



Document publicity description

Content and purpose of this description

The Research Council of Finland is an 'information management entity' referred to in the Finnish Act on Information Management in Public Administration. To adhere to the principle of publicity, the Research Council maintains a description of the data resources and the case register it manages in accordance with the Act. The purpose of this description is to help citizens submit their requests for access to official documents as required under section 13, subsection 1 of the Act on the Openness of Government Activities.

Additionally, the purpose is to provide an overview of how the Research Council's case register and the information management in services are structured. The descriptions of datasets below provide a direct link to the service in question, where it is available online. This description is maintained and updated regularly to ensure that the information it contains is correct.

Requests for access to documents and information

All requests for access to documents and information shall primarily be submitted by email to the Research Council of Finland's Registrar's Office. Contact details:

Research Council of Finland, Registrar's Office
PO Box 131
FI-00531 Helsinki
Tel. +358 295 335 049
Email address: kirjaamo@aka.fi

When requesting access to a document or information held by the Research Council of Finland, the request should be detailed enough to enable the Research Council to determine which document or information the request concerns. If necessary, the Registrar's Office will assist the person submitting the request in identifying the document containing the requested information. A request for access to information must pertain to a specific, existing document or information. The Research Council has no obligation to prepare new documents on request.

The person submitting the request need not identify themselves or justify their request, unless this is necessary in order for the authority to exercise its discretion laid down in the law or to determine if the person has the right to access the information contained in the document. If the document the request concerns contains personal data, the person submitting the request must complete a personal data disclosure form before the Research Council can disclose the document.



A fixed fee is charged for any photocopies. Additionally, the person submitting the request will be charged separately for the time spent gathering the requested documents, compiling register data, making a data transfer or producing datasets, as well as for any costs incurred from mailing the documents. Documents are not available for private individuals or organisations to borrow.

Data protection

The Research Council of Finland's website contains a description of data protection as well as separate privacy notices describing how personal data are processed in different functions or systems. The notices explain the intended use of personal data and the legal basis of their processing in each situation, what data are processed, how the data are obtained, to whom data are disclosed, if the data are processed in third countries, and how the data are stored. They also include more detailed descriptions of the data subject's rights.

Read more: [Data protection](#)

Research Council of Finland's data repositories and case registers

A data repository means a collection of datasets that is used by the Research Council of Finland to manage its tasks or other activities and that is processed using information systems or manually.

Case management system

The case management system is used to process matters and documents, including registration of pending matters, preparation of and decision-making on registered matters, delivery of decisions and other documents to data subjects, and archiving of metadata and documents related to registered matters following the records management plan and data archiving plan.

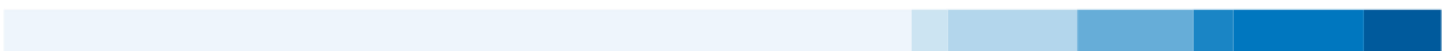
Research funding information systems

The research funding process, such as the processing of applications and payments, providing information on decisions and maintaining a public search function for funding decisions, is handled in the research funding information systems.

Funding applications are submitted and reviewed, decisions are made, and reports are submitted in the Research Council's online services (SARA). Payment matters are handled in the Salli system. Application data are stored in a data repository for purposes of statistics and analysis.

Each year, the Research Council prepares statistics on its winter call. The statistics contain information on the number of applications, the number of funding decisions and the success rates.

Read more: [Application and funding statistics](#).





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Our funding decisions are published on research.fi. It is a service maintained by the Ministry of Education, Science and Culture that collects and shares information on research and research funding in Finland. There is a link to the research.fi search function on the Research Council's website. On the website, you can also check decision dates and view press releases and statistics on funding granted by the Research Council. Read more: [Funding decisions](#).

In addition, the Research Council of Finland submits information on both funding decisions and rejections to tutkiavustuksia.fi ("Explore grants"), a public website where you can examine the government grants applied for and awarded.

Research Council of Finland permanent archive

The archive contains paper documents designated for long-term or permanent preservation. All documents from 2012 or later can be found in electronic format in the case management system or the Research Council's other information systems. Documents produced before 1970 have mainly been transferred to the National Archives of Finland. All requests for access to information concerning archived materials should be addressed to the Research Council's Registrar's Office.

Research Council of Finland's brochures and publications

The Research Council of Finland's brochures and publications from 2011 and later are freely available on the Research Council's website under [Publications](#).

State of scientific research in Finland

The Research Council of Finland reviews the state of scientific research in Finland to produce data to support the development efforts of higher education institutions and government research institutes and to strengthen the knowledge base available to science policy stakeholders. The reviews on the state of scientific research are regularly published in the form of statistical and bibliometric analyses on research staff and research funding, publishing, scientific impact, and co-publishing. The analyses are broken down by country, scientific discipline and organisation. The reviews also include in-depth analyses on specific themes.

Read more: [State of scientific research in Finland](#).

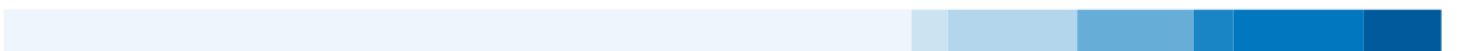
Staff search

You can search for Research Council staff members' contact details on the website, for example by name, division or job title.

