

CALL FOR APPLICATIONS: GRANTS FOR NOS-HS EXPLORATIVE WORKSHOPS 2021

Call opens on 9 February and closes on 31 March 2021 at 16.15 Finnish time (CEST+01:00).

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1 INTRODUCTION

The Joint Committee for Nordic Research Councils for the Humanities and the Social Sciences ([NOS-HS](#)) invites applications for funding covering a series of Nordic exploratory workshops. The aim of the grant is to promote research collaboration and support the development of new research areas and programmes within the humanities and social sciences in the Nordic countries. The budget allocated for the call is approximately EUR 1,4 million for a period of 2 years.

The NOS-HS Secretariat is currently hosted by the Academy of Finland. NOS-HS and NordForsk have begun to take active measures to transfer the secretariat and the administration of the funded projects to NordForsk starting from 1 January 2022.

The allocations of NOS-HS are subject to the availability of appropriate funds in the budget of NOS-HS.

SUMMARY

Type of grant	Grants for NOS-HS exploratory workshops 2021
Objective	Promoting research collaboration and supporting the development of new research areas and programs within the humanities and social sciences in the Nordic countries through researcher networks
Subject field	Humanities and social sciences
Main applicant (Project leader)	Individual researcher at a Nordic university or research institution; must hold an approved Nordic doctorate or equivalent or professorship before the date of the application submission deadline. The main applicant is the project leader and <ul style="list-style-type: none"> • has special responsibilities in organising the workshops as agreed by the main applicant and the co-applicants • has an agreement with their organisation to administer the workshop funding • submits the application • secures the eligibility of the application by making sure it is signed by the administrating organisation • is responsible for use of funding and reporting.
Co-applicants	Individual researcher at a Nordic university or research institution; must hold a PhD or professorship. Besides the main applicant, at least 2 other co-applicants from 2 other different Nordic countries (or Faroe Islands, Greenland or Åland Islands) must be included. The maximum number of co-applicants is 5. The co-applicants must have a special role in the workshop process, e.g. be responsible for a specific workshop or a certain theme or feature of the workshops.
Funding period	1 January 2022–31 December 2023 (start date 1 January 2022)
Grant amount	29,000–43,000 EUR for a period of 2 years
Call deadline	31 March 2021 at 16:15 local Finnish time (CEST+01:00; UTC+03:00)
Publication of decisions	November 2021

Contents and structure of the workshop

NOS-HS supports a series of workshops held in the Nordic countries during 2022 and 2023. A series is comprised of two or three workshops that focus on a specific scientific theme. Each workshop is typically held over a period of one to three days. Participants at all career stages are invited to discuss and explore the subject based on their scientific expertise. Early-career researchers must have active roles. Various forms of workshops are allowed. The main features of the workshops are face-to-face meetings, creating and strengthening new connections and exploring and ideas together. If travel restrictions due to the Covid-19 pandemic persist, online workshops or hybrid forms of workshops are encouraged. Explorative features with processes for knowledge co-creation are strongly encouraged.

Focus of the call

The primary objective of the call is to support the **development of new researcher- and curiosity-driven research areas** and programmes within the humanities and social sciences in the Nordic countries. Therefore, the proposed series of workshops must have a strong focus on research and novel research areas.

It is not possible to apply for already established and ongoing activities. If networks already exist, the application must contain novel elements, breaking of new ground and new participants. Funding is not intended to cover plain conferences or postgraduate training courses. There must be strong elements of active discussion and contribution of all participants.

The secondary objective of the call is to encourage the **inclusion of junior scholars and actors from outside academia** in Nordic social sciences and humanities networks. It is also considered an advantage in evaluation if a series of workshops aims at preparing ambitious research applications to Nordic or international research programmes. However, it should not be the only purpose of the workshop series.

The NOS-HS objectives for explorative workshops are to

- promote curiosity-driven and novel bottom-up research
- promote Nordic added value in research
- include researchers from all career stages to develop new networks
- encourage early-career researchers to have active roles
- include actors from outside academia when appropriate
- support planning stages of large-scale projects.

