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

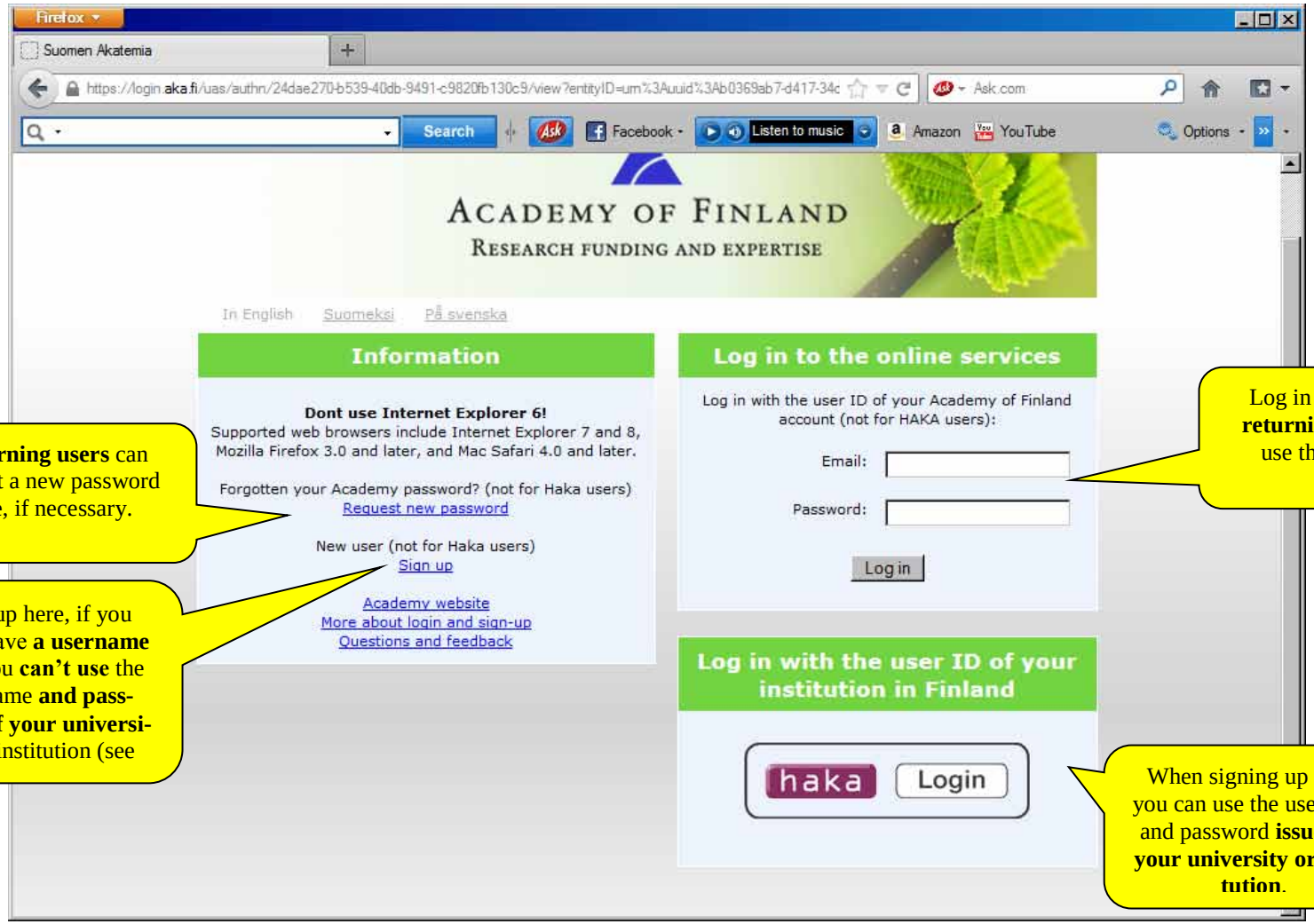
Only one session at a time

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



Returning users can request a new password here, if necessary.

Log in here, if **you're a returning user** and can't use the HAKA login.

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

When signing up here, you can use the username and password **issued by your university or institution**.

