

For Applicants: How To Guide to the Academy's online services 4/2011

Read also frequently asked questions: <http://www.aka.fi/Tiedostot/ohjeet/Verkkoasioinnin-UKK-en.pdf>

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Good to know before you start

Online services

The online services refer to the Academy of Finland's online system for submitting and processing applications for Academy research funding. Sign-up is required to be able to access the online services. Sign-up is not required to access the Academy's website www.aka.fi/eng.

Supported web browsers

Internet Explorer (IE) 7 and 8
Mozilla Firefox (FF) 3.0 and later
Mac Safari 4.0 and later

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

Web browsers **not supported**

IE 6 and earlier
FF 2.5 and earlier
Mac Safari 3.2.3 and earlier
Opera, Netscape, Chrome, Camino, Netmonkey, Konqueror

Supported file formats for appendices

The supported file formats are indicated separately for each appendix (attachment).
The commonly supported file formats are .rtf, .doc, .docx, .xls, .xlsx, .wpd, .jpg, .txt, .htm, and .pdf.
The maximum file size is 50 MB.

Please note that appendices in PDF format must not be encrypted or otherwise protected, as it would mean that the Academy's system is unable to process the application and that applicants would need to resubmit the appendices.

Supported file formats for CVs

.rtf, .doc, .docx and .pdf

Save your data frequently: the connection will close after 60 minutes of inactivity

Make sure to save your data frequently, particularly when you leave your computer. The session will close automatically after 60 minutes of inactivity. After this you must log in again and re-enter any unsaved data.

