

CALL FOR APPLICATIONS: NOP-HS JOURNAL GRANT 2021

Call opens on 1 September and closes on 22 September 2021 at 16.15 Finnish time (CEST+01.00)

Changes to NOP-HS funding starting 1 January 2022

The NOS-HS Secretariat is currently hosted by the Academy of Finland. It will transfer from Academy of Finland to NordForsk in Norway from the beginning of 2022. Project leaders who will be granted funding from the 2021 call will invoice the funding from NordForsk in early 2022.

The NOP-HS Journal grant call for 2021 will be the last call in this form. In the future, NOS-HS will look for alternative forms of promoting Nordic open access publishing in the humanities and the social sciences. In this last call, NOP-HS will fund journals currently funded by NOP-HS to secure them a transfer to activities without NOP-HS funding.

The call is thus targeted to journals with **NOP-HS funding for the year 2021**. They have received a positive NOP-HS funding decision (for one or two years) **with an annual instalment for the year 2021**. See Appendix 7 for details.

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1 Introduction

The Nordic Board for Periodicals in the Humanities and Social Sciences (NOP-HS) invites proposals for funding of Nordic scientific journals within the humanities and social sciences. NOP-HS supports open access Nordic journals of highest scientific quality that promote renewal within their fields and aim to promote the dissemination of qualified research results. This is the last NOP-HS call in this form. The call is targeted to journals already funded by NOP-HS with an annual instalment for 2021. Read more in Appendix 7, Specific instructions for the 2021 call.

NOP-HS is a sub-committee to the Joint Committee for Nordic Research Councils in the Humanities and Social Sciences (NOS-HS).

Type of grant	NOP-HS Scientific journal grant 2021
Objective	The aim of the grant is to promote the dissemination of qualified research results within the humanities and social sciences. The NOP-HS supports open access Nordic journals of highest scientific quality that promote renewal within their research fields.
Subject field	Humanities and Social Sciences
Applicant status (Project leader)	Editor or editor-in-chief, must hold a doctoral degree
Grant period	One full calendar year or two full calendar years starting 1 January 2022 or 2023 and ending 31 December 2023 at the latest
Grant amount	Small grant: €2,800 per year Medium grant: €5,600 per year Large grant: €11,200 per year
Total call budget	max €340,000
Call deadline	22 September 2021, at 16:15 Finnish time (CEST+01.00)
Grant decisions published	Late November 2021
Grant start	1 January 2022 or 1 January 2023
Where to apply	The Academy of Finland's online services

2 Grant application requirements

Eligibility requirement for journal grant applications

You must check that you fulfil all the requirements below to be eligible to apply for the grant. The applicant is responsible for securing the eligibility of the application. Applications that do not fulfil the eligibility requirements are rejected from further processing.

The applicant

The grant is open for editors or editors-in-chiefs of open access Nordic journals within the humanities and social sciences. The editor/editor-in-chief must hold a Nordic doctoral degree or an equivalent foreign degree.

The journal

To be eligible for the NOP-HS scientific journal grant, your journal must

- have a **broad Nordic editorial board** with members from at least **three** Nordic countries. The editorial board must be responsible for the journal's policies and a majority of the members must hold a Nordic **doctoral degree** or an equivalent foreign degree. The editorial board should be composed of **scientific experts** and be representative of the journal's scientific domain. (An editorial advisory board is not equal to an editorial board.)
- have a **review system** with external quality control. All submitted material must be reviewed by at least two scientific experts independent of the editorial team.
- be **electronically accessible**.
- have **abstracts in English** for all published articles.

Your journal must also be open access: NOP-HS requires that the scientific articles published with its support are open access. It means, in brief, that the articles can be found via a search on the Internet and can be read by everyone free of charge.

The journal must be fully open access following the golden open access model, which means that the journal is published immediately as open access on the Internet.

