



For information on completing this form see page 4.

PERSONAL DATA

Individual applicant
 Project/Group/Department

Last name _____ Degree _____
 First and middle name _____ Finnish ID no. _____
 Home address _____ Telephone _____
 _____ IBAN -bank account + BIC -code _____
 Degree program/ Major subject _____ E-mail _____
 Department _____ Post or other employment at Aalto Biz _____
 Bachelor's degree student, studies begun in 20 _____ Doctoral student, studies begun in 20 _____
 Student ID no. _____ Number of ECTS credits/ Credits under the 1995 rules _____ MBA Other student _____

AMOUNT AND TYPE OF GRANT APPLIED FOR
 (Please note: a separate form is needed for each type grant) AMOUNT _____ euros

I GRANT FOR RESEARCH

Research project Dissertation Emeritus professor Other scholarly research Sabbatical Study/research abroad Master's thesis

Title of research _____

II TRAVEL GRANT

Course Conference paper/working paper Visitors Group trip Other trip

Name of course/conference, visitor, traineeship, course of study, other _____

Name of presentation/working paper _____

Date and duration _____ Venue _____

Organizer _____

Conferences you participated in this and previous year _____

Journals you have submitted your presentation/working paper to for publications from above mentioned conferences _____

III GRANT FOR TEACHING MATERIAL

For preparation of teaching material For development of teaching methods

Name of textbook or other material: _____

Authors: _____

IV GRANT FOR LANGUAGE REVISION/ TRANSLATION Type: Dissertation Other scholarly research

Language revision Translation

Title of research _____

V OTHER GRANTS

PURPOSE OF GRANT:

Personal grant Funding for leave of absence For assistant(s) For travel or residence costs Participation fees For acquiring research material

Other purpose: _____

COST ESTIMATE

TIMETABLE

BRIEF SUMMARY OF RESEARCH PLAN

Title of research: _____

Author or working group: _____

Aims of research: _____

Implementation: _____

RECOGNITION FOR SUPERIOR PUBLICATION

Name of article: _____

Author(s) of article: _____

Name of publication: _____

Official impact factor of the publication: _____

Date of publication (year of publication, volume, issue, page numbers) _____

GRANTS RECEIVED DURING THE PAST THREE YEARS

Granted by	Amount (€)	Approved in (year)	Purpose

OTHER GRANTS APPLIED FOR SIMULTANEOUSLY

Source of funding	Amount (€)	Applied for in (year)	Purpose

STATEMENTS

THE FOLLOWING PERSONS HAVE AGREED TO PROVIDE WRITTEN STATEMENTS ON THE APPLICANT AND APPLICATION
(Any such statements should be appended to the application or sent directly to the Helsinki School of Economics Foundation)

Name	Position/degree	Office telephone

FURTHER INFORMATION (can be appended)

I hereby affirm that the information in this application and its appendices is correct and agree to observe the instructions on grants should the grant be approved.

Place and date _____ of _____ 20____

Signature _____

APPENDICES

DATE	DECISION	SOURCE OF FUNDING

INSTRUCTIONS FOR GRANT APPLICANTS

General Instructions

- Applications must be typewritten or clearly written using block letters.
- Applications, including appendices and personal data, must be completed with care. The Foundation does not request missing information from applicants.
- Each type grant requires a separate application.
- Grant applications for other research project or research group must be completed by the project director or by the person otherwise in charge of the project.
- Research project directors must also include the personal data (name, address, Finnish ID number, and municipality of residence in Finland) of each project participant in a separate appendix to the application.
- The amount of the grant sought must be stated.
- The grant application must be dated and signed.
- Applications sent by telefax or e-mail will not be processed.

Instructions by type of grant

1. Research grants

- The type of research grant must be specified in the application. Specify only one type.
- The title of the research must be stated briefly and clearly.
- Essential information regarding the purpose of the grant, a cost estimate, and the timetable for the research must be stated in the space provided. More information, if needed, in a separate appendix.
- A brief presentation of the research plan must be stated in the space provided in the application form.
- A detailed research plan, including a cost estimate and implementation schedule, must be appended to the application.
- Holders of post applying for full-time research grants must append an explanation of how the work entailed by the post will be filled during any leave of absence.

2. Travel grants

- The amount of the grant, the type of the grant, the destination, the date and duration, and the venue and organizer must be entered in full.
- An invitation to a conference or similar document, a cost estimate and a summary of the proposed presentation.
- Applicants who are participating in scholarly conferences are required to have a conference presentation which is accepted for the conference's program. The Acceptance letter from the conference must be included in the grant application or sent at the latest together with the payment form of the possibly awarded grant.

3. Grants for teaching material

- The amount of the grant sought, the authors, the title of the textbook or other publication, a tentative plan and a cost estimate must be entered briefly in the form.

4. Grants for language revision/translation

- The application must include an account of the costs incurred (a copy of the bill and a receipt of payment) and a copy, a summary or other explanation of the research.

5. Other grants

- The amount of the grant sought and the purpose and the reasons for application must be stated briefly in the form.
- A detailed plan or similar document must be appended.

6. Recognition awards for quality publications

- Copies of the published article must be appended to applications for awards granted in recognition of quality publication. The application must state the author(s), the title of the article and its official impact factor, and the date of publication (the year of publication, volume, issue, page numbers). The name, Finnish ID number, degree, IBAN -bank account + BIC -code and home address of all authors affiliated with Aalto Business School must be stated.

Application dates and submission of applications

Applications for grants from the Helsinki School of Economics Foundation can be made in February and September. For more information see the HSE Foundation website and the bulletin boards.

Applications, including appendices, must be delivered to the Helsinki School of Economics Foundation before the deadlines for applications. Late applications will not be processed.

Applications for language revision/translation and for awards granted in recognition of quality publications can also be submitted directly to the office of the Helsinki School of Economics Foundation at times other than those specified above.

Processing of applications

The Board of the Helsinki School of Economics Foundation decides on the awarding of the grants of the Foundation twice a year, in April and November. All grant recipients are notified of the decision in writing. Decisions on grants are also posted on the bulletin boards of HSE and of the Foundation, and on the HSE website.

Reports on use of grants

All recipients of grants must submit a report by a date announced separately about the use of the grant and must agree to observe the instructions of the Helsinki School of Economics Foundation regarding such use.

When grants are used to employ assistants, the recipient of the grant is required to see to the withholding of taxes and to the other statutory obligations of employers.

Recipients must report their grants in their tax returns.