Finnish Scholar Protection Scheme

Joint Effort of Finnish Universities

Guide for Applicants

How to apply to the FSPS call 2026: the application form, risk assessment, hosting plan, budget, submission and data protection

22 September 2026 · For Finnish universities applying to the Finnish Scholar Protection Scheme

The call at a glance

Who applies	A Finnish university, for a named candidate, with an academic unit willing to host them. Scholars cannot apply directly.
Funding	Up to 225,000 EUR per candidate for salary, statutory employer costs and, where applicable, relocation costs.
Positions in this call	Two, funded by the Kone Foundation. At most one position per university (see section 9.5).
Employment period	Three years by default, at least 2.5 years. Employment starts between March and September 2027.
Call open	1 October to 19 November 2026
Decision	Steering Committee meeting on 10 December 2026; applicants informed after the meeting.
Language	English
Submission	Through the FSPS web submission form. Attachments as PDF files, each no larger than 1 MB.
Help during the call	FSPS@uef.fi · the FSPS FAQ page · information webinar 28 September 2026 (in Finnish)

1. About this guide

This guide takes you through the whole application: who can be put forward, how to complete each part of the application form and the FSPS Risk Level Assessment Form, what goes into the hosting plan and the budget, how to submit, how applications are assessed and what happens after the decision. It also explains how personal data is handled, since the application contains sensitive data about a person at risk.

Read it together with the application form, the Risk Level Assessment Form and the Researcher Consent Form. If something is unclear, write to **FSPS@uef.fi**.

2. Before you start

2.1 Checklist

- A **named candidate** who meets the eligibility conditions in 2.2.
- An **academic unit** willing to host the candidate, and approval from the **head of the unit** for the hosting plan and budget.
- A **supervisor** and an **academic mentor**. The mentor is not part of the management of the position and may come from outside the university.
- An **FSPS contact person** at your university who submits the application and is FSPS's main contact. This is usually someone from the university administration, for example international HR, but it can also be the head of the unit or the supervisor.

- Clarity on the **risk assessment route** (section 5) and the documents it needs. SAR or SRF status takes time to obtain, so start early.
- The candidate's **signed Researcher Consent Form**, before any personal data is sent to FSPS.

2.2 Who can be put forward

Three conditions must all be met. If one is not met, the application cannot be funded.

Condition	What it means
1. The candidate is a scholar	Holds a PhD or equivalent and has a CV whose publication and teaching history corresponds to their academic age (years since the doctorate). Merit is assessed in the light of the candidate's circumstances: a thinner record is not held against someone whose work has been restricted by the situation that puts them at risk. There is no exception for candidates who have not yet completed a doctorate.
2. The candidate faces substantial risk	Established through one of two routes depending on severity (section 5). Qualifying risk is either ongoing now or, for a past event that forced the candidate to leave, happened within the last five years. Candidates who have been away from their home country for more than five years are not eligible.
3. Funding and residence	FSPS is intended to be the primary source of funding for the position. Other funding is declared in the application and eligibility is then considered case by case; in general, the total amount of other funding may not exceed 30,000 EUR per year. The candidate may be in their home country, in a third country or already in Finland. A candidate with citizenship or permanent residence in a safe country is not eligible, but temporary residence based on international protection does not exclude them.

A candidate already employed by your university can be put forward. Their risk level is considered in the same way as for any candidate, since the scheme is for scholars who are at risk and need protection. A university may submit several applications, and two universities may apply for the same candidate.