Use decimal points as decimal marks, not commas

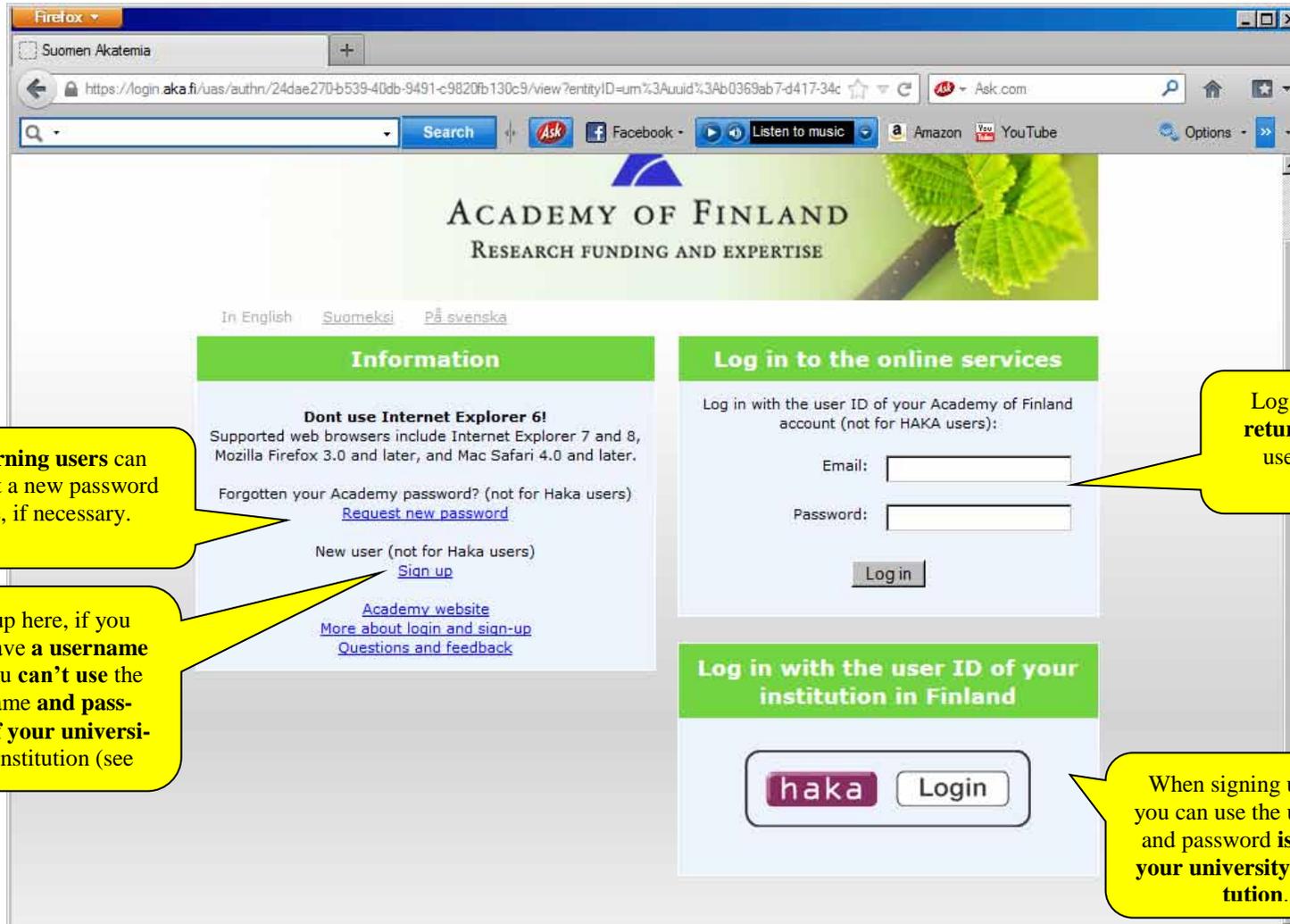
Only one session at a time

If you want to draft several applications simultaneously, you must use different web browsers (e.g. Internet Explorer and Mozilla Firefox) for each application. However, we don't recommend you do this, so as to avoid errors in entering data.

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

How to sign up and draft an application

1. Sign up to the Academy's online services



The screenshot shows the login page of the Academy of Finland's online services. The page is titled "ACADEMY OF FINLAND RESEARCH FUNDING AND EXPERTISE" and includes language options for English, Finnish, and Swedish. There are three main sections:

- Information:** A warning not to use Internet Explorer 6, supported browser information, a link to request a new password, and a sign-up link for new users.
- Log in to the online services:** A login form for returning users with fields for Email and Password, and a Log in button.
- Log in with the user ID of your institution in Finland:** A login button for HAKA users.

Four yellow callout boxes provide additional instructions:

- Top-left: "Returning users can request a new password here, if necessary." (points to the "Request new password" link)
- Bottom-left: "Sign up here, if you don't have a username or if you can't use the username and password of your university or institution (see" (points to the "Sign up" link)
- Top-right: "Log in here, if you're a returning user and can't use the HAKA login." (points to the "Log in" button in the second section)
- Bottom-right: "When signing up here, you can use the username and password issued by your university or institution." (points to the "haka Login" button)

2. Enter your personal data

Basic data Expertise CV

Personal data

Person number 50687

Surname* Tutkija

First name* Tiina

Sex* Male Female

Nationality* Finland

Personal identity code (* when nationality = Finland) 160563-███ Register description

Date of birth* 16.05.1963 (dd.mm.yyyy)

Preferred language* English

Present position* Researcher

Present position in English* Researcher

Mobile phone* 123-1234567

Telephone, other

Organisation details

Organisation* Aalto University

Organisation, other BIT Research Centre

Department

Fields marked with an asterisk (*) are obligatory (e.g. surname).

Only Finnish citizens must enter their personal identity code.

You can select the institute, department or other unit of your organisation, if its details have been submitted to the Academy.

If your organisation (university, research institute, office, company or equivalent) is not on the list, select **Other organisation** at the end of the list and enter the name of your organisation into the field below.

3. Enter your
email address
and password

**NB! This doesn't
apply to HAKA
users.**

Username and password

Your email address will be used as your username. If you forget your password, the password notification message will be sent to this email address.

Email

kayttajahallinta.kayttaja.kayttajatunnus.uudelleen

Password

Retype password

Your **password**
must be at least 8
characters long.

Your **email address** is
used as your username
(doesn't apply to HAKA
users). The system will
send messages to this
address.