Grant and its use

The grant may be used to cover necessary and justified costs related to organising the workshop series and disseminating the results.

The grant is intended to enable networking. It may not be applied to cover research costs. Limited amounts of the grant may be used for fees for temporary/part-time assistants preparing and running the workshops, e.g. one month at a time. Indirect (overhead) costs are covered up to a flat rate of 10% of the total grant amount.

The grant may not be used for scholarships or salary costs of the applicants.

You may apply for a total of EUR 29,000–43,000. Applications for lower or higher amounts than that will be rejected. No additional funding is to be expected from NOS-HS for this purpose or any secondary activities.

The funding is applied for to cover a period from 1 January 2022 to 31 December 2023. The grant covers a series of two or three workshops held in the Nordic countries during 2022 and 2023. The grant will be available until 30 June 2024. Final reports are due 3 months after the funding period ends.

Eligibility requirement for grant applications

You must check that you fulfil all of the requirements below to be eligible to apply for the grant. The main applicant is responsible for securing the eligibility of the application. Applications that do not fulfil the eligibility requirements are rejected from further processing.

Applicant and administrating organisation

The workshop grant call is open to individual researchers in the Nordic countries. To be eligible to apply, you must hold a Nordic doctoral degree or an equivalent foreign degree. The doctoral degree must have been awarded before the deadline of the call. Alternatively, you are eligible to apply if you hold a position as a professor or a research professor.

The main applicant must be employed by the administrating organisation (site of research, project owner) during the grant period. If they are retired, they must have an agreement of administrative support with the organisation.

The grant must be administered by a Nordic university or research institute, a Nordic higher education institution, or some other Nordic public organisation. Make sure in advance that you have administrative support for your project from your administrating organisation. The commitment is verified by a commitment to administer, which is a requirement for eligibility, see Appendix 4, Instructions for the commitment issuer.

Different roles in workshop applications: Who is who?

It takes three PhDs to make an application, and a commitment issuer

The main applicant (project leader/principal workshop series organiser/workshop organiser), must hold a PhD or professorship. The main applicant is the person who is responsible for applying, use of funding and reporting. The main applicant's administrating organisation's commitment issuer will have to commit to administrating the funding. The main applicant includes 2–5 other workshop organisers from two other different Nordic countries as co-applicants.

The co-applicants (project collaborators, principal workshop organisers or applicants with special responsibilities) must hold a PhD or professorship. They, together with the main applicant, represent at least *three institutions in three different Nordic countries or areas* when the application is submitted. The number of co-applicants is 2–5.

The main applicant and co-applicants together are researchers who play a key role in the planning and implementation of the proposed workshops. Please explain the roles and responsibilities of all applicants in the application; see Tab 3 and Appendix 1, Workshop plan template 2021 and Appendix 2, NOS-HS workshop budget proposal.

Participants invited to the workshops or keynote speakers or other participants with a special role may come from other countries too, but the emphasis should be on Nordic institutions.

The commitment issuer (signatory) of the main applicant's institution (administrating organisation, project owner) must sign the application on behalf of the organisation when the call is closed. See complete instructions in Appendix 4, Instructions for the commitment issuer.

Possible **authorised persons**, chosen and authorised by the main applicant, can help in drafting the application (if necessary) when the call is open. An authorised person must create a personal account in the Academy of Finland's online services. See [instructions for the authorisation feature \(pdf\)](#).

Limitations to applying

You can only submit one application in this call. The project leaders of ongoing NOS-HS workshop grants that continue during the grant period of this call may not apply. You may not have previously been awarded a grant for the same series of workshops or the same project idea. Since the purpose of this call is to promote new initiatives, you may not apply funding for organising workshops within ongoing research projects with similar topics.

You must notify the NOS-HS secretariat without delay if you receive funding from other sources for the same purpose.

For all grants funded by NOS-HS, a financial report must be presented within the prescribed deadline. If you have received funding from NOS-HS before, you will only be able to apply for a new grant if the final financial report on the previous grant has been submitted within the prescribed deadline. Should a financial report be missing, the current application will be rejected. For questions as to whether your financial statements have been submitted, please turn to your administrating organisation.

