INSTRUCTIONS FOR FILLING OUT THE ACCOUNTING REPORT FOR THE REQUEST FOR PAYMENT

The Academy of Finland accepts requests for payment concerning funding decisions for 2010 as e-invoices. Requests for payment can also be submitted in the Academy’s online services. This procedure concerns all organisations that receive research funding from the Academy, such as research institutes, universities, societies and business companies.

This procedure does not apply to grants awarded to individual researchers.

ACADEMY OF FINLAND

Request for payment

Accounting report

Type of expenditure

Total costs for the period
Total costs, cumulative
The Academy’s share for the period
The Academy’s share, cumulative

<table>
<thead>
<tr>
<th>Salaries</th>
<th>Indirect employee costs</th>
<th>Overheads</th>
<th>Material</th>
<th>Machinery and equipment etc.</th>
<th>Acquisition of services</th>
<th>Travel costs</th>
<th>Other costs</th>
<th>Value added tax</th>
<th>Revenues from the project</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th>Hours worked</th>
<th>Name</th>
<th>Nationality</th>
<th>Gender</th>
<th>Year of birth</th>
<th>Level</th>
<th>Hours worked</th>
<th>Salary</th>
</tr>
</thead>
</table>

- Add line
- Replace line
- Clear line

- Remove selected line

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Instructions for filling out the accounting report form for the request for payment:

1. The specification for hours worked is obligatory information if the accounting report includes data on salaries. However, this does not apply to reporting for 2009.
2. Fill out the cumulative columns for cost specification if the funding decisions were made for funding to start in 2010. Do not fill out these cumulative columns if the funding decisions were made for funding that started in 2009 or earlier.
3. Fill out the columns for total costs only for decisions that have been made in accordance with the full cost model.
4. All instalments except calculated instalments shall be traceable to the accounting records of the organisation that has submitted the request for payment. Calculated instalments are obtained from accounting through cost calculation.
5. Enter value added tax costs only if the value added tax is an acceptable cost. Value added tax costs are acceptable costs in cases when the value added tax paid is not deductible, and is to be paid by the payer.

Updated 18 May 2010