
  - The payment request includes costs incurred between 1 Sep and 30 Nov.
  - The payment requests must be delivered to the Research Council of Finland by 16 Dec.

- If several projects: The same work cannot be invoiced from different funding decisions
- The host organisation's own rules on procurement and tendering.
  - First consult the financial services at your own organisation about the use of funding.

Vision for cross-programme social impact in strategic research

- Cooperation between the SRC, programme directors, programmes and projects and the Division of Strategic Research develops methods that strengthen dialogue between science and research and decision-making in society.

- Strategic research is a widely recognised supporter of co-creation and decision-making in society.

Impact through programming

- An SRC programme is more than the sum of its parts:

  - Many things are worth doing together as a programme or together with other programmes.

  - **Scientific cooperation** to address the same societal challenge allows for greater impact.

    - For instance, cross-disciplinary collaboration and new scientific initiatives.

  - **Cooperation to achieve societal impact**

    - Enabling a dialogue between research and knowledge-users aims at a more active interaction between science and policymaking, in order to produce better decisions and research that is more responsive to the information needs of various societal actors.

The SRC, the Division and the programmes

○ Programmes   ● Number of projects   ● Programme directors

Strategic Research Council (SRC)

Division of Strategic Research
administration, programme activity and societal impact reporting and monitoring

ADAPT — Kaisa Korhonen-kurki

GROWTH — Anne-Christine Ritschkoff

CULT — Minna Lammi

IMPRES — Asta Salmi

FOOD — Juha Helenius

STEER — Mika Nieminen

LITERACY — Jarmo Viteli

CLIMATE — Paula Schönach

PANDEMICS — Marjo Kurki

DEMOGRAPHY — Susan Kuivalainen

BIOD — Juha Hiedanpää

YOUNG — Marjo Kurki

SHIELD — Karoliina Snell

JUST ENERGY — Juha Peltomaa

JUST TRANSITION — Olli-Pekka Ruuskanen

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The projects and the programme director make the programme

- The projects carry out their own research and interaction and are actively involved in [programme and impact activities](#).

- The programme director is responsible for developing programme-level interaction and cross-programme cooperation, and for promoting the societal impact of strategic research. They will also facilitate the definition of programme objectives and monitoring their achievement in collaboration with the projects and the SRC. The programme director will also be expected to make a significant contribution to the cross-programme activity for societal impact.

Cross-programme activities and societal impact

- Internal programme activity
  - New scientific initiatives, research synergies between projects, co-creation of methods.
  - Joint interaction work between projects, promoting societal impact at programme level.
    - For example: impact plans and annual impact schedules.
- Cross-programme activities for societal impact
  - Programmes cooperate to promote the societal impact of the research + also in collaboration with the Division of Strategic Research.
  - Facilitation of information support, co-creation, communications.
    - Knowledge Partnership, "Saumakohtia" dialogue model, www.ratkaisujatieteesta.fi, newsletter, etc.

Joint programme and impact activities and support

- **Concortium PIs** and **interaction coordinators**

- **Programme directors**

  - JUST ENERGY: **Juha Peltomaa**, Development Manager, Finnish Environment Institute, firstname.lastname(at)syke.fi

  - JUST TRANSITION: **Olli-Pekka Ruuskanen,** Research Director, Pellervo Economic Research, firstname.lastname(at)ptt.fi

- **Division of Strategic Research**

  - Milja Saari, programme and impact activity coordination, firstname.lastname(at)aka.fi

- Mentor programme directors (early programme stages)

  - JUST ENERGY: **Asta Salmi** (asta.salmi@oulu.fi), IMPRES programme

  - JUST TRANSITION: **Minna Lammi** (minna.lammi@aru.ac.uk), CULT programme

Concept of cross-programme activities for social impact

- Objectives, methods and division of labour
  - Learn more: Cross-programme activities for societal impact (PDF)

How can projects join the cross-programme activities?

- Mainly through the programme director – coordinated by programme directors.

  - Direct contacts from the Division of Strategic Research.

  - Projects' own activity is important – cooperation also with other programmes.

  - Interaction coordinators in particular are encouraged to establish collaborative networks already at the start of projects.

- Forms of cross-programme collaboration

  - ratkaisujatieteesta.fi website

  - Knowledge Partnership and information packages

  - "Saumakohtia" dialogues with parliamentary groups

  - Committee hearings etc.

  - Online and other events

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Communications

- Focus on the strategic research instrument as a whole.

