

## INSTRUCTIONS FOR SAFIR2018 CALL 2017 (26.8.-21.10.2016)

The research needs and organisation of SAFIR2018 programme are described in the SAFIR2018 framework plan “Kansallinen ydinvoimalaitosten turvallisuustutkimus 2015-2018” (and the English version “The Finnish Nuclear Power Plant Safety Research Programme 2015-2018” (final draft), see <http://SAFIR2018.vtt.fi/>). For 2017 call an update document has also been made by the Management Board of SAFIR2018.

### Proposal documents

The proposals consisting of the following documents should be delivered to the Ministry of Economic Affairs and Employment (MEAE) by 21.10.2016 at 12:00 (see also the official letter opening the call by MEAE on 26.8.2016, in Finnish):

1. A signed application letter of your organisation (free form) having a list of all attachments and where reference is also made to “Annex 1: SAFIR 2018 framework plan” (but the framework plan should not be attached);
2. Annex 2: The project plan (following the instructed structure);
3. Annex 2-1: Resource Plan for 2017 (to be filled on the given Excel sheet). In joint projects, make a resource plan for each organisation and a summary plan for the whole project. The summary shall be the first table in the file;
4. Annex 3: “RAHOITUSESITYS ENERGIATUTKIMUS- TAI SELVITYSHANKKEEKSI” (MEAE Excel workbook with two sheets, in Finnish). In joint projects, a separate Annex 3 shall be made and signed for each organisation;
5. Other possible annexes starting from Annex 4.

It is sufficient to send the proposals in electrical form. A special electronic version should also be sent to programme director (see below for details).

Please note also the following details:

- Annex 2 and Annex 2-1 should be written in English and Annex 3 in Finnish.
- Annex 2 - The ACRONYM (short name) of the project should be in capitals with the maximum length of 7 characters.
- Annex 3 – The budget (“Esitettävä rahoitus”, item 3) should be filled for the planned duration of the project.
  - Do not fill the line “Muu rahoitus”, but please specify the funding organisations under the title line (lines 60-63) and their funding in different project years in the columns.
  - For continuing projects please fill the actualised funding for 2015 and approved budget 2016.

- Annex 3 – The cost breakdown (“Kustannuserittely”, item 4):
  - Do not fill the lines **a** (“Palkkakustannukset”, line 7) and **e** (“Vieraat työt ja palvelut”, line 21), but please fill the lines below them (lines 8, 22, and 23).
  - Please change the percentages related to indirect employee costs (“Muut henkilökustannukset”) and overhead costs (“Yleiskustannukset”) to the official numbers of your organisation. The calculations are made accurately although the results shown are rounded to 1000 € accuracy (this may lead to slight inconsistency of integers in the table).
  - For continuing projects please fill the actualised costs for 2015 and approved budget for 2016.

## VYR funding for research organisations and companies

Research institutions, organisations carrying out technological research and universities may receive VYR funding for up to 70% of the project’s total expenses. For the participation fees related to international treaties, however, 100% VYR funding is possible.

For the companies 100% VYR funding is possible. The companies having 50 or fewer employees can report 50% indirect employee costs (“henkilösivukulut”) and 30% general overhead costs (“yleiskulut”). The company can also propose larger general overhead costs in reporting, but then it should be based on the accounting. For bigger companies the practice of Tekes is followed for acceptable indirect employee and general overhead costs (50% and 50%, respectively). In addition, the de minimis rule of the EU subsidy regulations will be applied to companies.

## In-kind contributions

If the in-kind is actual funding of the research project, it should be shown as financing in Annex 2-1 and Annex 3, and also included in the expenses of the corresponding tasks (such as in-kind related to the Halden project).

If the in-kind is other kind of contribution, such as use of equipment or human work it shall not be included in the project budget, but it should be mentioned in the project plan and its estimated volume in 2016 shown in the “Comments” field of Annex 2-1.

## Submission of proposals

The proposals should be delivered to the Ministry of Economic Affairs and Employment (MEAE) as a one scanned PDF file to the e-mail address: [tarjoukset@tem.fi](mailto:tarjoukset@tem.fi). The deadline is 21.10.2016 at 12:00 (for details see the official letter of MEAE on 26.8.2016).

## Electronic version of the proposal

Electronic versions of the proposal documents shall be sent to programme director Dr. Jari Hämäläinen ([jari.hamalainen@vtt.fi](mailto:jari.hamalainen@vtt.fi)) to be used in the evaluation process. The following documents shall be submitted:

1. One PDF file including the whole application with all annexes. It shall be identical to the official version submitted to the MEAE but without scanned pages and signatures. The file shall be made by converting the Word and Excel documents into PDF form and then combining the files.
2. Annex 2 as a separate PDF file.
3. Annex 2-1 as a separate PDF file.
4. Annex 3 as a separate PDF file.

Please do not scan the paper documents for the above versions since the scanned pages make the files too big to be included in the evaluation packages.

The electronic version to the programme director shall be delivered by 21.10.2016 at 12:00.