

26 May 2020/ 30 October 2020

NOS-HS policy 2020: Possible changes to exploratory workshop plans

Dear NOS-HS Exploratory Workshop Grant holder

RE: Funding granted 28 October 2020 for 1 January 2021 – 30 June 2023

Necessary changes to plans are welcome

NOS-HS has developed a policy for allowing workshop series rescheduling and restructuring due to travel restrictions caused by Covid-19.

You as the project leader are advised to make necessary changes to the workshop plan and see that the granted funding is used in a responsible manner. Either **postponing a workshop** or **changes to the organisation of the workshop** (virtual meeting if applicable) is possible. Discuss these options with your co-applicants responsible for the workshops.

The originally granted **funding period and total sum are binding**. You are advised to organise the workshops by the end of 2022 if possible. However, you may organise the last workshop during spring 2023 without further notice. Note this funding may be used for dissemination of workshop results too. As the annual instalments are not binding, any saved funding (annual instalment) may be used until the end of the funding period. If the Covid-19 situation persists, an extension to the funding period may be considered. A request to extend the funding period must be submitted by the end of the original funding period.

Let us know about your plans in advance

Substantial **changes to the original plan** are reported to NOS-HS secretariat. If only the timing of the individual workshops changes it is not necessary to contact the secretariat.

It is not known when workshops can be organised in the originally planned manner again. You may consider replacing one or more workshops with virtual or hybrid meetings.

When to submit new information

You need not contact the secretariat if only the timing of the workshops changes within the original funding period

You can postpone the date and place of the workshops within the original funding period if necessary. The workshops must be organised in the Nordic countries. Note that the budget posts are flexible. You need not contact the secretariat.

Contact the secretariat if the structure of the series changes within the original funding period

- If you replace a workshop with virtual meeting(s) within the original funding period.
- If new costs are introduced (see below).
- If your annual installments change considerably.
- If you are in doubt.

Kindly add a **short free-form letter with updated plans** to your funding decision in our online services. Explain the new costs in the letter and add it to your funding decision in our online services.

You may apply for all changes to your grant mentioned above in the same letter.

Necessary changes to budget posts

Note that even when the funding period is binding, the granted *annual instalments* are not binding. You may keep saved funding from the first year to use before the funding period expires. The *budget posts* are not binding either. For example, funding applied for travel may be used to cover other justified workshop expenses. You will be responsible for reporting all expenses in the final report at the end of the funding period.

Certain new moderate expenses may be covered:

- When organising virtual workshops, approved funding can be used for direct costs such as IT support service or to purchase required hardware and/or software or for indirect cost such as training for participants.
- Moderate costs for hiring a temporary part-time research assistant or a moderator who will coordinate the virtual meeting and moderate the web-based discussion are also accepted. Note that this network funding is not intended for hiring researchers.
- Note you may organise e.g. hybrid meetings where local communities can meet in person and join online workshop sessions with organisers and participants from other countries. Moderate costs for catering and other necessary costs are accepted without further notice to the secretariat.
- Some funding may be used for dissemination of results of the workshops.
- There may be other necessary expenses. Please contact secretariat for these items in advance.

Please submit a free-form explanation of the above-mentioned new costs as Additional information.

How to submit the free-form letter as Additional information

Log into Academy of Finland online services. Submit a short letter (Additional information) motivating the changes to the original plan as a pdf-file.

If substantial changes (other than changes in dates and places of workshops) are necessary, explain changes to the original budget posts. [Here is a link to a budget plan template \(excel\)](#).

[Log in here](#). 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 choose **Give additional information** from the right-hand side of the page. The attachment must be in pdf-format. **NB: Do not** use the Appeal function as advised in the Academy general instructions.

Please feel free to come back with additional questions. We try to make our instructions as clear as possible. Please note this instruction is written in October 2020 and may be updated during the funding period. See the [NOS-HS website](#) for an updated version.

NOS-HS secretariat/Academy of Finland

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This policy is based on NOS-HS decision April 2020 and approved by NOS-HS Chair Sif Einarsdóttir on 26 May 2020. Updated version approved by the Chair on 30 October 2020.