Language

Your application and all appendices must be in English, as international peer reviewers will assess the application.

2 TECHNICAL INSTRUCTIONS

How do I apply?

Applications are submitted in the electronic grant application system used by the Academy of Finland. You create an application in the online services by filling out the required text fields and by attaching the required appendices.

Both the main applicant and the commitment issuer must sign the application electronically. You sign it by submitting the application by the end of the deadline (submitting is considered a signature). The electronic signature of your organisation is asked only after the call has closed. Giving an electronic commitment is considered a signature. See Appendix 4, Instructions for the commitment issuer.

Create an account, submit the application in time

Before applying, you must create a personal account in the online services if you do not have one already. It is where you store your personal data and CV. **Please create your personal account well in advance.** The applications that you submit through the online services as well as your funding decisions will be linked to your personal account. Please note that applications cannot be submitted after the deadline. The deadline is non-negotiable.

You can [access the online services here](#).

- Go to the main login page of the online services.
- Click the blue **Sign in** button.
- If necessary, create a new account by clicking on the link in the middle of the left column, **New user > Sign up**, and create a new account. Your email address will be your username. NB All emails concerning your application will be sent to this email address.

Most of the required steps in the online services are described in [the manuals](#) on the same website. We advise you to have a look at these documents when you write your application.

Commitment of the administrative organisation is an eligibility requirement

Before you submit your application, you must confirm with your site of research that it is willing to commit to administrating the funding. This includes creating an account for issuing a commitment. The commitment is an eligibility requirement and a prerequisite for funding.

The main applicant will receive an automatically generated email when the commitment has been given. If the commitment is missing, the secretariat will send a reminder to the main applicant. The main applicant is responsible for the eligibility of the application.

See instructions in Appendix 4, Instructions for the commitment issuer.

What does the application contain?

The application is a combination of an **online services form** and the required appendices. The following appendices are required: a NOS-HS **workshop plan**, a **proposed budget** for the NOS-HS workshop, **two-page CVs** and a short **publication list for each applicant**. See details under Tab 7, Appendices.

Online services form:

Application subsections are marked with tabs

Below you will find an outline of the information required under each tab of the online form. Should there be any contradictions to the advice in the online services, the call text applies. Mandatory information is marked with an asterisk (*) in the online services.

Tab 1. Personal data and CV

Check or enter your personal data. Append your own two-page CV (see the [CV guidelines](#)). It will be automatically included in the final application. (Co-applicants CVs are to be appended on *Tab 7, Appendices*.)

Tab 2. General description

This is where **the site of research/administrating organisation** is entered. The administrating organisation is the organisation that administers and accounts for the funds of the awarded project according to the specified terms and conditions. The administrating organisation and the project site generally correspond to the higher education institution and the department where the project leader is employed.

If you cannot find your organisation in the English version of the organisation menu, please select *Other organisation* and type the name in the free text field.

The name of the workshop, fields of research and descriptive keywords (at least topic, methods and data of the planned research) are entered in this tab.

Tab 3. Project collaborators/Co-applicants/Other workshop organisers besides the main applicant

By project collaborators/co-applicants we mean the persons (besides the main applicant) who will have a key role in planning and implementing and being in charge of the proposed workshops. List your co-applicants as project collaborators. The total number of applicants (you and the co-applicants) is at least three, representing at least three institutions in three Nordic countries. Please note that only the co-applicants are listed in this tab.

Invited workshop participants (attendees) or keynote speakers or participants with special responsibilities shall be listed in a separate list in Appendix 1, Workshop plan template 2021.

Tab 4. Abstract

Your abstract should be no more than 2,500 characters (blank spaces included). The abstract contains

- a brief justification of the workshop series (novelty and Nordic added value)
- description of the category: new cooperation or new avenues built on existing cooperation
- planned topics, dates and locations (in-person, online or hybrid meeting) of the workshops
- a short description of how the workshop plan promotes the research idea
- other original features of the project.

