

Project administration and programme cycle Information kit for SRC programmes SHIELD and YOUNG



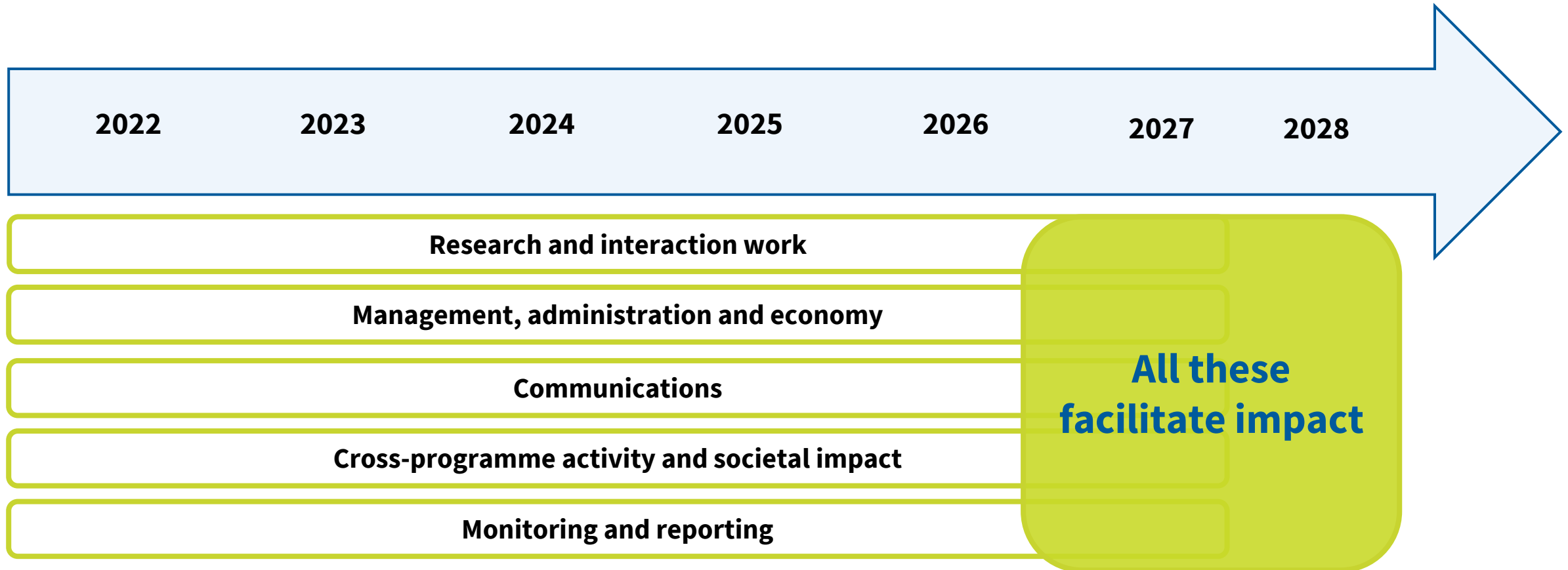
The SRC is an independent body that operates from within the Academy of Finland



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

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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		

Programme cycle and key project processes 1/2



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 Academy 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](#)

Financial project administration 1/3

- SRC funding unlike other funding instruments
 - [Funding terms and conditions](#)
 - [SRC funding principles](#)
- It's good to stay on budget
- If any questions arise, contact the science adviser responsible for your programme

Katri Huutoniemi (YOUNG)
katri.huutoniemi@aka.fi, tel. +358 295 33 5195

Tuomas Katajarinne (SHIELD)
tuomas.katajarinne@aka.fi, tel. +358 295 33 5067

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 (old +/- 15% rule)
 - 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?

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

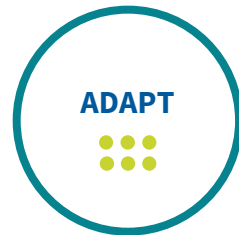
- Stated in the funding terms and conditions
- Invoicing period for the last period of the end of the year from Sep to Nov
- The payment request includes costs incurred between 1 Sep and 30 Nov.
- Estimated costs cannot be included.
- The payment requests must be delivered to the Academy of Finland by 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.