3. The application process step by step

1. **Find the candidate and the host unit.** A scholar may contact a department directly. FSPS can help identify potential host units.
2. **Agree the hosting internally**: supervisor, mentor, FSPS contact person and head of unit.
3. **Consent.** Give the candidate the Researcher Consent Form and the UniPID privacy notice, explain them, and collect the signed form.
4. **Risk assessment.** Obtain the SAR or SRF status decision, or carry out the assessment yourselves using the FSPS Risk Level Assessment Form (section 5).
5. **Prepare the research plan, hosting plan and budget** with the candidate (sections 4, 6 and 7).
6. **Approval.** The head of the academic unit approves the hosting plan and budget and signs the hosting plan.
7. **Submit** through the FSPS web submission form by 19 November 2026 (section 8). FSPS confirms receipt.
8. **Completeness and eligibility check** by the FSPS coordinator. You may be asked to supply a missing administrative document within a short deadline.
9. **Evaluation** by the Selection Committee and **decision** by the Steering Committee on 10 December 2026 (section 9).
10. **Funding arrangement**

4. Completing the application form

Keep answers concrete and consistent with the attachments. The evaluators are academic colleagues from the participating universities and read the attached plans in full. The table after each section shows what each field is used for. Personal details that are **not scored** are needed for identification, eligibility or relocation planning only, and evaluators are instructed not to let them influence the assessment.

Which parts are scored

Only the research plan, the hosting plan and the expected impact are scored, 4 points each. Other sections are to be completed for administrative purposes.

Part of the application	How it is used
Section 1: host institution and contact person	Data collection only
Section 2: candidate's personal details (name, gender, citizenship, date of birth, marital status, dependents, identification document, place of residence)	Data collection only, for identification and relocation planning. Not scored and must not influence the evaluation.
Section 2: residence status, degrees, years of full-time research experience after the doctorate, most recent affiliation	Eligibility status (see 9.2). Not scored.
Section 2: risk assessment confirmation and risk documentation	Risk level, recorded alongside the score. Not scored.
Section 3: text fields and the full research plan	**Scored: research plan, 0–4 points**
Section 4: text fields and the signed hosting plan	**Scored: hosting plan, 0–4 points**
Section 4: "Expected impact of protection", assessed on the application as a whole together with the research plan, hosting plan and CV	**Scored: expected impact, 0–4 points**
Section 5: budget and other funding	Eligibility (FSPS as primary funder) and the funding arrangement. Not scored, but an unrealistic budget weakens feasibility.
Section 6: confirmation of institutional approval	Completeness check

Who is who in the application

Role	Who it is and what they do
FSPS contact person (section 1)	The person who submits the application and is FSPS's main contact for practical and administrative matters, usually from the university administration
Supervisor (section 4)	The candidate's academic host and superior (esihenkilö) in the academic unit, responsible for making sure the candidate receives the support they need at the university
Academic mentor (section 4)	An adviser for the candidate who advises them independently of the host's interests. Not part of the management of the position. May come from another unit or from outside the university.
Head of the academic unit	Approves the hosting plan and budget and signs the hosting plan

Section 1. Host institution and administrative contact person

Field	What to write	Used for
Higher education institution, department	The university and the academic unit that will host the candidate	Identification
Name, position, e-mail, telephone, address	The FSPS contact person, who handles practical and administrative matters and receives all communication from FSPS. This person is usually also the candidate's administrative contact person at the university. If someone else fills in the application and acts as the FSPS contact person, please also give us the name and contact details of the candidate's administrative contact person in the hosting plan.	Contact
Additional information	Anything FSPS should know to contact you, for example a deputy during absences	Contact

Section 2. Candidate information

Field	What to write	Used for
Family name, first names	As in the identity document. If the name has been transliterated, use one spelling throughout the application and attachments.	Identification
Gender	Tick one option. "Other / I prefer not to say" is fine.	Not scored
Citizenship	All citizenships the candidate holds.	Residencepermit planning; not scored
Date of birth	DD.MM.YYYY	Identification; not scored
Marital status, number of underage dependents	Current situation. Household members who would relocate with the candidate affect the relocation reimbursement.	Relocation planning; not scored
Copy of identification document	A valid passport or other identity document (attachment).	Identity check; not scored
Place of residence	City and country. If giving a precise address could endanger the candidate, give the country only.	Eligibility; not scored
Home country, third country or Finland	Tick where the candidate lives now.	Eligibility
Date of leaving country of origin	Only if the candidate does not live in their home country. The date they left their country of origin; if they have left more than once, the most recent departure. Give this date even if the candidate has since lived in more than one country.	Eligibility
Third country: status and date of arrival	The residence status (for example visa, fellowship, protection) and the date the candidate left their home country.	Eligibility
Finland: status, permit validity, arrival date	As shown on the residence permit.	Eligibility, permit planning
Academic degrees	Degree, year, institution and country for each degree, starting from the doctorate	Eligibility
Years of full-time research experience after the doctorate	The academic age. Explain any breaks caused by the candidate's situation in the CV.	Eligibility, assessment
Most recent affiliation	The last university or research institution before the planned hosting period.	Assessment
Doctoral certificate and transcript	Copies (attachment). If not in English, Finnish or Swedish, add an unofficial English translation.	Eligibility
Risk assessment confirmation	Tick who carried out the risk assessment (SAR, IIE-SRF or the host institution) and give the date.	Risk level (recorded)

