

The Riitta and Jorma J. Takanen Foundation Sr 1937654-2

INSTRUCTIONS FOR STUDENTS AND RESEARCHERS

The Riitta and Jorma J. Takanen Foundation's purpose is to advance economic life, especially the industry of technology, through know-how, development and international competitiveness in the area of Central and Northern Finland (provinces of Lapland, Northern-, Central-, and Southern Ostrobothnia, Ostrobothnia, Kainuu region and Central Finland).

The Foundation provides grants especially for applied research and for internationalization in the area of Central and Northern Finland.

The Foundation awards grants to support:

- Research that take place at universities, universities of applied sciences and research units
- Internationalization of students at universities and universities of applied sciences having a student exchange or internship programme abroad

The applicant must consider that when making decisions on grants the Foundation must comply with the foundation's purpose, the field of industry and the connection to the area of Central and Northern Finland.

When applying for a grant one must use the electronic grant applications and provide all the necessary attachments. The grant application form can be found at www.rjtsaatio.fi.

When filing an application, the applicant consents to the registering of personal data. The data is filed in an electric secure data register for grant application procedure. The data registers will be erased in reasonable time. For more information www.rjtsaatio.fi (Säätiön tietosuojaseloste).

All the applicants will be informed personally about the decision made by the Foundation. If a grant is awarded the Foundation requires information on payment procedures and for taxation authorities.

Special instructions on applications of grants for student exchange and internship

The application period is twice a year, usually 1.3. – 30.4. and 1.9. – 31.10. A notification of an application period will be made on the Foundation web site (www.rjtsaatio.fi). The Foundation grant application processing will take approximately one month.

Generally, an application form should be filled in before the start of the exchange or internship period. In exceptions an application form can be filled in after the exchange or internship period has started, but however, the period must not finish before the relevant grant application period ends.

A certificate regarding a student exchange or internship period issued by a receiving unit can be delivered also after an application period has closed.

A decision on a grant and on an amount of a grant is effected inter alia by

- the faculty and programme an applicant is studying
- merits, weighted GPA of studies
- a length of exchange study and internship period
- an applicant's connection and ties to Central and Northern Finland

Special instructions on applications of grants for research projects

The application period is once a year, usually 1.3. – 30.4., and the start of an application period will be informed on the web site of the Foundation (www.rjtsaatio.fi). A notification of an application period will be made on the Foundation web site (www.rjtsaatio.fi). The Foundation grant application processing will take approximately two months, unless the Foundation has not prolonged the processing time.

A decision on a grant and on an amount of a grant is effected inter alia by

- the topic of the research and its connection to the focus themes the Foundation has chosen
- an applicant's connection and ties to Central and Northern Finland
- how the research affect, directly or indirectly, on the Foundation's geographical area

The amount of time for a grant to be utilized can vary up to three years.

The Foundation will decide on the focus themes before the relevant application period and these will be informed on the web site of the Foundation (www.rjtsaatio.fi) ("Ajankohtaista").

An amount of a grant awarded will be approximately 5.000 – 30.000 euros, but however, for one calendar year approximately 5.000 – 10.000 euros. An amount exceeding 5.000 – 10.000 euros will be allocated for one or two following years and will be subject to interim reporting agreed with an applicant. The foundation has a right to amend these amounts and any amendments will be informed on the Foundation's web site.

The application process has two phases: the first evaluation will be made by the Foundation, and the applications chosen for a short list will be evaluated by an independent and external party. After that the Foundation will make final decisions on grants to be awarded.

When making an application an applicant gives a consent to process described above. An applicant gives consent to publishing one's name and the topic of the research in case a grant is awarded to one.