Specific instructions for the 2021 call

As the call is targeted to journals with NOP-HS-funding granted for the year 2021, an interim report of the use of funding until 31 August 2021 is required. The annual instalment for 2021 must be invoiced by the end of the call, 22 September 2021.

See detailed instructions in Appendix 7, Specific instructions for the 2021 call.

Administering organisation

The grant must be administered by a Nordic research organisation. A 'research organisation' refers to an **organisation** (e.g. higher education institute, research institute, and research-oriented physical or virtual collaborative entity), irrespective of its legal status (organised under public or private law) or financing source, **whose primary goal** is to

- conduct independent basic research, industrial research, or experimental development
- or to disseminate its results widely by means of education, publication, or knowledge transfer.

Funding cannot be used for economic activity which is defined as all activity where goods or services are offered on an open market regardless of whether profits are pursued or made. When an administrating organisation is also engaged in economic activities, separate accounts must be kept of the funding and costs of and the revenue generated by such activities.

3 Grant specification

Grant sizes

The grant is available in three sizes: small, medium, and large. State in the application form which grant you apply for. The NOP-HS reserves the right to move an application to a different grant category when this category is deemed more suitable.

Grant in €	1-year grant 1.1.–31.12.2022 or 1.1.–31.12.2023*	2-year grant 1.1.2022– 31.12.2023	OA journal description
Small	2,800	–	newly established journals with convincing quality and demand
Small	2,800	5,600	established, low budget journals with convincing quality and demand
Medium	5,600	11,200	established, stable journals with 1-2 issues**/year, less than 300 pages/year
Large	11,200	22,400	established, stable journals with 3 or more issues**/year, 300 or more pages/year

*if you already have funding until 31.12.2022

**one issue including min. 3 refereed articles

Small grant: € 2,800 per year

A grant for 1) newly established journals that cannot yet show great impact and 2) other journals with lower budget, which nevertheless make a convincing case of the journal's quality and the demand for the journal.

Medium grant: € 5,600 per year

A grant for journals publishing less than three issues and 300 pages per year. One issue is expected to contain a minimum of three refereed articles.

Large grant: € 11,200 per year

A grant for established, stable journals publishing at least three issues and 300 pages per year. One issue is expected to contain a minimum of three refereed articles.

Grant period

The grant is awarded for either one year or for two calendar years starting 1 January 2022 or 1 January 2023 and ending 31 December 2023 at the latest. **Funding cannot be granted to cover years NOP-HS has already funded (see your original funding decision).**

The grant funding from the NOP-HS is subject to the availability of appropriate funds in the budget of NOP-HS.

Allowed costs

The grant may be used to cover necessary costs directly related to the journal, for example graphic production costs, electronic publishing and distribution costs, language revision costs and operation costs.

4 Review of the applications

The applications are reviewed by the NOP-HS committee. **All applications will be reviewed on their quality, impact, and stability, as explained by the applicant in detail.** Pay special attention to discussing all the review criteria in your application as advised.

Aspects considered in the review include:

1. Scientific activity

Information given on the application form and in appendices 2) NOP-HS Journal project description, and 4) Application details for NOP-HS Scientific Journal grants.

How does the applicant describe the importance of the journal in relation to other existing Nordic journals in the field? How many peer reviewed articles are published yearly? What is the acceptance rate? Other issues related to scientific activity?

2. Nordic added value

Information given in the application form for the editorial board, and in appendices 2) NOP-HS Journal project description, and 4) Application details for NOP-HS Scientific Journal grants.

See definitions of Nordic added value in Appendix 6 of the call text.

Does the journal have a Nordic profile? Does it have a broad range of Nordic editorial board members? Where do the authors and readers come from?

3. Impact and stability or novelty of the journal

Information given in appendices 2) NOP-HS Journal project description, 3) NOP-HS Journal budget proposal, 4) Application details for NOP-HS Scientific Journal grants, and 5) Publishing contract.