Section 3. Research plan for the hosting period

Give the primary and, if relevant, secondary academic field. In this call, applications with candidates in the humanities, social sciences and environmental sciences are given priority in the evaluation, in line with the Kone Foundation's mission. This is not an eligibility restriction, so name the field accurately rather than stretching it.

In the description field, summarise the planned research and teaching in about half a page, or refer to the attachment. Attach the **full research plan with a schedule**. A recommended structure, in no more than 5 pages:

- background and the research question, and how the plan builds on the candidate's earlier work;
- objectives, methods and materials, including any ethical or data management questions;
- a schedule for the employment period, with targets or achievements;

- expected outputs (publications, teaching, collaboration) and how the plan fits the host unit.

Scored (0–4 points): expertise, quality, relevance and feasibility of the research plan.

Section 4. Hosting plan

Field	What to write
Supervisor	Name, position and contact details. The supervisor acts as the academic host and superior (esihenkilö) for the purposes of the candidate's placement. This role is separate from an academic mentor. The academic host/line manager is responsible for ensuring that the candidate receives the support they need.
Academic mentor	Name, position and contact details. The mentor advises the candidate independently of the host's interests and is not part of the management of the position. May come from outside the university.
Peer support opportunities	The peer support group the candidate can join: the university's own scholar group, a group connected to another network, or a joint group with other universities. Participation is voluntary.
Additional support and resources	Support beyond the scheme's minimum, for example a salary top-up, research funds, language courses, Travel funding for attending academic conferences or family services.
Expected impact of protection	Feeds into the expected impact score (0–4 points), which is assessed on the application as a whole. Describe the candidate's situation now, their expected career outlook during and after the protection period, and what your university will concretely do to close the gap. Where relevant, also describe the candidate's individual circumstances and their support and protection need. Also consider the impact to your institution, to what extent does the candidate's research align with your university's strategic goals? See 9.3.

Attach the free-form **hosting plan signed by the head of the academic unit** (section 6 of this guide).

Section 5. Budget

In the budget overview, state the planned employment period (start month and duration in months) and show how the funding will be used. Declare any other funding in the second field. See section 7 of this guide.

Section 6. Confirmation of institutional approval

Tick the box only after the head of unit has actually approved the hosting plan and budget. There is no separate signature page; the signature should be on the hosting plan.

5. Risk assessment and the Risk Level Assessment Form

FSPS follows the Scholars at Risk Network's **Guidance for prospective host institutions on assessing candidate risk** (May 2024), available at https://www.scholarsatrisk.org/wp-content/uploads/2024/10/SAR-Self-Assessment-Guidance-May-2024.pdf. The guidance sets out a ten-step procedure and a four-level severity scale and applies a best-efforts standard: you use the information reasonably available to you.

5.1 Choosing the route

Preliminary risk level	What is required	What to attach
Low or modest	The candidate applies to the Scholars at Risk Network (SAR) for scholar at risk status, or to the IIE Scholar Rescue Fund (IIE-SRF) for candidate or fellow status. The candidate becomes eligible only once the status has been awarded.	The SAR or SRF status decision
Significant or severe	The host university may carry out the assessment itself, following the SAR guidance and documenting the ten steps on the FSPS form. The candidate is also recommended to apply for SAR or SRF status in parallel.	The FSPS Risk Level Assessment Form, or the SAR or SRF status decision

SAR or SRF status holders can be in any risk level. The table only shows what to attach, for each level.

