

Dear NOS-HS Exploratory Workshop Project Leader

26 May 2020

## NOS-HS policy spring 2020: changes to exploratory workshop plans

### 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**. However, the funding period can be extended. 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, by the end of the funding period

The **changes to the original plan** are reported to NOS-HS with a free-form letter. Instructions on how to add the short letter to your funding decision are below.

**Check your funding decision and current funding period** in your funding decision notification letter stored in the Academy online services. The timing for when the last workshop of the series must be organised depends on the funding period stated in your funding decision (see line Funding period in the decision letter). Check your funding decision for the dates applicable to your project.

- **Funding period ends in June 2020 (decisions originally made at Vetenskapsrådet)**  
In case you have not completed the workshop series, please apply for an extension to your funding period **by 30 June 2020 at the latest**.
- **Funding started in 2019 (decisions originally made at Vetenskapsrådet)**  
Organise the last workshop in 2020 if possible. However, the funding is available until the end of availability period, June 2021. You may organise the last workshops during spring 2021 without notice.
- **Funding started in 2020 (decisions November 2019)**  
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.

### Application to extend the original funding period

Should you need an extension for the funding period of your workshop series, make a free-form application before the original funding period runs out. An extension may be granted due to the Covid-19 travel restrictions.

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 meetings in 2020, if necessary.

We advise you to apply for an extension that allows you to complete the series. If the unusual condition persists, further extensions for projects may be granted.

### When to submit new information

- **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 within the original funding period**  
For example, if you replace a workshop with virtual meeting(s) within the original funding period, or if new costs are introduced. Kindly add **a short free-form letter with updated plans** to your funding decision in our online services. Explain the new costs in a free-form letter and add it to your funding decision in our online services. More information on possible new costs and changes to budget posts below.
- **If an extension to the funding period is necessary**  
Kindly add **a short free-form letter** motivating your updated plans to your funding decision in our online services. The application must be submitted before the original funding period expires.

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. 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.

Note NOS-HS can not grant additional funding. However, projects can include certain new moderate expenses:

- 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.
- 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. Approval of IT costs will be a temporary exception due to the exceptional situation created by the Covid-19 pandemic.
- Moderate costs for hiring a temporary part-time research assistant 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.

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 1) **the short letter** motivating the updated plan (changes to the schedule or changes to the budget posts), and 2) **updated workshop plan** (if necessary). [Here is a link to a budget plan template.](#)

[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.

Please feel free to come back with additional questions. We try to make our instructions as clear as possible.

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This policy is based on NOS-HS decision April 2020 and accepted by NOS-HS Chair Sif Einarsdóttir on 26 May, 2020.