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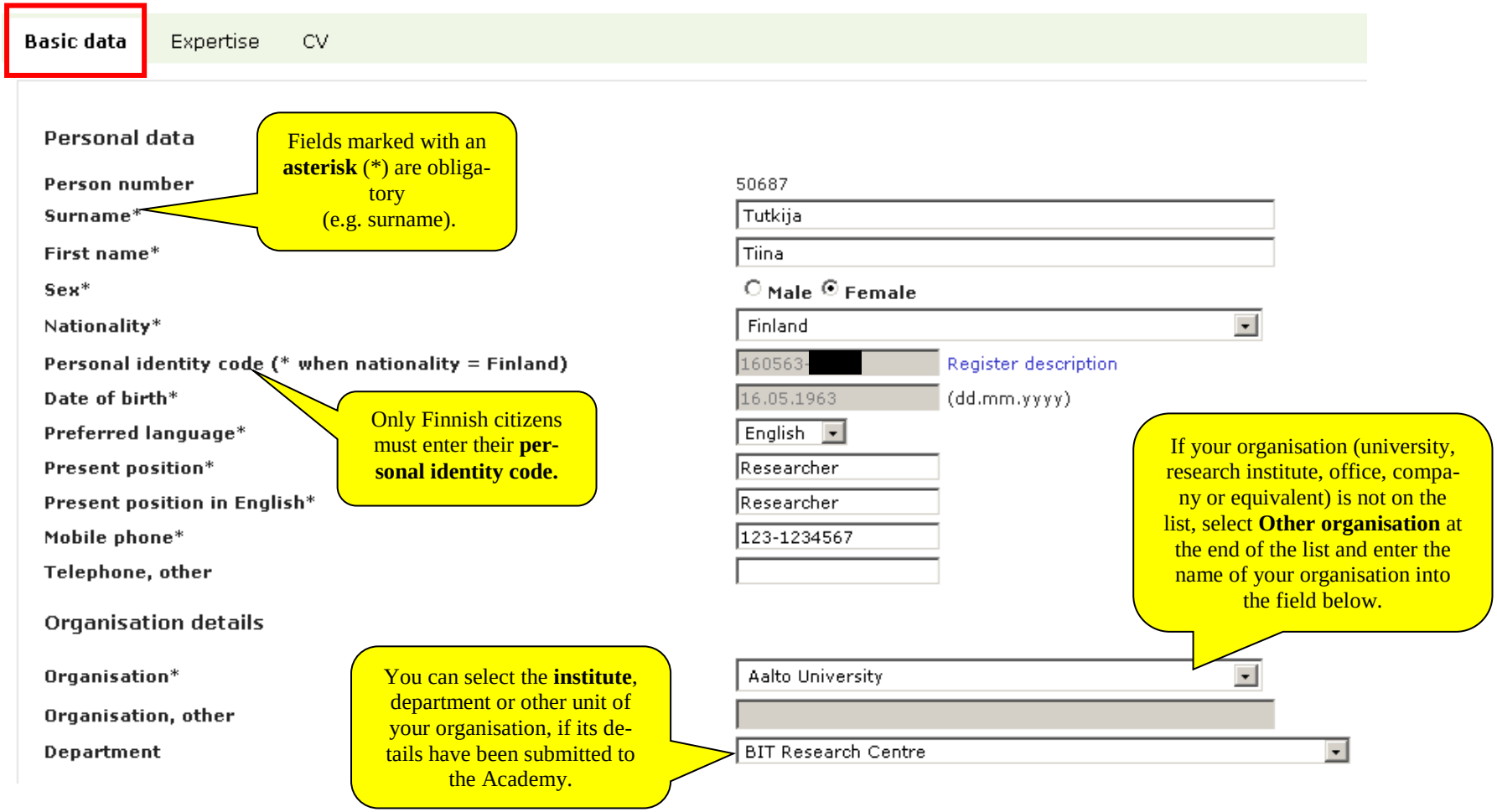
2. Enter your personal data



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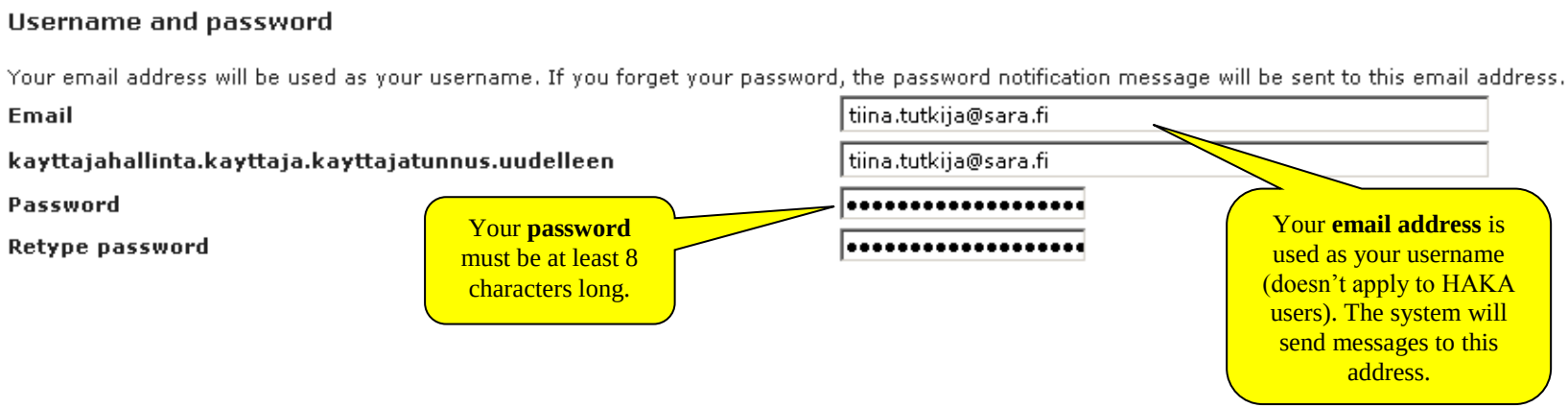
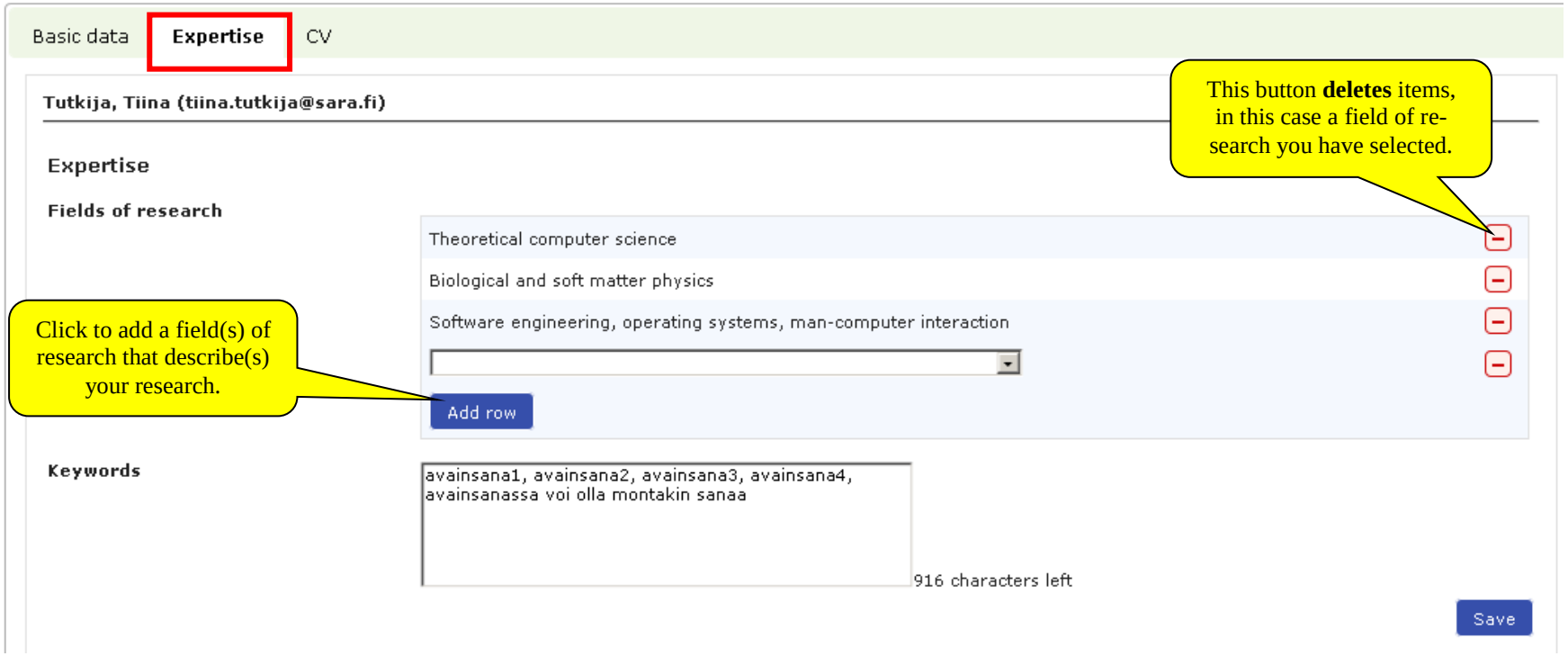
3. Enter your email address and password