Is the journal already established or novel? When did the journal start? How does the applicant describe the impact? The size of active readership must be documented by number of downloads. Is the number of downloaded articles sufficient? Where does the funding come from?

Some of the journals that apply for funding under this call may be subject to external assessment during the grant period.

5 Decisions

The NOP-HS decides which applications will receive funding in November 2021. As an applicant, you will receive an automatic email message after the decision has been made. After receiving this message, you can log in to the Academy of Finland's online services to view the decision and the statement for your application. You can also read the conditions for the decision if it has been favourable. The awarded grants will be published on the NOS-HS website.

Applicants who receive funding must accept it online. If the NOS-HS host organisation is NordForsk starting January 2022, the project leaders must also create a personal account in the NordForsk online system. Detailed instructions will be given with the funding decision.

Grant disbursements will be made as of January 2022 at the earliest.

6 Instructions for applying

You will find all information needed for applying in the call text below. We advise you to familiarise yourself with the instructions and the Academy's online services in good time before the call deadline. The deadline is non-negotiable. Application addenda will not be accepted after the deadline has passed.

How do I apply?

Applications are submitted in the online services used by the Academy of Finland. You create an application in the online services by filling out the required text fields and attaching the required appendices.

Both the main applicant (project leader) and the commitment issuer (signatory) must sign the application electronically. You sign it by submitting the application by the end of the deadline (submitting is considered a signature). The electronic signature of your organisation is asked only after the call has closed. Giving an electronic commitment is considered a signature. See Appendix 8, Instructions for the commitment issuer.

Create an account, submit the application on time

Before applying, you must create a personal account in the online services where you store your personal data and CV. **Please create your personal account well in advance.** The applications that you submit in the online services as well as your funding decisions will be linked to your personal account. Please note that applications cannot be submitted after the deadline. The deadline is non-negotiable.

[Go to the main login page of the online services.](#)

- Click the blue **Sign in** button.
- Choose language (FI, SV, EN) at the top right corner.
- If necessary, create a new account by clicking on the link on the middle of the left column, **New user, Sign up**, and create a new account. Your email address will be your username. NB All emails concerning your application will be sent to this email address.

Most of the required steps in the online services are described in the [How-to-guides on the same website](#). We advise you to have a look at these documents when you write your application.

Commitment of the administrative organisation/project owner is necessary

Before you submit your application, you must confirm with your site of research (project owner) that it is willing to commit to administrating the funding. This includes creating an account for issuing a commitment. The commitment is an eligibility requirement and a prerequisite for funding.

The main applicant will receive an automatically generated email when the commitment has been given. If the commitment is missing, the secretariat will send a reminder to the main applicant. The main applicant is responsible for the eligibility of the application.

See instructions in Appendix 8, Instructions for the commitment issuer.

What does the application contain?

The application in the Academy's online services is a combination of an **electronic form** and the required appendices. All following documents must be appended to the application:

- 1) NOP-HS Eligibility check
- 2) NOP-HS Journal project description
- 3) NOP-HS Journal budget proposal (excel template)
- 4) Application details for NOP-HS Scientific Journal grants (word template)
- 5) Publishing contract
- 6) The applicant's two-page CV (will be appended under *Tab 1 Personal data and CV*)
- 7) An interim financial report until 31 August 2021.

If any of the obligatory appendices are missing, your application may be rejected on formal grounds. See details under *Tab 6 Appendices*.

Language

Your application and appendices must be in English, as the assessment of the applications is done by international peer reviewers.

Online services form: Application subsections are marked with tabs

Below you will find an outline of the information required under each tab. Should there be any contradictions to the advice in the online services, the call text advise applies. Mandatory information is marked with an asterisk (*) in the form.

Tab 1. Personal data and CV

Check or enter your personal data. Append your own two-page CV. It will be automatically included in the final application.

Tab 2 General description

Administrating organisation ('Site of research') is entered here. The administrating organisation is the organisation that administers and accounts for the funds of the awarded project according to the specified terms and conditions.