4. Describe your expertise (optional)

Basic data **Expertise** CV

Tutkija, Tiina (tiina.tutkija@sara.fi)

Expertise

Fields of research

Theoretical computer science	-
Biological and soft matter physics	-
Software engineering, operating systems, man-computer interaction	-
<input type="text"/>	-

Keywords

avainsana1, avainsana2, avainsana3, avainsana4, avainsanassa voi olla montakin sanaa

916 characters left

This button **deletes** items, in this case a field of research you have selected.

Click to add a field(s) of research that describe(s) your research.

5. Attach your CV and enter required data

Basic data Expertise **CV**

Tutkija, Tiina (tiina.tutkija@sara.fi)

Free-form CV as appendix

Upload the correct file from your own computer and click on "Attach CV". Supported file formats include Microsoft Word (.doc or .docx), Rich Text Format (.rtf) and Adobe PDF (.pdf).

virheraportti_ppi_4.5.2010.doc **Attach CV** general.last.modified /

Degrees

Awarding institution	Degree	Field	Date of degree	Additional information
'other organization'	Doctor	Ohjelmistot ja käyttöliittymä	30.05.2005	Suoritettu MIT:ssa
Hanken School of Economics	Licentiate	Data mining	16.05.1995	
Aalto University	Master's c	Teoreettinen tietojenkäsittely	01.12.1985	

Add row

Adjunct professorships

Awarding institution	Field	Date of degree	Additional information
University of Helsinki	Teoreettinen tietojenkäsittely	12.09.2008	

Add row

Click to attach your CV file.

Click on **Add row** to enter *degrees*. Save all your essential degrees, particularly your *doctoral degree/s*.

Click here to enter *adjunct professorships* (docentships).

Professorships

Click on **Add row** to enter your *professorships* (you can enter several).

Awarding institution	Field	Start date	End date	Additional information
University of Helsinki	Tietojenkäsittelytiede	01.01.2009		
Aalto University	Tietojenkäsittelytiede	01.02.2006	31.12.2008	määräaikainen

[Add row](#)

Remember to save the data you've entered before you leave!

[Save](#)

After saving, complete **any missing data**.

Basic data Expertise CV

The form has been completed incorrectly, please check all pages.