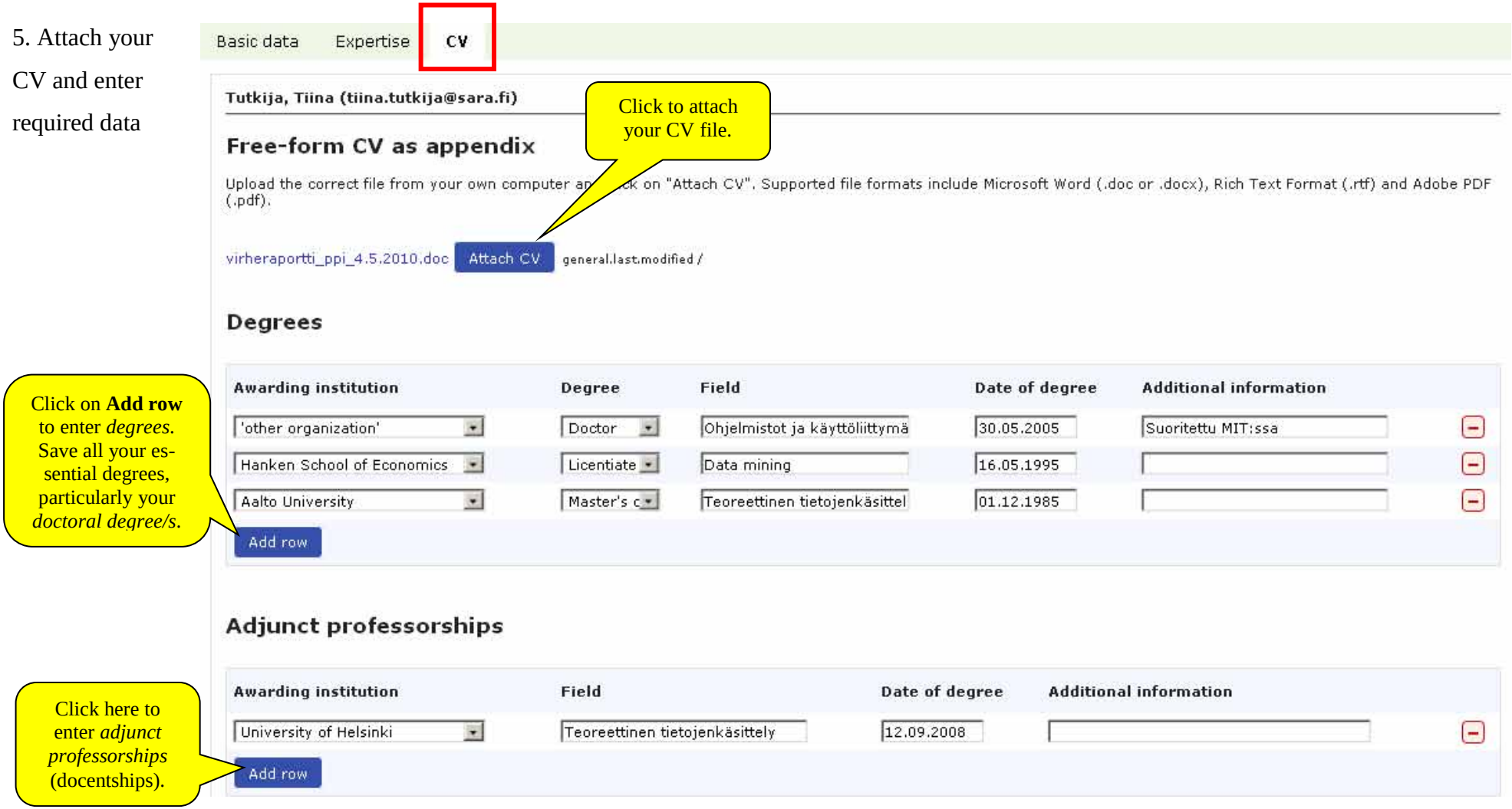
NB! This doesn't apply to HAKA users.



