

## Grant Process

### Announcements and Forms

- The Board of the Foundation reviews the announcement and forms (electronic application form, evaluation form) along with the evaluation criteria and approves them at the autumn meeting; the decision is documented in the board meeting minutes.
- The agent and secretary publish the call for applications in mid-January.
- The application period for Kuopio University Hospital Research Foundation grants is in February.

### Applying for a Grant

- The applicant fills out the application form and prepares attachments (research plan, CV) and request the supervisor's statement.
- The applicant sends the application form and attachments to the Foundation's email (tutkimussaatio@pshyvinvointialue.fi) and submits the signed application form to the agent.
- The agent and secretary transfer applications and attachments to the Foundation's Teams platform in folders designated for each applicant.
- The agent and secretary add evaluation forms to each applicant's folder.
- The agent and secretary review applications and request additional information if necessary.

### Evaluation of Applications

- The agent and secretary inform the evaluation group about the applications to be assessed.
- The evaluator assesses the applications and completes the evaluation form according to the Foundation's principles and criteria.
- The evaluator may discuss the applications with other evaluators via Teams.
- The agent and secretary compile a list of grant applicants, summary of evaluation scores and comments, and a summary of evaluators' discussions, placing them on Teams.

### Grant Decision

- The agent and secretary determine the amount of funds to be distributed from the bank.
- The agent and secretary make a proposal of the distribution of grants according to the Foundation's Board principles and share it on Teams.
- The Foundation's Board discusses the proposal and makes a decision on grant distribution at the spring meeting, documenting the decision in the board meeting minutes.
- The agent and secretary notify grant recipients and amounts on the Foundation's website.

### Grant Announcements and Disbursement

- The agent and secretary inform grant recipients, request bank account details, and report of related parties.
- The grant recipient provides the bank account details and completes the report of related parties.
- The agent and secretary transfer grant payments to the grant recipients.
- The agent and secretary report grant recipients and grant amounts to the tax authorities once a year (May-June).

### Grant Usage Reporting and Approval

- Grant recipients report to the Foundation and, if necessary, to the donor on the use of the grant by the end of June the following year.
- The Foundation's Board reviews and approves the reports in a meeting, documenting the decision in the meeting minutes.
- The agent and secretary send the grant recipient's report to the donor if required.