Academy of Finland application procedures:
information for administrating organizations

NOS-HS is now hosted by the Academy of Finland; thus, all applications are submitted to the Academy online system. Unlike VR's Prisma, universities need not create organizational accounts.

However, as an eligibility requirement, **all applications must have a commitment by the institution**, where the project is conducted. This commitment is confirmed online by an official commitment issuer when the application is submitted, and the call is closed.
The commitment can be issued only on request, which is sent to the issuer by the Academy of Finland.
The administrating organization defines and decides who has rights to issue a commitment according to its own procedures.

Creating an account

The commitment issuer must have an ordinary personal account in Academy's online service. This account can be created before, during or after the call. If the commitment issuer already has a personal account, it will used when issuing commitments.

If not: Register to the system as any new researcher or administrator:
Go to the main login page of the online services
http://www.aka.fi/en/funding/apply-for-funding/online-services/

Choose language at the top right corner
Click the blue *Sign in* button

Land to the start page. There, see left column, **New user** *Sign up* and create a new account. Your email-address will be your username.
Note: do not open several browsers at a time. Log out by clicking the log-out link at the top of the page.

For complete log-in instructions with screen shots, see
http://www.aka.fi/globalassets/10rahoitus/hakuilmoitukset/verkkoasioinnin-ohjeet-2019/rekisteroityminen-ja-kirjautuminen-en.pdf

Issuing commitment

When the call is closed, and the applications have been checked in June, Academy will send an automated email to the commitment issuer, whose email address is given in the application or whom the applicant selected from the online menu.
The email contains a link to the application to be accepted. The issuer follows the link, checks the application is acceptable and approves of it.
Thus, the application becomes eligible. The applicant receives an email notification of the commitment.

For complete commitment-issuer instructions with screen shots, see
http://www.aka.fi/globalassets/10rahoitus/hakuilmoitukset/verkkoasioinnin-ohjeet-2019/ohje-suorituspaikan-sitoumuksenantajalle-en.pdf

If funded

Funding decisions will be made late October. An automated email will be sent to the grantees. They must log in to the online services and check if the decision is favorable or not. Simultaneously, they have access to the review report of their application. If funding is on its way, the applicant must accept the funding online. Once this is done, the administrating organization (commitment issuer) will be sent an automated email with a link to accept the funding as well. Only then it becomes payable.

Funding for organisations outside Finland

Administrating organization can send a payment request to Academy when the applicant has received the official funding decision. Before payment, we will check that the funding is accepted both by the applicant and the commitment issuer. Funding will be paid to the organisation's bank account and used under surveillance of the organization. When funding period expires, the use of funding is reported by the project leader and administration together.