4. Describe your expertise (optional)



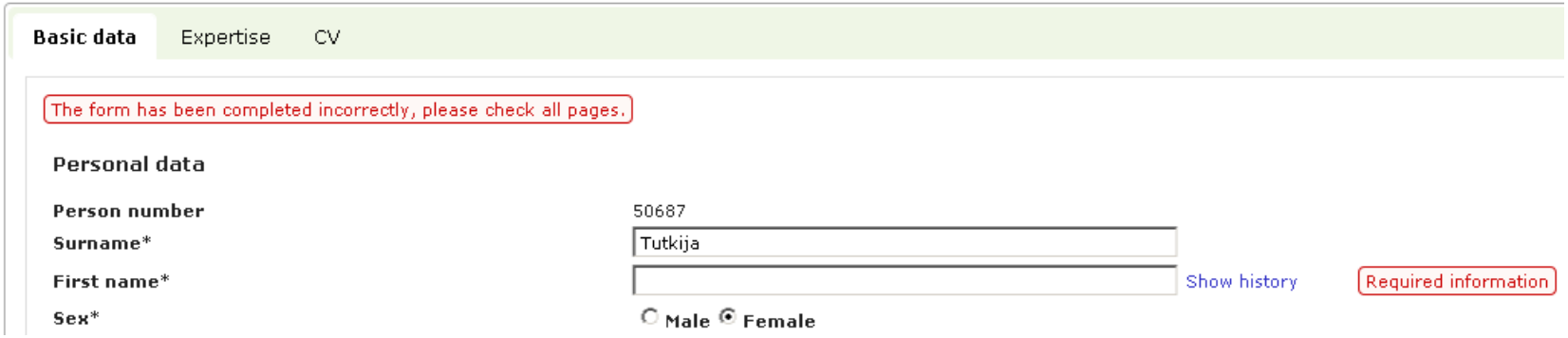
5. Attach your CV and enter required data



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

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

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



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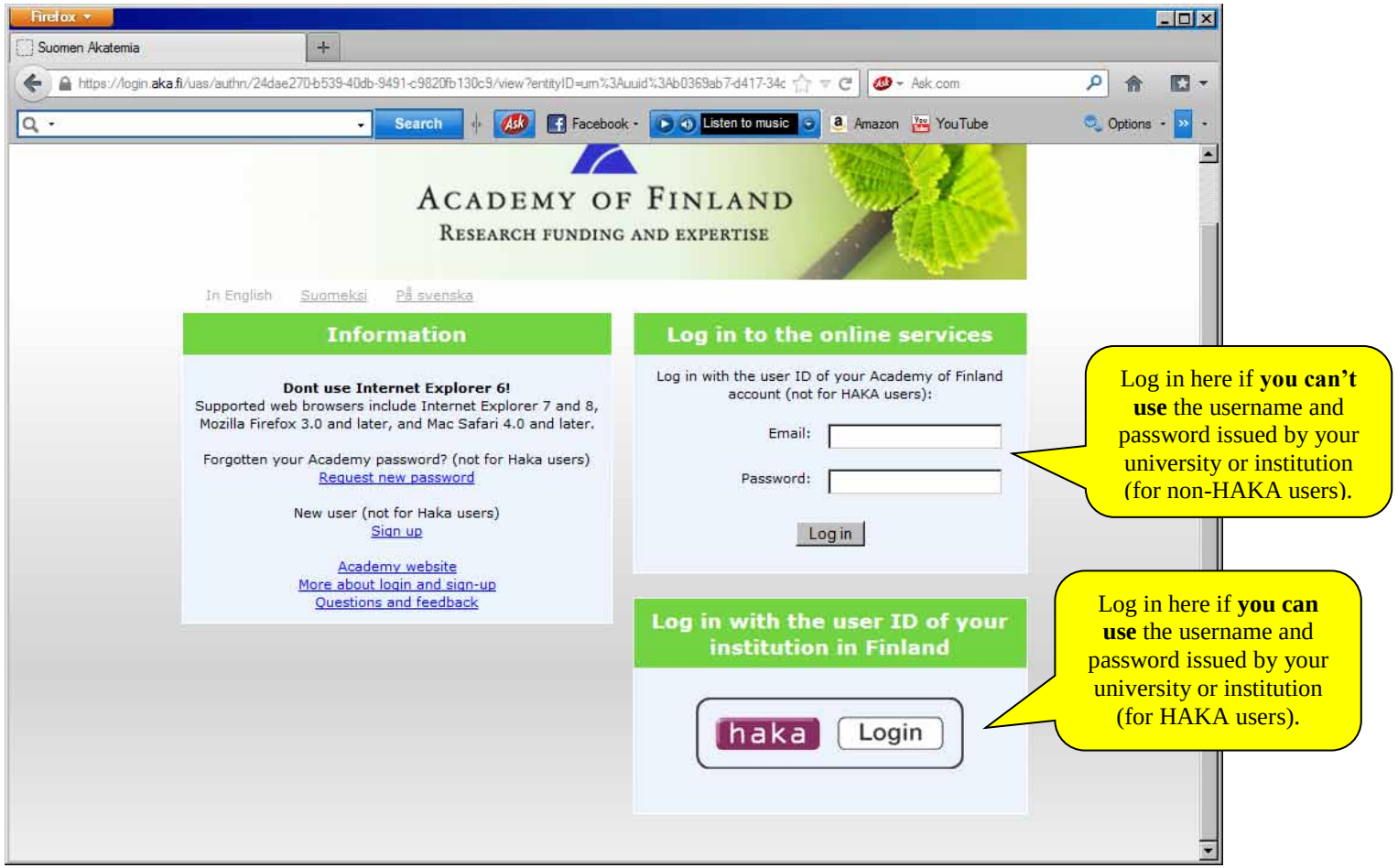
6. Log in


