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15.12.2025

Work unit:	**Strategy and Development**	Administrative instructions	Public

Title:	**Use and Monitoring of State Research Funding in 2025**
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Description**:**	Description of the introduction, use and monitoring of state research funding. Instructions for researchers on the use of research funding. *(unofficial translation)*

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1 USE AND MONITORING OF STATE RESEARCH FUNDING

1.1 Responsibilities

The organization implementing the research project has overall responsibility for the use, monitoring and reporting of research funding granted to research projects to the regional research committee for university-level health research. The internal responsibilities of the implementing organizations are based on the responsibilities of the organization's own guidelines and procedures. The recipient of research funding is responsible for the practical implementation of the research project, the use of funding, monitoring, and reporting. **The recipient of research funding must report on the implementation of the funding in the first year and the final report at the end of the funding period.**

1.2 Deployment and Use of Funding

The Ministry of Social Affairs and Health will decide on the amount of state research funding received by the collaborative areas at the beginning of the year. The Regional Administrative Agency pays the research funding to the regional research committee for university-level health research monthly, and they will forward the funding to the organizations implementing the research projects that have received funding.

The implementation, use and monitoring of funding take place in accordance with the organization's own practices.

Before the funding is taken into use, a research project that has received funding must have a valid research permit from the implementing organization and, if necessary, other research permits and statements from the implementing organization that are essential for the operation of the research project. In addition to the year in which the funding was granted, the research funding received can be used in the following two calendar years without a separate application if the reporting obligation has been complied with.

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1.3 Uses of Funding

State research funding is intended to be used for the costs of the project that has received funding in accordance with the cost breakdown presented in the application. These costs include, for example, the salaries of researchers and research staff, equipment and material purchases, outsourced services, and other expenses, such as research meetings.

In docent and doctoral level research projects, state research funding can be used to cover the costs of the researcher/research staff working or participating in seminars, congresses, conferences, trainings, and research meetings organized in Finland or abroad and are directly related to this specific research. The reimbursement of travel expenses of research staff is subject to HYVTES' rules on reimbursement. The reimbursement of patients' travel expenses follows the organizations' own guidelines and procedures.

In a doctoral thesis research project, research funding can only be used for the researcher's own salary. If funding received for a doctoral thesis project remains unused after graduation, the recipient of funding can use the remaining funding to cover their own salary costs related to this same research project.

It is possible to make changes to the original cost plan of a research project, such as allocating funding to material purchases instead of salaries (excluding doctoral research projects). The recipient of research funding is responsible for the changes.

1.4 Salaries of Research Staff

The salary of research personnel and the definition of working hours comply with HYVTES and the organizations' own guidelines and policies. The salary is based at most on the job-specific salary of the office holder/employee. The salary must correspond to the level of requirements of the work carried out in the research. Applicants who have received research funding may choose to work for a lower monthly salary, which means that they can work as a researcher for a longer period. The applicant agrees on the arrangements with his/her supervisor.

In addition to the job-specific salary, a possible work experience supplement (3% or 8%) and a fixed-term supplement are paid. No personal allowance linked to the duties of a standard post/post shall be paid.

The remuneration of persons recruited for research projects outside the organization may be equated to that of officials/employees performing a similar type of work in the organization concerned. For questions concerning the determination of the salary of external persons, please contact your organization's HR unit.

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Salary costs are increased by personnel costs, which amount to 40% of the net salaries payable. Incidental expenses include compulsory, voluntary and imputed social insurance contributions, holiday pay and imputed sick pay. State research funding cannot be used to pay holiday pay accrued during a period of work funded by the state research funding, other than for this specific research project. Annual leave must be taken in accordance with HYVTES. Annual leave days accrued to persons outside the organization during the research project must be taken during the project.

The monitoring of the working hours of research personnel and the on-call duty of doctors during the research period are carried out in accordance with the organization's own instructions. However, doing so called gig work during the researcher period is not recommended. **On-call allowances or the wages of so-called gig work during the research period should not be paid from state research funding.**

The employment contracts of research personnel are made in accordance with the organization's own practices. In collaborative research projects, an employment contract is made for the organization where the researcher/research staff member works. The organization invoices the person's salary costs from the organization responsible for the collaborative research project. A cooperation contract must be drawn up between the organizations.