5.2 Carrying out the assessment: the ten SAR steps

The Steering Committee does not see the candidate's own account of the risk. It relies on your university's assessment, so the assessment must be careful, documented and comparable between universities. FSPS receives only a compiled summary, the FSPS Risk Level Assessment Form or SAR/SRF certificate; supporting evidence is not transferred to the FSPS register. Work through the SAR steps as follows:

SAR step	What to do in practice
1. Qualifying risk, standard and security	Check that the risk relates to the candidate's academic work, identity or situation, and that it is ongoing or arose within the last five years. Agree who in your university handles the case and how you communicate securely with the candidate. A candidate who already holds citizenship or a permanent or near-permanent protected status in a safe country outside the area of risk, including Finland (for example a permanent residence permit), does not have a qualifying risk and is not eligible. International protection does not in itself exclude a candidate: a fixed-term or temporary status (for example a temporary residence permit based on international protection, or temporary protection) is not a permanent protected status if the candidate is at risk of losing it and having to leave the country. Record the type of the candidate's residence status, its validity and the risk of losing it in the assessment.
2. Statement of risk	Ask the candidate for a written statement (1–3 pages) describing what has happened, by whom, when, and what they fear now. Keep it at your university.
3. Evidence and corroboration	Examine any supporting material the candidate can safely provide. Record the type of evidence in the form, not its content. Absence of documents is not by itself a reason to doubt a credible account.
4. Severity	Grade the risk on the four-level scale (low, modest, significant, severe), using the criteria table in Part C of the FSPS form. The criteria table is FSPS's own extension of SAR's Step 4. SAR grades only the current situation (present risk where the candidate is now, or risk of forced return), while the FSPS table also weighs targeting, materialisation, timing and country context.
5. Context and expert review	Check the country situation from reliable sources (for example the Academic Freedom Index, Freedom House, UN and NGO reports) and, if needed, consult an expert in confidence.
6. Risk references	With the candidate's permission, obtain confirmation from people or organisations who know the situation (for example SAR, IIE-SRF, NGOs or colleagues).
7. Interview	Interview the candidate by a secure channel in every case your university assesses itself (significant or severe), to clarify the statement and assess its credibility. If an interview cannot be held, at least an attempt to reach the candidate should be made and recorded.
8. Extenuating circumstances and disqualification	Ask about criminal convictions (wrongful charges may be part of the risk), involvement in or advocacy of violence or conduct that impaired the rights of others, and sanctions listings. Also ask about extenuating circumstances: anything that could prevent the candidate from completing the assessment or the application, or from taking up or completing the position. Record an explanation for any of these in the form.
9. Changes and false information	Tell the candidate they must report changes in their situation and that false or withheld information leads to disqualification.
10. Final assessment	Record the level and the key justifications in the FSPS form, sign it and attach it to the application.

Use the standard criteria. Use the Part C table to judge each dimension against the same standard, then record the overall level and the key justifications in Part E. This lets the committee compare assessments made by different universities on the same basis, rather than relying on each university's narrative alone.

5.3 Completing the form, part by part

Part	How to complete it
Part A: basic information	Fill in every field. Under "secure communication channel" record how you communicate with the candidate safely. Leave the application identifier blank; FSPS assigns it. These fields, with B4, are what the displacement and risk of return dimension in Part C is judged on.
Part B: threat dimensions	Tick what applies under each dimension (source, targeting, materialisation, temporality, vulnerability, country context) and add a short observation and a level reference. Describe the type of evidence you examined, not its content, and do not attach it. Use reliable sources for the country context and give the date. Give a level reference where the form asks for one (B1 to B4). B5 vulnerability factors may raise a borderline case. For B6, note the level in the bottom row of the country context table.
Part C: criteria table	Determine the level. Record a level reference for each dimension in Part B, then set the overall level from the Part C table. The level is set by the highest single justified level, not an average. Vulnerability factors may raise a borderline case. In unclear cases, apply the precautionary principle and classify at the higher level.
Part D and verification record	Check that the procedure for the level has been followed, including the interview with the candidate, or a recorded attempt to reach them, in every case your university assesses itself. Tick every item in the verification record, including the five-year condition, disqualifying circumstances and the signed consent form. Sign and date.
Part E: Steering Committee decision	Fill in only the first row, the preliminary risk level, and the key justifications. The Steering Committee completes the rest and confirms the level.

