

Strategia ja kehittäminen/  
Tiedepalvelukeskus

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8.1.2024

Yksikkö:	Strategia ja kehittäminen	Hallinnollinen ohje	Julkinen
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Otsikko:	<b>Applying for State Research Funding in 2024</b>
Laatija(t):	Kristiina Nerg, Irma Ihalainen, Helena Mustonen, Pia Fullam, Regional Research Committee for University-level Health Research in the Eastern Finland Collaborative Area
Vastuuhlö:	Tatu Kempainen
Hyväksyjä:	Juha Töyräs
Kuvaus:	Description of the application procedure for State Research Funding and instructions for researchers on how to apply. <i>(unofficial translation)</i>

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## 1 APPLYING FOR STATE RESEARCH FUNDING IN 2024

### 1.1 Objectives and focus areas of university-level health research

Research projects applying for state research funding must be aligned with the objectives and focus areas of university-level health research. These are defined by the Ministry of Social Affairs and Health and regional university-level health research committee (Decree of the Ministry of Social Affairs and Health on the Funding of University-Level Health Research 888/2019).

The aim of the study in 2020–2023 is to: **(Note: The Decree for 2024-2027 will be published in January 2024 at the earliest, so the objectives and focus areas of the "old" regulation will be used in the call for applications in 2024)**

- 1) promote the health and well-being of the population through high-quality and effective health research, which is carried out in the health care service system;
- 2) promote the quality of healthcare and patient safety;
- 3) produce new knowledge and ensure its dissemination and utilization in health care and also elsewhere in society.

The focus areas of university-level health research in 2020–2023 are:

- 1) making future data-intensive research methods available in healthcare;
- 2) clinical and translational health science research and supporting the researcher's career path;
- 3) Research supporting the development of a service system that reduces the inequalities of health and wellbeing

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## 2 APPLICATION PERIOD

The application period for state research funding in the Eastern Finland Collaborative Area starts on Tuesday the 2<sup>nd</sup> of January 2024 and ends on Tuesday the 30<sup>th</sup> January 2024.

State research funding is applied electronically in the “eTutkija” system. Instructions for using the system can be found in section 6 of the instructions.

The distribution of funding will be decided on the 10th April 2024 and it will be done by The Regional Research Committee for university-level health research.

After the application period has ended, the Science Service Centre of the Wellbeing services county of North Savo will centrally take care of the organizational commitments of the organizations participating in the application.

## 3 ELIGIBILITY

Applicants for research funding can be: municipality maintaining the health care unit in the Eastern Collaborative Area, joint municipal authority, state mental hospital or service provider prescribed by Act of the Ministry of Social Affairs and Health (1125/2013).

Applications must be based on research projects, which are managed and implemented in state research funding-eligible organizations in the Eastern Collaborative Area. Projects must have a designated person in charge.

The applicant who seeks for research funding must be employed by at least 20% in the state research funding-eligible organization in the Eastern Collaborative Area **during the application period, during evaluation period and during decision-making period of the funding.**

- A person on full-time leave of absence (excl. statutory absences) cannot be an applicant or be granted state research funding because the condition for employment is not met.
- Persons employed under a consulting agreement may work in a research group, but not as applicants for state research funding.

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The applicant applies for funding in the category whose qualifications he or she fulfils by the end of the application period. If the applicant's eligibility criteria are not met by the closing date of the application period, funding cannot be granted. During the funding application period, applicants must notify the Science Service Centre of any changes affecting their eligibility.

Applicants who have received funding are obliged to report annually on the progress and results of their research project by the 31<sup>st</sup> October 2024.

- If the funded researcher does not submit a report, the remaining funding can be transferred for redistribution in the next state research funding application.
- If a researcher applies for new research funding and has not reported on the use of the previous funding and the progress of the research project, new research funding cannot be granted.

N.B. When planning the budget of a research project, please take into consideration; if previously received state research funding has not been taken into use, a new research funding will not be granted.

A researcher can apply for research funding for only one research project.

## 4 APPLICATION CATEGORIES

### 1) Research projects / docent level

- Persons appointed as docents by the end of the application period may act as applicants.
- In addition, the research Committee grants funding without a separate call for applications to one of the most innovative research projects in the docent-level research project application category (so called bonus category). Funding is granted to a research project whose research plan is the best

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based on external evaluators' evaluations and who otherwise would not be receiving funding in the docent-level research project application category.