1.5 Administrative Expenses

The costs of the research project include the general administrative infrastructure costs of research activities, which in the Eastern Finland collaborative area may not exceed 25% of the state research funding granted to the research project. The organization responsible for the research project determines the size and use of the infrastructure cost itself. In collaborative research projects, the infrastructure cost is collected by the organization responsible for the research project.

1.6 Changes in the research project

1.6.1 Changes to the Financial Plan

If a research project that has received state research funding is not carried out as planned during the year for which the funding was granted and the funding appears to be unused, the funding will automatically be carried over to the second and third calendar years if the reporting obligation has been complied with. After the end of the third calendar year, the funding will no longer be available. Unused research funding will be returned for allocation in the next state

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research funding call. If previously received state research funding has not been used at all, no new funding can be allocated to the research project.

If the budget of a state-funded research project is exceeded, the funding for the project in question may be covered by other funding received for the same research project.

1.6.2 Change of Person in Charge

If a funded researcher resigns from a state research funding-eligible organization in the collaborative area, the state research funding allocated and made available for the research project may be transferred to a person in the research team of the same research project, if the person works in a state research funding-eligible organization in the Eastern Finland collaborative area. In the case of a project funded at doctoral level, the funding may be transferred to a doctoral graduate involved in the research team, and in the case of a project funded at associate professor level, to an associate professor involved in the research team. If the funding for the research project in question cannot be transferred to another person in the research team (e.g. a research project funded at the associate professor level does not have another associate professor working in a state research funding-eligible organization in the Eastern Finland collaborative area), the remaining funding for the research project will be reallocated for the next funding call.

Funding for a doctoral thesis category cannot be transferred to another person. If a researcher who has received funding for a doctoral thesis category resigns and moves to work in an organization other than a state research funding-eligible organization in the Eastern Finland collaborative area, the remaining funding for the research project will be reallocated for the next funding call.

The change in funding is subject to a state research funding modification request. The form can be found at https://pshyvinvointialue.fi/valtion-tutkimusrahoitus .

1.6.3 Change in the Promoter Organization

If an applicant who has received state research funding for a research project moves to another wellbeing services county in the Eastern Finland collaborative area during the funding period and continues to be the person in charge of the research project, the funding may be transferred from one organization to another, if necessary, by decision of both organizations. The transfer is requested by means of the state research funding transfer application form available at https://pshyvinvointialue.fi/valtion-tutkimusrahoitus .The new implementing organization will invoice the transferring organization for the available funds and infrastructure

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costs of the research project. The infrastructure costs will be invoiced in proportion to the resources available for the research project. The new implementing organization will decide whether to charge the project for infrastructure costs in accordance with its own practices.

State research funding allocated to Eastern Finland collaborative area is not transferable to another collaborative area.

Changes must be reportable. All transfer and modification decisions will be recorded in the case management system managed by the wellbeing services county of North Savo.

1.6.4 Other Changes

Changes to research projects, other than those relating to funding, will be dealt with in accordance with each organization’s own guidelines and policies.

1.7 Reporting of the Research Project

1.7.1 Reporting

The funded researcher commits to report on the progress and performance of the research project. The report will be submitted to the Science Service Centre of the wellbeing services county of North Savo / regional research committee for university-level health research of Eastern Finland collaborative area. An implementation report must be submitted in the first year and a final report when funding ends by October 31. The Science Service Centre will send a Surveypal questionnaire to the email address you provided in the application.

If the funded researcher does not submit the implementation report by 31 October, the remaining funding will be returned for redistribution to the next state research funding call. If a researcher applies for new research funding and has not reported on the use of the previous funding and the progress of the research project, the new research funding will be refused.

The regional research committee for university-level health research of the Eastern Finland collaborative area reports information on the performance and quality of research projects and on the use and allocation of research funding to the different research priorities to the Ministry of Social Affairs and Health by the end of June of the year following the funding year (Health Care Act 1326/2010). The Committee will also use the responses of the survey in its final report to the National Health Research Assessment Team.

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1.7.2 Publication Details

Publications reporting on scientific research carried out in the Eastern Finland collaborative area must indicate the author's affiliation with the Eastern Finland collaborative area.