Firefox
Suomen Akatemia
https://login.aka.fi/uas/authn/24dae270-b539-40db-9491-c9820fb130c9/view?entityID=urn%3Auuid%3Ab0369ab7-d417-34c
Search
Facebook
Listen to music
Amazon
YouTube
Options
ACADEMY OF FINLAND
RESEARCH FUNDING AND EXPERTISE
In English
Suomeksi
På svenska
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
Log in with the user ID of your institution in Finland
haka
Login
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).

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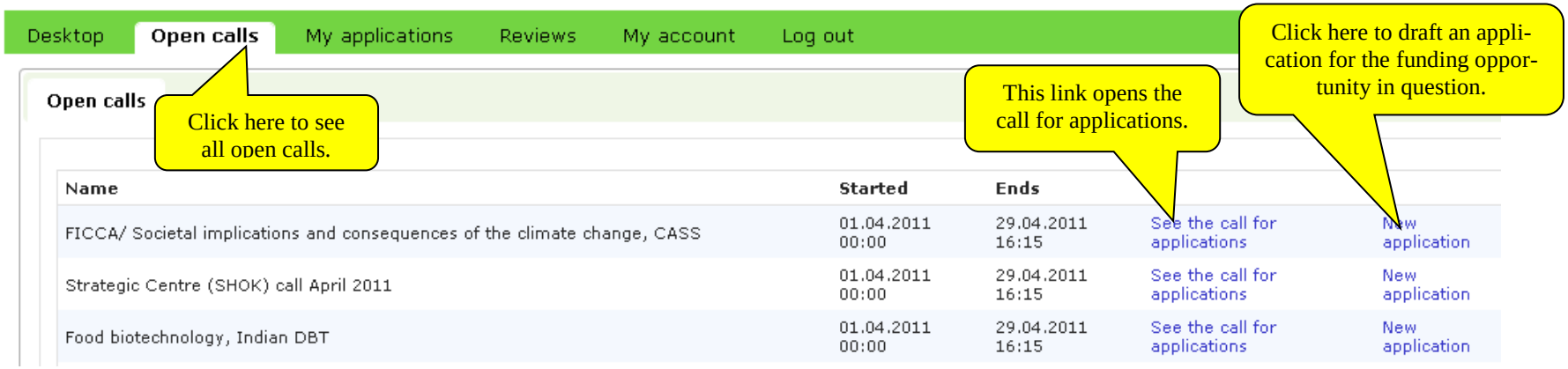
7. Select funding opportunity under *Open calls* and click on *New application*



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.

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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**.

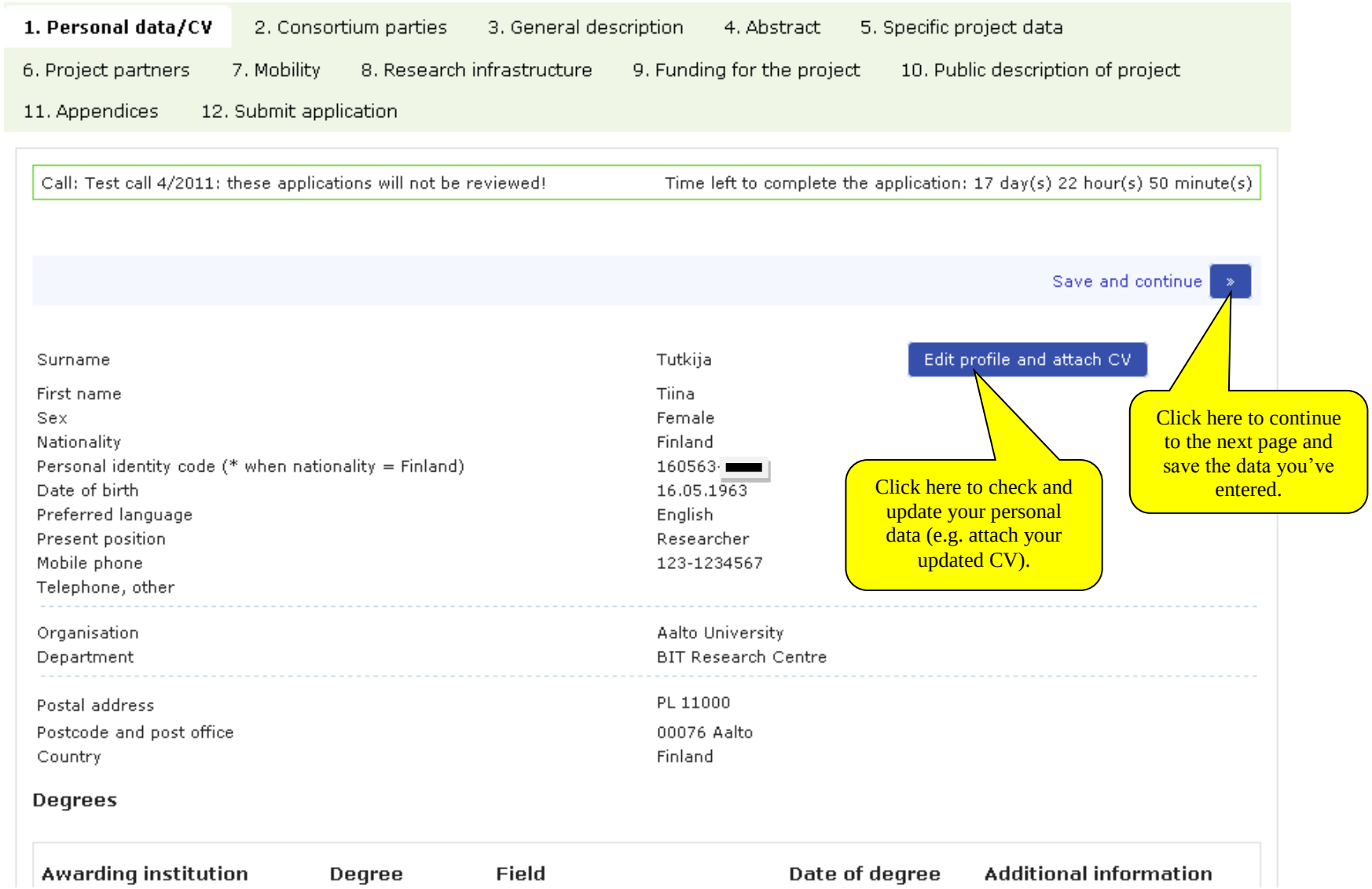
See the Academy's website for http://www.aka.fi/en-GB/A/Funding-and-guidance/How-to-apply/Guidelines/Consortium-application/