## 2) Research projects / doctoral level

- Persons who have completed their doctoral degree by the closing date of the application period may act as applicants.

## 3) Doctoral thesis research projects

- Persons who are doctoral candidates may act as applicants.
- Doctoral thesis researcher can apply for funding only for their own salary and for a maximum period of six (6) months. A doctoral thesis research project can be part of a larger research project.
- A statement from the supervisor of the doctoral thesis research must be attached to the application (to be filled in by the supervisor). The template can be found in "eTutkija".

**In the research project application categories**, only one funding can be applied for per research project. The amount awarded cannot exceed the research funding applied for.

Before preparing the application, the applicant must discuss the implementation of the research project with the head of the unit or the person responsible for the research projects of the organization in accordance with the organization's policies.

## 5 EVALUATION OF THE FUNDING APPLICATION

Detailed assessment criteria and criteria for numerical evaluation can be found in:  
<https://pshyvinvointialue.fi/valtiorahoitus>

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## 6 FILLING THE FUNDING APPLICATION IN “ETUTKIJA”

The application for state research funding is submitted in the “eTutkija” system. Logging in to the service happens through “OmaKYS” professional service, which uses the “suomi.fi” identification service.

The application can be submitted in Finnish or English. Incomplete applications will not be processed. Only the documents that comply with the instructions can be attached to the application.

Browser recommendation: Chrome and Firefox

In the “eTutkija” system, the applicant fills the following sections of the application:

- Application category (research project / docent level, research project / doctoral level / doctoral thesis research project)
- Type of application (a new research project or an ongoing research project)
- Orcid-ID
- Basic information- tab
- Research project- tab
- Estimate of cost- tab
- Funding and attachments- tab
- Data storage and approval- tab

### 6.1 Logging in to the “eTutkija” system

1. Go to Kuopio University Hospital's “OmaKYS” professional service  
<https://omakys.fi/ammattilainen>

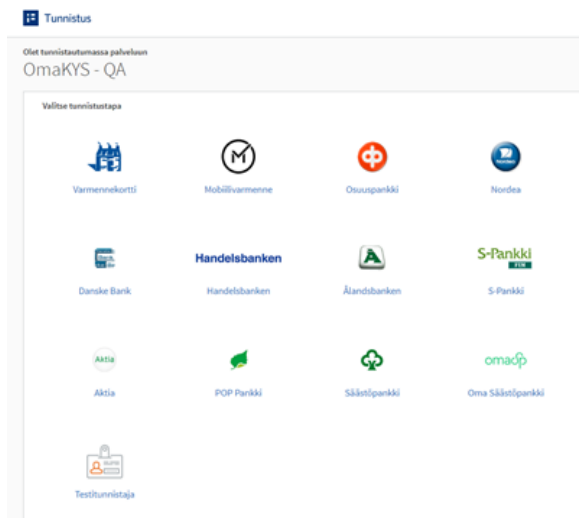
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Login/ Register to “eTutkija” via the link :[eTutkija](#)



2. Choose the authentication method you use

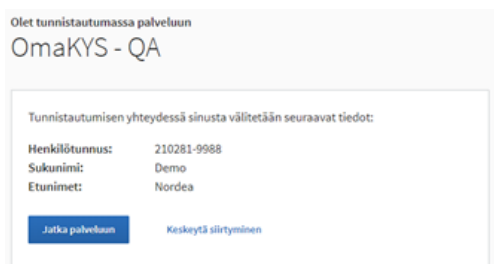




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3. When you have logged in using the identification method you have chosen, you will see a confirmation from the Suomi.fi service.



4. The first time you log in to “OmaKYS”, you must accept the terms of use and check your information.



5. When you are in the “OmaKYS” professional e-service, select “eTutkija”.

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6. Clicking on the link will take you to the following page in “eTutkija”, where you need to choose the option that suits your situation. Follow the on-screen instructions.



Valitse tilanteeseen sopiva vaihtoehto

Olen uusi käyttäjä      Olen käyttänyt eTutkijaa

- Mikäli olet uusi käyttäjä, rekisteröidy palveluun valitsemalla "Olen uusi käyttäjä"
- Mikäli olet eTutkijan vanha käyttäjä, valitse "Olen käyttänyt eTutkijaa"

7. Once you have registered/enrolled and been accepted into the “eTutkija”, you will not have to do this intermediate stage again. The “OmaKYS eTutkija” link will take you directly to the “eTutkija”.

