



## FORMS TO BE FILLED IN 2018

Native Finnish speakers are advised to write their entire application, including attachments, in Finnish. If the working language of the project is English, the attachments can be in English. However, the application itself and the working plan summary should be in Finnish.

Non-Finnish speakers can use English throughout the application.

### **APPLICANT**

a private individual, a working group or a registered organization = Choose the accurate type of applicant.

Organizations fill in the applicable parts of the application.

Working groups fill in the application with the information of the person in charge of the project. Please present all other members of the working group who are applying for funding in the "Working group" section of the application. If the grant is applied to fund only one member of a working group, that person is to apply for a grant as a private individual.

### Academic degree

Academic degree is to be written in full form, not using abbreviations.

### Social security number (or date of birth)

In the form ddmmyy-(xxxx)

### Nationality

Please choose from the options given or fill in the "Other/What?" section

### Place of degree/office

Choose a **Finnish university** from the given options

OR choose "**Other, what?**" and write the full name of the institution where the project will be executed on the line below, e.g.

1. you are doing research in a foreign university (the full name of the university in question)
2. you can name the place where you will be working with the grant

Choose "**Freelance artist/researcher**", if the purpose for the grant is not connected to any institution.

### Location of work

Applicants working in universities or research institutes should fill in the name of the faculty/department. E.g. "The Faculty of Mathematics". Other applicants are not required to fill in this field.

### Residence

If the applicant is e.g. temporarily living in another city for his/her studies, they are to state their actual hometown (not using abbreviations)

### Contact person of an organization

Filled if the applicant is an organization

### Address

In the form:

street address (*line break*)

postal code and post office

## **APPLICATION**

### Grant classification

Choose the primary use for the applied grant from the given options

(doctoral studies / post doc research: *max. 5 years after dissertation, otherwise research / research / homing: research following post doc, for researchers returning to Finland; must be applied within 5 years of returning to Finland / literary work / artistic work / purchasing a musical instrument or other implement / basic studies (art, not science) / organizing an event / other purpose)*

### Field of application

The applicant is to select one field of science, art or societal activity.

- The grant for medicine and biomedicine is used for the maintenance of the Wihuri Research Institute
- Grants for visual art are awarded for research of visual arts.

(Please note that research e.g. in the fields of literature, music or theatre are to be applied under the fields of (Fiction or Nonfiction) Literature, Music or Theatre etc.)

### Summary of grant use

Short summary of the grant subject

(examples on the Foundation website [www.wihurinrahasto.fi/Apurahat](http://www.wihurinrahasto.fi/Apurahat))

E.g.1 for dissertation "Name of the dissertation"

E.g.2 for studying the cello in "X"

### Applied amount

Announce the applied amount by the euro. Do not use commas or periods in the amount. The Foundation awards both undefined and one-year working grants. The applied amount is to be categorized: personal working grant, paid staff or helping workforce, material, travel and/or other expenses.

*\*Personal working grant* is the working share of the applied grant.

A working grant is meant to allow the grant receiver to work on the project full time free from salaried work. It is meant to be used to cover living expenses. You cannot be awarded with a full-time working grant and be paid for working, use another working grant or student allowance comparable to a working grant at the same time. It is however possible to perform post or other paid job maximum 25% of working time during the full-time working grant period. The philosophy is for the grant receiver to be able to do occasional or regular hourly work. This would not affect the time of the working grant (e.g. a yearly working grant is meant for 12 months of working free of salaried work).

*\*Assisting work* can be hired or purchased labor essential for the project. If the grant is used to hire labor, the grant receiver is obliged to take care of the payroll taxes and other legal obligations of an employer.

*\*Material and equipment expenses* can be big purchases e.g. instruments and grand equipment purchases for working groups.

*\*Travel grants* can be applied for travel expenses relating to the project. Separate travel grants are not usually awarded.

*\*Other* can be e.g. space rents.

A yearly working grant for doctoral studies, 24 000 euros and for post-doc research, 28 000 euros is meant for a yearlong full-time work free of paid employment.

A half year working grant for doctoral studies, 12 000 euros and for post-doc research, 14 000 euros are meant for half a year full-time work free of paid employment.

In addition to the personal work share, the grant covers customary travel, equipment and working space expenses and possible overhead expenses required by research institutes.

The overhead expense costs are not awarded to equipment purchases. The grant is not awarded for proof reading or printing costs of doctoral thesis.

The grant is awarded up to a year at a time. Yearly working grant can be applied for second and third year during the Foundation application period in the springtime. When applying for follow-up funding the Foundation requires a report of the progress and from the supervisor of the project.

For researchers returning to Finland it is possible to apply for a homing-grant for independent research after the post doc-phase. The grant must be applied for at the latest a year after the researcher has arrived in Finland. The amount of the grant is 50 000 euros and it is purposed to setting up a research group and can also be used as a working grant.

