

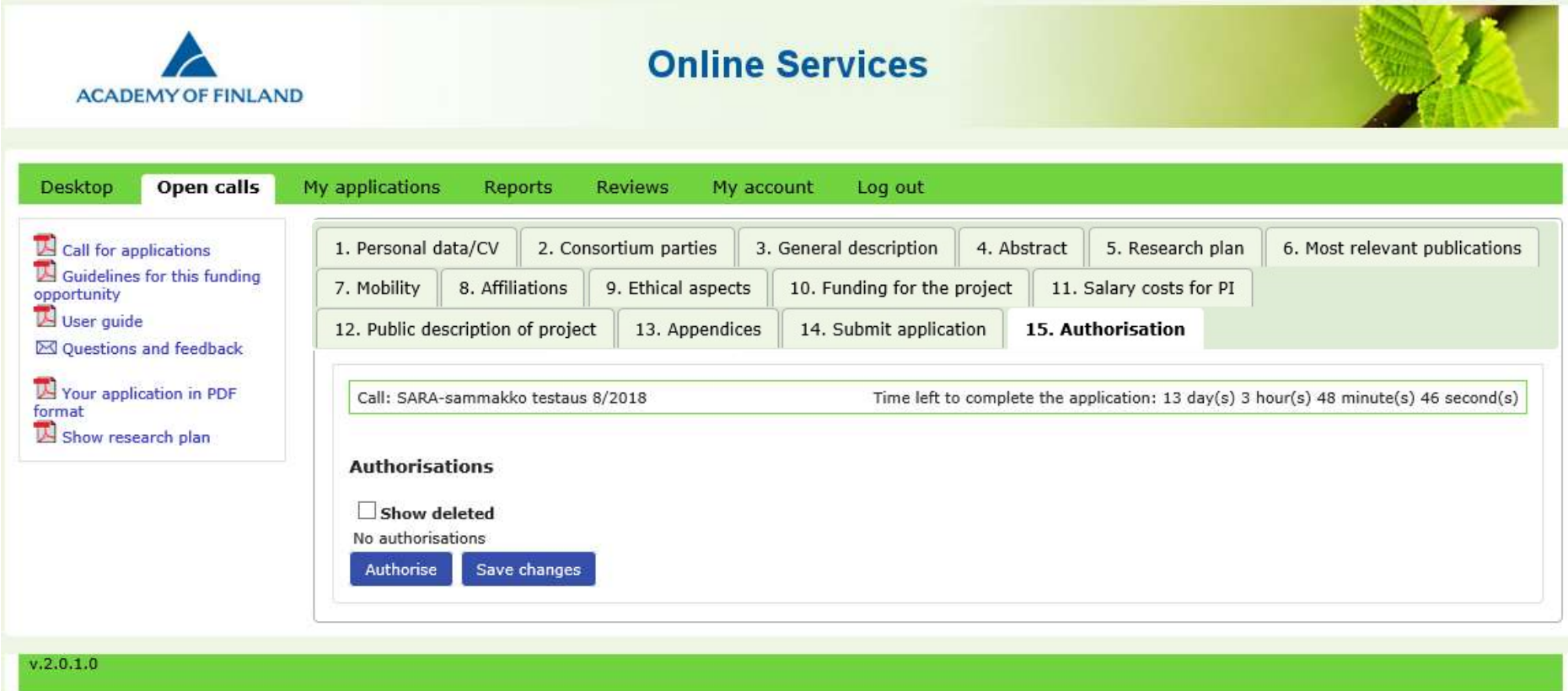
Authorization feature

Applicants (i.e. principal investigators) can authorise one or several persons to *read* or *edit* an incomplete application in the Academy of Finland's online services (SARA).