**Please note that if you have used “eTutkija” before the identification was taken into use, the Science Service Centre will link your ID to your "old applications". In the Science Service Center, this is done manually. Combining IDs is not done on weekends, public holidays or after office hours.**

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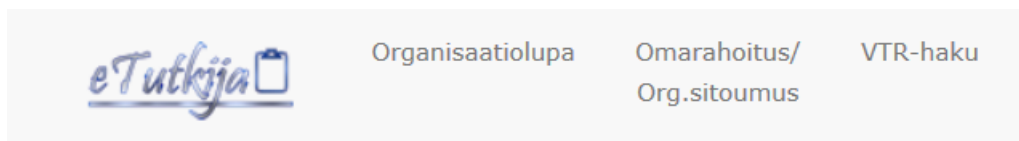
Please note that when you log out of the “OmaKYS” professional's service side, you will end up on the login page of the “OmaKYS” patient section.

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## 6.2 Filling the application

Filling in the application is started from the top tab by clicking “VTR-haku”.



The “VTR-haku” will open, select “Täytä uusi VTR-hakemus”.

## VTR-haku

Valmiit ja keskeneräiset hakemukset

[Täytä uusi VTR-hakemus](#)

Select a search category

### Hakuluokka

Tutkimushanke  
dosenttitaso

Tutkimushanke  
tohtoritaso

Väitöskirja  
tutkimushanke

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Select application type

#### Hakemuksen tyyppi

Uusi tutkimushanke

Meneillään oleva  
tutkimushanke

Add an ORCID ID (required), which is retrieved from the link: [ORCID](#)

**ORCID**

**If saving the ORCID ID is not possible, check the format of the ID (XXXX-XXXX-XXXX), e.g. a space after the last character prevents saving.**

### 6.3 Basic information- tab

Fill in the academic title and position, applicant organization (letter v at the end of the line = selections), applicant's service unit/profit centre/department, etc. and the organization implementing the study (if different from above; if several, please mention all of them).

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Perustiedot	Tutkimushanketta koskevat tiedot	Yliopistotasaisen terveyden tutkimuksen painoalueet	Rahoitus ja liitteet	Tallennus ja hyväksyntä
Nimi *	Akateeminen arvo *	Virka/toimi *	Katuosoite *	
<input type="text" value="Pehkonen Helena"/>	<input type="text" value="?"/>	<input type="text" value="?"/>	<input type="text" value="PL 100"/>	
Postinumero *	Postitoimipaikka *	Puhelinnumero *	Sähköpostiosoite *	Hakijaorganisaatio *
<input type="text" value="70029"/>	<input type="text" value="KYS"/>	<input type="text" value="044 717 6040"/>	<input type="text" value="helena.pehkonen@kuh.fi"/>	<input type="text" value="Valitse"/>
Vastuuhenkilön palveluyksikkö/tulosyksikkö/laitos/osasto tms. *		Tutkimushankkeen toteutusorganisaatio ja/tai -yksikkö (mikäli eri kuin yllä; jos useampia, mainitse kaikki)		
<input type="text" value="?"/>		<input type="text" value="?"/>		
<input type="button" value="Tallenna"/> <input type="button" value="Tulosta"/> <input type="button" value="Poistu"/> <input type="button" value="Poista hakemus"/> <span style="float: right;">Lisääjä: ? Päivittäjä: ?</span>				

If you want to save one page at a time, you can press “Save” and it takes you back to the beginning – you can continue filling in the application by clicking on the red text or continue directly to the next tab.

