



## Instructions for projects funded by the Research Council of Finland from the Recovery and Resilience Facility (RRF) on providing documents and information from procurements

*In accordance with Section 9 of the [Act on the Management, Supervision, and Inspection of the Recovery and Resilience Facility \(537/2022\)](#), the authorities referred to in the law must, when carrying out the tasks stipulated in the said law, duly consider the protection of the economic interests of the European Union. To safeguard these economic interests, the Research Council of Finland must collect information in accordance with [Article 22\(2\)\(d\) of Regulation \(EU\) 2021/241 of the European Parliament and of the Council on the establishment of the Recovery and Resilience Facility](#), regarding the actual owners and beneficiaries of the beneficiaries, if the recipient is a contracting entity referred to in Section 5 of the Public Procurement Act (1397/2016), which procures goods or services for its project.*

If the payment request for a project funded through the Research Council of Finland from the EU's Recovery and Resilience Facility (RRF) includes procurements/purchases, the following documents and information must be provided to the Research Council of Finland along with the payment:

- accounting extract,
- documents related to public procurements exceeding threshold values, and
- information about the contractor, subcontractor, actual owners and beneficiaries.

Information about contractors, subcontractors, and actual owners and beneficiaries is primarily collected from procurements directly related to the project that exceed national and EU thresholds. These include direct services and goods (material and equipment costs, equipment purchases, purchased services, and other costs). If the procurements are essential to the projects' core activities, information about contractors, subcontractors, actual owners, and beneficiaries should also be collected for small-scale procurements that do not exceed the national or EU thresholds defined in the Procurement Act.

Information is not collected for suppliers of ancillary services relating to indirect personnel and overhead costs (e.g. travel-related services, translation services, or meeting catering).



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The Research Council of Finland approves the procurement expense as part of the disbursement once the requested documents and information have been provided and verified. There may be a delay in processing payments containing procurements due to the verification process. Insufficient information and documentation may result in the rejection of the disbursement request.

The processing of personal data is in accordance with Article 6(1)(c) and (e) of the General Data Protection Regulation (EU 2016/679). The Research Council of Finland instructs RRF-funded projects to inform contractors about the collection of information concerning them during the procurement process. The data collection's privacy practices are described in the [Privacy Notice for Research Council of Finland RRF-funding](#).

### **Accounting extract**

If the payment request includes procurements/purchases, an accounting extract must be provided along with the payment.

The accounting extract must include costs that have been recorded under the following expense categories in the Council's payment request: materials and supplies, equipment, services procurement, and other expenses. Costs recorded under other expense categories (salaries, personnel costs, overhead costs) can be excluded from the extract.

The accounting extract should display information about the contractor, and a procurement reference or another identifier that allows the procurement to be identified in the accounting records.

### **Documents related to public procurements**

The following documents related to public procurement exceeding national and EU threshold values, as applicable, must be provided to the Research Council of Finland:

- contract notice
- tender notice
- opening protocol
- document comparing tenders
- tender document for selected tender
- procurement decision
- award notice (if applicable)
- contract and any changes to the contract and invoices for the procurement.



If the Research Council of Finland deems it necessary according to the Act on the Administration, Supervision, and Audit of the Recovery and Resilience Facility (537/2022), it may, during the inspection of the payment request, separately request evidence (receipt, invoice copy, or other document of payment) for minor procurements related to the core activities of the project (falling below national and EU thresholds) included in the payment request.

### **Information about contractors, subcontractors, actual owners, and beneficiaries**

The term "actual owner and beneficiary" refers to entities defined in the EU Anti-Money Laundering Directive and the Finnish Anti-Money Laundering Act (PRH's guidance on the obligations of the Anti-Money Laundering Act): [PRH - Trade Register - Who is a beneficial owner?](#)

Information about the beneficiaries of Finnish entities is collected in the Trade Register maintained by the Finnish Patent and Registration Office (PRH). The Research Council utilizes the information submitted to the Trade Register with PRH's permission for the purpose of administrating and monitoring RRF funding. Information about the actual owners and beneficiaries of domestic contractors does not need to be reported by default.

For domestic contractors, the following details are reported:

- Procurement identifier
- Official company name and business identification number (y-tunnus) (verifiable from the Business Information System)
- If the contractor is an individual, the first and last name, and the date of birth
- Official name and business identification number of any potential subcontractor
- If the subcontractor is an individual, the first and last name, and the date of birth

For foreign contractors, the following information is reported:

- Procurement identifier
- Official company name and business identification number/business ID/ALV identifier/VAT ID/tax identifier
- First and last name, and date of birth, of the actual owner or beneficiary
- Official name and business identification number of any potential subcontractor
- If the subcontractor is an individual, the first and last name, and the date of birth



## Document submission and information collection

The Research Council of Finland sends an information request to the projects' principal investigators and the organisations' registries at the beginning of each payment period. There are three payment periods in a year: January-April, May-August, and September-December. The information request is sent in February, June, and October.

Accounting extract and documents related to public procurements included in the payment request must be submitted as is instructed in the information request, following the guidelines of this instruction. The documents are to be sent to the address [maksatusrrf@aka.fi](mailto:maksatusrrf@aka.fi). The information request includes the deadline for submitting the documents. Documents and any file folders should be named in a way that the decision number is visible.

The information request includes an Excel file as an attachment, which contains sheets on all organisation's projects receiving RRF funding from the Research Council. The file is used to collect the contractor, subcontractor, and beneficiaries of foreign contractors' information related to procurements made and services purchased during the payment period, following the guidelines of this instruction. A separate guideline has been provided for filling out the Excel file: [Instructions for filling in the Excel file](#).

Once containing the information of all its projects receiving RRF funding, the organisation should submit this single Excel file to the email address [maksatusrrf@aka.fi](mailto:maksatusrrf@aka.fi). The information request includes the deadline for submitting the Excel file.

The Research Council of Finland obtains the beneficiary information for domestic contractors from the PRH register based on the provided information. The PRH register may not contain all beneficiary information, so the Research Council may request additional information from the grant recipients via the form "[Kotimaisen toimeksisaajan edunsaajatietojen ilmoituslomake](#)".

Exceptionally, the information about foreign contractors and subcontractors can also be provided directly using the [Notification of a foreign contractor \(EN\) form](#). The form can be forwarded for the contractor to fill out. [A draft cover letter](#) for collecting beneficiary information of foreign contractors is available on the RRF program's website.

### Instructions and forms on the RRF page:

- [Instructions and forms - Research Council of Finland \(aka.fi\)](#)
- [Privacy Notice for Research Council of Finland RRF-funding](#)
- [Notification of a foreign contractor](#)
- [Kotimaisen toimeksisaajan edunsaajatietojen ilmoituslomake \(only in Finnish\)](#)
- [A draft cover letter](#)



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- [Instructions for filling in the Excel file](#)

**Additional information:**

- [maksatusrrf@aka.fi](mailto:maksatusrrf@aka.fi)