- Persons with read-only rights can view the entire application.
 - o Read-only rights can be given to several persons at the same time, to the same application.
- Persons authorised to edit an application can access specific text fields in the application, as determined by the authoriser.
 - o Only one person at a time can be given edit rights to a single text field. (For example, if you have authorised a person to edit a field in your application, you cannot edit that same field while the authorisation is active.)
 - o Persons with edit rights are automatically authorised to view the entire application.
- The authoriser can set an expiry date for the authorisation. If no such date has been set, **the authorisation will expire automatically when the application is submitted. If the application is not submitted, the authorisation will expire when the call ends.**
- You cannot edit (change fields or expiry date) an authorisation that has been granted. If you want to change an authorisation, you must first delete it and grant a new authorisation to the same person.
- Consortium parties may grant authorisation only to those parts of the application which they as consortium parties can access.
- The system will not send any automated email messages about granting or deleting authorisations or about changes made by authorised persons. Any communications concerning the authorisations (e.g. notifications about granting authorisation) must therefore be handled outside the online services.

1. How to authorise someone


To authorise someone, go to the tab *Authorisation* and click on *Authorise*.




The screenshot shows the 'Online Services' interface for the Academy of Finland. At the top left is the Academy of Finland logo. The main header is 'Online Services'. Below this is a navigation bar with tabs: Desktop, Open calls (selected), My applications, Reports, Reviews, My account, and Log out. On the left side, there is a sidebar with links: Call for applications, Guidelines for this funding opportunity, User guide, Questions and feedback, Your application in PDF format, and Show research plan. The main content area features a grid of 15 numbered steps: 1. Personal data/CV, 2. Consortium parties, 3. General description, 4. Abstract, 5. Research plan, 6. Most relevant publications, 7. Mobility, 8. Affiliations, 9. Ethical aspects, 10. Funding for the project, 11. Salary costs for PI, 12. Public description of project, 13. Appendices, 14. Submit application, and 15. Authorisation (highlighted). Below the grid, there is a call information box: 'Call: SARA-sammakko testaus 8/2018' and 'Time left to complete the application: 13 day(s) 3 hour(s) 48 minute(s) 46 second(s)'. Underneath is the 'Authorisations' section with a checkbox for 'Show deleted', the text 'No authorisations', and two buttons: 'Authorise' and 'Save changes'. At the bottom left, the version number 'v.2.0.1.0' is displayed.









Perform a search to find the person whom you wish to authorise. The person must have signed up to the Academy's online services. It is not possible to authorise yourself.



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Call: SARA-sammakko testaus 8/2018
Time left to complete the application: 13 day(s) 3 hour(s) 47 minute(s) 17 second(s)

Authorisations

Show deleted
No authorisations

Authorised person

tiina tutkija x

Tiina Tutkija (user_50687@sara.tst)	Field	Right to edit
Consortium parties <input type="checkbox"/> Select all		
General description <input type="checkbox"/> Select all		
Research Council		<input type="checkbox"/>
Site of research		<input type="checkbox"/>



Tick the fields that you want the person to be able to edit. Select all fields on the tab of a single application by clicking on *Select all*. A field that already has an active authorisation cannot be selected until the active authorisation expires. Do not tick the fields if you just want to grant read-only access.

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12. Public description of project 13. Appendices 14. Submit application **15. Authorisation**

Call: SARA-sammakko testaus 8/2018 Time left to complete the application: 13 day(s) 3 hour(s) 15 minute(s) 32 second(s)

Authorisations

Show deleted

Authorised person	Created	Authorisation expires	Fields
Authorised person Tiina Tutkija (user_50687@sara.tst)			

Field	Right to edit
Consortium parties <input type="checkbox"/> Select all	
General description <input checked="" type="checkbox"/> Select all	
Research Council	<input checked="" type="checkbox"/>
Site of research	<input checked="" type="checkbox"/>
Name of research project in English	<input checked="" type="checkbox"/>
Name of research project in Finnish or Swedish	<input checked="" type="checkbox"/>
Fields of research	<input type="checkbox"/>
Keywords in English	<input type="checkbox"/>
Keywords in Finnish or Swedish	<input type="checkbox"/>
Research Plan <input type="checkbox"/> Select all	
Abstract	<input type="checkbox"/>




Enter the expiry date of the authorisation (not obligatory) and click on *Save changes*.