It is not necessary for your organisation to have an account in the online services. If you cannot find your organisation in the English version of the organisation menu, please select Other organisation and type the name in the free-text field.

The name of the journal ('Name of research project in English'), fields of research and descriptive keywords are entered in this tab.

Tab 3. Project partners

By project partners we mean the **editorial board of the journal**. Enter the members of the editorial board. The required information includes organisation, country, academic title, position, and mandate period as an editor for all editors.

Tab 4. Abstract

The abstract contains information on **the grant category** (a detailed project description is given as an appendix, see Appendix 2, NOP-HS Journal project description):

- Indicate in which grant category (small, medium, or large) your application should be placed. You can only apply for a fixed sum for each category. Please read the call text carefully before selecting a grant category to make sure that the journal fulfils the requirements of the chosen category.
- Specify the number of issues you plan to publish each project year. Also specify the approximate number of pages per issue and the planned number of peer reviewed articles per issue.
- You may provide additional justification for the requested grant amount, i.e. to describe why your journal qualifies for the grant category. Journals that do not fulfil the criteria will be moved to another grant category.
- Specify the web address where the journal is electronically accessible, and the dates for when the journal was made electronically accessible and fully open access.
- **Important in the 2021 call: Give the following information related to the previous funding decision:** Project leader, Name of the journal, Academy of Finland 6-digit decision number starting with 3, funding period, annual instalments in euro. See your previous funding decision in the Academy of Finland online services for these details. Please specify if the project leader or the name of the journal has changed from the original funding decision.

Your abstract should be no more than 2,500 characters including blank spaces.

Tab 5. Funding for the project: Funding period, VAT, Costs, Commitment Issuer

Funding period for a one-year grant is 1 January 2022 – 31 December 2022 or 1 January 2023 – 31 December 2023, and for two-year grant 1 January 2022 – 31 December 2023. Note: You cannot be granted funding for the year 2022 if you have already been granted NOP-HS funding for that year.

Value added tax (VAT). Answer the obligatory question: Other costs include VAT: Yes/No. VAT is applied according to your administrating organisation's practice and the local VAT. Please check the VAT practice from the finance administration of your organisation.

Costs. Enter only the sum (in EUR) you apply for each year, 2,800 (small), 5,600 (medium), or 11,200 (large). Please use the category Other costs. Note that you are *not* required to divide the sum into separate cost categories. The total budget of the journal is clarified in Appendix 3, NOP-HS Journal budget proposal. The main applicant is responsible for making sure that the amount applied for on Tab 5 is correct and matches the budget proposal.

Commitment issuer. Give the contact information of your commitment issuer here or, if already registered, select the issuer from the menu. The issuer will acknowledge the commitment on behalf of the organisation by signing the application in the online services *when requested*. The main applicant will receive an automatically generated email when the commitment has been given. See detailed instructions in Appendix 8, Instructions for the commitment issuer.

Tab 6. Appendices

Note that appendices are added in two tabs. The applicant's CV will be added on *Tab 1 Personal data and CV*. Attach all other appendices on *Tab 6 Appendices*. The following appendices, as **PDF files**, are required on Tab 6:

- **NOP-HS Eligibility check.** See Appendix 1.
- **NOP-HS Journal project description.** See Appendix 2.
- **NOP-HS Journal budget proposal.** See Appendix 3.
- **Application details for NOP-HS Scientific Journal grants.** See Appendix 4.
- **Publishing contract.** See Appendix 5.
- **Interim financial report until 31 August 2021.** See Appendix 7.

Tab 7. Submit application

When you open the *Submit application* tab, the system will perform a check to verify if any mandatory information is missing and inform you if you need to supplement the application.

Use the *preview* function to double-check your application before submitting it (*View your application PDF*, left hand corner of the screen).