Personal data

Person number: 50687

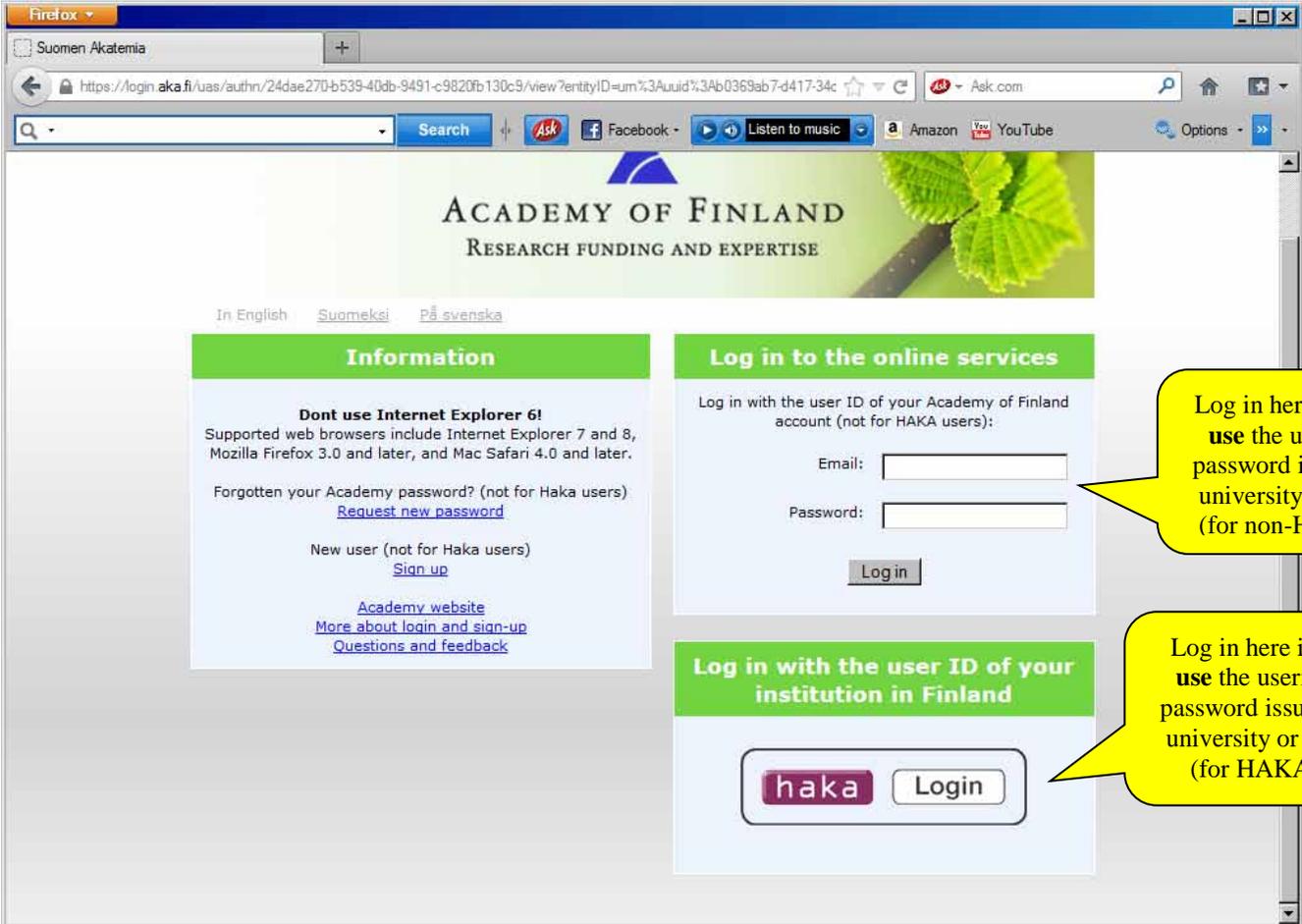
Surname*:

First name*:

Sex*: Male Female

[Show history](#) Required information

6. Log in



Information

Dont use Internet Explorer 6!
Supported web browsers include Internet Explorer 7 and 8, Mozilla Firefox 3.0 and later, and Mac Safari 4.0 and later.

Forgotten your Academy password? (not for Haka users)
[Request new password](#)

New user (not for Haka users)
[Sign up](#)

[Academy website](#)
[More about login and sign-up](#)
[Questions and feedback](#)

Log in to the online services

Log in with the user ID of your Academy of Finland account (not for HAKA users):

Email:

Password:

Log in with the user ID of your institution in Finland

Log in here if **you can't use** the username and password issued by your university or institution (for non-HAKA users).

Log in here if **you can use** the username and password issued by your university or institution (for HAKA users).

7. Select funding opportunity under *Open calls* and click on *New application*



The screenshot shows the 'Open calls' page with a green navigation bar at the top containing 'Desktop', 'Open calls', 'My applications', 'Reviews', 'My account', and 'Log out'. Below the navigation bar, there is a section titled 'Open calls' containing a table of funding opportunities. Three yellow callout boxes provide instructions: one points to the 'Open calls' tab, another points to the 'See the call for applications' link, and a third points to the 'New application' link.

Name	Started	Ends		
FICCA/ Societal implications and consequences of the climate change, CASS	01.04.2011 00:00	29.04.2011 16:15	See the call for applications	New application
Strategic Centre (SHOK) call April 2011	01.04.2011 00:00	29.04.2011 16:15	See the call for applications	New application
Food biotechnology, Indian DBT	01.04.2011 00:00	29.04.2011 16:15	See the call for applications	New application

8. Have your already drafted an application for this funding opportunity?

The system informs you if you're about to draft two or more applications for the same call. It's technically possible to draft and submit more than one application, but the Academy has certain limitations as to which of the applications will be processed (for more information, see the call for applications). If you choose to draft several applications (e.g. for outlining different alternatives), you can delete or cancel any extra applications under **Incomplete** and **Submitted** on the **My applications** page.

