

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				
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				
Please use dots for accounting (,) Total				
4.3. Further details (For additional space go to bottom of page 2)				
5. Repayment	In case of repayment, please contact Financial Services at Academy of Finland			
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		



PERSON-YEAR DATA for 1 January - 31 December		
8. Recipient of state subsidy	Name	
9. Funding decision details	Responsible project leader	Decision number

10. Persons employed with Academy funding

Given name and surname	Year of birth	Sex (M/F)	Personnel code, 1-5	Completed person-years, 2-decimal

Click here and press Enter for writing further details

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

If the funding period begins in the middle of the year, the first report should be given for the period in which the funding begins. 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.

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

Give the data specified on the form. Please use the 5-digit personnel code

- 1 Postgraduate Student
- 2 Postdoctoral Researcher
- 3 Researcher
- 4 Professor
- 5 Assisting Personnel

For any other question, please contact finances@aka.fi