The application will not be submitted until you click on the *Submit* button. Applications can only be submitted when the call is open. You are responsible for ensuring that the application is complete: the application form is filled out correctly, the required appendices are attached, and that the requested information is provided in accordance to the instructions. The deadline is non-negotiable.

The submitted application can then be viewed on your personal account, under *My Applications*. If needed, a submitted application may be edited and re-submitted until the call deadline. After the closing deadline, application addenda will only be accepted in cases where we have asked for supplements.

When the call closes, at 16:15 local Finnish time (CEST+01:00) on 22 September 2021 the submitted application will become final. You will find information about the status of your application under the tab *My applications* on your account.

Signing the application

When you submit the application, it will automatically be signed by you as the project leader. To be considered complete and be processed further in the review process, the application must also be signed by the commitment issuer.

The signature of **the applicant** confirms that:

- The information in the application is correct and in line with the instructions from NOP-HS.

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

- The organisation will accommodate the project.
- The institution approves the cost estimate presented in the application.
- The project will be conducted in accordance with applicable legislation.

The NOS-HS secretariat activities will be transferred from the Academy of Finland to NordForsk as of 1 January 2022, when the funding period starts. NordForsk funding terms and conditions will be in place. For detailed funding conditions, see the following document (when applicable to NOP-HS Journal grant funding):

[NordForsk's Standard Terms and Conditions of Contract \(28 October 2019\) \(pdf\)](#)

excluding chapters 1.2, 8 and in 11.1, note to the collaboration agreement which is not needed.

The applicant and the administering organisation must have discussed the above-mentioned points before the application is submitted.

8 Appendices to the NOP-HS call for applications

Appendix 1, NOP-HS Eligibility check

Download (at [NOS-HS website](#)) and fill up the NOP-HS eligibility check form. Please note that the form must be converted to a PDF file and appended on *Tab 6* in the online services.

To be eligible to apply for the NOP-HS journal grant 2021, all the following criteria must be met.

Check all eligibility criteria. Tick each box in the form to verify that your application is eligible.

- The applicant has a doctoral degree and is the Editor or Editor-in-Chief of the journal.
- The journal is fully open access and electronically accessible.
- There is a broad Editorial board with members from at least three Nordic countries.
- A majority of the members of the Editorial board must hold a doctoral degree.
- The editorial board is responsible for the journal's policies. It should be composed of scientific experts and be representative of the journal's scientific domain.
- Authors come from more than one Nordic country.
- All submitted material must be reviewed by at least two scientific experts independent of the editorial team.
- There are abstracts in English for all published articles.
- The grant will be administrated by a Nordic research organisation. If the administrating organisation is also engaged in economic activities, separate accounts must be kept of the funding and costs of and the revenue generated by such activities.

Please note: The 2021 call is targeted to funded NOP-HS journals that have an annual instalment for the year 2021 and that submit an interim report of this funding until 31 August 2021 with their application. See Appendix 7, Specific instructions for the 2021 call.

Appendix 2, NOP-HS Journal project description

The following information must be included as a separate PDF file (*Tab 6*). Please use the following structure with subheadings.

Give an outline of the academic profile of the journal and the goals of the journal for the project period. Describe the journal's role in and its impact on the research field and on the dissemination of research results in a Nordic and international context. You must also describe other Nordic and international journals in the same field and how your journal differs from them. Where relevant, you may also describe your plans for making the journal more accessible, for example via different websites etc.

The following information must be included under separate headings

- **Academic profile of the journal:** present the subject matter and content of the journal. What scientific communities are involved in the editorial activities?
- **Target group:** describe the journal's target group. Who are included in the target group and what is the expected and potential number of readers for the journal?
- **Role and impact:** describe the journal's role in and impact on the Nordic research community. See Appendix 6 of the call text for a description of Nordic added value.
- **Competition/demand:** describe which other national, Nordic and international journals are published in the general field of the journal. How does the journal differ from these competitors?
- **Strategic plans and goals:** describe the journal's strategic plans for the project period. How will these plans affect the journal's scientific significance, visibility, and accessibility?
- **Referee scheme:** describe how and by whom the scientific articles submitted for publication are reviewed.