9. Select language

Select the language you want to use for your application. The system normally suggests **English** as the default language (depending on the type of funding), as the applications will be reviewed by international experts.

10. Consortium application or not?

The question about whether the application is a consortium is asked only for certain types of funding (e.g. Academy Projects).

- If you're drafting an independent application that isn't part of a consortium, select **Not a consortium application**.
- If you're involved in a consortium that will draft an application, and you're the consortium leader, select **Application of consortium leader**.
- If you're the leader of a sub-project of a consortium, select **Application of other consortium party**.

See the Academy's website for <http://www.aka.fi/en-GB/A/Funding-and-guidance/How-to-apply/Guidelines/Consortium-application/>

NB! All consortium parties shall submit their own applications. **However, the consortium leader must start drafting his/her own application before the other consortium parties can start theirs.** The leader must give the consortium parties the consortium code that the system generates for the consortium. This code will identify and combine all applications by the consortium.

All **consortium parties** must submit their applications before the deadline.

11. Complete all pages

The number and content of pages vary by type of funding.

1. Personal data/CV 2. Consortium parties 3. General description 4. Abstract 5. Specific project data
 6. Project partners 7. Mobility 8. Research infrastructure 9. Funding for the project 10. Public description of project
 11. Appendices 12. Submit application

Call: Test call 4/2011: these applications will not be reviewed! Time left to complete the application: 17 day(s) 22 hour(s) 50 minute(s)

[Save and continue](#) >

Surname	Tutkija
First name	Tiina
Sex	Female
Nationality	Finland
Personal identity code (* when nationality = Finland)	160563-████
Date of birth	16.05.1963
Preferred language	English
Present position	Researcher
Mobile phone	123-1234567
Telephone, other	

Organisation	Aalto University
Department	BIT Research Centre

Postal address	PL 11000
Postcode and post office	00076 Aalto
Country	Finland

Degrees

Awarding institution	Degree	Field	Date of degree	Additional information
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[Edit profile and attach CV](#)

Click here to check and update your personal data (e.g. attach your updated CV).

Click here to continue to the next page and save the data you've entered.

1. Personal data/CV 2. Consortium parties **3. General description** 4. Abstract 5. Specific project data
6. Project partners 7. Mobility 8. Research infrastructure 9. Funding for the project 10. Public data
11. Appendices 12. Submit application

Call: Test call 4/2011: these applications will not be reviewed. Complete the application: 17 day(s) 22 hour(s) 48 minute(s)

Save and go back Save Save and continue

Research Council Select Required information

Site of research

Site of research Select Required information

Site of research, if other

Department Select

Website of site of research

Name of research project in English 255 characters left Required information

Name of research project in Finnish or Swedish 255 characters left Required information

Fields of research Select Required information

A red triangle means that required information is missing.

This shows the time left (indicative) before the application deadline will expire.

Click here to go to the previous page and save the data you've entered.

Required information is missing.

This figure shows how many characters (letters, digits, spaces etc.) you can still enter

- 1. Personal data/CV
- 2. Consortium parties
- ▲ 3. General description
- 4. Abstract
- 5. Specific project data
- 6. Project partners
- 7. Mobility**
- 8. Research infrastructure
- 9. Funding for the project
- 10. Public description of project
- 11. Appendices
- 12. Submit application

Call: Test call 4/2011: these applications will not be reviewed! Time left to complete the application: 17 day(s) 22 hour(s) 46 minute(s)

Save and go back Save Save and continue

Describe here the national (between organisations, research institutes or business companies) and international mobility of research staff. The minimum duration is 0.5 month.

Mobility

Mobility

Mobility »

Name

Nationality

Research career stage

Duration (months)

From which country

From what organisation

To which country

To what organisation

How the visit ties in with the project

255 characters left

+ New mobility

- Delete

Click here to remove the item.

