

Invoicing instructions for NOS-HS workshops and NOP-HS journal grants

The project leader must contact the administrating organisation with the grant information.

Before the funding can be used, the project leader and the organisation's commitment issuer (indicated in the application) must confirm it. The confirmation must be given via the Academy's online services within six weeks from the decision date.

The Academy's payment procedure is based on invoicing and applies to all sites of research (grant administrating organisations) that receive NOS-HS funding.

The site of research administration is responsible for requests for payment according to its own division of tasks and practices. The financial administration must follow the principles of good governance.

The administering organisation can request the granted funding by sending a payment request to the Academy. The granted funding is requested as an advance payment.

- **NOS-HS workshops:** Only the annual instalment of the respective year can be requested at once. You can see the annual instalments from the decision notification.
- **NOP-HS journal grants:** Both annual instalments can be requested to be paid out at once.

Organisations outside Finland

Use the NOS-HS payment request form for organisations. Download the [Payment request form \(pdf\) here](#). The form is also available on the [Academy of Finland website](#).

Fill the form accordingly, sign and scan it, and send it as a pdf to finances@aka.fi.

Finnish organisations

The guidelines in this section are intended only for Finnish organisations.

The Academy accepts requests for advances as e-invoices. The Academy's online services can also be used to draft a single e-invoice, by [logging in to the online services](#) and going to Payments.

The Registrar's Office can grant invoicing rights to sites of research upon request. Sites of research that have not previously received Academy funding are recommended to contact a finance officer at the Academy's Division of Financial Services for more information.

Contact information for payments

Academy of Finland, finances@aka.fi.