

Ten steps to a successful application

1. Take some time to carefully read the key sections of the call text.
2. Make sure you will have a commitment from your administrating organisation (usually a university or research institute) to administer the project.
3. Log in to the Academy of Finland's online services when the call opens. Create an account, if you don't have one. If you do, update your personal details and CV. Advise your commitment issuer to create an account well beforehand.
4. You can fill in the application form tab by tab. Follow the instructions for each tab in the call text. Remember to **save** the form every 60 minutes. **Submit** the application only after you have filled in all the obligatory information.
5. Get to know the review criteria. Be sure to consider them when writing your workshop plan. Think about the Nordic added value of your project.
6. Start writing the workshop plan together with your co-applicants as early as possible.
7. Make the abstract interesting and descriptive. Provide several detailed keywords (at least research topic and methods).
8. Draft the appendices following the provided guidelines. You may save and update the online form and the appendices until the call closes. You may have help from authorised persons.
9. Justify each cost item in the budget proposal in the section *Justification for the costs* (Appendix 2, Budget proposal template).
10. You can edit, save and supplement the application until the deadline expires. Submit the application (including all obligatory appendices and details) when it is ready but well before the closing date. The online services will only accept applications that contain all obligatory information. You cannot edit or submit the application after the deadline has expired.

You'll find answers to most questions in the call text and its appendices, but if questions arise:

- If you have questions about the contents of the call, get in touch with the Secretariat or the call's contact persons at your national funding council.
- If you have technical concerns, see [the manuals](#) on Academy of Finland website or get in touch with the Secretariat.
- If you have questions for us after submitting the application and before the decision is made, get in touch with the Secretariat.

All relevant contact information is also provided in the call text.

NOS-HS secretariat/Academy of Finland

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