

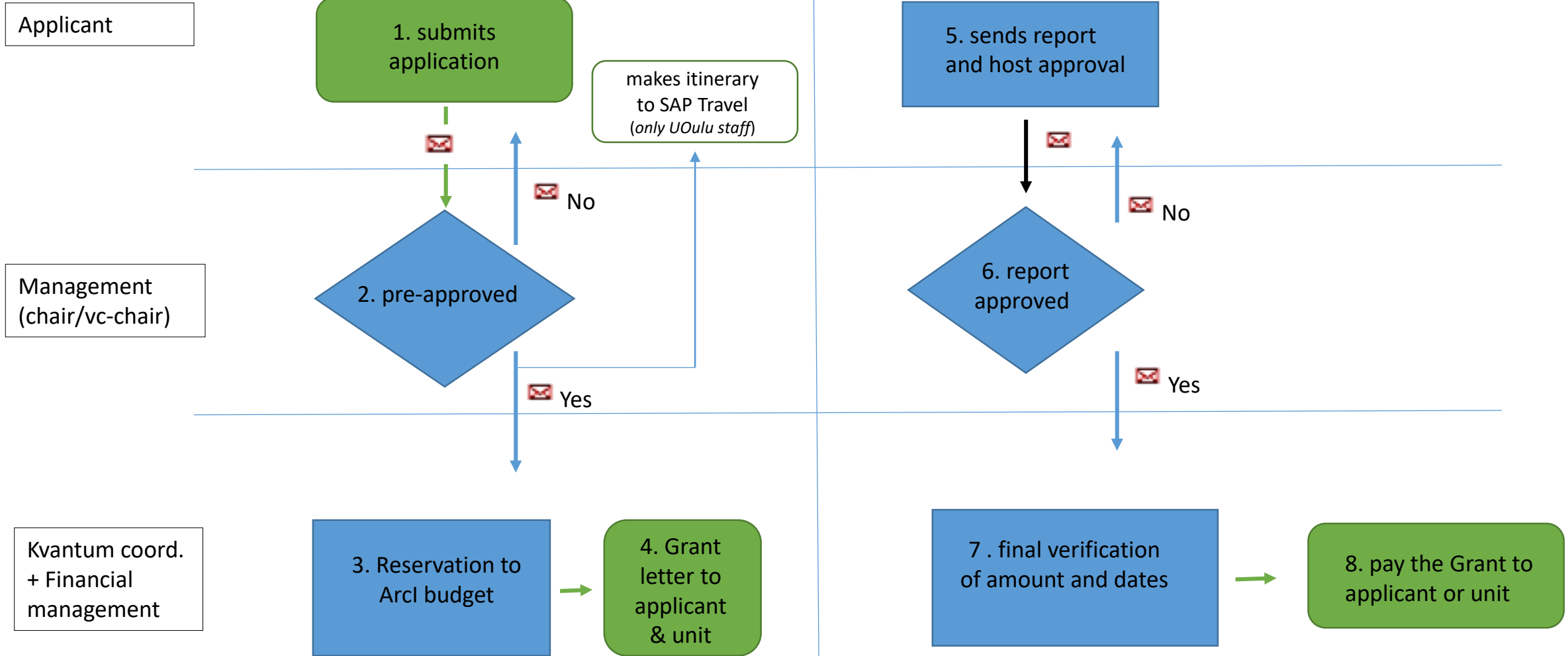


ArcI Visit programme

Process flow, Application form & Amount of the Grant

Before visit

After visit



GRANT APPLICATION

Personal data: Title, First and Last name etc

HOST Details (incoming):

- Host unit at UOulu:
- Responsible host (Prof.):

HOST Details (outgoing):

- Host University / Institute :
- Responsible professor at Host unit:
- City:
- Country:
- Home unit at UniOulu

VISIT DETAILS:

Time (start date - end date):

Duration (days):

Motivation and Workplan summary (max 500 words):

- scientific and/or other motivation for the visit and what scientific outcomes aim to accomplish with the visit
- Proposed contribution to the Arctic research in Oulu
- Techniques - please detail what techniques or equipment you may learn to use, if applicable.
- Planning - please detail steps you will take to achieve your proposed aim

APPENDIXes

1. Letter of support from the Home Institution
2. Agreement from the Host institution that the visit and activities detailed in work plan can be performed on the agreed dates
3. CV