5.4 Keep the evidence at your university

> **Do not send evidence of risk to FSPS.** Statements, police or court documents, threats, medical records and similar material stay with your university and are handled under your own data protection rules. **Keep the evidence only for the duration of the call. Once the call has ended, delete all evidence of risk** and any copies of it, including the candidate's statement, scans and e-mail attachments. FSPS receives only the SAR or SRF decision or the completed FSPS form, and a short description of the candidate's circumstances: country of origin, current country of residence and residence status, and whether there is a risk of being returned.

Contact third parties about the candidate only after discussing each contact with the candidate and with their permission. Where contact could increase the risk, use encrypted channels or intermediaries, or do not make the contact.

6. The hosting plan

The hosting plan is a free-form document prepared by the academic unit together with the relevant administrative services (international HR, the international office, the supervisor and the mentor). It must be **signed by the head of the academic unit**. We recommend no more than 5 pages. Cover the following points, since each one feeds into the evaluation:

1. **Administrative and practical support:** travel and relocation, residence permit and official procedures (normally through international HR), finding accommodation, health and mental health services, language training, mentionable research or publication expenses, and support for family members where relevant. Name the candidate's administrative contact person if this is not the FSPS contact person.
2. **Working conditions:** office or laboratory space, access to research facilities, the library and other academic resources. Travel, publication and research expenses can be mentioned.
3. **Academic support:** how the supervisor and the named mentor will support the candidate, the peer support arrangement, and opportunities for skills development and conferences.
4. **Role and outputs:** the candidate's role during the protection period, for example teaching, supervision, publishing or contributing to ongoing projects.
5. **Networking:** national and international networking, research visits and joint projects.

6. **After the protection period:** how the university will support the candidate's career onwards, for example career counselling, help applying for funding and positions, and any prospect of continued employment.
7. **The university's own contribution:** salary top-up, in-kind support and other resources beyond the FSPS contribution.
8. **Safety and confidentiality:** how the candidate's safety and privacy will be protected, and any earlier experience of hosting scholars at risk.

Scored (0–4 points): relevance of the research plan to the host unit, academic mentoring, integration support at the host unit, and peer support.

7. The budget

7.1 The rules

- The FSPS contribution is a sum of **up to 225,000 EUR**. It covers salary, statutory employer costs (pension, social security and other statutory costs) and, where applicable, relocation. It does not cover infrastructure, supervision, mentoring or other support.
- The default is three years. You may propose a higher salary over a shorter period (at least 2.5 years), a lower salary over three years, or a higher salary with your university covering the difference. State the shorter period in the application and show it in the budget.
- Salary follows the Finnish universities' salary system (YPJ), as for any employee. The candidate covers living and housing costs from their salary.
- Relocation is a one-off reimbursement against actual costs, up to 5,000 EUR for a scholar arriving alone or 8,000 EUR with immediate household members. It is paid from within the 225,000 EUR.
- Declare all other funding. Eligibility is then considered case by case; in general, other monetary funding (grants, fellowships, stipends) may not exceed 30,000 EUR per year. In-kind support does not count towards the limit but should be described.
- As the employer, your university is responsible for employer obligations, statutory payments and taxation, as required under the Kone Foundation's funding practices (https://koneensaatio.fi/apurahat/apurahan-saajalle/rahoituksen-kaytannot/).

7.2 How to build it

1. Set the salary under YPJ and your university's own rules.
2. Calculate the annual cost: gross salary for 12 months plus holiday pay, then your university's employer side-cost rate.
3. Multiply by the number of years, allowing for any salary progression your university applies.
4. Add the relocation estimate if relocation is needed.
5. Show how the total is covered: FSPS contribution (at most 225,000 EUR) and the amount your university covers.

