For application reviewers using the online services: How To Guide

Contents

Good to know before you start

Supported web browsers

- Internet Explorer (IE) 8-11
- Firefox (FF) 17 or newer
- Safari 7

The user interface has been optimized for a screen resolution of at least 1280 x 720 pixels; in practice, for a 17-inch screen or larger.

Web browsers that are NOT supported

- Opera, Netscape, Chrome, Netscape, Camino, Netmonkey, Konqueror

Avoid formatting review texts in external word processors
If you plan to copy-paste texts from an external word processor to a review form in the Academy's online services, please try to avoid formatting the texts (bullet lists etc.). Some formatted text may not be visible to you in our system. As a result, all formatted text will be removed from the final review document.

You can format your review text with the available options of the online services' text editor. However, please follow the formatting guidelines provided by the Academy's science adviser (if any).

The connection will close automatically after 30 minutes of inactivity
After 30 minutes of inactivity you must log in again and re-enter any unsaved data.
Be sure to save your data frequently, and particularly when you leave your computer.

Only one session at a time
If you want to draft several reviews simultaneously, you must use different web browsers for each review, e.g. Internet Explorer and Mozilla Firefox.

However, we don't recommend this, so as to avoid errors while you're entering data.

In other words, please don't open two or more simultaneous sessions in the online services with the same web browser, e.g. Internet Explorer (in separate windows or tabs)!

Signing up and logging in

If you've previously been our reviewer
- you can **Log in** directly if you've previously served as our reviewer
- the username is the email address you used the previous time you logged in
- the password is the same you gave earlier when you logged in (if you have forgotten your password, see instructions below)

If this is your first time as our reviewer
- first, you need to **Sign up**
- fill in all the required fields on the following three pages: Basic data, Expertise[1] and CV.
  - the personal identity code is required from Finnish citizens only; only the date of birth is compulsory information
  - please pay special attention to entering your email address and password correctly; you'll use them to log into the system
- click the **Save** button
- **Log in** with your email address and password that you just registered.

If you forget your password
- click on **Request a new password** on the login screen
- enter the email address you registered in our online system
- click the link in the email sent to you
- write down the temporary password the system gives you
- **Log in** with the temporary password
- open the **Basic data** page on the **My account** menu to change your password (minimum length is 8 characters)
- click on **Save.**

In case of a problem
Please don't hesitate to contact
- the Academy's Helpdesk at http://www.aka.fi/en-GB/A/Academy-of-Finland/Questions-and-feedback/, or
- your science adviser at the Academy.

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[1] The Academy warmly welcomes your updates to your information on the **Expertise** tab and uploading of your CV file on the **CV** tab. The information helps us find the best application reviewers also for future calls.

Accepting email requests to review applications
The Academy's science advisers send requests from the system to your email. Click the link in the request email and follow the step-by-step instructions given by the system.

This procedure is to help and streamline the review work and necessary sign-up and login actions. If you run into problems, please contact the Academy's Helpdesk or science adviser for help or a workaround when needed.

How to find applications to review (for both individual reviewers and panellists)

Go to the **Review requests** tab on the welcome screen (Desktop menu).

You'll find both your open (not submitted) and submitted reviews under the **Reviews** menu, on respective tabs.

To read all applications you've reviewed offline, click on **Download ZIP file of panel applications**. The application PDF files are saved in one compressed ZIP file.

How to edit reviews
Click on **Edit** on your list of reviews to open the form with which you enter the review.

Click on the application number/research topic link if you want to open the application to read, print or save it (can be saved as a PDF file).

There's also a link on the form to the guidelines on how to evaluate applications.

Click the **Save** button every now and then. After saving, you can safely **Log out** to enter the review later.

How to submit reviews
Click on the **Submit** button on the review.

After submitting, you can't edit the review unless requesting it from the Academy's science adviser.

Panel reviews (for panellists only)
Panel members will find the applications and panel reviews from the **Panels** menu. There's a separate tab for each panel in which the reviewer is a member.

To read all of the applications of the panel offline, click on **Download ZIP file of panel applications**. The application PDF files are saved in one compressed ZIP file.

Click on **View application** to read, print or save it to your computer (can be saved as a PDF file).

Click on **Edit review** to enter and submit the panel reviews.
- this feature should be used as agreed in the panel
- only the panel chair and the person who summarises the panel review of a particular application can edit the review
- submitted reviews can be edited only after contacting the Academy's science adviser

Click on **View review** to read, print or save the review file.

To read general documents for the panel members, click the link of the document on the file list.

Updating your personal information

You can update your contact information, email address, password etc. at any time on the **Basic data** tab under the **My account** menu.

The Academy of Finland warmly welcomes your updates to your information on the **Expertise** tab and uploading of your CV file on the **CV** tab. The information helps us find the best application reviewers also for future calls.