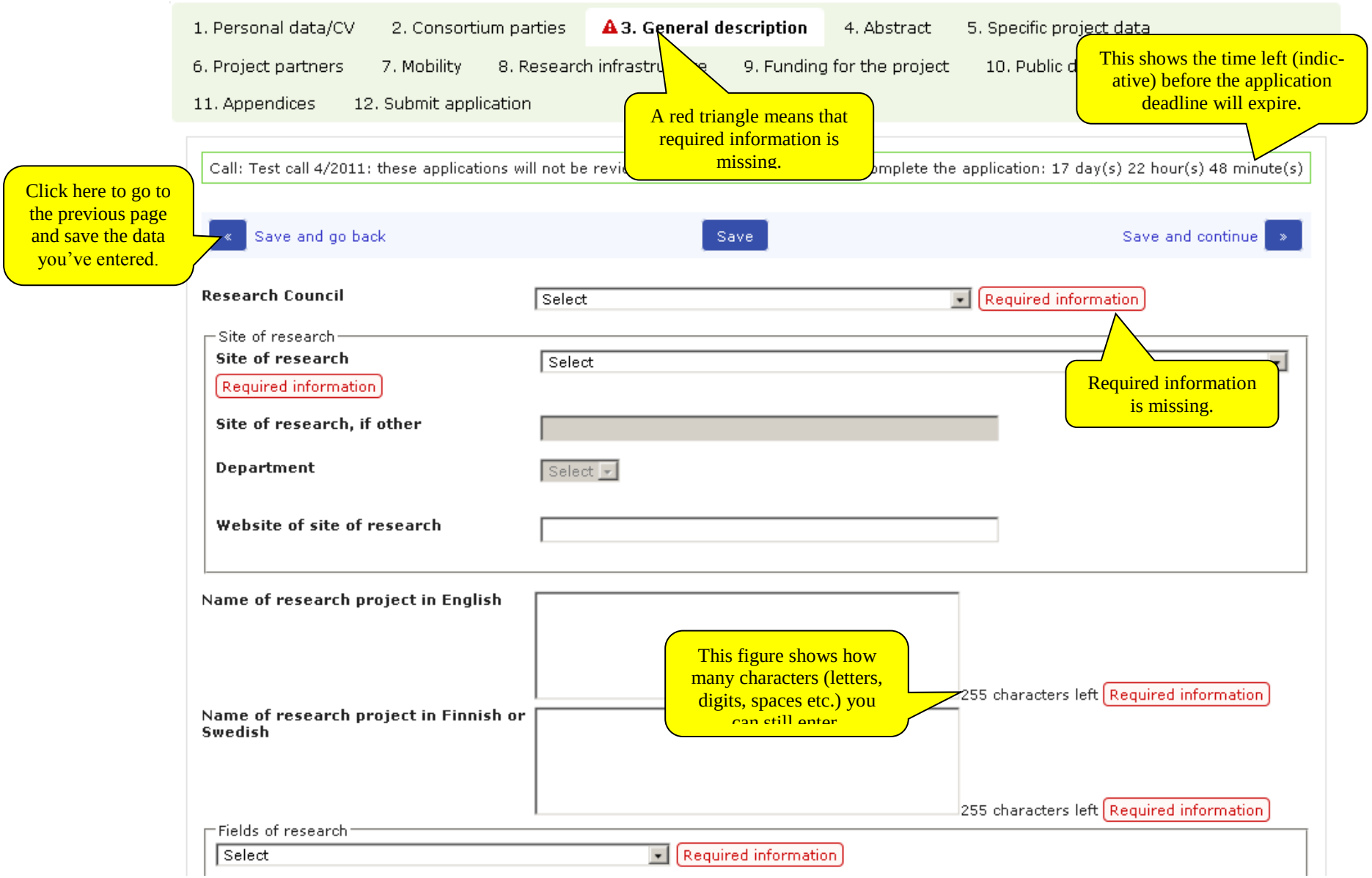
NB! All consortium parties shall submit their own applications. **However, the consortium leader must start drafting his/her own application before the other consortium parties can start theirs.** The leader must give the consortium parties the consortium code that the system generates for the consortium. 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 infrastru
9. Funding for the project
10. Public d
11. Appendices
12. Submit application
A red triangle means that required information is missing.
This shows the time left (indicative) before the application deadline will expire.
Call: Test call 4/2011: these applications will not be revi
omplete the application: 17 day(s) 22 hour(s) 48 minute(s)
Click here to go to the previous page and save the data you've entered.
« Save and go back
Save
Save and continue »
Research Council
Select
Required information
Site of research
Site of research
Select
Required information
Required information is missing.
Site of research, if other
Department
Select
Website of site of research
Name of research project in English
This figure shows how many characters (letters, digits, spaces etc.) you can still enter
255 characters left
Required information
Name of research project in Finnish or Swedish
255 characters left
Required information
Fields of research
Select
Required information