- Project descriptions and details have been added to the website: JUST ENERGY and JUST TRANSITION

  - Send minor changes and updates to strateginentutkimus@aka.fi

Communications at Division of Strategic Research:
strateginentutkimus@aka.fi (primary email)

Coordinator **Helen Metsä,** firstname.lastname@aka.fi

Communications – information on new projects

- Please provide us with the following information once it is available:
  - Coordinator
    - All outgoing messages to SRC consortia will be sent to the PIs, interaction coordinators and coordinators (1 per project).
  - Website
  - Logos
  - Social media accounts
- → strateginentutkimus@aka.fi

Communications – what we expect from projects

- Send us your policy briefs (as accessible PDF files).
  - All policy briefs produced in SRC-funded projects/programmes are [posted on our website](#).

- Send us information on your upcoming events.
  - Projects events are featured in our newsletter.

- Acknowledge the funder on websites, on social media, in press releases…

Communications – acknowledging the funder

- **Correctly acknowledging the funder is important to raise awareness of SRC funding**

    - acknowledge the funder (SRC) on your website

    - mention the funder (SRC) on social media and in other communications

- Indicate the funder in publications:

"This research is/was funded by the Strategic Research Council (SRC) established within the Research Council of Finland." 👍	SRC programmes Strategic research project Project funded by the SRC 👍	Strategic Research Council of the Research Council of Finland The Research Council of Finland's strategic research 🚫

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Acknowledging the funder on project websites, in publications and at events 1/2:

- In Finnish: "Strategisen tutkimuksen ohjelmien hankkeet saavat rahoitusta strategisen tutkimuksen neuvostolta (STN), joka toimii Suomen Akatemian yhteydessä."

- In Finnish:"Tutkimusta rahoittaa/rahoitti strategisen tutkimuksen neuvosto, joka toimii Suomen Akatemian yhteydessä."

- "Tutkimusta rahoittaa/rahoitti strategisen tutkimuksen neuvosto".

- På svenska: "Forskningen finansieras av rådet för strategisk forskning (RSF), som verkar i anslutning till Finlands Akademi."

- In English: "The project is funded by the Strategic Research Council (SRC) established within the Research Council of Finland."

Acknowledging the funder on project websites, in publications and at events 2/2

- Scientific publications, etc.
  - Correctly acknowledging the funder is particularly important in research articles and other scientific publications so that the publication details are recorded correctly. Information on project publications will be used in final evaluations of SRC programmes.
    - For instance, the InCites database shows dozens of different acknowledgements of SRC funding, which makes it difficult to process and find the data.

  → The acknowledgments section must mention the funder as the 'Strategic Research Council within the Research Council of Finland' + the consortium PI's funding decision number + the decision numbers of the authors' subprojects.

  → The publications must always include the decision numbers of the latest funding decision. In other words, if the publication has been produced during second funding period (follow-up funding period), use the funding decision number of that funding period.

Communications – guidelines and links

- The **communications guidelines** are available on our website under <u>Current issues</u>.
  - The same page also contains materials, links and topical events for projects.

- SRC and Research Council of Finland logos, SRC visual guidelines: <u>media.aka.fi</u>
  - For media & partners: > categories > rahoitusmuodot > strateginen tutkimus (STN).
    - E.g. SRC and Research Council of Finland logos and SRC visual guidelines.
    - SRC-funded projects should primarily use the SRC logo. **NB!** The Academy of Finland changed its name to the Research Council of Finland on 6/2023, logos were changed on 9/2023.
  - Internal project materials
    - E.g. guidelines about the Ratkaisuja tieteestä website, SRC PowerPoint & report templates.
    - **Login**: see the communication guidelines.

- <u>Finnish-language newsletter</u> – projects regularly asked to contribute.
  - The new SRC programmes featured in Jan–Feb 2024.

Language and accessibility in project communications

- Accessibility is important.

  - All documents submitted to the SRC website (e.g. policy briefs, situational picture reports) should be produced with accessibility in mind.

  - For tips and guidelines on accessibility in Finnish, see the saavutettavasti.fi website.

  - Ask for help from the project's host organisation, communication partners and graphic designers. The Division of Strategic Research does not make documents accessible on behalf of projects nor does it provide accessibility training.

- Language is part of accessibility.

  - The main content of the project website should be in Finnish, to make it easily accessible to policymakers and officials.

  - We do not recommend that projects set up websites in English only.

→ Read more in the SRC communication guidelines.

