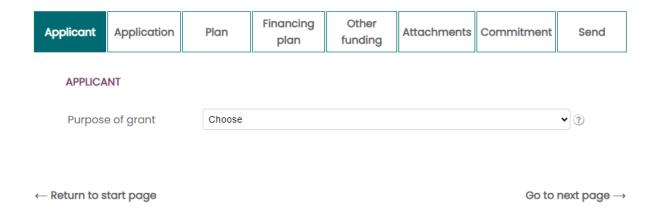**QUESTIONS ON JANE AND AATOS ERKKO FOUNDATION APPLICATION FORM**

In these instructions, we have compiled questions on the application form and some practical tips on how to complete the application. Please carefully read our General Application Guidelines on our website, www.jaes.fi/en, before you log in to our online service to complete your application.

1. **Information on the applicant**

| Applicant | Application | Plan | Financing plan | Other funding | Attachments | Commitment | Send |
|---|---|---|---|---|---|---|---|

**APPLICANT**

Purpose of grant       Choose ▾ ⓘ

← Return to start page       Go to next page →

On the Applicant form, <u>first select the purpose of the grant</u> (personal, working group, organisation). Once you have selected the purpose of the grant, questions on the applicant's background and contact information will open.

2. **Basic information about the project**

| Applicant | Application | Plan | Financing plan | Other funding | Attachments | Commitment | Send |
|---|---|---|---|---|---|---|---|

**APPLICATION**

**NAME OF PROJECT**

200 characters left.

**BACKGROUND AND GENERAL DESCRIPTION OF THE PROJECT IN FINNISH OR SWEDISH**

Briefly describe in Finnish or Swedish what the project is about. What is the relevance of the project for your field or more broadly for society? Why is your project important? What is new and insightful about it?

2000 characters left.

**BACKGROUND AND GENERAL DESCRIPTION OF THE PROJECT IN ENGLISH**

Briefly describe in English what the project is about. What is the relevance of the project for your field or more broadly for society? Why is your project important? What is new and insightful about it?

2000 characters left.

**PROJECT FIELD**

Choose which of the following groups your project belongs in

Choose

Choose at least one (1) and at most three (3) of the alternatives below as the project field so that your first choice best describes the project field, your second choice the next best and your third choice the least.

1.

2.

3.

## FOR WHICH PHASE OF THE PROJECT ARE YOU APPLYING FOR A GRANT?

☐ start-up

☐ first stage

☐ middle stage

☐ completion

☐ entire project

## ARE YOU APPLYING FOR A FOLLOW-UP GRANT FOR AN EARLIER GRANT AWARDED BY THE JANE AND AATOS ERKKO FOUNDATION?

| Choose | ⌄ |
|---|---|

## THE PROJECT IS PROOF OF CONCEPT?

More information **here**.

| Choose | ⌄ |
|---|---|

## IS THE PURPOSE OF THE PROJECT COMMERCIAL OR PROFIT-SEEKING?

| Choose | ⌄ |
|---|---|

## COUNTRY IN WHICH THE PROJECT IS BEING DONE

| | |
|---|---|

## PLACE WHERE THE PROJECT IS BEING DONE:

| Choose | ⌄ | ⑦ |
|---|---|---|

## IS THE PROJECT A JOINT PROJECT/CONSORTIUM?

| Choose | ⌄ | ⑦ |
|---|---|---|

## AMOUNT APPLIED FOR (TO THE ACCURACY OF ONE THOUSAND EUROS)

| | 000 € |
|---|---|

## DURATION OF THE PROJECT (IN MONTHS)

## REFEREES

Do not send recommendations as attachments to your application. In conjunction with submitting the application, the system will send an email request to the referees mentioned in the application for recommendations to be sent electronically. Recommendations submitted in any other form will be disregarded when evaluating the application.

Add referee

If you are applying for a new grant from our Foundation for the same project, you will need the grant number of the grant concerned. You can find the grant number in your grant information by logging in to our online service. NB! The grant number is a series of numbers and is different from the confirmation code that you use to confirm payment requests in the online service.

