

Grant Process

(Unofficial translation)

Grants

Kuopio University Hospital Research Foundation's grant process includes announcements, application, evaluation, decision-making, payment, notification to tax authorities for granted awards, reporting (to the foundation and donor), and report approval.

Application Announcement, Application Form, and Evaluation Form

The Board of the Foundation reviews announcements and forms (electronic application form and evaluation form) along with evaluation criteria, approving them at the autumn meeting, with the decision documented in the board meeting minutes. The agent and secretaries publish the call for applications in mid-January. The application period for KUH Research Foundation grants is in February.

Applying for a Grant

The applicant completes the application form, 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 secretaries transfer applications and attachments to the Foundation's Teams platform in a folder designated for each applicant (General - Grants - Grant Applications - folder with the applicant's name). The agent and secretaries add evaluation forms to each applicant's folder. The agent and secretaries review applications and request additional information if necessary.

Evaluation of Applications

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

Grant Decision

The agent and secretaries determine the amount of funds to be distributed from the bank. They 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 secretaries notify grant recipients on the foundation's website.

Grant Notifications and Disbursement

The agent and secretaries inform grant recipients, inquire about bank account details and report of related parties. The applicant provides the bank account details and report of related parties. The agent and secretaries transfer grant payments to the applicants. The agent and secretaries report grant recipients and grant amounts to the tax authorities once a year (May-June).

Grant Notifications, Usage Reporting, and Approval

The grant recipient reports 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 secretaries send the grant recipient's report to the donor if required.