Communications – more links

Strategic research website: www.strategicresearch.fi

Ratkaisuja tieteestä ratkaisujatieteesta.fi

@Akatemia_STN
#StrategicResearch, STN-hankkeet list of SRC projects (and programme directors)

Strateginen tutkimus | Strategic Research

@stn_akatemia

Academy of Finland
See playlist "Strateginen tutkimus"

Strateginen tutkimus

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What kind of impact is expected from the projects?

- The impact of strategic research focuses on the societal challenges identified in the research programme.

- The pursuit of impact is linked not only to the **projects'** own research and interaction plans, but also to the **programme's** impact objectives, defined jointly by the projects and the programme director.

- Both the projects (individually) and the programme (together, guided by the programme director) will specify their impact objectives by **31 March 2024**.

- Cf. the UK's REF: *"impact is defined as an effect on, change or benefit to the economy, society, culture, public policy or services, health, the environment or quality of life, beyond academia"*.

Impact refers to a desired societal change

Assumptions about how and why change happens

Activities ⟩ Outputs ⟩ Short-term outcomes ⟩ Medium-term outcomes ⟩ Impact

Indicators to track progress towards outcomes
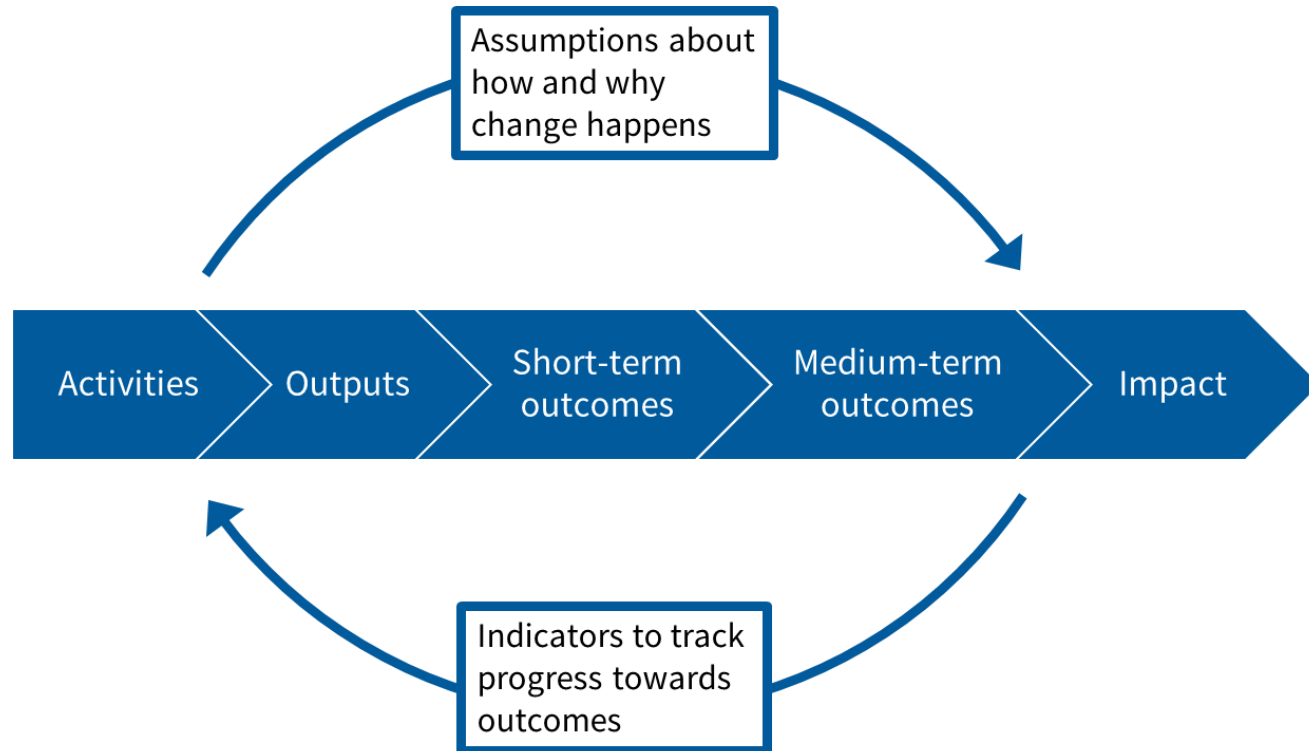
Theory of change

- Researchers must have **assumptions** as to how their activities can contribute to the change.

- The SRC-funded project is responsible for specifying and monitoring the (short-term, medium-term) outcomes it aims to achieve.

