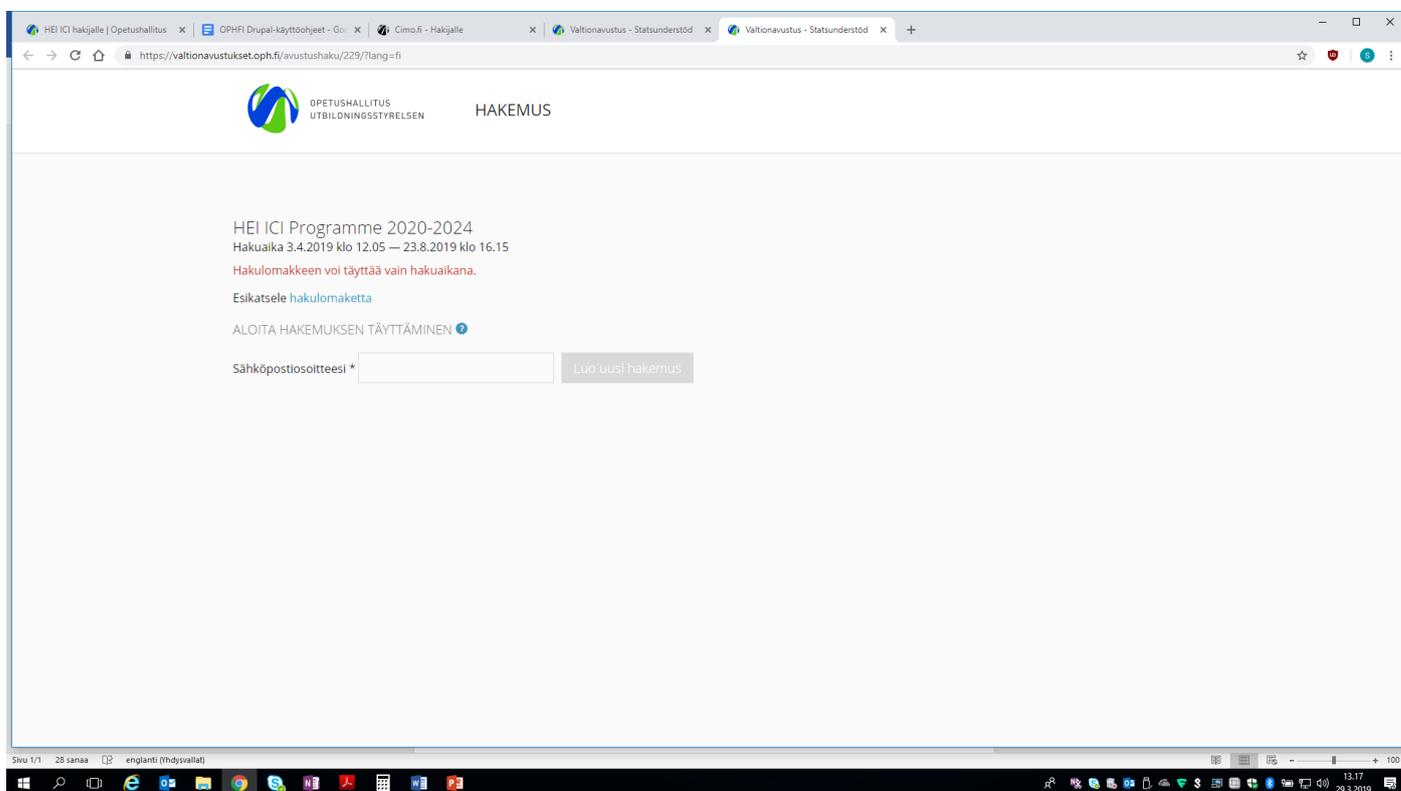# How to submit an online application for the HEI ICI 2020-2024 programme – first stage

To apply for funding from the HEI ICI 2020-2024 programme you must fill the online application form and add attachments in the EDUFI online VA-system (Valtionavustusjärjestelmä). The application form is in English, but the system's instructions are only in Finnish. Thus, follow these steps to submit your application. General information on the HEI ICI programme is available on the EDUFI website and in the Call for Applications.

To submit your application:

1. click on the link to the application form (available through the EDUFI website)
2. Insert your email address. The system will send you an application link to your email.

3. The link you receive from the VA-system (valtionavustusjärjestelmä) will direct you to the application form. You can share the link with other project members but please note that everybody who has the link are able to make changes to the form
4. The first time you open the application, the system requests you to fill your organisation's "Y-tunnus" (VAT number) before you can proceed.

5. Please fill all the boxes; A star icon stands as a sign of a compulsory box to fill. By moving the cursor on the question mark symbol, you will find instruction on how to fill each box. The system automatically saves your replies and you can return to fill the form at any time by using the same application link.

6. Remember to attach the Project proposal document available through the EDUFI website.

7. To submit the application, click the **"LÄHETÄ KÄSITELTÄVÄKSI"** – button at the top of your application page. The button shows green when you have filled all the necessary information. If the button is grey, you have not filled all the compulsory information requested. Go through the form and make sure you have also attached the project proposal document.

8. You will receive an email once you have submitted the application. **The deadline for applications is 23.8.2019 at 16.15** Applications arrived after the deadline will not be accepted. Remember to click **LÄHETÄ KÄSITELTÄVÄKSI** -button. Otherwise your application is not submitted for review!

9. Kindly contact hei.ici@oph.fi should you have any issues in filling the application.