The SRC, the Division and the programmes

○ Programmes ● Number of projects ● Programme directors

Strategic Research Council (SRC)

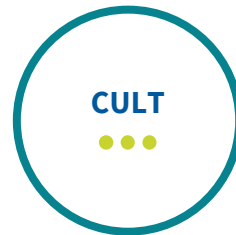
Division of Strategic Research
administration, programme activity and societal impact reporting and monitoring



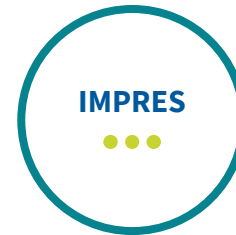
Kaisa Korhonen-kurki



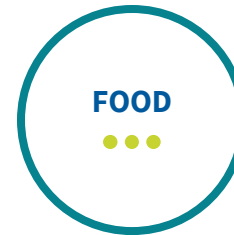
Anne-Christine Ritschkoff



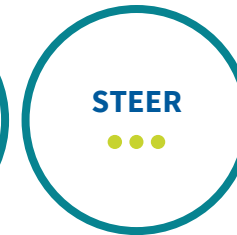
Minna Lammi



Asta Salmi



Juha Helenius



Mika Nieminen



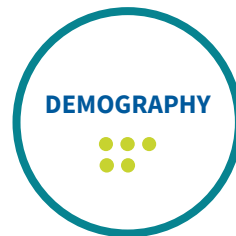
Jarmo Viteli



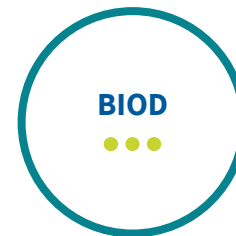
Paula Schönach



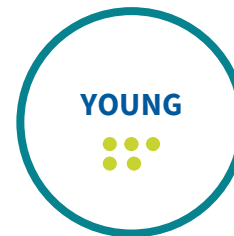
Marjo Kurki



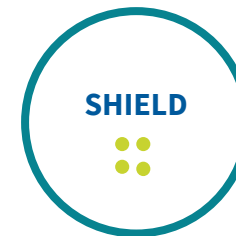
Susan Kuivalainen



Juha Hledanpää



YOUNG



SHIELD

The projects and the programme director make the programme

- Tasks of programme director:
 - build the programme package in collaboration with the projects of the programme that the director manages
 - be responsible for cross-programme cooperation with other programme directors
 - promote the societal impact of research in collaboration with the Division of Strategic Research

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, ratkaisujatieteesta.fi, newsletter, etc.

The new programme directors start in January 2023

- SRC funding decisions in January 2023
- Until then, contacts in issues concerning programme activities:
 - science advisers Tuomas Katajarinne (SHIELD) and Katri Huutoniemi (YOUNG)
 - coordination of programme and impact activities: Milja Saari
 - Email addresses: `firstname.lastname(at)aka.fi`
 - Mentor programme directors:
 - Anne-Christine Ritschkoff (SHIELD) anne-christine.ritschkoff@vtt.fi (GROWTH)
 - Jarmo Viteli (YOUNG) jarmo.viteli@tuni.fi (LITERACY)

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

Communications

- Focus on the strategic research instrument as a whole
- Project descriptions and details have been added to the website: [YOUNG](#) ja [SHIELD](#).
 - Send changes and updates to strateginentutkimus@aka.fi.

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

Coordinators **Heidi Wirkkala** (until 31 Dec 2022) and **Helen Metsä** (from 1 Jan 2023), 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 Academy of Finland.”



SRC programmes
Strategic research project
Project funded by the SRC



Strategic Research Council of the
Academy of Finland
The Academy of Finland’s strategic
research



Acknowledging the funder on project websites, in publications and at events, etc.:

- ”Strategisen tutkimuksen ohjelmien hankkeet saavat rahoitusta strategisen tutkimuksen neuvostolta (STN), joka toimii Suomen Akatemian yhteydessä.”
- ”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 Academy of Finland."

Communications – guidelines and links

- The **communications guidelines** are available on our website under [Current issues](#).
 - The same page also contains topical events, materials and links.
 - More comprehensive information is available on the Finnish page.
- SRC and Academy logos, SRC visual guidelines: media.aka.fi
 - For media & partners: ☒ categories ☒ rahoitusmuodot ☒ strateginen tutkimus (STN)
 - PowerPoint templates currently available on request (email)
- Accessibility is important – for tips and guidelines on accessibility, visit www.saavutettavasti.fi (in Finnish)
- [Finnish-language newsletter](#) – projects regularly asked to contribute
 - The new SRC programmes featured in Jan–Feb 2023.