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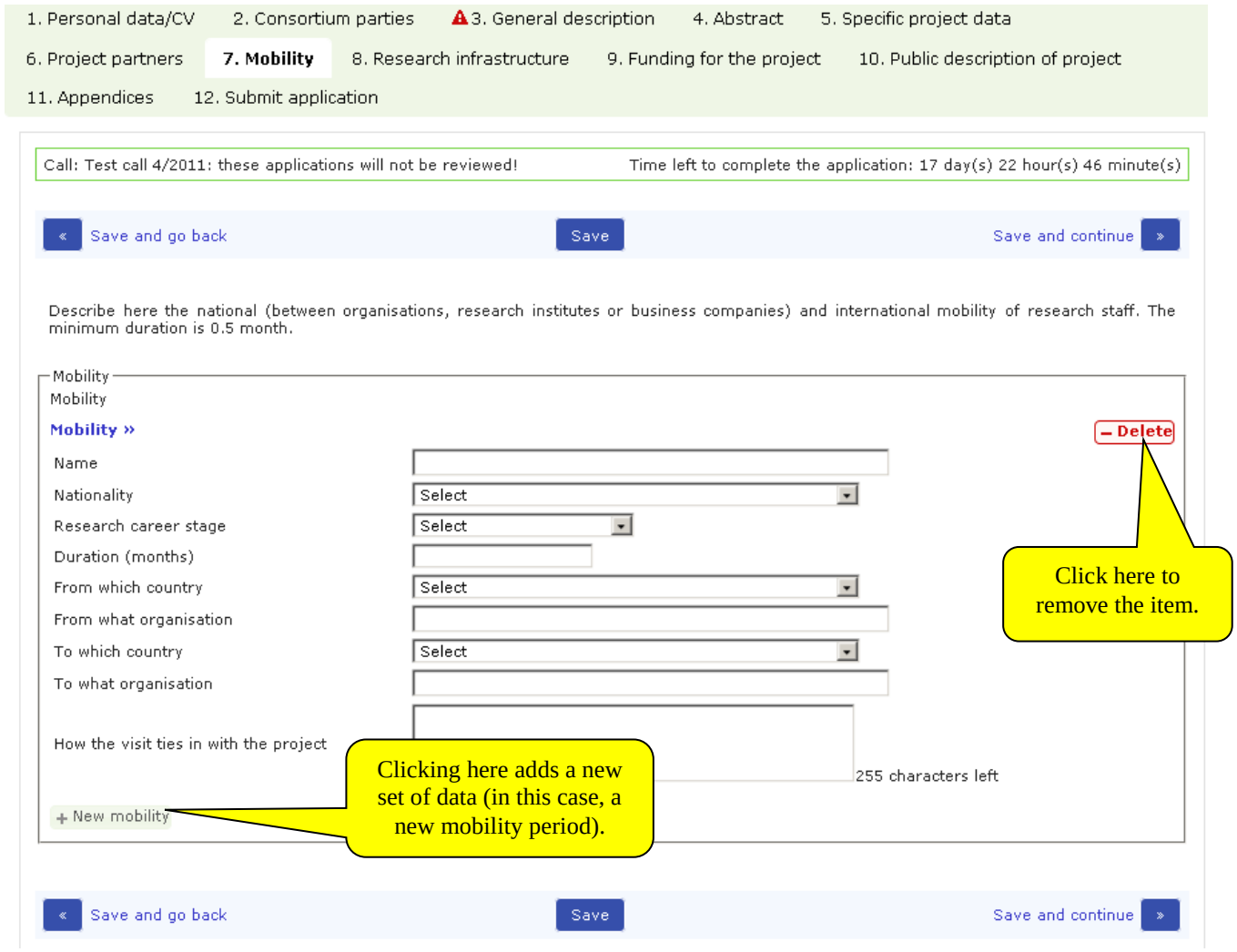
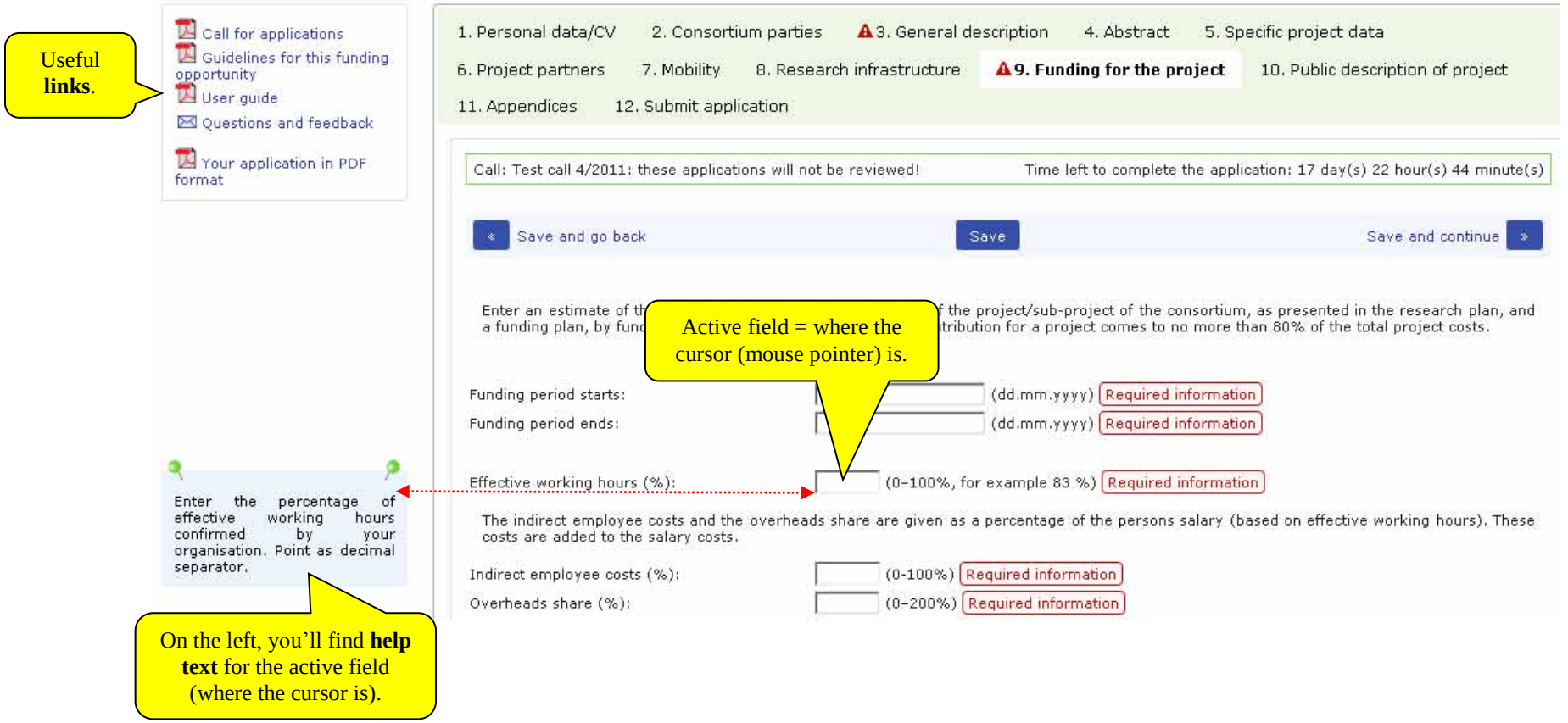