When you select the field of the project and enter its duration, you will see the right financing plan template for the financing plan form. We use different financing plan templates for applications in the fields of science and for applications in the fields of art and culture.

Where a consortium project is involved, additional questions will open up on the form where you need to name the parties in the consortium, their percentages of the amount of grant applied for and the envisaged work input. In addition, you will need to describe how the consortium has been designed to work in practice and how the responsibilities are allocated between the parties.

You will find information concerning referees in the General Application Guidelines on our website. Please read them before you complete the referees' contact information on the form.

## 3. Plan

| Applicant | Application | Plan | Financing plan | Other funding | Attachments | Commitment | Send |

## PLAN

The following points are important for the evaluation of your application. Write concisely, fluently and in a non-technical way. The texts may be used as are in the Foundation's communications.

First use a text processing application to write the texts before adding them to the fields below. Avoid the use of underlining, italics, bold and other highlighting.

## MOST IMPORTANT GOAL

Summarise the most important goal of your project in a non-technical way. What problem are you trying to solve? What need does the project meet?

2000 characters left.

## METHODS, SCHEDULE, IMPLEMENTING PARTIES AND COLLABORATION

What methods will you use to implement the project? How have you scheduled the work? Who will participate in the project implementation? What kind of collaboration is intended in the project implementation?

2000 characters left.

## RESULTS AND IMPLICATIONS

What results do you expect to achieve? What outcome would you be satisfied with? How would the success of the project affect your own career development and that of the other project participants? What wider scientific, artistic or social impacts do you hope to bring about?

2000 characters left.

## 4. Financing plan

Please enter the totals on the template to the nearest thousand euro (€1000).

| Applicant | Application | Plan | Financing plan | Other funding | Attachments | Commitment | Send |

### FINANCING PLAN

Please complete the project financing plan below

#### WHERE NECESSARY, CLARIFY THE FOLLOWING POINTS IN THE FINANCING PLAN:

2000 characters left.

## 5. Other funding

| Applicant | Application | Plan | Financing plan | Other funding | Attachments | Commitment | Send |
|---|---|---|---|---|---|---|---|

### OTHER FUNDING

If the funding situation changes after submitting the application, notify this by email to saatio@jaes.fi. Failure to notify such change may lead to a review, cancellation or recovery of the amount of grant awarded.

**LIST EARLIER FUNDING RECEIVED DURING THE PAST THREE YEARS**

Add new line

**OTHER FUNDING APPLICATIONS PENDING**

Add new line

## 6. Attachments

| Applicant | Application | Plan | Financing plan | Other funding | Attachments | Commitment | Send |
|---|---|---|---|---|---|---|---|

### ATTACHMENTS

Before submitting the application, please check to ensure that all the required attachments have been included with the application. Submit the attachments as one pdf file not as single files. The total size of the attachment may not exceed 5 MB.

**The following attachments are to be submitted with grant applications in the fields of science:**

1. A project plan (max. 8 pages)
2. The parts of the group leader's CV of relevance to the application in TENK format (The Finnish National Board on Research Integrity), max. 3 pages
3. A list of the leader of the working group's publications (max. 10 most relevant to the application)

The following are to be submitted with culture, art or other grant applications:

1. A project plan (max. 8 pages)
2. The parts of the group leader's CV of relevance to the application or a description of the applicant organisation (max. 3 pages)
3. If the applicant is an organisation, an annual report, financial statement and audit report of previous year must be submitted either as part of the other attachments or as separate links below 'Link to material or web page'.

Link to material or web page

Attachments

Add attachment

Where the application is for a consortium, a CV (maximum of three pages per CV), in all relevant respects, of all the group leaders in the consortium must be attached in Finnish National Board on Research Integrity.

### 7. and 8. Commitment and sending

Please read the text in the Commitment form carefully before ticking the box "I undertake to abide by the above".

The system will notify you of any missing or incomplete information on the Send form. Once all the required information is on the form, you can send it to us electronically. The system will notify you that submission has been successful.