Communications – more links

Strategic research website: www.strategicresearch.fi

Ratkaisuja tieteestä ratkaisujatieteesta.fi



[@Akatemia_STN](https://twitter.com/Akatemia_STN)

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



[Strateginen tutkimus](#) (group)



[@stn_akatemia](https://www.instagram.com/stn_akatemia)



[Academy of Finland](#)

See playlist “Strateginen tutkimus”



[Strateginen tutkimus](#)

Objectives of follow-up and reporting

- encourage projects to regularly review their activities in relation to the joint objectives of the SRC programme and the project's own impact objectives
- compile information on the activities and progress of the projects to support programme activity, cross-programme activities for social impact and communications
- gather information on the research and interaction work of the projects for the mid-term review and the programme evaluation

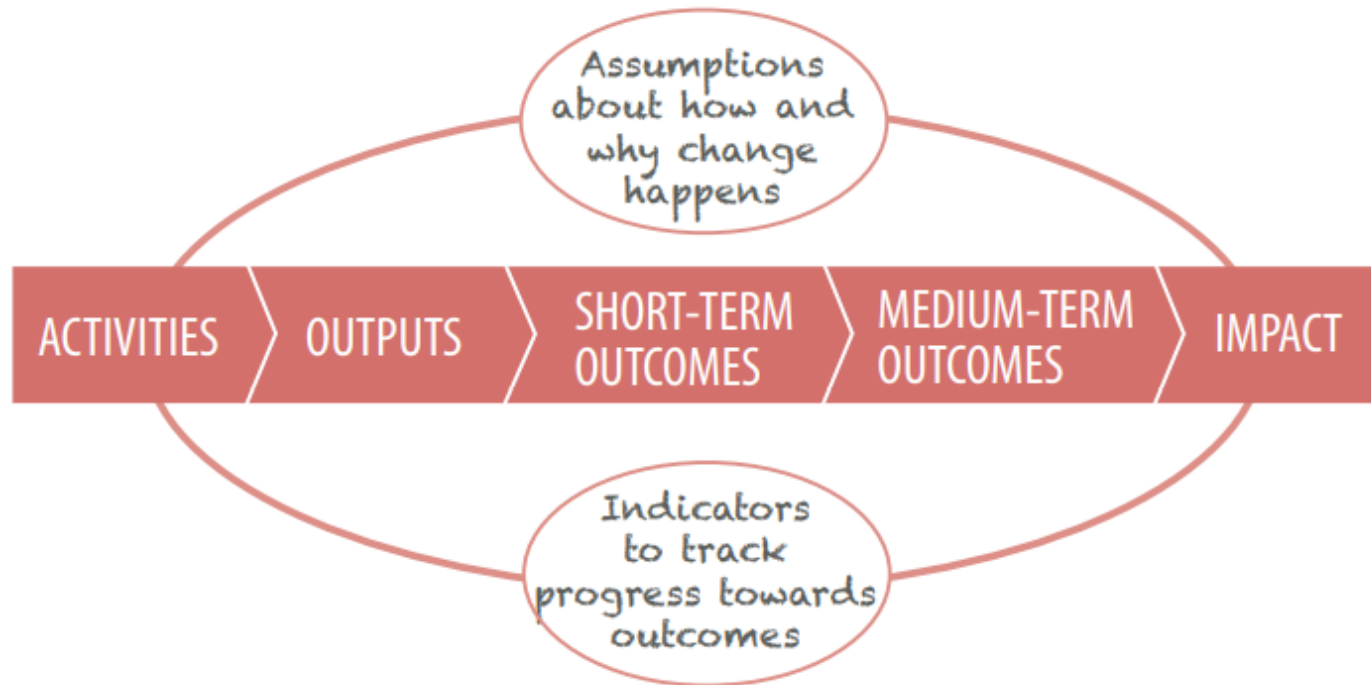
Principles of impact monitoring and evaluation

- SRC programmes contain a broad range of research projects dealing with various societal challenges. Their methods of research and interaction vary, because so do the objectives and methods of impact.
- Understanding the diversity of impact is of key importance for project follow-up and evaluation.
 - **Diversity of objectives:** multidisciplinary and excellent science, innovative interaction, achieving societal impact
 - **Diversity of activities:** different disciplines and discipline combinations, different and different levels of societal challenges and proposed solutions
- Impact evaluation complies with the principles of open and responsible science.
- The appropriateness of the methods of monitoring and evaluation are reviewed at regular intervals.