Lyyti event management system

The Research Council of Finland uses the event management system Lyyti for information provision on its activities, event management and event registrations as well as for surveys.

Questions and feedback, Research Council of Finland's helpdesk





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Questions and feedback (helpdesk) is a service where anyone can send questions and give feedback to the Research Council of Finland and ask for advice. Research Council staff can use the helpdesk to submit service requests related to handling internal practical matters. Research Council staff also use the service to respond to questions and feedback. The service is available at www.aka.fi/feedback.

Image and media bank

Presentation of the Research Council's work and research funding, news and information activities. Images published in the image bank can be used freely. It contains photographs of persons and from events as well as logos, brochures and videos. You can email us at viestinta@aka.fi to enquire about other images. Read more: [Media services](#).

Publicity and secrecy of documents related to application review and decision-making

This section briefly describes publicity and secrecy issues pertaining to documents related to application review and decision-making. The purpose of the section is to help those looking for information.

We publish up-to-date information on the Research Council of Finland's work on our website. If you cannot find some public information you need on our website, please contact the Registrar's Office.

Application documents: public in principle

Official documents are public unless their openness is specifically restricted by law. Everyone has the right to access the information contained in a public document. ([Act on the Openness of Government Activities \(621/1999\), PDF](#))

All requests for access and questions concerning the openness of documents should always be addressed to the Research Council of Finland's Registrar's Office (kirjaamo@aka.fi). Public information may be disclosed as a response to a request for access. The authority will assess the openness, secrecy and data protection issues related to the requested documents in each individual case. An interested party (applicant) has a more extensive right to access information than the general public.

A funding application and its appendices are public documents, with the exception of some parts that are secret as a rule, including research plans, plans of intent, abstracts and project progress reports (section 24, subsection 1, paragraph 21 of the Act on the Openness of Government Activities). This is why a CV submitted to an authority, for example, should not contain secret information (e.g. health data or information on private life).

In addition to the Act on the Openness of Government Activities, the Research Council complies with data protection legislation. The [GDPR-compliant privacy statement](#) concerning the research funding process is available on our website under [Data](#)



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[protection](#). Application documents, such as CVs and final reports, may include personal data concerning persons other than the applicant. The applicant is responsible for disclosing these personal data to the Research Council. In accordance with the data protection principles, this means that the applicant must inform the relevant persons of this and, if necessary, obtain their consent for disclosing the data.

Some application documents are to be kept secret

As a rule, official documents are public. This rule is restricted under the Act on the Openness of Government Activities, which lists the grounds for secrecy. Under this Act, secret documents include plans of intent, research plans and expert review reports as a rule. Abstracts and research progress reports are also secret to the extent that the documents contain information on a research plan or a review issued on it (section 24, subsection 1, paragraph 21 of the Act on the Openness of Government Activities).

Information that is secret or subject to the obligation of nondisclosure may not be disclosed, shown or handed over to a third party. Professional secrecy applies both to Research Council of Finland staff and to members of the Research Council's decision-making bodies. If the confidentiality of the document or information continues, professional secrecy applies even after the employment or body membership has ended.

Reviewers commit to professional secrecy while they act as expert reviewers. Reviewers are not allowed to disclose any information concerning application documents or review reports to outsiders, nor are they allowed to use this confidential information to their own or anyone else's advantage or disadvantage. Once the review has been completed, all application documents and any copies made of them in the reviewers' possession must be destroyed. The nondisclosure obligation applies also after the review assignment has been completed.

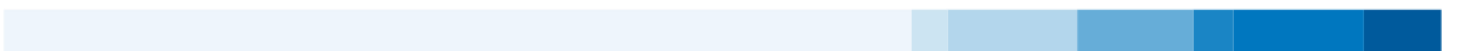
Information on decision-making on the Research Council of Finland website

There is information about funding decisions on the Research Council's website. On the website, you can check decision dates and view press releases and statistics on funding granted by the Research Council. There is also a link to a search function. [Funding decisions](#).

Once a funding decision has been made, the Research Council also publishes the names, titles and institutions of the experts who participated in reviewing the applications, subject to the reviewer's consent. Information on reviewers and other statistics can be found on the Research Council's website under [Application and funding statistics](#).

The Research Council of Finland's funding decisions are made by various decision-making bodies. For more information on decision-making and decision-makers at the Research Council of Finland, see [How decisions are made](#).

Interested party's right to access information





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Under the Act on the Openness of Government Activities (621/1999), review reports are secret documents. However, the party concerned has the right to receive information about a secret document if it may affect or might have affected how the matter is processed (section 11, subsection 1). Applicants will receive the review reports on their research plan after the funding decisions have been made. The report shows the names of the review panel members or the individual reviewers.

A party may not disclose to third parties confidential information obtained based on the party status that concerns persons other than the party itself. A party may not use secret information for their own personal benefit or the benefit of another, nor for the detriment of another. These prohibitions also apply to a party's representative or counsel. (Act on the Openness of Government Activities, section 23, subsections 2 and 3)

According to data protection rules, the online publication or other unlawful disclosure of personal data without the explicit consent of the data subject is in principle prohibited.

NB! According to the Research Council of Finland's guidelines on the review and decision-making processes, contacting reviewers is prohibited.

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