

## INVOICING INSTRUCTIONS FOR NOP-HS WORKSHOPS

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

The Academy's payment procedure is based on invoicing and applies to all sites of research (grant administrating organisations) that receive Academy 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 an invoice to the Academy. The payments will be made accordingly without delay.

Foreign organisations please note:

Use Academy payment request form and send the signed form to

[finances@aka.fi](mailto:finances@aka.fi)

Form: <http://www.aka.fi/en/funding/how-to-use-the-funding/forms/>

Decision number refers to the Academy decision number.

Finnish organisations please note:

The Academy accepts requests for advances and requests for payment as e-invoices. The requests can be submitted via the online services as regular Academy funding (Finnish organisations only). Finnish sites of research not funded by Academy earlier, please contact Academy's Finance unit for more information.

Contact information for payments

Academy of Finland, Financial Services

[finances@aka.fi](mailto:finances@aka.fi)