How societal impact is manifested

- The societal impact of strategic research is linked to the societal challenges identified in the research programme. Research and interaction is a way to promote the required change.
- Impact emerges from interaction with knowledge users
 - Interaction is activity to exchange and disseminate information and views about, for instance, research topics, research questions or research results and their utilisation.
- Interaction produces impact when:
 - dialogue or confidential cooperation is established between the parties
 - stakeholders make use of the research knowledge in their own activities
- Recognising impact requires an understanding of the necessary change, monitoring of the interaction and taking stock of actions taken
 - Impact stories are a key method to describe how scientific and societal impact has been achieved.

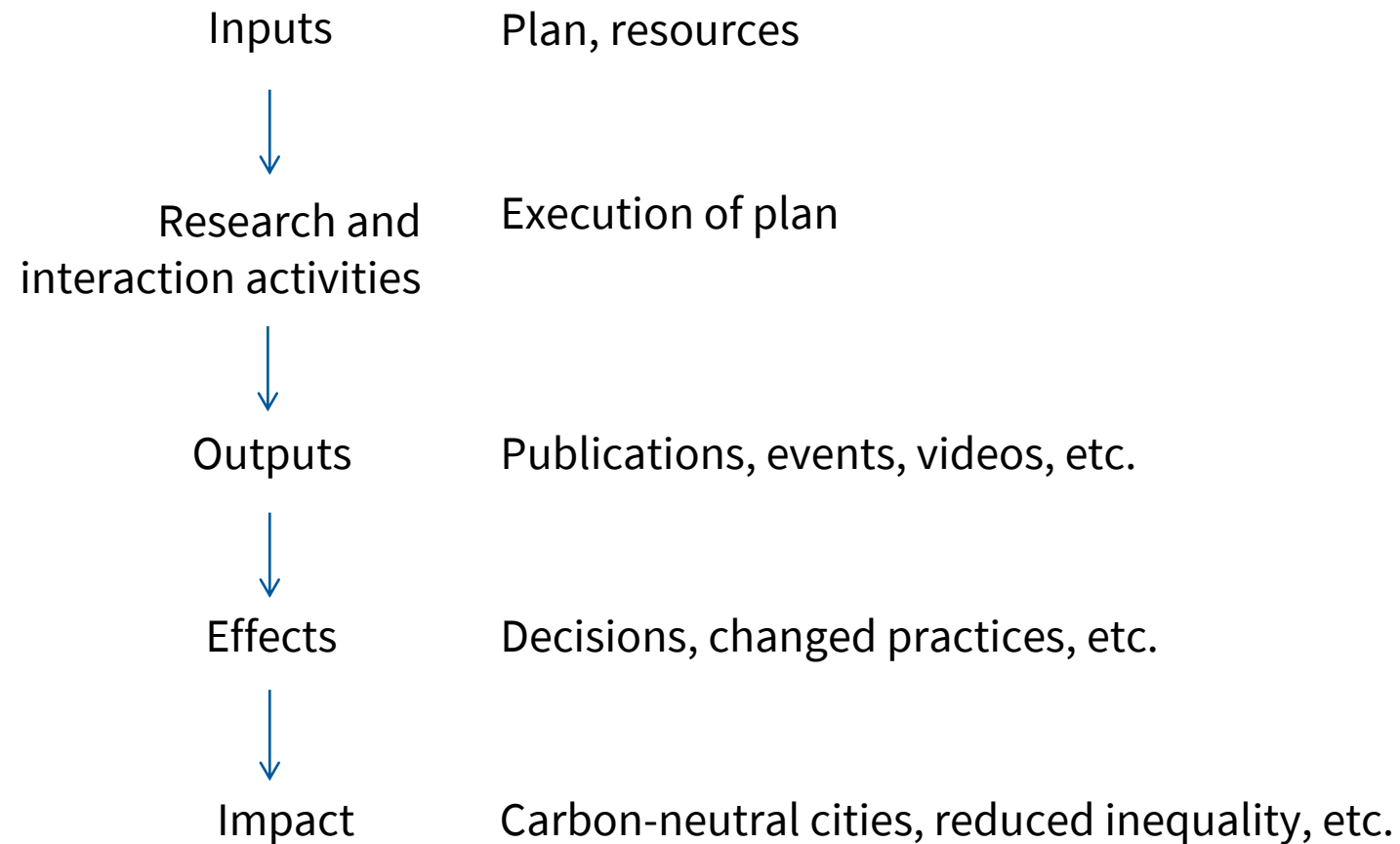
Achieving impact



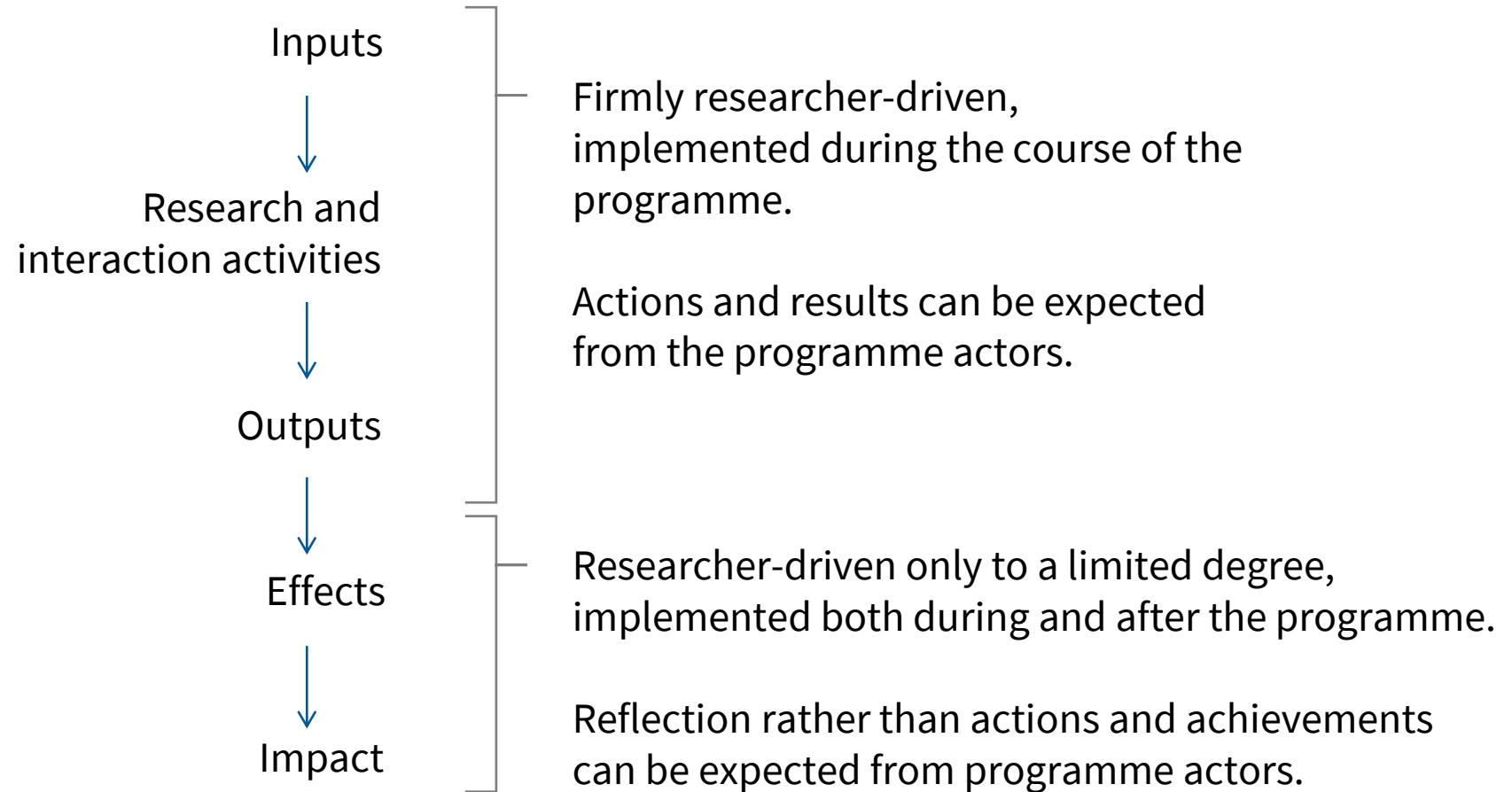
(Theory of change)