A researcher who has received funding must ensure that all publications made by him / her or his / her research group using state research funding are recorded as affiliation with the healthcare unit in which or in collaboration with which the publication was made.

In the section on funding and acknowledgements for publications and doctoral theses, the following should be recorded:

- for Finnish publications, “state research funding, Kuopio University Hospital, wellbeing Services County of North Savo” and the research ID number, if the publication allows it.
- for English publications, “This study was financially supported (or partly supported) by the state research funding for university-level health research, Kuopio University Hospital, wellbeing services county of North Savo" and “(Project number)”, if the publication allows it.

State research funding is granted to collaborative areas based on the effectiveness of publication activities, so registering all publication information in the Eastern Finland collaborative area is important to ensure future funding.

1.7.2.1. Disclosure of Publication Details

The Science Service Centre retrieves publication data directly from the PubMed database and identifies them for organizations in the Eastern Finland collaborative area. The Science Service Centre sends the publication data to the wellbeing services counties for review**. If necessary, the state research funding contact persons of the wellbeing services counties will send the missing publications to the Science Service Centre for storage on a bi-annual basis**. The accuracy check of the publication data is carried out at the Science Service Centre and at the scientific library of the wellbeing services county of North Savo.

Publication data, including publication credits, form part of the evaluation of the quality and performance of state-funded research projects. The Ministry of Social Affairs and Health uses this information to estimate the amount of state research funding in euro allocated to the collaborative areas. The performance of research projects funded by state research funding is monitored through the JULKI system of the wellbeing services county of North Savo.

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ATTACHMENT 1 PERSONNEL MANAGEMENT GUIDELINES FOR RESEARCHERS IN THE WELLBGEING SERVICES COUNTY OF NORTH SAVO WHO HAVE RECEIVED STATE RESEARCH FUNDING

Human resource management of research staff in the Science Service Centre is managed by Science Services coordinator Niina Lappalainen (tel. 044 717 4435, niina.lappalainen(at)pshyvinvointialue.fi) and Science Services coordinator Anu Taskinen (tel. 044 4611 530, anu.taskinen(at)pshyvinvointialue.fi).

How do I proceed when I want to work with State research funding?

- Make sure your research permit (and funding) is in order
- Negotiate research leave with your supervisor
- Apply for leave in ESS-system using the instructions below, code 72

Service relationship B, absence for relationship A (so-called VOV)

If an employee/official moves to another unit in the wellbeing services county for a fixed-term assignment, and his/her own permanent assignment is put on hold, the permanent assignment must be requested to be absent for the same period as the so-called B assignment to another unit.

In the first instance, the absence in question is requested by the staff member from his/her supervisor, i.e. from his/her permanent post. Alternatively, his/her current supervisor makes the absence log on behalf of the staff member.

