



INSTRUCTIONS FOR APPLICANTS OF GRANTS AWARDED BY THE FINNISH FOUNDATION OF VETERINARY RESEARCH

(updated in June 2018)

APPLYING FOR A GRANT

Applications are to be submitted electronically by the end of the application term. Electronic versions must be stored and submitted with all annexes in electronic format into the application system of the Finnish Foundation of Veterinary Research. Overdue applications or their annexes will be ignored.

RESEARCH GRANT APPLICATIONS

Most grants are awarded to private persons and working groups, including full-year grants or partial funding for larger projects. Personal research grants can also be applied for by persons currently in an employment relationship related to research (e.g. doctoral candidates, temporarily employed post-docs or applicants involved in other research work). In this case the applicant must state their gross salary to which an additional remuneration is applied for. Personal grants are awarded for a maximum period of one year at a time, and their amounts **will not exceed the amount corresponding to an artist grant** per month (in 2018: 20 461.72, in 2019 20 728.49 euros). Grants will also be awarded for material and laboratory expenses or other research-related expenses. For multi-year projects, the material and equipment costs for a maximum period of one year will be stated on the application. No grants are awarded for printing costs and computer or equipment procurements.

Taxation legislation requires that the foundation issues a notice of paid grants, despite the fact that grants are tax-free up to amounts corresponding to state-issued artist grants (approximately 19 400 euros/year). Legally mandated MYEL insurance payments, totalling approximately 15 % of the working grant, **are included in grants awarded for scientific work that lasts for at least four months.**

All grants awarded by the foundation for a period of at least four months include university compensation, which amounts to approx. 1 600 euros per year (in 2018: 133 euros/month). The grant recipient is personally responsible for payment of the compensation after having signed a personal agreement with the university. If the grant recipient does not wish to agree on the preconditions of their research with the university, they may use the grant to arrange such research preconditions personally. This is intended to ensure that all post-graduate students who have received a grant have the same basic preconditions as salaried doctoral candidates and researchers working at similar tasks. The compensation is not a part of the grant and is not included in the calculations to determine the MYEL insurance payment.

Pursuant to the Foundations Act of 2015, all foundations must in their annual report specify any financial activities engaged in with their related parties. The Finnish Foundation of Veterinary Research requires all applicants to specify whether they are a related party to the foundation. The concept of related party is defined below.

Applicant

Applications may be submitted by private persons and working groups. Applications submitted on behalf of a working group are filled out and stored in the system by the leader of the working group or another representative of the group. The working group members must be specified in the annexed research plan.

The General EU Data Protection Regulation entered into force on 25.5.2018. The regulation requires each applicant to personally check the box stating that they have familiarised themselves with the data protection notice and submit their data by their consent. If an applicant does not submit said data, the application cannot be processed.

Related party

Pursuant to the Foundations Act, the related parties to the Finnish Foundation of Veterinary Research are:

- 1) members and deputy members of the board and the accountant
- 2) the family members of persons mentioned in section one above (spouse and housemate, own children and children of the spouse, their children, and one's own or one's spouse's parent, grandparent or great-grandparent)
- 3) other immediate kin of persons mentioned in sections 1 and 2 above (siblings, half-sisters and half-brothers and their spouses or housemates, children, offspring of children, parents or grandparents)
- 4) societies and foundations under the control of persons mentioned in sections 1-3 above or persons working together (personal or joint ownership in excess of 50%)

Topic of research

The topic of the research to be stated in the section purpose of research is to be given akin to a title: briefly, naturally and comprehensibly, avoiding the excessive use of foreign words, preferably more generally than specifically.

Specifying the intended use of the applied grant

The applied sum is specified on the application form in sections personal, assisting workforce, material and equipment costs and other costs (to be specified).