Tab 5. Public popular description

The public description helps NOS-HS to disseminate information on funded networks. The description should therefore be written for a non-scientific audience. If a project is granted funding, we may publish the description of the project on our website. All applicants must write a description in English.

The description should be no more than 1,000 characters long (blank spaces included). It should cover the following information:

- a brief description of the topic of the research and the rationale
- planned topics, dates and locations for the workshops
- any other interesting aspects.

Tab 6. Funding for the project: Funding period, VAT, Costs, Commitment Issuer

The funding period for all NOS-HS workshop applications is 1 January 2022–31 December 2023.

Value added tax (VAT). Answer the obligatory question: Other costs include VAT: Yes/No. Please check the VAT practice from the finance administration of your organisation.

- **Yes:** VAT can be included in the cost estimate when the site of research is (for example) a Finnish university, municipality, central government agency, government research institute or public body (i.e. the VAT remains a final cost for the organisation). *Enter the project's estimated costs including VAT.*
- **No:** VAT is not included in the cost estimate when the site of research is an organisation engaged in business activities, such as a university hospital, hospital district or business company (i.e. the VAT is deductible). *Enter the project's estimated costs without VAT.*

Costs. Enter all costs you apply for, from the appendix *NOS-HS workshop budget proposal*. Remember to add possible overheads (max. 10%) to the actual costs on the form. Make sure you clarify all costs on the appendix. The total sum (including overheads) must be in the range of EUR 29,000–43,000 for a period of two years. Note that the total sum on the online form (Tab 6) counts as the sum you apply for. This network funding is not intended for salaries with university overheads; however, assistant fees (1 month per workshop or equivalent) may be included. See page 13 for instructions.

Commitment issuer. Give the contact information of your commitment issuer here or, if already registered, select the issuer from the menu. The issuer will acknowledge the commitment on behalf of the organisation by signing the application in the online services *when requested*. The main applicant will receive an automatically generated email when the commitment has been given. See detailed instructions in Appendix 4, Instructions for the commitment issuer.

Tab 7. Appendices

Note that appendices are added on two tabs.

The project leader's CV is added on *Tab 1 Personal data and CV*.

Attach all other appendices on *Tab 7 Appendices*.

The following appendices, as **PDF files**, are required on Tab 7:

- **NOS-HS workshop plan.** See Appendix 1, pages 13–14
- **NOS-HS workshop proposed budget.** See Appendix 2, pages 15–16
- **CVs, co-applicants: maximum two pages/applicant.** See the [CV guidelines](#)
- **Lists of publications** for the project leader and co-applicants: list ten most important publications related to the project (each applicant has an individual list)

Tab 8. Submit application

When you open the *Submit application* tab, the system will perform a check to verify if any mandatory information is missing and inform you if you need to supplement the application.

Always use the *preview* function to double-check your application before submitting it (*View your application PDF*, left-hand corner of the screen).

The application will not be submitted until you click on the *Submit* button. Applications can only be submitted when the call is open. You are responsible for ensuring that the application is complete: the application form is filled out correctly, the required appendices are attached, and the requested information is provided in accordance to the instructions. The deadline is non-negotiable.

The submitted application can then be viewed on your personal account in the Academy of Finland's online services, under *My Applications*. If needed, a submitted application may be edited and re-submitted until the call deadline. After the deadline has closed, application addenda will only be accepted if we have asked for supplements.

Signing the application

When you submit the application, it will automatically be signed by you as the project leader. To be considered complete and be processed further in the review process, the application must also be signed by the commitment issuer.

The signature of **the applicant** confirms that:

- The information in the application is correct and in line with the instructions from NOS-HS.
- The necessary permits and approvals are valid at the start of the project, e.g. concerning the ethical review.

The signature of **the commitment issuer of the administrating organisation** confirms that:

- The organisation will accommodate the project.
- The organisation is the employer of the applicant (or the applicant is retired or has another special arrangement) and approves to support the applicant with appropriate administration or infrastructure during the grant period and to the extent presented in the application.
- The institution approves the cost estimate presented in the application.
- The project will be conducted in accordance with applicable legislation.

