

Need to change your workshop plans? NOS-HS policy 2021

Please note: The NOS-HS secretariat and project administration of all active projects will be transferred from the Academy of Finland to NordForsk in Norway from 1 January 2022. **Please submit your requests by the end of October 2021.** We cannot guarantee that requests submitted later can be managed by the current secretariat.

Contents

Need to change your workshop plans? NOS-HS policy 2021	1
1 Adjust: Use of funding	1
1. Networking costs	2
2. Disseminating costs	2
3. Limited assistant fees	2
4. Unforeseen costs	2
2 Apply for an extension.....	2
Check here if you need to contact the secretariat	3
How to submit the free-form letter as Additional information	4
Further information.....	4

Dear NOS-HS Exploratory Workshop Project Leader

NOS-HS is concerned about the obstacles the current pandemic places to organising exploratory workshop events. To support successful use of granted funds during and after the pandemic, NOS-HS decided on a policy in 24 April 2020. The policy was updated in 17 May 2021. Some technical advice was improved in 5 July 2021.

It is not known when workshops can be organised in the originally planned in-person manner again. 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.

As the first measure: 1) adjust, and if not possible: 2) apply for an extension of the funding period.

1 Adjust: Use of funding

Note there is some flexibility in the granted funding. First, the granted *annual instalments* are not binding. You may keep saved funding from the first year to use it before the funding period expires. Second, the *budget posts* are not binding either. For example, funding applied for travel may be used to cover other justified workshop expenses (see below). You will be responsible for reporting all expenses in the final report at the end of the funding period.

You may consider replacing one or more workshops with online meetings or hybrid meetings. Note that the exploratory and interactive purpose of the workshops must be maintained. Discuss these options with your co-applicants responsible for the workshops.

The NOS-HS workshop grant is intended to enable networking activities. It is not intended for ordinary research costs. The grant may be used to cover necessary and justified costs related to organising the workshop series and disseminating the results. You may use the granted funds for the following purposes:

1. Networking costs

Examples of direct workshop related costs are e.g. conference facilities, travel, accommodation and catering for participants and speakers, moderate fees for external keynote speakers, any relevant online conference costs.

When organising online or hybrid 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. Approval of IT costs will be a temporary exception due to the exceptional situation created by the Covid-19 pandemic.

2. Disseminating costs

Disseminating or publishing costs must be directly connected to the workshop series outcomes. Examples of such costs are publishing costs, including e.g. language revision and open access costs. Please note all costs must be finalized before the end of the funding period.

3. Limited assistant fees

The grant may not be used for scholarships or salary costs of the applicants. This network funding is not intended for salaries with university overheads either. Note that indirect (overhead) costs are covered up to a flat rate of 10 % of the total grant amount.

However, assistant fees may be included. Limited amounts of the grant (e.g. one month per workshop meeting) may be used for fees for temporary/part-time assistants preparing and running the workshops and websites and technical assistance for preparing joint publications deriving from the workshop series.

4. Unforeseen costs

Note NOS-HS cannot grant additional funding. However, approved funding can be used for unavoidable costs caused by the Covid-19 pandemic (mainly cancelled travel) that cannot be covered by insurance or by other means.

2 Apply for an extension

In general, the originally granted **funding period and total sum are binding**. However, it is possible to apply for an extension to your project funding period because of e.g. a parental leave or a lengthy sickness leave. Another reason to apply for an extension is the restrictions and delay of the originally **planned number of workshops** caused by the Covid-19 pandemic. Extensions will not be granted for covering publishing costs only. However, during the extended period, all acceptable costs can be covered (updated 5 July). Unused funding is not an acceptable reason for an extension.

To apply for an extension for the funding period of your workshop series, make a free-form application. We advise you to apply for an extension that allows you to complete the series. You must apply for the extension before the original funding period runs out. **This deadline is non-negotiable.**

Check your funding decision and current funding period in your funding decision notification letter stored in the NOS-HS host Academy of Finland's [online services](#). The last workshop must be held before the end of the funding period. You can see the funding period in the funding decision (see line Funding period in the decision letter). Check your funding decision for the dates applicable to your project. These are the most common cases (when not extended already):

- **Funding started in 2020 (decisions October 2019), funding period ends 30 June 2022**
Organise the last workshop in 2021 if possible. However, the funding is available until the end of availability period, June 2022. You may organise the last workshops during spring 2022 without notice.
- **Funding started in 2021 (decisions October 2020), funding period ends 30 June 2023**
Organise the last workshop in 2022 if possible. However, the funding is available until the end of availability period, June 2023. You may thus organise the last workshops during spring 2023 without notice.

If the unusual condition persists, further extensions for projects may be granted.

Check here if you need to contact the secretariat

- **If only the timing of the workshops changes within the original funding period**
You can change 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.**
- **If the structure of the series changes substantially within the original funding period**
For example, if you replace two workshops with online meetings within the original funding period, or if new a type of costs, that is other costs than listed above, is introduced. **Kindly contact the secretariat** by adding a short free-form letter with updated plans and explanation of new costs to your funding decision in our online services. Do this by the end of October 2021.
- **If an extension to the funding period is necessary, you need to contact the secretariat**
Kindly add a **short free-form letter** motivating the need for an extension to your funding decision in our online services. The application must be submitted before the original funding period expires. The deadline is non-negotiable. In 2021 the deadline for applications is 31 October.

You may apply to changes mentioned above and the extension in the same letter. If you are in doubt, please email us.

How to submit the free-form letter as Additional information

[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 choose **Give additional information** from the right-hand side of the page. The attachment must be in pdf-format. **NB:** Unlike advised in ordinary Academy of Finland funding decisions, do not use the Appeal function.

Submit 1) **the short free-form letter** motivating the updated plan (changes to the schedule or changes to the budget posts, with a cost estimate). If the changes to the budget are substantial, add 2) an updated budget plan based on a [budget plan template \(excel\)](#).

Further information

Please feel free to come back with additional questions.

The instructions will be updated, if necessary. An updated version can be read on [our website](#).

NOS-HS secretariat/Academy of Finland

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Contact at nos-hs@aka.fi (please use this email only)

[NOS-HS website](#)

This policy is based on the NOS-HS Committee decision on 24 April 2020. The updated policy has been accepted by the NOS-HS Chair Terje Lohndal on 6 March 2021. A specification on acceptable reasons for extension was added on 17 May and 5 July 2021.