Hakemuksen nimi: -

**Hakemuksen täyttäminen on kesken - jatka tästä linkistä!**

## 6.4 Information about the research project- tab

Perustiedot	Tutkimushanketta koskevat tiedot	Kustannusarvio	Rahoitus ja liitteet	Tallennus ja hyväksyntä
Tutkimushankkeen nimi *	Tutkimushankkeen lyhyt nimi *	Tieteenala *		
<input type="text" value="?"/>	<input type="text" value="?"/>	<input type="text" value="Valitse"/>		
Lyhyt yhteenveto tutkimussuunnitelmasta. 1) Tutkimuksen tausta/viitekehys 2) Tavoite ja tutkimushypoteesit 3) Aineisto, keskeiset tutkimusmenetelmät ja tutkimuksen suorittaminen (max. 900 merkkiä)*		Tutkimushankkeen laajuus. Valitse ja kuvaa lyhyesti. Katso ohje info-painikkeesta. *		
<input type="text" value="?"/>		<input type="radio"/> Kansainvälinen yhteistyö <input type="radio"/> Kansallinen yhteistyö <input type="radio"/> Paikallinen yhteistyö <input type="radio"/> Ei yhteistyötä oman yksikön ulkopuolella		
<input type="button" value="Tallenna"/> <input type="button" value="Tulosta"/> <input type="button" value="Poistu"/> <input type="button" value="Poista hakemus"/> <span style="float: right;">Lisääjä: ? Päivittäjä: ?</span>				

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**N.B! Research project applications for doctoral thesis does not have to include the extent of the research project.**

After completing the information, continue to the next tab.

### 6.5 Estimate of cost- tab

Research funding is intended to be used for costs directly attributable to the specific research project, such as salaries of researchers and assisting staff, purchases of equipment and materials, and outsourced services. The funding can also be used for research work abroad.

The remuneration of researchers and assisting staff is based on the salary of the employee's own post or salary per position at most. The salary must correspond to the level of requirements of the work carried out in the research. Work experience bonuses (3% or 8%), social security expenses and holiday bonuses (40% in total) are added to salary costs.

Researchers can choose to work for a lower monthly salary, which allows them to work as a researcher for a longer period. In addition, when calculating the costs of research projects, one must take into account the general administrative infrastructure costs of each organization's research activities, which can be 25 % at most.

The costs entered in the cost estimate are the ones which state research funding is applied for.

**Tutkijoiden palkkakustannukset** (Korkeintaan tehtäväkohtainen palkka ja työkokemuksisa (3-8%) sekä henkilösivukulut n. 40%. Mikäli nimet eivät ole tiedossa, merkitään N.N)

Nimi	Tehtävä	Palkka (€/kk)	Henkilösivukulu (€/kk)	Työsuhteen pituus (kk)	Yhteensä (€)	
Tuija Tutkija	Tutkimus	2000	800	5	14000	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
						<input type="button" value="Muokkaa"/> <input type="button" value="Poista"/> <input type="button" value="Tallenna"/>

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Use the “Tallenna” button to add a new person or an expense. The “Muokkaa” button allows you to change the information, and the “Poista” button deletes the entire row.

### Costs accumulate automatically.

Tutkimushankkeen kustannukset (Yllä kuvattujen kustannusten yhteissumma ilman infrakuluja, esim. 30 000€.)	Yhteensä:	14000
Organisaation tutkimustoiminnan yleishallinnolliset infrakulut (Voivat olla korkeintaan 25%. Lasketaan yllä esitettyjen kustannusten yhteissummasta.)	Yhteensä:	3500
Tutkimushankkeen kustannukset yhteensä Kustannukset ja infrakulut. Kokonaissumma merkitään myös VTR-hakemuslomakkeen Yhteenvedo-osassa kohtaan Tutkimushankkeen rahoitus.	Yhteensä:	17500

The program automatically calculates 25 % as the infrastructure cost. If your own organization uses a lower infrastructure cost percentage, the infrastructure cost will be specified after receiving funding and in accordance with your organization’s instructions.

## 6.6 Funding and attachments- tab

Perustiedot    Tutkimushanketta koskevat tiedot    Yliopistotasaisen terveyden tutkimuksen painoalueet    Rahoitus ja liitteet    Tallennus ja hyväksyntä

---

Rahoitus

Tutkimustahankkeelle haettava valtion tutkimusrahoitus (VTR)\*  €

Liitteet (yhden liitetiedoston maksimikoko 2MB)

**Valitse liitetyyppi. Raahaa tiedosto sinisillä katkoviivoilla merkatulle alueelle tai klikkaa laatikkoa ja valitse tiedosto.**

Liitetyyppi

VTR-hakemuslomake\* [avaa lomake tästä](#)

Tutkimussuunnitelma\*

Julkaisuluettelo\*

Tiputa tiedosto tänne tai klikkaa

Tallenna    Poistu



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**The state research funding applied for a research project- column gets the euro amount directly from the cost estimate- tab.**

“**The Appendix type**”- section opens the state research funding application form, research plan and list of publications. In addition to the appendices mentioned above, one can also find the director's statement in the funding applications of doctoral thesis level research projects.