The description may contain a maximum of 8,000 characters including blank spaces (equivalent to approximately two A4 pages in 12 pt. Times New Roman).

Please note: The funding decisions will be based on the quality of the journal, explained by the applicant in detail. Successful applicants must submit a well written, competitive, and comparable application. Pay special attention to discussing the review criteria in your application (e.g. scientific activities, Nordic added value, required statistics) as advised in the instructions. See page 6 for review criteria.

Appendix 3, NOP-HS Journal budget proposal

In this appendix describe **the total budget of the journal per year for the project period** (1 or 2 years) which will be used to evaluate the journal's total financial status. Specify all cost types carefully and quote the amounts in EUR. The total sum should reflect the grant category chosen. You are also asked to briefly motivate the costs specified in the budget.

Use the budget proposal template excel file available for download at the [NOS-HS website, Calls for funding tab](#). Please note that the final budget proposal must be converted to a PDF file and appended on *Tab 6* in the online services.

The budget template includes the following budget categories. You may add or delete categories where necessary.

Costs

- Copy editing (including proofreading and translation)
- Graphic production
- Electronic distribution
- Special production
- Direct marketing
- Operation costs/publisher's fees
- Editorial secretary
- Other editorial costs
- Indirect organisational overhead costs

Incomes

- Support from NOP-HS
- Subscriptions
- Support from universities
- Article processing charges
- Donations
- Other

Include complete information on **all incomes of the journal for 2020 and 2021 (until 31.8.2021)**.

Complete information on the journal's incomes is necessary for the committee to be able to assess the application. You may comment on the information given under 'Incomes'. Please also include information on **budgeted incomes for project period years 2022 and/or 2023**.

Appendix 4, Application details for NOP-HS Scientific journal grants

The form 'Application details for NOP-HS Scientific Journal grants' can be downloaded at the [NOS-HS website, Calls for funding tab](#). Fill out the form and attach it as a PDF file on *Tab 6* in the online services.

Appendix 5, Publishing contract

Attach a publishing contract between the journal and a publisher as a PDF file on *Tab 6* in the online services.

Appendix 6, NordForsk's Definitions for Nordic added value in research

The NOP-HS committee refers to the definitions of NordForsk (14 May 2019) in the review of applications. Link to [NordForsk's website, How does research cooperation lead to Nordic added value](#) (read 3 May 2021).

What is Nordic added value and how is it created?

Nordic added value can be defined or described in various ways, depending on the sector in question and the focus of cooperation.

NordForsk defines two main categories of Nordic added value:

- Added value generated because the research collaboration is taking place in the Nordic region
- Added value generated because the research can only be carried out in the Nordic region.

Added value generated because the research collaboration is taking place in the Nordic region

This category of added value is produced when research activities:

- help to build critical mass and/or expertise at the Nordic level in important disciplines or research areas
- enhance cost-effectiveness by sharing infrastructure or data or harmonising systems for utilising data and other resources in the Nordic region
- lead to regional mobility and networking among the Nordic countries
- enhance scientific quality and expand the number of high-quality scientific publications through Nordic cooperation
- increase the chances of success for Nordic researchers in EU research activities or other international research cooperation
- lead to more results and stronger, quality-assured conclusions as a basis for shaping the statutory framework or rationalising and improving the public administration
- promote the creation of innovations, patents or other solutions that help to enhance industrial development and cooperation in the Nordic region.

Added value generated because the research can only be carried out in the Nordic region

This added value is produced when research activities:

- build on particular strengths of Nordic researchers, and when the research is carried out by groups with unique expertise
- address needs that are unique to the Nordic countries in light of our similar social structures, institutions and institutional culture, and shared cultural heritage
- focus on e.g. geographical, climatic, cultural, linguistic or social phenomena in the Nordic region
- utilise data from uniquely Nordic registries.