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Purpose of monitoring and evaluating impact

- Part of the statutory duties of the SRC.

- Support for managing and guiding SRC-funded programmes and projects.

- Learning from experience, disseminating good practices.

- Making the impact of strategic research visible.

Achieving the desired outcomes is not a prerequisite for continued funding and missing them is not a sign of failure!

Follow-up targets in impact story

- The **desired societal outcome** of the project's work – an up-to-date description of its progress and how it relates to the programme's impact objectives.

- Project's **multidisciplinary research and cooperation** to achieve the outcome – relevance and added value.

- Project's **societal interaction** to achieve the outcome – key activities and their effects.

Desired societal outcome

Multidisciplinary research and cooperation   **Societal interaction**

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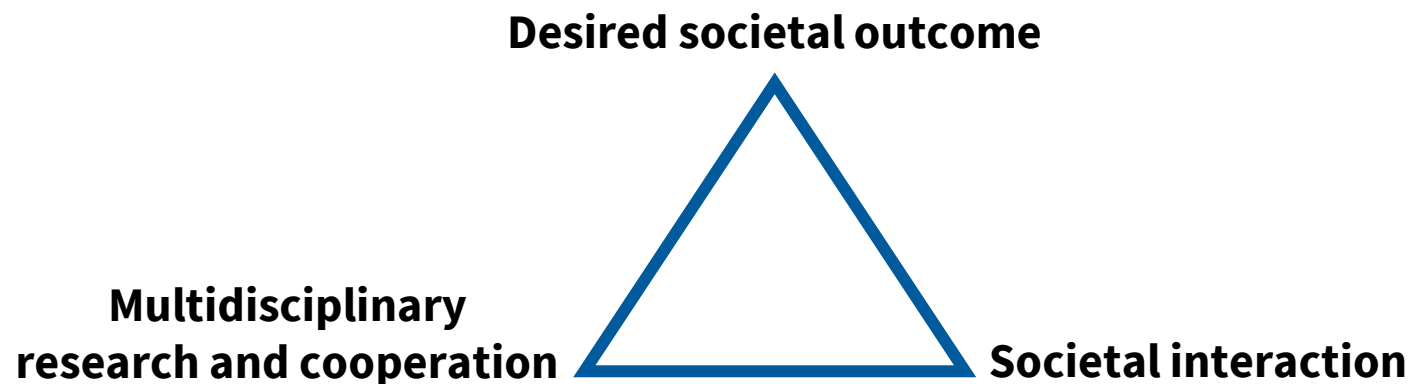
Evaluating the impact of strategic research

- The evaluation criteria are based on the core objectives of strategic research and on programme-specific impact objectives.

  1. promoting high-quality, multidisciplinary research on the problems and needs in the programme's domain.

  2. creating concrete steps towards tackling those problems and needs in Finnish society.

  3. strengthening research and stakeholder communities in the programme's domain.

  The evaluation has so far been carried out at programme level after the end of the programme, but this will change. The impact evaluation can cover both ongoing and completed programmes or projects (not individual ones).

Results of latest evaluation (SRC programmes EQUA, PIHI, TECH, CITIZEN)

Points of success

- Relevant programme themes.

- Interdisciplinary project structure, problem-setting and results.

- Participatory approach with stakeholders.

- Extensive societal interaction during programme.

Points to improve on

- Compatibility of research topics between projects.

- Cooperation at programme level, broader interdisciplinarity of projects.

- Deeper co-creation from the outset.

- Engaging knowledge-users in the uptake of results after programme completion.

The evaluation reports are available on our website

Consortium's reporting

REPORT FORMAT	SCHEDULE	MAIN CONTENT
State-of-play report (word)	By 31 March 2024	Public presentation of the project, including its desired societal outcomes
Annual reporting (SARA)	Annually by 31 March	Impact reporting
Interim report (SARA)	In March 2026	• Activities, results, outputs • Impact reporting
Final report (SARA)	Upon project/programme completion in 2029	• Activities, results, outputs • Impact reporting

Additional information and guidelines: Project monitoring and reporting

At start: state-of-play report

- The purpose of the report is to present the starting points for the consortium's research and interaction at the start of the project as well as the desired societal outcomes.

- Targeted at policymakers and other actors beyond academia.

- Published on the strategic research website.

- Submitted in Finnish by 31 March 2024.

- Forms the basis for the consortium's impact reporting (impact stories).