A private individual / working group must cover the grant insurance fees ([www.mela.fi](http://www.mela.fi)) which are approximately 15% of the working grant and statutory when

- the grant is used to work amidst scientific research or artistic activity

AND

- the length of the continuous work supported by the grant is at least 4 months (per person)

AND

- the amount of the personal working grant is at least 1 276,04 euros (which translates to annual income of 3 828,13 (3x4months/ 2018).

The insurance obligation doesn't apply to grants awarded for basic studies.

Under certain conditions the insurance obligation applies to grant supported work abroad and grant supported work by foreigner in Finland.

Mela (Maatalousyrittäjien eläkelaitos, The Farmers' Social Insurance Institution) collects pension, accident and life insurance fees during the insurance is in effect during the grant supported work.

Statutory sickness insurance fees are collected by tax authorities afterwards.

The insurance must be taken for the time the grant has been awarded for (which is announced in the grant awarding decision in months) even if the work is not continuous.

The Jenny and Antti Wihuri Foundation is obliged to report the awarded grants and present additional information to Mela when necessary.

## Duration of work

If the grant is not applied for (full-time) (personal) work the duration doesn't have to be marked.

If the applicant is a working group and the working time of at least one member is at least 4 months and the earnings 1 276,04 euros, the combined working time of the group members is to be stated in months.

The using of a grant is principally to be started within a year of its awarding.

## Referees (references digitally)

Fill in the names of the referees who have been asked to submit a reference.

On the Foundation website <http://wihurinrahasto.fi/apurahat/lausunnonantajalle/> is a digital Reference (or Lausuntolomake in Finnish) for use of the referees. The referee must submit the reference to the Foundation in terms of the application period and it can be modified up to the end of May. Once digitally submitted through the system the reference doesn't have to be sent in paper. The digital references will be added to the application after the end of the application period by the name of the applicant. The Foundation does not return/hand over the submitted references.

## **REASONING**

A brief and clear work plan for the project with a schedule. The budget for the project briefly divided. Financing plan that manifests the full financing of the project. (If the applied grant is solely a working grant meant to cover living expenses a detailed income and expense estimates are not demanded.)

These points need to be filled even if a more detailed research or work plan is attached. Pointing at the attachments is not sufficient.

## **OTHER FUNDING**

All other grants received in the past three years and all grants received from the Jenny and Antti Wihuri Foundation for the project in question.

All pending grant applications.

A list of at most ten previous grants. The year field must be filled with the correct year of receiving previous grants.

All received funding (e.g. transferring to a paid postgraduate in a research institute) during the processing of the applications must be reported to the Jenny and Antti Wihuri Foundation immediately.

## **ATTACHMENTS**

The applicant (private and working groups) must attach to their application a work plan and a resume OR educational information, previous work and publications if any.

Working groups are advised to attach the resumes of all members of the group applying for funding.

A more extensive research- or work plan can be presented as an attachment should it not fit in the Reasoning-field of the application. The length of the attachment is not defined, but left for the applicant to decide (usually 3-10 pages).

An organization must attach to their application a duplicate of the annual report of the previous year, financial statement and a statement of the accountant (Public corporations such as universities are not required to attach financial statement documents to their application).

The attachments are sent to the Foundation digitally. The files must be in pdf-form. Attachments sent in other file forms can't be attached to the application. Please save the files directly as pdfs in a text editor or download a software for creating pdfs.

The applications are mainly critiqued online and therefore the Foundation can't guarantee that attachments sent on paper will be critiqued.

## **COMMITMENT**

By submitting the application, the grant applicant agrees that the Foundation may use the data and the documents that are sent.

The Jenny and Antti Wihuri Foundation requires that the applicant commits to following instructions and acting according to the work plan submitted when applying for the grant.

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The application form is filled and saved online. You can replenish, edit and print the information of the application across several visits, provided you remember the username and password used upon registration. The application can be modified up to sending it.

**Final application including attachments is to be sent to the Foundation in a digital (not paper) form during the application period using the "Accept and send the application to the Jenny and Antti Wihuri Foundation"-function.**

After sending the digital application successfully a note reading "Application sent. The application has been sent digitally to the Jenny and Antti Wihuri Foundation. This is an automatic confirmation that we have received your application. There will be no additional confirmation sent on email." will appear.

The status of the application is "Sent" when the Foundation has received it to be processed.

**The application period ends on 31 May.** The online service will close on 31 May at 24.00 (UTC +2). Applications sent late or via fax/email will not be processed. The Foundation office and application support is open 9:00-16:00 on weekdays (Monday to Friday).

The grants are awarded yearly on the birthday of the founder of the Foundation Antti Wihuri on 9 October and published the following day on the Foundations website <http://wihurinrahasto.fi/>. The awardees of the grant are informed by letter. We will also inform the decision via email if it is wished on the application. We will not give away information about the awarded grants by phone.