The parties must have discussed the above-mentioned points before the application is submitted.

The aim is to transfer NOS-HS activities to NordForsk as of 1 January 2022, when the funding period starts. Either NordForsk or Academy of Finland funding terms and conditions will be in place. The conditions applied to the funding decisions will be confirmed by the date of the funding decisions in November 2021. The grant holder and the site of research have the right to not accept the conditions and granted funding at that point, if necessary.

For detailed funding conditions, see the following documents (when applicable to NOS-HS workshop funding):

[NordForsk's Standard Terms and Conditions of Contract \(28 October 2019\) \(pdf\)](#)

[The Academy of Finland's funding terms and conditions \(2 November 2020\) \(pdf\)](#) when applicable; excl. chapters 2, 8.2, 9.3, 9.7, 10, 15.2, 16.2, 17 and appendix 1.

Tab 9. Authorisations (not mandatory)

If you wish, you can authorise one or several persons (administrators, co-applicants; one at a time) to *view or edit* your incomplete application during the open call. **Note that authorised persons cannot submit your application. It is your responsibility to submit the application before the call closes.**

Please note that authorised persons must create an account in the online services before you authorise them. Make sure that you enter the right email address, i.e. the address that is linked to the authorised person's account in the online services. When you authorise a person, you must inform them that they should log in to their account, go to the tab *My applications* and find a link to your application for editing or viewing.

Only one person at a time can be given *edit rights* to a single text field. (For example, if you have authorised a person to edit a field in your application, you cannot edit that same field while the authorisation is active.) You can set an expiry date for the authorisation. All authorisations and editing rights expire when the call closes. Make sure you have enough time to submit the finished application before the call closes.

Read more on the Academy website ([instructions with screenshots for the authorisation feature \(pdf\)](#)).

3 WHAT HAPPENS WHEN THE CALL CLOSES?

When the call closes, at 16.15 Finnish time (CEST+01:00) on 31 March 2021, the **submitted application** will become final. You will find information about the status of your application under the tab *My applications* on your personal account in the online services. Late applications will not be accepted.

Scientific review of applications

All applications are assessed by review panels composed of prominent researchers. There are two general evaluation panels: one with a *broad focus* on social sciences, and another with a *broad focus* on humanities.

While the NOS-HS secretariat is located at the Academy of Finland, the NOS-HS follows the conflict of interest policy of the Academy.

The panels will review applications and prioritise them in their proposed decision for NOS-HS. Reflecting the call objectives, the following criteria are used in the review of applications:

- scientific quality
- Nordic added value
- quality of explorative workshops
- outcomes of the workshops.

Please make sure you consider all items and follow the instructions of the Appendix 1, Workshop plan template 2021. It will affect the review if an application does not comply with the instructions.

Decisions

The NOS-HS committee decides which applications will receive funding in November 2021. As an applicant, you will receive an automatic email message after the decision has been made. After receiving this message, you can log in to the online services to view the decision. You can also read the conditions for the decision, if it has been favourable. In addition, you will have access to the panel review on your application. The awarded grants will be published on the NOS-HS website.

Applicants who receive funding must accept it online. If the NOS-HS host organisation is NordForsk starting January 2022, the project leaders must also create a personal account in the NordForsk online system. Detailed instructions will be given with the funding decision.

Contact

Contact: Questions regarding the content of the application

Main contact point

NOS-HS secretariat/Academy of Finland

`nos-hs(at)aka.fi`

Päivi Messo, Senior Science Adviser, tel. +358 295 335 074

Tiina Aliranta, Coordinator, tel. +358 295 335 154

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[NOS-HS website](#)

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Swedish Research Council

Kim von Hackwitz, Senior Research Officer, `kim.vonhackwitz(at)vr.se`, tel +46 (0)8 546 44 047

Contact: Technical questions

We kindly ask you to first consult the help menu in the online services, where you will find [instructions](#) and a detailed user's manual describing most of the required steps. If there is any contradiction with the manuals and tab instructions in this NOS-HS call document, the call document applies.