In funding applications for **docent-level and doctoral level** research projects, the state research funding application form, research plan and list of publications are mandatory attachments.

State research funding application form, research plan, possible list of publications and supervisor's statement must exist as appendices when filling a funding application for **doctoral thesis research projects**.

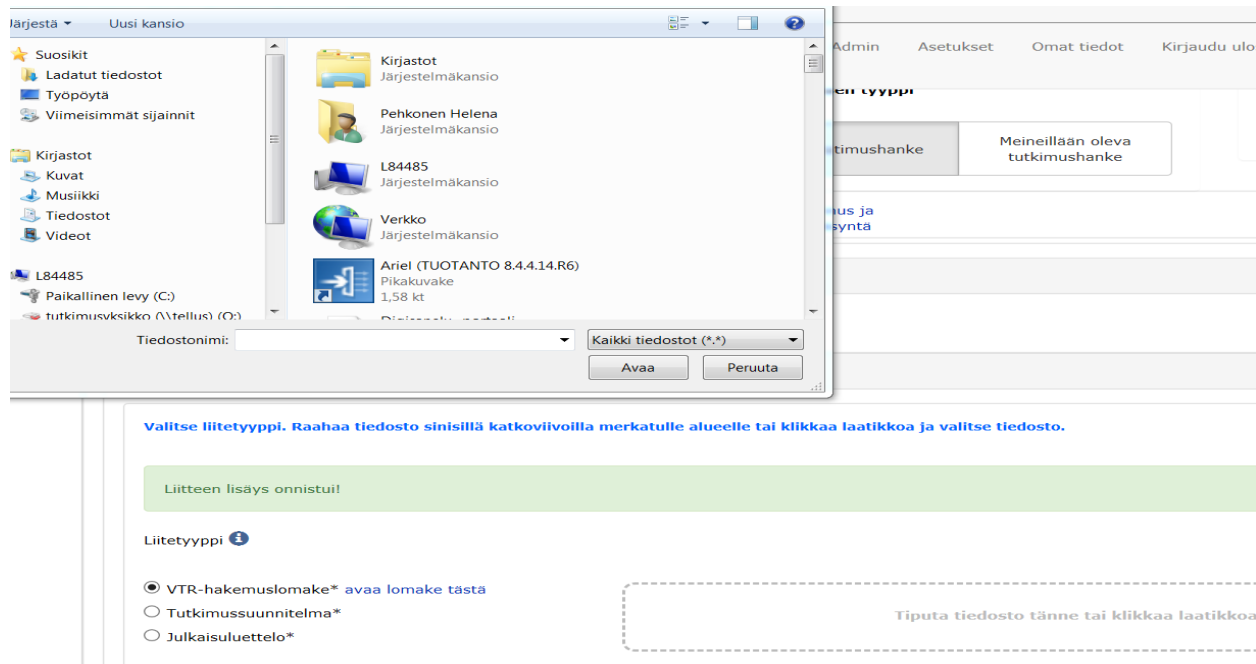
### 6.6.1 Application form for state research funding

The state research funding application form opens from the "Avaa lomake tästä" link.

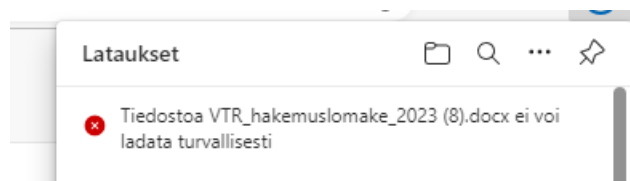
The state research funding application form is to be filled and saved on your computer. The saved application form is transferred to the “eTutkija” by pressing the right sided button of the mouse and dragging the file to the area marked with blue dotted lines. Alternatively, you can click on the box and select the file where the state research funding application is saved on your own computer. In the same way you can also attach the research plan, list of publications and supervisor's statement (doctoral thesis research application) to your application on “eTutkija”. Attachments marked with a star are mandatory.