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Structure of the state-of-play report (5–10 pages in total)

- Summary

- Societal challenge

- State-of-the-art of research

- Multidisciplinary cooperation

- Societal interaction and impact activities

The state-of-play report outlines 1–5 desired societal outcomes to which the impact stories are linked.

[Guidelines for the report](#)

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What kind of outcomes should a project strive for?

YES!	NO
The desired societal outcome is important for the project and the programme; achieving the outcome clearly advances the objectives of the programme.	The desired societal outcome is secondary for the project or the programme.
The outcome is relevant for several parties and stakeholders of the project, and they can commit to pursuing it.	Only one consortium party is committed to pursuing the outcome. The outcome is not considered important among the project stakeholders.
The outcome is understandable and relevant also for a wider audience.	The outcome is so abstract or isolated that its relevance does not translate to a wider audience.
The resources of the project facilitate concrete progress towards the outcome. Progress can already be made during the project, even if the outcome is only realised later.	The outcome is so extensive or ambitious that the project's resources will not produce concrete progress.
Progress towards the outcome can be monitored during and/or after the project period.	It is not possible to monitor or estimate progress towards the outcome with any 'indicators'.

Online resources on impact monitoring and evaluation

- Web pages on monitoring and evaluation of impact of strategic research:

  - Monitoring and reporting

  - Programme evaluation

- Impact stories by completed projects:

  - Research Council of Finland media bank > Rahoitusmuodot > Strateginen tutkimus > STN-vaikuttavuuskertomukset

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Contents of annual reporting

Impact stories (1–5 pcs)

- An impact story provides an up-to-date description of the desired societal outcome of the project and the research and interaction carried out / planned in relation to the project's own and the programme's joint impact objectives.

- Suggestion: Based on the desired societal outcomes set out in the state-of play report. Each desired outcome has its own story.

List of key activities linked to the impact stories

- **Most important** events and actions by the project in relation to the impact story. The project may have been the organiser of a listed event, action, etc., or participated in it, for example in the form of an invited speech.

Expert work

- Participation of project members in the work of committees, councils and working groups that promote the impact of the project's research results and research. Also (most important) parliamentary hearings, opinions, motions, etc.

Impact stories

- 1–5 stories, updated throughout the project cycle.

- Max. 3 pages (15,000 characters) per story at project completion (may be shorter in the beginning).

- Language: Finnish, English or both (OK to vary).

- The SRC recommends that projects post the stories on their websites; the goal is also to publish the stories on the Research Council of Finland's [media bank](#).

Structure

Title

1. Desired societal outcome

2. Multidisciplinary research and cooperation

3. Societal interaction

Interim report and final report

- Scheduled towards the end of the funding periods.

- Include information gathered during monitoring, as well as information on the project's

  - resources (e.g., persons, funding, cooperation and interaction partners, use of research infrastructures);

  - outputs (e.g., publications, degrees, data, other documented outputs);

  - results (e.g., main results, popular description of project and results).

- More information and guidelines: [Project monitoring and reporting](#)

  - Important to read for purposes of gathering cumulative information!

Data collected with the report

1. Personal details
2. Basic information on project
3. Keywords and research fields
4. Funding
5. Research personnel
6. Use of research infrastructures
7. Research visits
8. Cooperation and interaction
9. Publications
10. Degrees
11. Data management
12. Other outputs
13. Results
14. Popular description of project and results
15. Expert work
16. Major funding applications
17. Impact stories
18. Key outputs and partners

NB! The reporting system of the Research Council of Finland is being overhauled. Expect changes to the reporting form in autumn 2024.

Users of reported data

- Data users: Research Council of Finland staff, the members of the SRC, programme directors of SRC programmes, external experts who may be used in the impact evaluation.

- The impact stories included in the final reports of projects are, in principle, public documents.

- The projects' impact stories may be published in the Research Council of Finland's [media bank](#) after project completion. The versions to be published will be agreed with the project.

- For information on the processing of personal data, see the [privacy notice for strategic research (PDF)](#) (to be updated in autumn 2023).

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Contact details of the Division of Strategic Research and the Research Council of Finland

- Division staff (personnel directory of the Research Council of Finland).

- Communication inquiries: strateginentutkimus(at)aka.fi.

- Inquiries about calls for applications, use of funding and reporting: helpdesk.

This is strategic research – welcome!

![strategic RESEARCH]

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◯ **@stn_akatemia**

in **Strateginen tutkimus | Strategic Research**

▶ **Academy of Finland**

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