Illustrative example only. Use your own university's salary and side-cost rates.

Item	Calculation	EUR
Annual gross salary	4,800 per month × 12 + holiday pay 2,400	60,000
Employer side costs	60,000 × 23 % (illustrative rate)	13,800
Annual employment cost		73,800
Employment cost, 3 years	**73,800 × 3**	**221,400**
Relocation, with household members	Estimated actual costs, at most 8,000	8,000
Total cost		**229,400**
Covered by FSPS	Maximum contribution	225,000
Covered by the host university	229,400 − 225,000	4,400

The budget is used to check eligibility (FSPS as the primary funder) and to prepare the funding arrangement. It is not scored, but an unrealistic budget weakens the feasibility of the application.

8. Attachments and submission

8.1 Attachments

No.	Attachment	Notes
A1	Candidate's CV, publication list and a description of personal circumstances	Including teaching; explain gaps caused by the candidate's situation. The description of personal circumstances covers country of origin, current country of residence and residence status, and whether there is a risk of being returned. No evidence.
A2	Copy of a valid identification document	
A3	Copy of the current residence permit	If the candidate holds one
A4	Doctoral degree certificate and transcript of records	With an English translation if needed
A5	SAR or SRF status decision	Low or modest route, or if the candidate holds one. The page confirming the status only, without the risk description.
A6	FSPS Risk Level Assessment Form and Criteria Table	If the host university assessed the risk
A7	Full research plan with a schedule	
A8	Hosting plan signed by the head of the academic unit	
A9	Researcher Consent Form, signed by the candidate	

8.2 Format

- Every attachment as a separate PDF file, **no larger than 1 MB**. Scan at a moderate resolution and compress large files.
- Name files with your university's abbreviation, the department and the attachment number, **not the candidate's name**, for example UEF_History_A7_ResearchPlan.pdf.

8.3 Submitting through the web form

- Applications are submitted through the **FSPS web submission form**. Applications sent by e-mail are not accepted.
- The FSPS contact person fills in the form and uploads the attachments. Prepare all files before you start.
- Do not send application material or the candidate's personal data to FSPS by ordinary e-mail. If you need to send a follow-up document, do it via secure email.
- Deadline: **19 November 2026**. Late applications are not accepted.
- You receive a confirmation of receipt. If you do not, contact FSPS@uef.fi.

9. How applications are assessed

9.1 The process

1. The FSPS coordinator checks that the application is complete and assigns a case identifier.
2. Each application is evaluated independently by at least two members of the Selection Committee, a 4–5 member group drawn from the Steering Committee. Members with a conflict of interest do not take part.
3. The Selection Committee discusses every application, agrees the scores and proposes a ranking.

4. The Steering Committee confirms the risk levels and decides on funding at its meeting on 10 December 2026.

9.2 Eligibility

Each application receives an eligibility status based on the three conditions in 2.2: the candidate is a scholar; the candidate faces substantial risk; and funding and residence (FSPS as the primary funder, and the candidate's current residence status). Only eligible applications are scored.

9.3 Scoring (maximum 12 points)

Criterion	Points	What is assessed
Research plan	0–4	Expertise, quality, relevance, feasibility
Hosting plan	0–4	Relevance of the research plan to the host unit, academic mentoring, integration support at the host unit, peer support
Expected impact	0–4	Assessed on the application as a whole: impact on the academic career and its sustainability, on strengthening academic competences, on the university's research, on integration into the academic community, and on integration into Finnish society

Expected impact is assessed holistically, on the basis of the application as a whole rather than solely on the information given in section 4 of the application form. The assessment takes into account, among other things, the hosting plan and the research plan, the expected contribution of the placement to the candidate's academic career and competences, and the extent to which the placement supports the university's research and the candidate's integration into the academic community and Finnish society. Individual circumstances may also be taken into consideration where relevant, such as how the candidate's situation has affected their academic career and the support and protection they need to continue their work. An application is strengthened by showing what changes for this particular person.

