




# PI GUIDANCE PLATFORM

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<b>100</b>	<b>1<sup>st</sup></b>		<b>7</b>		<b>6</b>	
YEARS IN 2020	FINNISH-LANGUAGE UNIVERSITY	ACADEMIC HERITAGE IN TURKU SINCE 1640	FACULTIES	SCIENTIFIC PUBLICATIONS ANNUALLY	THEMATIC AREAS	EXPERTS IN THE ACADEMIC COMMUNITY
<small>Founded in 1920 by the initiative of the Finnish people with the support of 22,040 donors.</small>	<small>"From a free people to free science"</small>	<small>The first university in Finland, the Royal Academy of Turku, operated in the city 1640-1828.</small>	<small>Faculty of Education Faculty of Humanities Faculty of Law Faculty of Medicine Faculty of Science and engineering Social Sciences Turku School of Economics</small>	<small>5, 800</small>	<small>Biofuture Children, young people and learning Cultural memory and social change Digital Futures Drug development and diagnostics Sea and maritime studies</small>	<small>3,400</small>

## What is the platform all about

PI's today face many *administrative requirements* especially when they have externally funded projects. They have to deal with *HR issues, financial follow up, IP(R)* related issues as well as *scientific, output and financial reporting* etc. It might seem to them that they are facing a jungle of administration and it might be impossible to locate the right administrative or support unit to get help.

At the University of Turku, Finland, we have set up a *PI Guidance Platform*. It is an intranet site that is divided in two parts. Firstly, as PI as a concept varies in different contexts, *the platform explains some key terminology and definitions* of policies at the University of Turku. Secondly, we have mapped the *research project lifecycle* to its core phases. To each phase the platform serves as an explanation of what the PI is supposed to know and take care of, but it functions also as a portal to the relevant internal services, documents, forms, IT-tools etc.

The **Research Development Unit** has been the coordinating force in bringing together different administrative units to help the PI's. The Research Development Unit has also been in a key role in presenting and educating PI's in using the platform. We are hoping at minimum to reach all the new PI's who are only taking the first steps as a person in charge of a project.

Launched this year, **this is only the beginning of the PI Guidance Platform**. The future development ideas include e.g. portal page for PI's own project data and metrics, compiled from multiple sources.

## Main navigation

- Guide for project leaders
- Definition of terminology
- Project
- Project leader
- Appointing and replacing a project leader
- Research group
- Responsibilities and rights
- Rights of a project leader
- Responsibilities of a project leader
- Co-working and division of work
- Responsibilities of the project leader during the lifecycle of a project
- Preparation of a project
- Receiving a project
- Agreements related to a project
- Implementing a project
- Once a project has ended

## Few excerpts of the platform

### Project

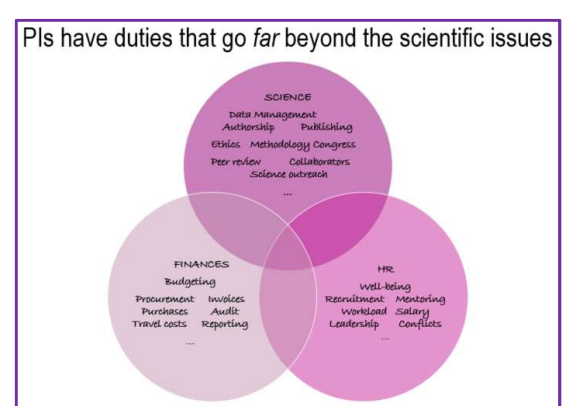
A project is created when a researcher applies for or receives funding for carrying out research for a fixed period of time. Funding instruments primarily grant funding to the University of Turku as an organization, instead of to individual researchers. Exceptions include, for example, funding granted by private foundations and ERC funding.

**Example**  
The Academy of Finland grants funding for supporting research careers (Academy Professor, Academy Research Fellow and Post-doctoral Researcher) to the University of Turku as a research organisation. The project leader and the site of research approve the funding decision as a whole and agree to the conditions set by the Academy on using the funding.

The project is to have an appointed project leader and it is to be distinguished as a single entity from an administrative perspective. However, the project can be part of a larger research project.

**Example**  
The work carried out by a research group can be made up of several separately funded projects, although content-wise the projects may belong to the same unifying focus area. In this case, each individual project shall have its own appointed project leader.

A project has a life cycle, which typically begins from the preparation/planning of the project and continues, for example, as the sending of an application, receiving a funding decision, drafting and signing an agreement and implementing the project. The life cycle of a project does not end when the funding period ends and the final instalments have been made. In practice, the work carried out within a project is often part of a larger topic and continuum, but a funded project has a beginning and an end.



### Data management in a project

**Description and PI's responsibilities**

Data acquired or generated by a project is to be stored and related metadata is to be generated and stored in a way that the data can be used during the entire lifecycle of the project. The Data Policy of the University of Turku specifies the rules for collecting, using and managing research data in digital format (e.g. measurements, statistics, images, recordings, transcripts of interviews, data from questionnaires or observations from field studies). The data policy is based on openness.

The University of Turku has published a guide on the data management of a project. Further information about national and international repositories for storing data can be found in the intranet.

The project leader is obligated to ensure that agreements concerning the ownership and user rights of data acquired or generated by a project are made as early as possible. The project leader is also responsible for explaining good practices in data management to the research staff.

It is recommended that the TUULLI data management planning tool be used for preparing the data management plan. The data management plan is appended to the TOPI steering management system.

**Services and contact information**

The Library provides information, training and guidance in preparing the data management plan using the TUULLI tool.

The Research Funding Specialists at the Research Funding Unit provide content support to researchers in preparing the data management plan.

The Legal Affairs Unit provides answers to questions related to the rights of data management.

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Tags:  
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### Links and documents

- Data Policy of the University of Turku
- Guide for research data management
- DWPTuuti
- Data management guidelines of the Finnish Social Science Data Archive
- Research data repositories