Amount of the Grant

outgoing (from Oulu): (support to the unit)	travel costs(max 1000€) + 245€/week, TOTAL max 6880 € (24 weeks)
incoming (to Oulu): (personal grant)	1-2 weeks: travel costs (max 1000€) + 1000€/ week TOTAL max 3000 €
	1-6 month: travel costs (max 1000€) + 2400€/month


Grant payment process

Outgoing:

Grant to UOULU research unit

- internal transfer from Arcl project (Kvantum Institute) to the unit

Incoming:



PAYMENT OF PERSONAL GRANT

UNIVERSITY of OULU
OULUN YLIOPISTO

To be completed by the grant recipient Date

Family name <input type="text"/>		Given name(s) <input type="text"/>		Date of birth and identification number in Finland (if given) <input type="text"/>	Gender <input type="checkbox"/> male <input type="checkbox"/> female
Street address in Finland <input type="text"/>		Zip code and city in Finland <input type="text"/>		Municipality of tax <input type="text"/>	University degree <input type="text"/>
Persons from abroad (persons resident in Finland for a maximum of six months = tax-at-source) must also submit the following information					
Home state / country <input type="text"/>		State where the studies/research is carried out (if other than Finland) <input type="text"/>		Address in home state / country <input type="text"/>	
Name of the bank (Personal grant is paid into private bank account only) <input type="text"/>				Number or address of bank office <input type="text"/>	
SWIFT/BIC code of the bank <input type="text"/>				IBAN bank account number <input type="text"/>	
Period of grant <input type="text"/> / <input type="text"/> 20 <input type="text"/> — <input type="text"/> / <input type="text"/> 20 <input type="text"/>				Amount of grant € <input type="text"/>	
Information about employment					
<input type="checkbox"/> Recipient is employed at the university. Recipient is on leave (if no unpaid leave of absence has been applied and granted for the period of the grant, the grant is deemed taxable salary) <input type="text"/> / <input type="text"/> 20 <input type="text"/> — <input type="text"/> / <input type="text"/> 20 <input type="text"/>				<input type="checkbox"/> Recipient is not employed at the university <input type="checkbox"/> The grant has been given for working abroad	
Date of payment	Date of payment (The last or the 15th day of the <input type="text"/> / <input type="text"/> 20 <input type="text"/> month)			the amount of <input type="text"/> €	
	Date of payment II (annual grants only) <input type="text"/> / <input type="text"/> 20 <input type="text"/>			the amount of <input type="text"/> €	
Date <input type="text"/> / <input type="text"/> 20 <input type="text"/>				Signature of the grant recipient _____	

Unit fills, Each of the following shall have at least one check

Purpose of the grant <input type="checkbox"/> basic degree <input type="checkbox"/> doctoral thesis/postgraduate education <input type="checkbox"/> post doc research <input type="checkbox"/> reward, for what activity given: <input type="text"/>					
Quality of the grant <input type="checkbox"/> living grant/working grant <input type="checkbox"/> reward <input type="checkbox"/> other, what: <input type="text"/>					
Basis the grant was decided <input type="checkbox"/> for studies <input type="checkbox"/> for scientific studies or as a reward for scientific activities <input type="checkbox"/> for artistic activities or as a reward for artistic activities <input type="checkbox"/> as a reward for activities for the public good					
Grant application procedure <input type="checkbox"/> has been publicly applicable <input type="checkbox"/> has not been publicly applicable (taxable)					
Grant decision date <input type="text"/> / <input type="text"/> 20 <input type="text"/>				ATTACHED copy of signed grant decision, attached with grant call and grant application	

Financial Services Service Point fills PAID FROM CASH REGISTER

Laskun saapumispäivä	Vastaanottoaikaväli	Fos.nro	Saaja.nro	Ennakkoarv.nro	OULUN YLIOPISTO	
Laskun eräpäivä	Asiallinen tarkastus				Laskun loppusumma € <input type="text"/>	
	Numerotarkastus	Selite (max 30 merkkiä) <input type="text"/>			Maksettava € <input type="text"/>	
TILI	Kustannuspaikka	Projektin rakenneosa	Sisäinen tilaus		Debet €	Kredit €
437900	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hyväksytään <input type="text"/> / <input type="text"/> 20 <input type="text"/>				Okasapvm.	Saapunut laskutoimistoon	
Nimen selvitys				Määrätään maksettavaksi <input type="text"/> / <input type="text"/> 20 <input type="text"/>		

Data privacy notice: <http://www.oulu.fi/university/dataprivacynotice/personnel>