- Impact is a desired change. Researchers must have **assumptions** as to how their activities can contribute to the change.
- The impact target and the assumptions related to it enable the use of relevant **indicators** to monitor progress.
- It's not a linear process, but one that includes **feedback loops**.

Framework of societal impact 1/2



Framework of societal impact 2/2

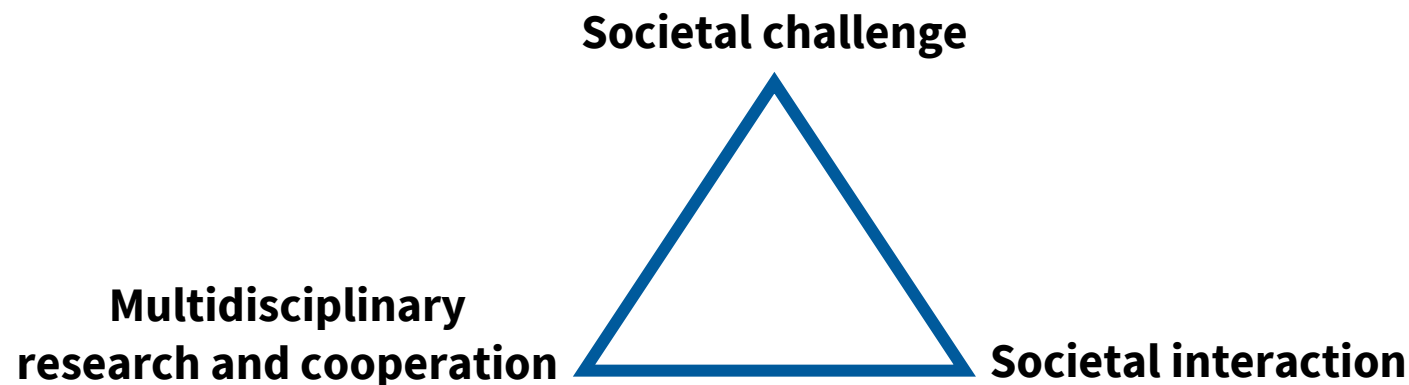


Efficient planning and monitoring of impact

- Facilitation of societal impact requires the planning and implementation of research and interaction throughout the programme cycle.
- The method is based on the IOOI (Input-Output-Outcome-Impact) impact chain framework
 - Blog post by **Kyösti Husso**: [Towards a comprehensive evaluation of research and interaction](#)
 - Blog post by **Jyrki Hakapää**: [Understanding the impact of strategic research](#)
 - The IOOI model should not be thought of as a linear model where the input results in impact, rather as a way of categorising activity and achievements

Follow-up targets

- Development of the societal challenge and the project's contribution to achieving the necessary changes
- Progress of project's multidisciplinary research and cooperation and added value in achieving impact
- Project's social interaction to promote impact objectives



Consortium's reporting

REPORT FORMAT	SCHEDULE	INSTRUCTIONS
Situational picture report	Deadline 16 Dec 2022	Given to consortium PIs
Annual reporting	Annually by 30 Nov, except before interim report and final report	Info session in autumn 2023, see prelim. "additional information and guidelines"
Interim report	When applying for funding for 2n funding period, spring 2025	see prelim. "additional information and guidelines"
Final report	Upon project/programme completion, early 2029	see prelim. "additional information and guidelines"

- [Additional information and guidelines](#)

What is a good impact target for the project?