Appendix 7, Specific instructions for the 2021 call

In this last call, NOP-HS wants to fund journals already funded by the NOP-HS to secure them transfer to activities without NOP-HS funding. Thus, the call 2021 is targeted to journals with **NOP-HS funding for the year 2021**. They have received a positive NOP-HS funding decision for one or two years, starting either 1 January 2020 or 1 January 2021, including an annual instalment for the year 2021.

Note: Funding cannot be granted to cover years NOP-HS has funded already. Thus, if your journal already has an annual instalment for 2022, you can be granted funding **only for 2023** in this call. Apply for the year 2023 only.

Please note:

- The funding decisions will be based on the quality of the journals, explained by the applicants in detail. Successful applicants must submit a well written, competitive, and comparable application.
- Pay special attention to discussing the review criteria in your application (e.g. scientific activities, Nordic added value, required statistics) as advised in the instructions.

1. Invoice the 2021 funding

The annual instalment for 2021, or instalments for 2021 and 2022, should be invoiced by the end of June 2021 at the latest. If the grant is not invoiced due to a justified reason by June 2021, the invoice must be sent in by the deadline of the call, 22 September 2021. Kindly contact your organisation's financial administration to check that the invoicing is done by the deadline. It may affect the application review if the grant has not been invoiced by the deadline.

2. Refer to the 2021 funding in the Abstract

Check all details of your original funding decision in the Academy of Finland online services. You will need this information in the **Abstract** of the application (Tab 4 in the online services).

It is important to include the name of the original project leader, the name of the journal, Academy of Finland 6-digit decision number starting with 3, the funding period stated in the decision and the annual instalments for 2020, 2021 and 2022 (when applicable, see your funding decision "Annual instalments of Academy funding"). Please specify if the editor or the name of the journal has changed from the original funding decision you refer to.

To check the details in your current funding decision: [Log in on the online services](#). Your email is your username. As you have logged in and have gained access to the online services, go to **My applications** tab, click on the tab **Decision made** and see the pdf.

3. Submit an interim report as an obligatory appendix

You must submit an interim financial report as an appendix to the application. Report *all expenses for 2020 and used funding until 31 August 2021*. Note: information of these reports will also be included in the Journal budget proposal (Appendix 3 to the application).

The application can be technically submitted only when the obligatory appendices are appended to it.

The report form can be downloaded at the [NOS-HS website, Project administration tab](#).

Appendix 8, 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.

Contents

- Administrating organisation
- Commitment issuer
- Account in the Academy of Finland's online services
- Signing the application

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 or research organisation.

Granted funding is always paid to the administrating organisation. 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) 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 NOP-HS instructions.

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

- The organisation will accommodate the project.
- 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.

CONTACT

Contact: Questions regarding the content of the application

Main contact point

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Inquiries answered from the beginning of August 2021

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Until 30 June: Kim von Hackwitz, Senior Research Officer, [kim.vonhackwitz\(at\)vr.se](mailto:kim.vonhackwitz(at)vr.se), tel +46 (0)8 546 44 047

From 1 September: Caroline Olsson, Research Officer, [caroline.olsson\(at\)vr.se](mailto:caroline.olsson(at)vr.se), tel. +46 (0)8 546 44 026

Contact: Technical questions

We kindly ask you to first consult the help menu in the online services, where you will find [instructions](#) and a detailed user's manual describing most of the required steps. If there is any contradiction with the manuals and tab instructions in this NOP-HS call document, the call document applies.

Please note: to have access to the application you prepare, always log out of the system when you finish your session (click on the *Log out* button). Only one session and browser at a time is allowed.

If you cannot find the answer to your technical question in the above-mentioned information material, please contact our technical support team through [Questions and feedback](#) on the application form and Academy website (*select Connecting to target: Division of Information Management*).