Please note: to have access to the application you prepare, always log out of the system when you finish your session (click on the *Log out* button). Only one session and browser at a time is allowed.

If you cannot find the answer to your technical question in the above-mentioned information material, please contact our technical support team through [Questions and feedback](#) on the application form and Academy website (*select Connecting to target: Division of Information Management*).

4 APPENDICES TO THE NOS-HS CALL FOR APPLICATIONS

Appendix 1, WORKSHOP PLAN TEMPLATE 2021

The following information must be included as a separate PDF file (*Tab 7*). Please use the following structure, subheadings and numbering. The plan must be written in 12 pt. Times New Roman or a similar font and it must not exceed 6 pages.

1. Scientific quality and novelty of the project

- Describe the scientific contents of the workshops briefly. Explain the planned research initiative, including ideas for research topics, theories, methods and analyses. If relevant, present any ethical issues raised by the research and explain how they will be addressed.
- Give a clear description of the novelty of the project. What is novel in the scientific idea behind the workshop series? In what way is the initiative original? Is there an element of exploration in the idea? Why is the workshop series necessary?
- If you have previous or currently applied grants for the same research idea, describe how this proposed project differs from them. Note: since novelty is a key funding criterion, funding will not be granted for ongoing research projects with the same content. If the network already exists, there must be novel elements and breaking of new ground involved, and new participants to the network. If the applicants have worked together in the past, clearly explain the novelty of this project.

2. Nordic added value

- Include a short description: Which criteria for Nordic value added does your workshop series meet? What is especially Nordic in your application? Why must the series of exploratory workshops be organised at the Nordic level?

Please see NordForsk's definitions for Nordic added value in research (Appendix 3, p. 17).

3. Explorative workshops setup and process

Explain the setup.

- Present the suggested programme for the workshop series, including the purpose and brief tentative programme of each workshop. Specify which form each workshop will take: in-person, online, or hybrid meeting. Explain how your workshop plan includes novelty and exploration of new ideas, maybe even an element of risk.
- Describe the division of tasks between the applicants. Who is responsible for which workshop or workshop elements?
- How many workshop participants with different research career stages and different backgrounds will be included? Explain why these participants are important for the project.

Explain the process for how the workshops are organised.

- Explain how the *process of the workshops* and different elements of the workshop plan promote the research idea and novelty. Justify why each workshop is essential for the research idea. How does the workshop process as a whole lead to Nordic added value? We suggest that you collect feedback including development ideas from workshop participants after each workshop. Use the feedback in fine-tuning the workshop contents and process to reach optimal effectiveness during the workshop series.
- Explain how different parties involved in the workshop are engaged in the process for (optimal) knowledge co-creation. How do you plan to build and strengthen new networks?
- Describe the active roles of the early-career researchers.
- When relevant, also explain the role and contribution of the actors from outside academia.

Justify all costs on Appendix 2, NOS-HS workshop budget proposal (separate document).

4. Outcomes of the workshop series

Note that there may be a variety of short and long-term benefits and outcomes and that they may be specific for the topic.

- What explorative or innovative outcomes do you expect? Are concrete outcomes expected, such as co-authored publications, joint international funding applications or collaborative international conference activities? Further examples: websites, blogs, interactive social media, policy recommendations, collaboration with stakeholders, exhibitions, researcher exchange, co-supervised students, strong networks, etc.
- Present a tentative plan for dissemination and communication of the various results to the research community and the general public.

Appendix 2, NOS-HS WORKSHOP BUDGET PROPOSAL

The budget proposal template (see next page) serves as a template. You may add or delete rows where necessary. You can download the Excel file template on the [NOS-HS website](#).

Please note that the final budget proposal must be converted into a PDF file and appended on *Tab 6* in the online services.

Note that the sum applied for must be EUR 29,000–43,000. Note also that the sums you write on the form must include possible overheads and that the sum on the form (Tab 6) is considered as the sum you apply for. The main applicant is responsible for making sure that the amount applied for is correct and matches the budget proposal.

