# NOP-HS Scientific journal grant, final report

Kindly complete the form, sign and scan it and send it to the NOS-HS Secretariat by e-mail

[nop-hs@aka.fi](mailto:nop-hs@aka.fi)

Please report only the costs that are paid with the NOP-HS funds. The report must cover the entire funding period. Kindly pay attention that you answer each section carefully since insufficient reports must be returned.

## 1 Grant information

|  |  |
| --- | --- |
| **Project leader’s name** | **NOP-HS grant registration number** |
| **Project leader’s e-mail address** | **Journal title** |
| **Administrating organisation and country** | **Administrating organisation representative’s name and email address** |
| **Funding period** (start – finish) | **NOP-HS grant total** (contract currency SEK/EUR) |

## 2 Financial report, costs covered with NOP-HS grant

* State the costs in both contract currency and local currency, if they are not the same.
* Please state the currency you use in the report and the conversion rate you use.
* Kindly report the costs of the entire grant period, including the estimated costs in the original budget plan.
* If additional funds were used, state only costs covered by the NOP-HS grant and not total costs.
* If the granted sum was smaller than what you had applied for in the original application, use an adjusted budget plan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget post** | **Original budget plan**  (contract currency) | **Actual costs covered with the grant**  (contract currency) | **Deviation in the budget and costs\***  (contract currency) | **Actual costs covered with the grant**  (local currency) |
| **Currency used** | SEK/EUR | SEK/EUR | SEK/EUR | SEK/DKK/NOK/EUR/ISK  Rate: |
| C-1 Copy editing |  |  |  |  |
| C-2 Graphic production |  |  |  |  |
| C-3 Printing |  |  |  |  |
| C-4 Distribution |  |  |  |  |
| C-5 Special production |  |  |  |  |
| C-6 Direct marketing |  |  |  |  |
| C-7 Publisher’s fees |  |  |  |  |
| C-8 Editorial secretary |  |  |  |  |
| C-9 Other editorial costs |  |  |  |  |
| C-10 Transition to open access |  |  |  |  |
| C-11 Transition to electronic publication |  |  |  |  |
| C-12 Other costs\* |  |  |  |  |
| **Total** |  |  |  |  |

\* see section 4 Comments on the costs

## 3 Grant surplus

State the grant surplus in both contract currency and local currency, if any.

Please state the currency you used.

|  |  |
| --- | --- |
| **Surplus in contract currency**  (SEK/EUR) |  |
| **Surplus in local currency**  (SEK/DKK/NOK/EUR/ISK) |  |

## 4 Comments on the costs

Explain the deviations in the budget plan and costs covered with the NOP-HS grant. Specify if there are other costs (table section C-12). Specify the reasons for possible surplus.

|  |
| --- |
|  |

## 5 Signatures

|  |  |  |
| --- | --- | --- |
| **Date** | **Project leader’s signature** | **Project leader’s name (in block letters)** |
| **Date** | **Administrating organisation representative’s signature** | **Administrating organisation representative’s name (in block letters)** |

*151220*