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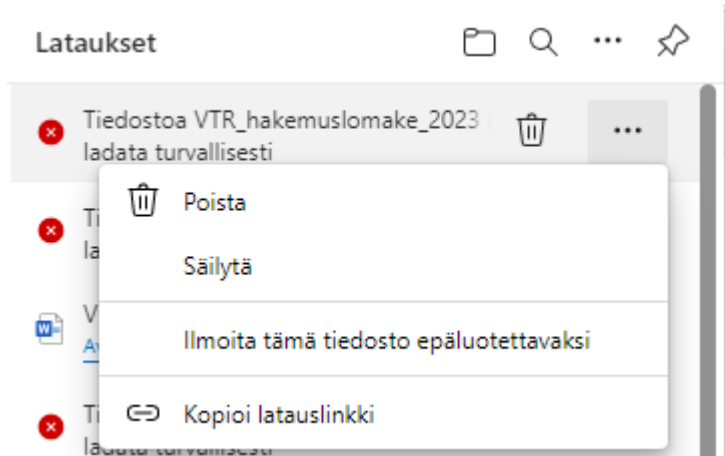
**IF when opening the state research funding application form, you receive the message:**



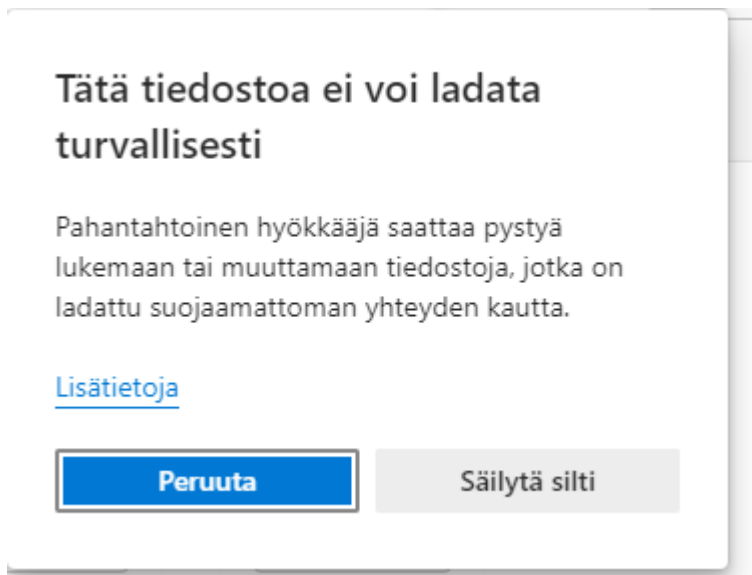
**Move your cursor over the text marked with a red cross, there are three dots at the end of the line ...**

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and select "Säilytä"

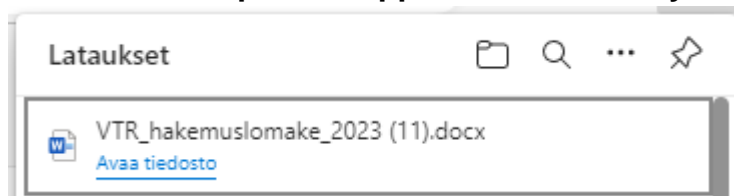


Select "Säilytä silti"

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**You can then open the application form for you to process and save.**



The state research funding application form contains **a summary** describing information about the research team and partners, as well as descriptions of the overall relevance of the research project for health promotion and disease management, and clinical significance. The application also includes **the applicant's curriculum vitae**. The curriculum vitae includes a description of the applicant's previous research demonstration.

#### 6.6.1.1 Summary

In the Summary section of the state research funding application form, the applicant must mention the external research funding previously received for the project, **excluding state research funding received previously**. This is to be done in the "Tutkimushankkeen rahoitustiedot" part and needs to be aggregated by source of funding for three (3) calendar years preceding the application period. (fundings from 2021-2023 are in the 2024 call). The total amount of funding awarded is transferred to the "Rahoitus" section of the curriculum vitae- section.

***N.B. Previously received state research funding is not included!***

#### 6.6.1.2 Resume

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The Hirsch index (H-index) is mentioned in the resume. The H-index is retrieved from the Scopus database for the period 2.1.-30.1.2024. Further instructions are available, for example, on the websites of UEF and University of Oulu libraries; [Tutkimuksen arviointi | Itä-Suomen yliopisto \(uef.fi\)](#) ja [H-indeksi - Tieteellisiin julkaisuihin pohjautuva arviointi - LibGuides at Oulu University](#)

In the resume, the applicant indicates five (5) of his/her most significant publications related to the specific research area from three (3) calendar years preceding the application period. (publications from 2021-2023 are in the 2024 call) and their latest Impact Factor (IF) scores for the period 2.1.-30.1.2024. The applicant reports the journal's IF score according to the Impact Factor value in the Journal of Citation Report. The combined IF score of the published publications are taken into account in the assessment.

