NOS-HS The joint committee for Nordic research councils in the humanities and social sciences

TEN STEPS TO A SUCCESSFUL APPLICATION

1. Read key sections of the call for applications text.
2. Make sure you will have a commitment from your administrating organisation (usually a university or research institute) to administrate the project.
3. Log in to the Academy'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.
4. Start drafting the application as early as possible. You can draft your appendices (workshop plan, budget plan, CVs and publication lists) even before the call opens, and you can update the application form until the call closes.
5. Get to know the review criteria. Be sure to consider them when writing your workshop plan.
6. Start writing the workshop plan together with your co-applicants as early as possible.
7. Draft the appendices following the provided guidelines. You may save and update the form and the appendices until the call closes. You may have help from authorized persons.
8. You can fill in the application form tab by tab. Follow the instructions for each tab in the call for applications text. Make the abstract interesting and descriptive. Provide several detailed keywords (at least research topic and methods). Remember to **save** the form every 60 minutes. **Submit** the application only after you've filled in all obligatory information.
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 (incl. obligatory appendices and details) when it is ready but well before the closing date. The system will only accept applications that contain all obligatory information. You cannot edit or submit the application after the deadline has expired.

After the funding decision has been made, we will send you an automated email with a link to the online services, where you can view the decision and your application's review.

You'll find answers to most questions in the call text and its appendices. 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 or get in touch with the Secretariat.

If you have questions for us after submitting the application and before the decision is made, please call or email the Secretariat.

NOS-HS secretariat/Academy of Finland

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