Clarification of applied costs

Plan the costs carefully. Write a brief clarification for each item in the proposed budget you have listed on the appendix. Write the clarification in the *Justification for the costs* section in the budget proposal template. Write the time and place of each workshop, and specify which form each workshop will take: in-person, online, or hybrid meeting.

The grant may be used to cover justified costs related to organising the workshop series and disseminating the workshop results. Examples of such costs are conference facilities; any relevant online conference costs; travel, accommodation and meals for participants and speakers; and publishing costs. Limited amounts of the grant, typically for one month per workshop, may be used for assistant grants for e.g. preparing and running the workshops.

You may apply for administrative costs/overheads up to a flat rate of 10 % of the total grant amount. The grant does not cover any additional indirect costs. Note that the funding period starts on 1 January 2022 and the last workshop must be organised in December 2023.

Convert the actual *cost/purpose* to *budget posts in the online services* with this form. Make sure the sums on this form are equal to sums in the online services. Please write exact sums, without decimals. (Note that in the following picture of the template, all sections for the sums have been temporarily marked with the number 1.)

NOS-HS Workshop budget proposal /application title/					Template 29 Jan 2021
Add or delete lines where necessary; convert costs/purpose to fixed budget posts in the online form Tab 6 here.					
Note that the total sum on the online form (Tab 6) counts as the sum you apply for.					
Date of the budget proposal:					
Project leader:					
WORKSHOP ONE /Place and time/ specify: in-person, online or hybrid meeting					
Theme:					
Responsible organiser:					
Planned number of workshop participants:					
	Purpose	Budget posts in Tab 6	Applied EURO	Justification	
Justified costs e.g.:	Travel costs (tickets)	Travel	1	type here	
	Accommodation	Services	1		
	Facilities, ICT	Services	1		
	Assistant fee*	Services	1		
	Meals	Other	1		
		WS1 Subtotal	5		
WORKSHOP TWO /Place and time/ specify: in-person, online or hybrid meeting					
Theme:					
Responsible organiser:					
Planned number of workshop participants:					
	Purpose	Budget posts in Tab 6	Applied EURO	Justification	
Justified costs e.g.:	Travel costs (tickets)	Travel	1		
	Accommodation	Services	1		
	Facilities, ICT	Services	1		
	Assistant fee*	Services	1		
	Meals	Other	1		
		WS2 Subtotal	5		
WORKSHOP THREE/Place and time/ specify: in-person, online or hybrid meeting					
Theme:					
Responsible organiser:					
Planned number of workshop participants:					
	Purpose	Budget posts in Tab 6	Applied EURO	Justification	
Justified costs e.g.:	Travel costs (tickets)	Travel	1		
	Accommodation	Services	1		
	Facilities, ICT	Services	1		
	Assistant fee*	Services	1		
	Meals	Other	1		
		WS3 Subtotal	5		
DISSEMINATION	Purpose	Budget posts in Tab 6	Applied EURO	Justification	
Specify costs	Dissemination costs	Services	1		
OTHER NECESSARY COSTS AND FEES	Purpose	Budget posts in Tab 6	Applied EURO	Justification	
Planning/dissemination meetings, assistant fee*, etc.	Specify each cost	Travel/Services/Other	1		
PROJECT ACTIVITY COSTS TOTAL			17		
		Budget posts in Tab 6	Applied EURO		
OVERHEAD, max 10% allowed for administration costs		Other	1		
TOTAL, APPLIED FROM NOS-HS		TOTAL	18		
Make sure this sum equals with the online form Tab 6					
*See call text page 13 for Clarification of applied costs					

Appendix 3. NordForsk's definitions for Nordic added value in research

The NOS-HS committee refers to the definitions of NordForsk (14 May 2019) in the review of applications. Link to NordForsk's website, [How does research cooperation lead to Nordic added value](#) (read 18 January 2021).

What is Nordic added value and how is it created?

[...]

Nordic added value can be defined or described in various ways, depending on the sector in question and the focus of cooperation.