Clicking here adds a new set of data (in this case, a new mobility period).

Save and go back Save Save and continue

Useful links.

- Call for applications
- Guidelines for this funding opportunity
- User guide
- Questions and feedback
- Your application in PDF format

Enter the percentage of effective working hours confirmed by your organisation. Point as decimal separator.

On the left, you'll find help text for the active field (where the cursor is).

1. Personal data/CV 2. Consortium parties **▲ 3. General description** 4. Abstract 5. Specific project data
6. Project partners 7. Mobility 8. Research infrastructure **▲ 9. Funding for the project** 10. Public description of project
11. Appendices 12. Submit application

Call: Test call 4/2011: these applications will not be reviewed! Time left to complete the application: 17 day(s) 22 hour(s) 44 minute(s)

Save and go back Save Save and continue

Enter an estimate of the percentage of the project/sub-project of the consortium, as presented in the research plan, and a funding plan, by funding contribution for a project comes to no more than 80% of the total project costs.

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**

Active field = where the cursor (mouse pointer) is.



12. Submit your application

- 1. Personal data/CV 2. Consortium parties  3. General description  4. Abstract  5. Specific project data
- 6. Project partners 7. Mobility 8. Research infrastructure  9. Funding for the project  10. Public description of project
-  11. Appendices **12. Submit application**

You can't submit your application if required information is missing (the red triangles).

Call: Test call 4/2011: these applications will not be reviewed! Time left to complete the application: 17 day(s) 22 hour(s) 41 minute(s)

Application status	Incomplete
Application created	11.04.2011 17:23
Application updated	11.04.2011 17:23

 Your application is missing required information. Please check the missing fields.

Submit application

After you've entered all required information, click here to submit your application. You can edit (and resubmit) your application even after submitting it, if there's still time left before the deadline.

How to find out how your application is progressing

Shortly after the expiry of the deadline, the application will be transferred to the **In process** page under **My applications**. Once the funding decision has been made, the application will be transferred to the **Decision made** page.

The **Decision made** page is where you can

- read the **decision notification** (PDF) on your application and print/save it
- read the **review** on your application
- view your **application** with appendices
- **accept** or **reject** the funding decision on your application
- make an **appeal** concerning your ongoing project that has received funding.



Decision No.	Call title	Application status	Decision	Decision date	Own acceptance	Acceptance of site of research
251249	Test Call 10/2010. ATTENTION! THESE APPLICATIONS WILL NOT BE PROCESSED BY THE ACADEMY OF FINLAND!	Decided	Positive	09.02.2011		

How to receive a funding decision

The Academy sends an email to the applicant once the funding decision has been made. The funding notification document is available on the **Decision made** page under **My applications**.

With a few exceptions, the applicant has to accept the funding decision as received. You can accept/reject the funding by clicking on **Accept/Reject** on the **Decision made** page under **My applications**. On the acceptance page, you can read the decision notification and the conditions. You must accept the conditions (tick the box) before you can accept the granted funding.

After being accepted, the funding decision will transfer to be accepted by the **issuer of the commitment by the site of research**. The issuer of the commitment shall log in to the Academy's online services to accept/reject the funding.

After receiving the commitment by the site of research, the funding is eligible for payment, and notification of this will be sent by email to a **representative of the site of research** (e.g. official/s of the finance administration, may be more than one representative). The representative of the site of research shall log in to the Academy's online services and get the decisions from the system, one PDF file per decision. The Academy will not mail any decision letters to the applicants or the sites of research.¹

¹ The site of research can also receive the decisions in XML format in order to transfer the decision data directly into its system.

What if there are changes in the project?

As of 5 April 2011, all appeals (with appendices) relating to projects shall be submitted using the Academy's online services. Appeals may concern, for instance, the following issues: change of principal investigator of a project, change of site of research, or change in annual instalments.

To start drafting an appeal, go to the **Decision made** page under **My applications**. Under **Appeals**, you can follow how your appeal is progressing.

Information on the decision on an appeal will be sent by email to the applicant, and the decision notification will be available in the online services.