All grants awarded by the foundation for a period of at least four months include university compensation, which amounts to approx. 1 600 euros per year (133 euros/month). The grant recipient is personally responsible for payment of the compensation after having signed a personal agreement with the university. If the grant recipient does not wish to agree on the preconditions of their research with the university, they may use the grant to arrange such research preconditions personally. This is intended to ensure that all post-graduate students who have received a grant have the same basic preconditions as salaried doctoral candidates and researchers working at similar tasks. The compensation is not a part of the grant and is not included in the calculations to determine the MYEL insurance payment

Awarded and pending grants

For awarded grants, to be reported are the awarding body, award year and the awarded sum for the last five years, including the current year. For pending applications, to be reported are the recipient of the application, the applied sum and the intended use of the grant.

Grounds for the research grant application

To be presented in brief:

- background, goals and significance of the research
- a brief description of the applicant's working group
- progress and current state of the research

- an implementation plan
- if a researcher does research part-time only, the weekly working hour share (%) of the applicant working on the research is to be specified
- the need for the grant is justified
- when applying for additional remuneration to a salary paid to a researcher in an employment relationship, the monthly gross salary and applied additional remuneration are to be specified
- a financing plan specifying the total project funding, for the entire duration of plans spanning several years.

Annexes to the research grant application

Annexes are submitted together with the application:

- resume, 1 page
- work or research plan with literature references, totalling no more than 4 pages

ADDITIONAL INFORMATION

Additional information for researchers funded by grants is available e.g. at

<https://www.saatiopalvelu.fi/apurahan-hakijalle.html>

<https://www.mela.fi/fi>

TRAVEL GRANT APPLICATIONS

The name, organiser, time and country of the conference/meeting must be specified when applying for a travel grant. Travel grants are primarily awarded to applicants whose presentation or poster has already been approved. The title of the presentation or poster must be given. Travel grants are not awarded for already completed travels.

The related party rules also apply to travel grant applicants (see definition in section research grant applications, related party).

A cost estimate for the trip must be included with the travel grant application (participation fee, travels, accommodation, other costs). Grants are not awarded for daily allowances.

Pending and awarded travel grants (for the last five years, including application year) must be reported.

The applicant will justify the relevance of the presentation for their research in the grounds section of the application and specify the benefits of being able to give a presentation at the conference. Applications related to developing professional skills also require justifications concerning how the applicant is likely to benefit from the training or meeting for which the travel grant is applied.

Travel grant application annexes

Annexes are submitted together with the application:

- resume, 1 page
- acceptance letter for presentation or poster (if received)

GRANT EVALUATION

The Foundation will award grants for high-level research and for participating in scientific conferences and in professional training. The executive committee and members of the board will evaluate the applications. The board meets twice a year to evaluate applications and to make the final decisions about who receives a grant. The Foundation board, agent and members of the executive committee will observe the Fund's exclusion rules to ensure equality and fairness.

When evaluating the applications, the main criteria are the applicant's qualifications and achievements, the quality of the research and the research plan, and the grounds for the applied funding. The applicant's qualifications are evaluated on the basis of their achievements among their peers; a young researcher currently working on their dissertation may be equally qualified as a more established post-doc researcher. The quality of the research will be evaluated in relation to other research in the field. The goals in the research plan must be clearly defined and the plan for their realisation realistic. The data set must be sufficiently large and the method for data collection functional. A functional infrastructure, network of partners or the necessary special expertise for the carrying out of the research must exist.

Travel grants are evaluated by applying the criteria for the evaluation of the research grants.

The Foundation will not issue statements or evaluations concerning the applications.

DECISIONS TO AWARD GRANTS

The awardees for the grants issued by the Finnish Foundation of Veterinary Research will be notified of their grant by letter. The research and travel grants awarded in the autumn will be announced and awarded during the opening ceremony of the Annual Veterinary Congress. The grant awardees are kindly asked to be present for the reception of their grant, or to notify the Foundation if they are unable to attend. The Foundation will contact the awardees to check their payment information (social security number, bank account number).

