

Dear applicant of the City of Helsinki Research Grants

Please fill in the application carefully and follow the instructions. Incomplete applications will not be considered.

The research grants are intended for post-graduate students with a Master's or equivalent degree (working on licentiate theses and doctoral theses). Also recent post doc researchers are eligible for the grants.

A grant may only be awarded once to the same researcher in the same project.

Grants may be awarded for research focusing on:

- issues related to urbanisation and its effects,
- city economy and preconditions for business operations,
- organisation and evaluation of services produced or ordered by the city,
- living environment, well-being, history and urban life in Helsinki, or
- issues related to economic and cultural dynamism and internationalisation in Helsinki.

The grants are awarded to individual researchers, not to research groups. A typical grant for an individual applicant would be from 2,000 to 8,000 euros.

The applications will be evaluated on three criteria:

- 1) relevance for Helsinki. Relevance for Helsinki refers to how the research is connected to Helsinki or the operations of the City of Helsinki.
- 2) scientific quality and
- 3) feasibility of the research plan

You must attach the following documents to the application:

- CV, detailing previous activities and degrees,
- research plan, maximum five pages,
- references, if any (only written references will be taken into account).

No other attachments will be taken into account.

The applicant must indicate what information is to be kept confidential, if any, and include it in separate attachments. The city will consider whether the information or documents considered confidential by the applicant should, in fact, be treated as confidential based on legislation. If the applicant does not indicate confidential information as stated above, the city may treat the applicant's application as public in its entirety.



Deliver the application to the City of Helsinki Registry:

Helsingin kaupungin kirjaamo
Tutkimusapurahat
PL 10
00099 HELSINGIN KAUPUNKI
(street address: Helsinki City Hall, Pohjoisesplanadi 11–13)
or by e-mail to:
helsinki.kirjaamo@hel.fi

by 4 March 2020, 12:00. Even applications sent by mail must arrive in the registry by the due time.

The grants will be awarded in May–June 2020. All applicants will be notified of the decision.

If you need more information about the grants, please contact research director Katja Vilkkumäki, tel. +358 9 310 78396, or researcher Vesa Keskinen, tel. +358 9 310 36296. E-mail addresses use the format firstname.lastname@hel.fi

Responsibilities of grant recipients

The recipient of a grant shall file a declaration of the use of the grant to the City of Helsinki after the research has been completed. If the research is not completed during the year following the year in which the grant was awarded, the applicant shall provide an explanation of how the research is progressing as well as a plan on how it will be completed. Grant recipients shall provide the final publication to the City of Helsinki in two copies.

Grants received for studies or scientific activity from municipalities are free of tax:

<https://www.vero.fi/syventavat-vero-ohjeet/ohje-hakusivu/48885/apurahojen-stipendien-tunnustuspalkinto3/>

If the recipient of a grant is an employee of the City of Helsinki, the grant is considered taxable income, unless it is determined, in individual cases, that the grant was awarded for studies.

Grant recipients should check with the insurance institution Mela whether they need to take out an insurance, <http://www.mela.fi/en/grant-and-scholarship-recipients>



Grant Application 2020

Helsingin kaupungin kirjaamo
Tutkimusapurahat
PL 10
00099 HELSINGIN KAUPUNKI
(Street address: City Hall Pohjoisesplanadi 11–13)
helsinki.kirjaamo@hel.fi

1. Applicant information

Last name of applicant	First names of applicant
Personal identity number (both sections)	Degree
Current post/position	
Employer	
Street address, postal code and city	
E-mail address	Telephone
Bank account number (IBAN)	

2. Application information and requested grant amount

Name of research	
Amount requested (EUR)	Is this a Licentiate thesis <input type="checkbox"/> Doctoral thesis <input type="checkbox"/> Something else, specify:
Organisation (such as university) where the research will be conducted	
Field of science which the research mainly belongs to	

3. Detailed description and further information

Summary of research plan, max. 700 characters (a separate research plan of maximum 5 pages shall be attached to the application)

How the research is connected to Helsinki or the operations of the City of Helsinki, so-called relevance for Helsinki, max. 700 characters

Cost estimate of the project and intended use of the grant (please itemise)

4. Recommendations and previous grants

References (whose letters of reference are attached to the application)
City of Helsinki Research Grants received previously (year, name of research, amount of grant)
Other grants obtained for this project within the past five years (year, amount, grant awarding organisation)
Unresolved grant applications related to the project
The decision may be sent in an electronic format Yes <input type="checkbox"/> No <input type="checkbox"/>
If awarded a grant, I give permission to publish my name on the City of Helsinki website Yes <input type="checkbox"/> No <input type="checkbox"/>

Date	Signature
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