

**TRANSFER OF NOS-HS AND NOP-HS GRANTS
FROM VETENSKAPSRÅDET TO ACADEMY OF FINLAND IN 2019**

Feb 20, 2019

updated March 11, 2019

Transfer – why and how?

The NOS-HS secretariat has moved from Vetenskapsrådet to the Academy of Finland as of January 2019.

All funded projects need to be transferred from Vetenskapsrådet's Prisma system to the Academy of Finland's SARA system. The original application and funding decision made in Prisma must be included in SARA. The funded projects will all receive a new SARA registration number, and the grant currency will be converted from Swedish krona into euros. This is necessary for the follow-up of the projects in Finland. Unfortunately, it is not possible to transfer the decisions automatically, but an input of each individual project leader is required. The registration form is simple.

Steps required to follow the NOS/NOP funding granted in Sweden:

1. Registration of grant in SARA (action needed by project leader **by 19 March**)
2. Completing the registration (the Academy will complete the registration in line with the Prisma decision and inform the project leaders when it is done)
3. Payment request by the administering organisation (in line with the new registration)
4. Transfer of funds to administering organisation account stated in invoice (the Academy will transfer).

Who needs to register?

Only project leaders who have funding for 2019 and later need to register. Funding will be made available starting on 1 January 2019. You will need your original NOS or NOP application and Vetenskapsrådet's funding decision at hand in order to complete the registration. Should you not have them, kindly contact the Secretariat. However, you can start filling in the short registration form in advance. Each project leader must submit a registration.

Project leaders who do not have pending funding will not register at this point. Reporting instructions will be sent out later.

INSTRUCTIONS FOR CURRENT GRANT HOLDERS

How register your NOS-HS/NOP-HS grant in SARA

Log in to the SARA system. If you do not have an account, please create one.

Once you have logged in, look for the **Open calls tab** (green horizontal bar, Open calls, menu) Select the right call, one of the following:

NOS-HS workshop call 2018, grants for 2019–2020, decided on 23 Oct 2018

NOS-HS workshop call 2017, grants 2018–2019, decided on 31 Oct 2017

NOP-HS journal call 2018, decided on 26 Nov 2018

NOP-HS journal call 2017, decided on 22 Nov 2017

NOP-HS journal calls before 2017

There are several calls open. Make sure you select the right call, it can not be changed automatically. Check the date of the original funding decision in your original decision.

Online form

Select language: English. At this point, instructions are available in English only.

Continue to the following tabs (green horizontal bar in top section). You can fill in the form, save it and return to complete the registration later, if necessary. Do not open several browsers at a time and remember to log out by clicking on *Log out*.

Tab-specific instructions

Please note that parts of the form are used for ordinary Academy calls though the form may contain instructions that do not apply to NOS/NOP funding. Note the following instructions:

1. Personal data

Check, save and continue.

2. Site of research (Administering organisation), name of project

Select your administering organisation from the menu. Nordic organisations with NOS-HS-funding have been added to the menu since December 2018. Enter the original name of your workshop or journal here.

3. Project partners

Workshops: Add the names and home universities of your co-applicants. You can add names of co-applicants when you have finished all details of the first one.

Journals: Add name of the journal administrator.

4. Funding for the project (in EUROS) starting 2019

Fill in the whole remaining funding period starting on 1 January 2019. Check the end date in your original funding decision.

Important: Check the annual lump sum (in Swedish krona) from 2019 on in your original funding decision (do not include earlier years). Convert the annual lump sums starting 2019 into euros by **dividing the krona sum by 10,2685**. [Kindly use this rate, which is monthly average January 2019](#) (source: Bank of Finland).

Fill in the budget form by using the **row OTHER COST only**. Do not separate different costs to separate rows.

5. Appendices

The registration can be submitted when the two obligatory appendices are included:

- your original funding application sent to Prisma when the call was open
- the original "Approval of terms"-document you have received from Vetenskapsrådet.

Journals: If you have your financial report pending, you may append it as well (not obligatory).

6. Submit the form on 19 March at the latest

Once the form and the appendices are complete, **submit the form** by clicking on *Submit*.

How to access the transferred funding

When you have submitted the registration form, a completion (technically an Academy “decision” to accept the transfer) will follow as soon as possible. You will get an automatic email about the completed registration immediately when the funding has been confirmed. The email will be sent to the address that is the project leader’s username in SARA. Then contact your administrator with the updated grant information available to you in SARA.

The Academy’s payment procedure is based on **invoicing** and applies to all sites of research (grant administering organisations) that receive Academy funding. The site of research administration is responsible for requests for payment according to its own division of tasks and practices. The financial administration must follow the principles of good governance. Once there is official confirmation of the transfer, the administering organisation can request the granted funding by sending an invoice to the Academy. The payments will be made accordingly without delay.

Foreign organisations please note:

Use Academy payment request form and send the signed form to

finances@aka.fi

Form: <http://www.aka.fi/en/funding/how-to-use-the-funding/forms/>

Decision number and date refer to those of the Academy registration.

Finnish organisations please note:

The Academy accepts requests for advances and requests for payment as e-invoices. The requests can be submitted via the online services as regular Academy funding (Finnish organisations only). Finnish sites of research not funded by Academy earlier, please contact Academy’s Finance unit for more information.

Contact information

For registration

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(NB out of office March 15-18)

SARA: www.aka.fi ->top right, *select language* -> top right ->*Go to the online services*

Should you not have the original application or approval of terms letter available, check Prisma or contact SSH@aka.fi and give your original NOS-HS grant registration number.

For payments

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