

Use the Tab key to move to next field.

For instructions for filling in the form see the last page.

1. Recipient of state subsidy	Name		
	Address		
	Postal code and area		Business identity code
2. Contact person	Name		Phone
	Email		Fax
3. Decision details	Decision number	Funding period	Funding EUR
4. Accounting report	Period		
4.1. Revenues	Classification	Project revenues EUR	
	Subsidy from the Academy of Finland		
	Other state subsidies		
	Other subsidies		
Other revenues			
	Total	0,00	
4.2. Expenses	Classification	Project expenses EUR	Academy's share of expenses EUR
	Personnel expenses		
	Salaries and fees		
	Indirect personnel expenses		
	Materials and equipment		
	Materials and supplies		
	Equipment and instruments		
	External services		
	Printing services		
	Other services		
Other expenses			
Travel expenses			
Other expenses			
	Total	0,00	0,00
4.3. Further details (For additional space go to bottom of page 2)			
5. Repayment	Repayment to the Academy of Finland's bank account	Date of payment	EUR
	166030-112337		
6. Signature of responsible project leader	Date	Signature	
	Place	Clarification of signature	
7. Signature of site of research	Date	Signature	
	Place	Clarification of signature / position	

1. Recipient of state subsidy

The recipient of state subsidy is the person, society, association, municipality or other legal person named in the decision. In item **Address** give the official address of the subsidy recipient.

2. Contact person

The contact person is the applicant or other person preparing the report.

3. Decision details

The details are given in the Academy's decision notification. In item **Funding EUR** indicate the total amount of state subsidy received from the Academy of Finland.

4. Accounting report

The report shall be given quarterly, the reporting periods being 1 Jan.-31 March; 1 Jan.-30 Jun; 1 Jan.-30 Sept; 1 Jan.-31 Dec. If the funding period begins in the middle of the year, the first report should be given for the quarter in which the funding begins. Report always the data from the beginning of the year/funding period. Indicate the reporting period in this item.

The revenues and expenses shall be based on the official accountancy of the funding period.

4.1. Revenues

Mark the subsidy received from the Academy on a separate line. Indicate the total sum of state subsidies and other subsidies on the following lines. Indicate the total sum of other revenues, such as participation fees and other revenues, on a separate line.

4.2. Expenses

The classification follows the Accountancy Act. In item **Project expenses EUR**, indicate all expenses of the Academy-supported activities (e.g. seminars, conferences, publications). In item **Academy's share of expenses EUR** detail, using the corresponding classification, the use of Academy funding for these expenses.

4.3. Further details

Space for a free-form account of revenues and expenses.

5. Repayment

The general conditions regarding Academy funding include the principles of repayment. Indicate the number of the decision notification in the message area of repayment.

6. Signature of responsible leader

The accounting report shall be signed by the responsible project leader.

7. Signature of site of research

The person signing for the site of research must have authority to sign for the organisation concerned.

PERSON-YEAR

Detail the data specified on the form on personnel employed with Academy funding. Give this data only in connection with the last quarterly report, i.e. data for the whole reporting year.

10. Person-year data on personnel employed with Academy funding

Give the data specified on the form. The 6-digit code used for the highest degree is based on the **classification used by Statistics Finland**, which is available in Finnish at http://www.tilastokeskus.fi/tk/tt/luokitukset/index_henkilo_keh.html