Funding for the project <input type="checkbox"/> Select all	
Cost estimate (total costs)	<input checked="" type="checkbox"/>
Commitment by site of research	<input type="checkbox"/>
Salary of principal investigator <input checked="" type="checkbox"/> Select all	
Justification for the salary:	<input checked="" type="checkbox"/>
Justification for the salary:	<input checked="" type="checkbox"/>
Justification for the salary:	<input checked="" type="checkbox"/>
Public description of project <input type="checkbox"/> Select all	
Public description in English	<input type="checkbox"/>
Public description in Finnish or Swedish	<input type="checkbox"/>
Appendixes <input type="checkbox"/> Select all	
Research plan	<input type="checkbox"/>
List of publications	<input type="checkbox"/>
Data management plan	<input type="checkbox"/>
Statement by an ethics committee or the Committee on Animal Experimentation	<input type="checkbox"/>
Progress report	<input type="checkbox"/>
Invitation from foreign university or research institute	<input type="checkbox"/>



Authorisation expires

Authorisations concerning the application are shown on the tab *Authorisation*. You can delete an authorisation by clicking on the minus symbol.



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15. Authorisation

Call: Testihaku: Huhtikuu2019
Time left to complete the application: 6 day(s) 52 minute(s) 25 second(s)

Authorisations

Authorised person	Created	Authorisation expires	Fields	
Tuukka Tutkija	25.03.2019 14:16		Publications, Cost estimate (total costs)	-

2. For authorised persons

The desktop view of the online services shows the number of authorisations given to the person in question. Applications to which the person has been authorised are shown on the tab *My applications > Authorisations*. The tab shows, for example, the fields that the person can edit and the expiry date of the authorisation. To edit the application, click on *Edit*. To read the application, click on *View*.



ACADEMY OF FINLAND **Online Services**

Desktop Open calls **My applications** Reports Reviews Commitments My account Log out







Incomplete (2) Submitted (8) In process (7) Decision made (5) Appeals (0) Completed (0) **Authorisations (3)**

Application No.	Call title	Authoriser	Call deadline	Authorisation expires	Authorisation
303826	Julkaisujen haku Virrasta	Liisa Jäppinen	31.10.2018		Cost estimate (total costs), Commitment by site of research Edit
303792	Testihaku_tuotanto 10082018	Liisa Jäppinen	31.10.2018		View
303854	SARA-sammakko testaus 8/2018	Teppo Testaaja	01.10.2018	23.09.2018	Publications, Planned mobility, Cost estimate (total costs) Edit

v.2.0.1.0

Only fields and tabs to which the person has been authorised are active on the online form.

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Call: SARA-sammakko testaus 8/2018
Time left to complete the application: 13 day(s) 3 hour(s) 3 minute(s) 13 second(s)

Save and go back
Save
Save and continue

Enter an estimate of the total costs (salaries and other costs) of the project/sub-project of the consortium, as presented in the research plan, and a funding plan, by funding source.

The funding period defines when the project starts and when it ends. Project costs can only arise during the funding period.

Funding period starts: (dd.mm.yyyy) Required information

Funding period ends: (dd.mm.yyyy) Required information

Effective working hours (%): (0-100%, for example 83 %) Required information

The indirect employee costs and the overheads share are given as a percentage of the persons salary (based on effective working hours). These costs are added to the salary costs.

Indirect employee costs (%): (0-100%) Required information

Overheads share (%): (0-200%) Required information

Other costs include VAT:

The cost estimate must be more than 0 euros.

Cost estimate	
Salaries	Total
Add person to be hired/grant recipient	
Salaries, total	0
Indirect employee costs, total	0
Total overheads share	0