YES!	NO
<p>The target has been derived from the objectives of the programme; reaching the target clearly advances the objectives of the programme.</p>	<p>The target is only loosely related to or casts doubt on the themes of the programme. It is difficult to understand the importance of the target in terms of the objectives of the programme.</p>
<p>The target is relevant for the parties and stakeholders of several consortia, and they can commit to the target and to promoting it.</p>	<p>Only one consortium party is committed to the target and to promoting it. The target is not considered important among the project stakeholders or there are clearly conflicting views on it.</p>
<p>The resources of the project facilitate visible promotion of the target. Progress can already be made during the project, even if the impact is only realised later.</p>	<p>The target is so extensive or ambitious that the project's resources will not produce visible progress. The target is so far away in the future that it is not possible to assess the significance of the work carried out in the project for promoting it.</p>
<p>The objective is understandable and relevant also for a wider audience.</p>	<p>The target is so abstract or isolated that its relevance does not translate to a wider audience.</p>



Annual reporting (follow-up)

- Reporting once a year by 30 november
 - Exception: starting year and before mid-term
- Reporting done via the Academy of Finland's online services (SARA).
 - Reporting form in funding decision of consortium PI.
 - Consortium PI may authorise others to supplement the reporting form, page by page.

Contents of annual reporting

Impact stories (1–5 pcs)

- The impact story describes and discusses the research and interaction carried out in the project in relation to the joint impact targets of the programme and the project.
- Suggestion: based on the concrete societal impact objectives set out in the situational picture report. Each objective 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 I

- 1–5 stories, updated throughout the project cycle
- No more than 6 pages (30,000 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 strategic research website upon project completion

Structure

Title

1. Societal challenge
2. Multidisciplinary research and cooperation
3. Societal interaction

Impact stories II

1. Societal challenge

- How does the project see the societal challenge described in the programme as the basis for its work? **What should change as a result of the project and how?** How does the project see its role in promoting the necessary societal change = what is the impact target of the project?
- How has the challenge or ideas of it developed during the project? How does the project see that its own work has contributed to this development? Please describe as concretely as possible **the progress to which you consider the project has contributed.**

Max. 10,000 characters (approx. 2 pages)

Impact stories III

2. Multidisciplinary research and cooperation

- How have the key research questions, concepts, assumptions, methods and working methods developed during the work? How has the division of duties and cooperation between the research fields and the parties involved been realised in practice? What added value has multidisciplinary cooperation brought in terms of the pursuit of scientific and/or societal impact?
- What changes, new practices, etc. have resulted from this strategic research project at the sites of research?
- Tell us about achievements, obstacles, failures, and the need to redirect research in new ways. Lessons learned?

Max. 10,000 characters (approx. 2 pages)

Impact stories IV

3. Societal interaction

- What kind of stakeholder cooperation and societal interaction has been carried out to advance the project's impact targets? How have the means of stakeholder cooperation and societal interaction worked in practice?
- What changes, new practices, etc. have cooperation and interaction brought to the activities of stakeholders?
- How has the interaction influenced the conduct of research or researchers' perceptions of the phenomenon under investigation?
- Tell us about achievements, obstacles, failures, and the need to redirect research in new ways. Lessons learned?

Max. 10,000 characters (approx. 2 pages)

Impact stories V

List of key project activities in terms of the impact stories

3–10 activities/story/year → cumulative list

Details on activities:

1. Type of activity, in menu
 - Internal project activities
 - Activities towards a wider scientific community
 - Activities towards project stakeholders
 - Other societal interaction and communication
 - (Other activities)
2. Dates and brief description, *max. 255 characters*
3. To which impact story (one or several) is it linked?

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)
 - effects (incl. significant new funding, most effective outputs and partnerships)
- [More information and guidelines](#)
 - 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

Programme evaluation

- The SRC evaluates the impact of SRC-funded research at programme level
- The evaluation is carried out after the programme has ended
- Goals of the evaluation:
 - Assess the achieved and potential scientific and societal impact
 - Develop the strategic research funding instrument
- The evaluation complies with the principles of open and responsible science.
- [See the results of the first programme evaluation](#)

This is strategic research – welcome!



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 [Strateginen tutkimus](https://www.linkedin.com/company/strateginen-tutkimus)

 [Academy of Finland](https://www.youtube.com/channel/UC...)

 [Strateginen tutkimus](https://discord.com/invite/strateginen-tutkimus)

www.strategicresearch.fi
ratkaisujatieteesta.fi

Academy of Finland

Hakaniemenranta 6
PO Box 131
FI-00531 Helsinki
strateginentutkimus@aka.fi