9.4 What is not scored

Risk. The risk level does not add points to the score, and a higher risk does not by itself make a stronger application. The Steering Committee confirms each candidate's risk level. It is not ignored: the Steering Committee can take it into account in its decision in some cases. The evaluators also consider the candidate's situation when scoring. For example, years without the possibility to do research are taken into account when judging academic merit, and so is how much the protection would help the candidate to continue their work when assessing the expected impact.
Not scored. Gender, date of birth, citizenship, marital status, dependents, place of residence and the identity document are not scored and must not influence the assessment. The budget is used for eligibility and the funding arrangement only.

9.5 Ranking and allocation of the positions

- Applications are ranked by total score.
- **At most one position per university in this call.** The two positions go to the highest-ranked applications from two different universities. Should the two highest-ranked applications come from the same university, the university’s lower ranked application is placed on the reserve list.
- In this call, applications with candidates in the humanities, social sciences and environmental sciences are given priority in the evaluation, in line with the Kone Foundation's mission.
- A reserve list is kept in case a funded position does not go ahead.

9.6 Feedback and appeals

Because the assessment centres on each candidate's individual risk situation, FSPS does not give individual feedback on applications. Funding decisions cannot be appealed. An unsuccessful application does not prevent you from applying for the same candidate in a later call.

10. Data protection guide for applicant universities

An FSPS application contains sensitive personal data about a person at risk, and mishandling it could put the candidate or their family in danger. Data is processed at two levels, and each level has its own responsibilities.

	Your university	FSPS (University of Eastern Finland)
Role	Independent controller for the data you collect	Controller for the FSPS applicant register
What you hold	Everything you collect from the candidate, including evidence of risk examined in the risk assessment	Only the application and the listed attachments
Rules that apply	Your university's own data protection and information security rules. Consult your data protection officer if you are unsure how to handle this data.	The Researcher Consent Form, the UniPID privacy notice and the FSPS DPIA

10.1 What to do

- **Consent first.** The candidate signs the Researcher Consent Form before any personal data is sent to FSPS. Explain the form and give the candidate time to ask questions.
- **Send only what is asked for.** Do not send evidence of risk or other extra material. FSPS deletes any unrequested material and informs you.
- **Use secure channels.** Submit only through the web form. Use secure (encrypted) e-mail for any other communication about the candidate, and no candidate names in file names or subject lines.
- **Limit access.** Store the material in access-controlled systems at your university, share it only with people who need it, and keep a record of who has access.
- **Delete the evidence after the call.** Evidence of risk is kept only for the duration of the call and deleted, with all copies, once the call has ended. Other application material is kept only as long as needed (FSPS 2026-2030), according to your university's records management plan.
- **Report breaches without delay.** If data may have reached someone it should not have, inform your data protection officer and FSPS@uef.fi immediately, at the latest within 24 hours.
- **Respect the candidate's wishes on visibility.** A scholar is identified publicly as a scholar at risk only with their separate, express consent. This also applies to internal news, social media and reports.

10.2 The candidate's rights

The candidate can access and correct their data, ask for it to be deleted and withdraw consent at any time by writing to FSPS@uef.fi and to your university. If consent is withdrawn, the application can no longer be assessed.

11. After the decision

- **Notification.** Applicants are informed after the Steering Committee meeting on 10 December 2026.
- **Funding arrangement.**
- **Payments**
- **Employment** begins between March and September 2027, on the same terms as for other employees. The start can be postponed, for example if a residence permit is delayed, as long as the employment period ends within the lifetime of the funding.
- **Reporting**

12. Help and contact

Helpline during the call	FSPS@uef.fi
Frequently asked questions	The FAQ page on the FSPS web page

SAR guidance on assessing candidate risk	https://www.scholarsatrisk.org/wp-content/uploads/2024/10/SAR-Self-Assessment-Guidance-May-2024.pdf
Kone Foundation funding practices	https://koneensaatio.fi/apurahat/apurahan-saajalle/rahoituksen-kaytannot/