1. Personal data/CV
2. Consortium parties
3. General description
4. Abstract
5. Specific project data
6. Project partners
7. Mobility
8. Research infrastructure
9. Funding for the project
10. Public description of project
11. Appendices
12. Submit application
Call: Test call 4/2011: these applications 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 »
– Delete
Name
Nationality
Select
Research career stage
Select
Duration (months)
From which country
Select
From what organisation
To which country
Select
To what organisation
How the visit ties in with the project
255 characters left
+ New mobility
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
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
Active field = where the cursor (mouse pointer) is.
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
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).

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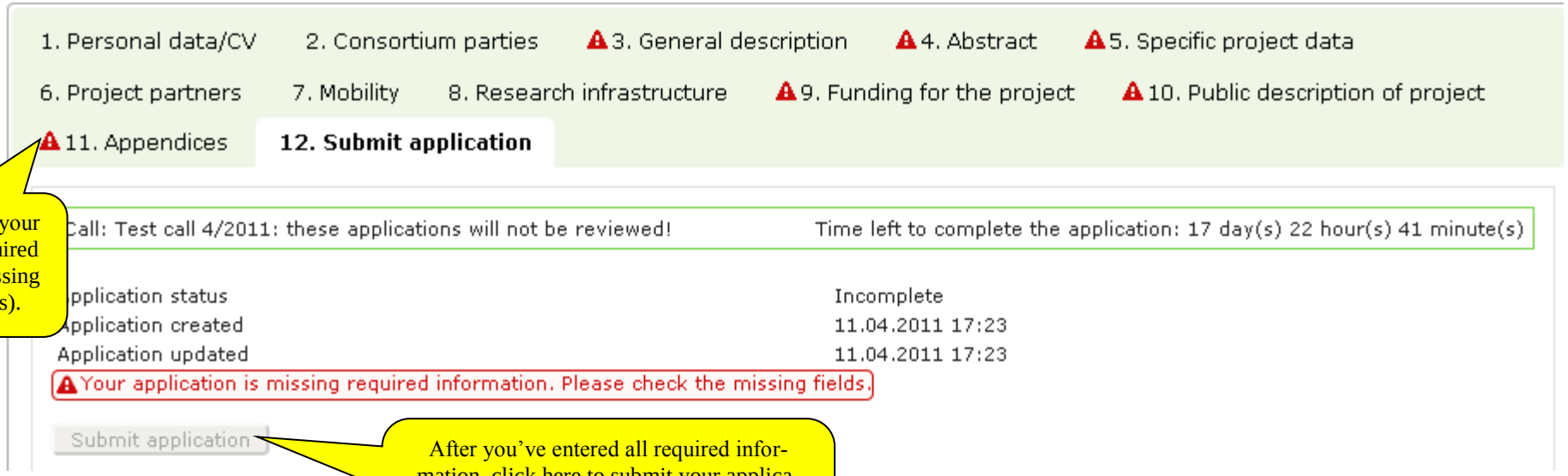
12. Submit your application



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

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.

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.

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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.