NordForsk defines two main categories of Nordic added value:

- *added value generated because the research **can only be carried out in the Nordic region***
- *added value generated because the research **collaboration is taking place in the Nordic region**.*

Added value generated because the research can only be carried out in the Nordic region

This category of added value is produced when research activities

- build on particular strengths of Nordic researchers, and when the research is carried out by groups with unique expertise
- address needs that are unique to the Nordic countries in light of our similar social structures, institutions and institutional culture, and shared cultural heritage
- focus on e.g. geographical, climatic, cultural, linguistic or social phenomena in the Nordic region
- utilise data from uniquely Nordic registries.

Added value generated because the research collaboration is taking place in the Nordic region

This added value is produced when research activities

- help to build critical mass and/or expertise at the Nordic level in important disciplines or research areas
- enhance cost-effectiveness by sharing infrastructure or data or harmonising systems for utilising data and other resources in the Nordic region
- lead to regional mobility and networking among the Nordic countries
- enhance scientific quality and expand the number of high-quality scientific publications through Nordic cooperation
- increase the chances of success for Nordic researchers in EU research activities or other international research cooperation
- lead to more results and stronger, quality-assured conclusions as a basis for shaping the statutory framework or rationalising and improving the public administration
- promote the creation of innovations, patents or other solutions that help to enhance industrial development and cooperation in the Nordic region

Appendix 4 Instructions for the commitment issuer

The commitment from the administrating organisation is an eligibility requirement. Without the commitment, the application cannot move forward in the reviewing process.

Contents

- Administrating organisation
- Commitment issuer
- Account in the Academy of Finland's online services
- Signing the application

Administrating organisation

The grant must be administered by a Nordic university or research institute, a Nordic higher education institution or some other Nordic public organisation. The project leader must be employed by the administrating organisation during the grant period. If they are retired, they must have an agreement of administrative support with the organisation.

Granted funding is always paid to the site of research. Make sure in advance that you have administrative support for your project from your administrating organisation.

Commitment issuer

The official representative of the administrating organisation (commitment issuer, signatory) will acknowledge the commitment on behalf of the organisation. The commitment issuer can be anyone who has the right to sign applications within the organisation (e.g. the dean, the rector, the grant official). The administrating organisation defines and decides who has rights to issue a commitment according to its own procedures.

The commitment issuer has to create a personal account in the Academy of Finland's online services. The account can be created at any time. We advise you to create the account before the application is submitted.

When the call has closed, the institutional commitment will be checked by the NOS-HS secretariat. An automated email will be sent to the commitment issuer indicated in the application. The email contains a link to the application to be accepted. The commitment issuer follows the link and checks that the application is acceptable. Thus, the application becomes eligible. The applicant receives an email notification of the commitment.

The main applicant is responsible for securing the eligibility of the application by making sure it is signed by the administrating organisation.

For complete instructions with screenshots, see the [instructions for commitment issuers \(pdf\)](#).

Account in the Academy of Finland's online services

The commitment issuer must have an ordinary personal account in the Academy's online services. If the issuer already has a personal account, it will be used for issuing commitments.

If the commitment issuer does not have an account, they must create one:

- Go to the [main login page](#) of the Academy's online services.
- Click the blue **Sign in** button.
- Create a new account by clicking on the link in the left column, **New user > Sign up** and create a new account. Your email address will be your username.
- Register as any new researcher or administrator.
- For complete login instructions with screenshots, see the [general instructions for registering \(pdf\)](#).

Signing the application

The applicant will sign the application by submitting it. The signature of the administrative organisation is given by issuing a commitment.

The signature of *the applicant* confirms that:

- The information in the application is correct and in line with NOS-HS instructions.
- The necessary permits and approvals are valid at the start of the project, e.g. concerning the ethical review.

The signature of the commitment issuer of *the administrating organisation* confirms that:

- The organisation will accommodate the project.
- The organisation is the employer of the applicant (or the applicant is retired or has some other special arrangement) and approves to support the applicant with appropriate administration or infrastructure during the grant period and to the extent presented in the application.
- The institution approves the cost estimate presented in the application.
- The project will be conducted in accordance with applicable legislation.

The parties must have discussed the above-mentioned points before the application is submitted.