The Publication Forum classification has 3 levels: 1 = basic level; 2 = conductive level; 3 = highest level.

The Publication Forum categories can be searched on the Publication Forum website, and the latest Publication Forum category from 2.1.-30.1.2024 will be recorded in the application.

**Doctoral thesis candidates do not fill in the curriculum vitae because the necessary information is obtained from the supervisor's statement (section 6.6.4).**

### 6.6.2 Research plan

Instructions for writing the research plan:

Maximum length 5 pages, excluding cover page and bibliography. Line spacing 1, clear font and large font size (e.g. Arial 11, Times New Roman 12). When structuring the content, you can also follow the guidelines used by the Academy of Finland, where applicable: <http://www.aka.fi/tutkimussuunnitelma/>

Content of the research plan:

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1. Name of applicant, name of project, place of performance, duration of project (months):
2. Background
3. Objectives
4. Research methods, material, and ethical issues
5. Implementation: schedule, budget, division of labor
6. Researchers, research environment and mobility of researchers
7. Research training and career (when applying for funding for a research group)
8. Expected research results and potential risks (including publication plan)
9. Key literature or bibliography

### 6.6.3 List of publications


The applicant's list of original publications **ONLY** for the **three (3) calendar years preceding** the application period. It is recommended that the list of publications is limited and includes only key publications. Abstracts are not included in the list of publications. It is recommended to follow the guidelines used by the Academy of Finland, where applicable: <http://www.aka.fi/julkaisuluettelo/>

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### 6.6.4 Statement of the instructor

A statement from the supervisor of doctoral thesis research is only required in the application category “Doctoral thesis research projects”.

Liitetyyppi 

- VTR-hakemuslomake\* [avaa lomake tästä](#)
- Tutkimussuunnitelma\*
- Julkaisuluettelo
- Ohjaajan lausunto\* [avaa lomake tästä](#)

Haluan ohjaajalleni oikeuden ohjaajan lausunnon täyttämiseen

Ohjaajan sähköpostiosoite:

In a doctoral thesis research project, the applicant may grant his/her supervisor the right to fill in the supervisor's statement. The supervisor will receive a link to the application by email, the supervisor completes the statement and saves it.

A doctoral thesis research project application can only be marked as complete and pre-examined by the applicant.

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## 6.7 Data Storage and Approval

Perustiedot	Tutkimushanketta koskevat tiedot	Yliopistotasoisien terveyden tutkimuksen painoalueet	Rahoitus ja liitteet	Tallennus ja hyväksyntä
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Hakemus on valmis ja haluan lähettää sen esitarkastettavaksi KYSin Tiedepalvelukeskukseen.

Vakuutan antamani tiedot oikeiksi

Check the box and save your application. The saved application and its appendices are transferred electronically to the PSHVA Science Service Centre for processing. After this, you cannot make changes to the application yourself. If you wish to change your application, please contact the Science Service Centre.

**The "eTutkija"- program does not use a digital signature, so print the form via the "Build PDF" button. The printed and signed form and its attachments will be delivered to the Registry of the wellbeing services county of North Savo (building 3, 0th floor) by Tuesday 30.1.2024 at 15:00.**

Hakemus on valmis ja haluan

**Thank you for your application!**



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## 6.8 Submission of the Application for Evaluation

The printed and signed application and its appendices must be delivered to the registry of the wellbeing services county of North Savo by **Tuesday 30.1.2024 at 3.00 p.m.**

Wellbeing services county of North Savo

Regional Research Committee for University-level Health Research

Registry

Building 3, 0th floor

PO Box 1711

FI-70211 KUOPIO

The Registry is open from 9 a.m. to 3 p.m.

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## 7 CONTACT INFORMATION

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- Science Service Centre, e-mail Science Service Centre(at)pshyvinvointialue.fi
- [www.pshva.fi](http://www.pshva.fi) > Research > Research funding > State research funding