

Appendix 4 Instructions for the commitment issuer

The commitment from the administrating organisation is an eligibility requirement. Without the commitment, the application cannot move forward in the reviewing process.

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Administrating organisation

The grant must be administered by a Nordic university or research institute, a Nordic higher education institution or some other Nordic public organisation. The project leader must be employed by the administrating organisation during the grant period. If they are retired, they must have an agreement of administrative support with the organisation.

Granted funding is always paid to the site of research. Make sure in advance that you have administrative support for your project from your administrating organisation.

Commitment issuer

The official representative of the administrating organisation (commitment issuer, signatory) will acknowledge the commitment on behalf of the organisation. The commitment issuer can be anyone who has the right to sign applications within the organisation (e.g. the dean, the rector, the grant official). The administrating organisation defines and decides who has rights to issue a commitment according to its own procedures.

The commitment issuer has to create a personal account in the Academy of Finland's online services. The account can be created at any time. We advise you to create the account before the application is submitted.

When the call has closed, the institutional commitment will be checked by the NOS-HS secretariat. An automated email will be sent to the commitment issuer indicated in the application. The email contains a link to the application to be accepted. The commitment issuer follows the link and checks that the application is acceptable. Thus, the application becomes eligible. The applicant receives an email notification of the commitment.

The main applicant is responsible for securing the eligibility of the application by making sure it is signed by the administrating organisation.

For complete instructions with screenshots, see the [instructions for commitment issuers \(pdf\)](#).

Account in the Academy of Finland's online services

The commitment issuer must have an ordinary personal account in the Academy's online services. If the issuer already has a personal account, it will be used for issuing commitments.

If the commitment issuer does not have an account, they must create one:

- Go to the [main login page](#) of the Academy's online services.
- Click the blue **Sign in** button.
- Create a new account by clicking on the link in the left column, **New user > Sign up** and create a new account. Your email address will be your username.
- Register as any new researcher or administrator.
- For complete login instructions with screenshots, see the [general instructions for registering \(pdf\)](#).

Signing the application

The applicant will sign the application by submitting it. The signature of the administrative organisation is given by issuing a commitment.

The signature of the applicant confirms that:

- The information in the application is correct and in line with NOS-HS instructions.
- The necessary permits and approvals are valid at the start of the project, e.g. concerning the ethical review.

The signature of the commitment issuer of the administrating organisation confirms that:

- The organisation will accommodate the project.
- The organisation is the employer of the applicant (or the applicant is retired or has some other special arrangement) and approves to support the applicant with appropriate administration or infrastructure during the grant period and to the extent presented in the application.
- The institution approves the cost estimate presented in the application.
- The project will be conducted in accordance with applicable legislation.

The parties must have discussed the above-mentioned points before the application is submitted.