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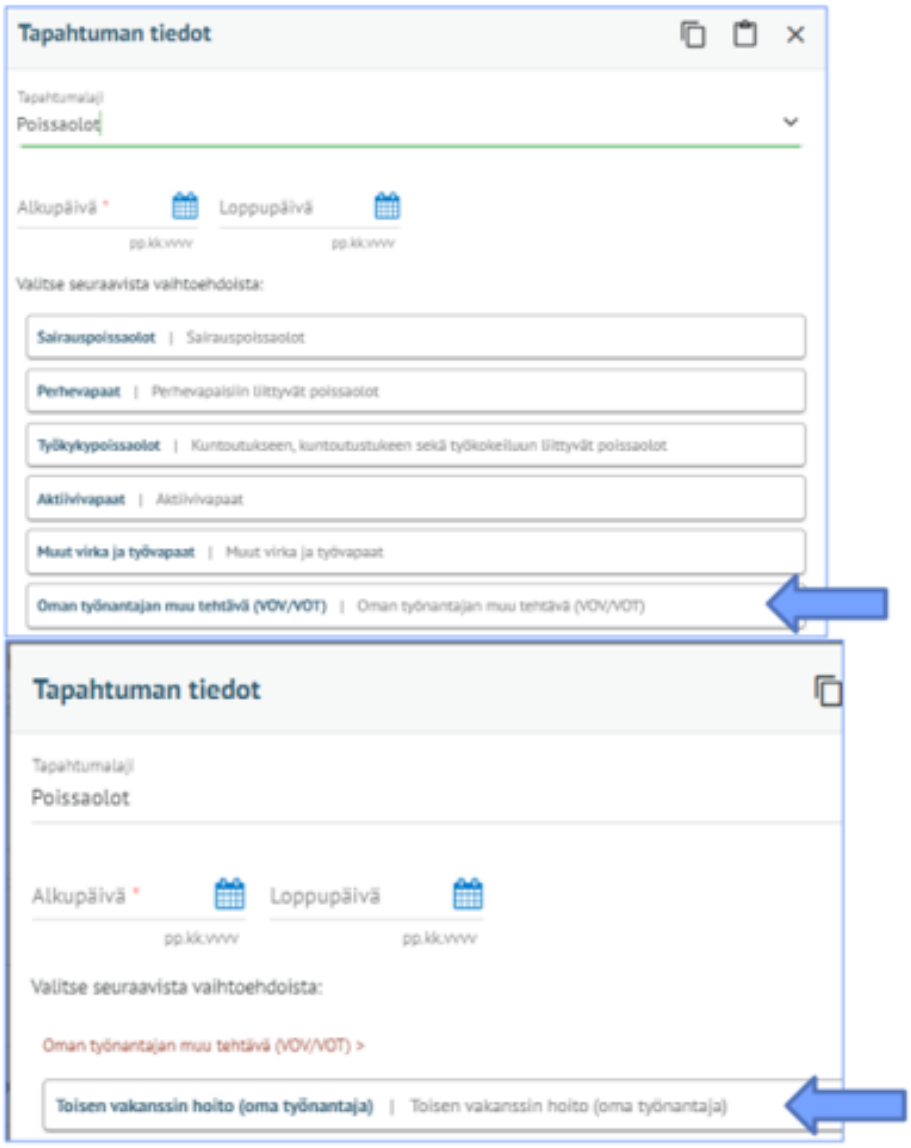

- Notify Niina Lappalainen and/or Anu Taskinen at the Science Service Centre well in advance of the start date of the research period (date, working hours %, salary, research title, research ID and cost centre)

- An employment contract will be drawn up by the Science Service Centre for the duration of the researcher's period and the researcher will be informed when the employment contract has been concluded.

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How do I proceed if I want to hire an employee for my research with my own State research funding (possible for associate professors and doctoral students)?

- Make sure that your research permit is in order and that you have enough funding left (the science services coordinator in your area can help you with this)

- You can agree with the person on the details of their employment (title, date, time-percentage, salary, name of study, study title and cost centre). If necessary, Niina Lappalainen and/or Anu Taskinen can assist in determining the salary.

- Please then inform the Science Service Centre of the above information well in advance of the start date of the employment relationship.

- If the person is not an employee of wellbeing services county of North Savo, he/she must fill in a personal data declaration form (available from the Science Service Centre). If the person is employed by wellbeing services county of North Savo, he/she should apply for leave from the ESS system with code 72 (see instructions under " How do I proceed when I want to work with state research funding?").

- An employment contract will be drawn up with the Science Service Centre and the researcher will be informed when the employment contract has been concluded.

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ATTACHMENT 2 REPORT TEMPLATE ON THE USE OF STATE RESEARCH FUNDING

Details of the Research

Name of the research

Amount of research personnel hired with research state funding

Details of Research Funding

Amount of funding received in the current year

Estimated amount of funding received by the end of the current year

Applying for other external funding

Progress of the Research Project

Progress of the research project (verbal description)

Publications

Doctoral theses

New treatment recommendations

New treatment methods

Other (e.g. inventions, patents, commercial cooperation)

Details of the Researcher

Name

Researcher's organization

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The beneficiary of the funding must submit an implementation report and a final report to the Science Service Centre by the end of October. A reporting will be carried out using a Surveypal questionnaire. The report survey will be sent to the email address provided in the state research funding application. One reminder will be sent for the submission of the report. Failure to submit the report leads to unused funding being returned for redistribution. In addition, new state research funding cannot be awarded if a report on the research funding received previously has not been submitted.