

# INSTRUCTIONS FOR RECIPIENTS OF A GRANT FROM THE BLOOD SERVICE RESEARCH FUND

## Grant payments

The organisation named by the applicant must provide the necessary bank account information in writing for payment of the grant, as well as to confirm that it will administer the grant and comply with the reporting practices using the form sent with the approval letter (form: *Grant recipient\_Financial administration*).

In most cases, the research organisation to which the researcher in charge belongs is responsible for financial administration of the grant and, working together, the two should make the practical arrangements regarding the use of the money and how to monitor it. The research grant will be transferred to an account of the organisation specified by the grant recipient during each research period (each calendar year). The grant may be used immediately once it has been transferred to the research organisation's account.

In the case of grants covering more than one year, payment of monies for each successive year to the account specified by the recipient's organisation requires that sufficient progress is being made, as detailed in the plan, and that reports are issued in line with the instructions (form: *Grant recipient\_Interim report*).

Subject to approval, personal grants may be paid into the applicant's own bank account if the applicant is not represented by a suitable research institute.

## Grant and salary payments

Grants awarded can be used to hire employees if this is stated in the application. If the grant is awarded to a research group, personal grants may only be paid to those members of the group who are conducting the research work concerned and for whom the grant application has been made. If you wish to pay a personal grant to a new researcher, contact the Blood Service research fund beforehand. Personal grants should be paid via the research organisation to which the researcher in charge belongs.

The researcher in charge and the grant recipient should establish in advance the tax administration's requirements regarding taxation of personal grants.

The maximum grant amounts are as follows:

- Professor: €3,400/3,900 monthly
- Docent: €3,100/3,300 monthly
- D.Med.Sc., Ph.D.: €2,400/2,700 monthly
- Lic. Med., MA: €2,000/2,200 monthly
- Bachelor of Medicine, secondary school graduate: €1,700/1,900 monthly

The higher amount will be paid in the case of grants awarded for at least four months during the same calendar year. In this case, the recipient must obtain employment pension insurance for those receiving grants. The insurance will be provided by the Farmers' Social Insurance Institution Mela. The researcher in charge must notify Mela about the members of the research group to receive a personal grant. After this, the grant recipient must submit a pension insurance application to Mela. The form can be found on the website of Mela: [www.mela.fi](http://www.mela.fi)

Researchers in charge intending to pay a personal grant to themselves must provide the Blood Service with proof of any leave of absence beforehand.

Under no circumstances will either the Blood Service or the Blood Service research fund act as the employer of persons receiving a personal grant or a salary. The researcher in charge and the research institute should examine the employee's terms of employment and how the employer's responsibilities are met.

## Approved cost items

A grant may be used as described in the application and the approval letter. The amounts allocated to different cost items may be altered if there are grounds for this, and this must be recorded in interim reports. However, the amount granted for travel expenses cannot be exceeded.

The use of the grant must be traceable in the financial system of the grant recipient's organisation, and reporting must be based on the reporting in the organisation's bookkeeping system. All realised costs must be related to the research specified in the application and allocated to the grant in the statutory bookkeeping by the research organisation of the researcher in charge. In the interim and final reports, costs must be broken down into individual cost items.

The approved cost items are as follows:

- Personal grants for full-time research work (at least 80% of working time) for persons named in the application. Research work may also take the form of long-term research visits. The annual amount of a personal grant must not exceed the tax-free allowance set by the tax administration. The monthly amount will be determined on the basis of the section " **Grant and salary payments**".
- Salaries for the persons listed in the application, including the employer's contributions in the applicant organisation;
- Research costs, such as reagents, laboratory equipment and publication costs;
- Subcontracting necessary for research work (e.g. special analytical services or animal studies);
- Travel expenses; travel expenses incurred due to planned meetings of the research group members; congresses where results of the funded project are presented; and research visits directly related to the funded project;
- General costs that may cover up to 15% of the costs processed by the organisation.

## Reporting

The researcher in charge is required to report the research results and how the grant has been used.

In the case of grants covering more than one year, a progress report must be compiled for each period of funding (form: Grant receiver\_Progress report). The report must be emailed to kirjaamo@veripalvelu.fi by 1 June of the year following each period of funding.

On completion of the project, the final report (form: Grant recipient\_finalreport) must be emailed to kirjaamo@veripalvelu.fi by 1 June of the year following the last period of funding.

Any funds remaining after each period of funding must be returned to the Blood Service research fund.

## Contact details

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