

The Emil and Lempi Hietanen Fund of the Seurasaari Foundation

## THE SEURASAARI FOUNDATION'S GRANTS FOR OFFICE FACILITIES FOR RESEARCHERS

Grants for office facilities for researchers carrying out ethnological research in Finland can be sought from the Emil and Lempi Hietanen Fund of the Seurasaari Foundation.

The Emil and Lempi Hietanen Fund is the Seurasaari Foundation's research fund instituted in 1993 with a bequest from Emil and Lempi Hietanen. Seaman Emil Hietanen and his wife, cook Lempi Hietanen, were a childless couple who wanted to ensure the future of their assets, acquired through savings, by bequeathing them to the Seurasaari Foundation.

The Fund awards office facilities for researchers annually for applied periods of 6 or 12 months.

Applications for the grants are made with a form that can be downloaded from the Seurasaari Foundation's webpages. The following attachments are required: a research plan including a list of sources, a funding plan and a schedule (maximum 3 pages), the applicant's CV, and a list of his or her publications. No recommendations are required. The applications are to be addressed to the Board of the Seurasaari Foundation.

Please address enquires to Secretary General Aila Nieminen, mobile phone +358 40 649 3040.

### The Emil and Lempi Hietanen Fund's researcher office facilities

The apartment for researcher office use is at the address Viipurinkatu 1 in the Alppila section of Helsinki immediately adjacent to a grocery store and a restaurant. The apartment is close to the archives of the National Board of Antiquities, but owing to good communications other archives in Helsinki are easily accessible. A stop on the no. 3 tram line is located 100 metres from the apartment.

The researcher office apartment is at street level, with two rooms, a joint bathroom and a kitchenette in the first room upon entering.

Rooms are furnished with desks, chairs and a sofa.

The kitchenette is fitted with a microwave oven, a coffeemaker, an electric kettle jug and tableware.

The building has wireless internet access.

Researchers can occasionally spend the night in the apartment but it is not meant for long-term residence. The researchers are responsible for their own bed linen and cleaning.

The researcher office facilities are meant for academic researchers and students or freelance researchers engaged in ethnological research in Finland either in their own or joint projects.

## INSTRUCTIONS FOR APPLYING FOR THE RESEARCHER OFFICE FACILITIES GRANT

### PURPOSES OF APPLIED GRANTS

The Seurasaari Foundation awards for office facilities from the Emil and Lempi Hietanen Fund for Finnish ethnological research and the publication of research to be carried out in Finland.

In accordance with the by-laws of the Fund, grants are awarded solely for research within the field of ethnology.

Earlier grants from the Emil and Lempi Hietanen Fund are not an obstacle to receiving a new grant if the previous grants have been used and duly reported.

### WHO ARE ELIGIBLE FOR GRANTS?

The Fund awarded grants within the academic discipline of ethnology or to researchers with a degree in ethnology.

The Fund provides support in particular for preparing graduate theses, the launching or completion of work on a doctoral dissertation or other ethnological studies, or complements funding from other bodies.

The Fund also supports the publication of ethnological research.

## HOW TO APPLY FOR GRANTS

The application is submitted with the application form, which must include as separate attachments a research plan including a list of sources, a funding plan and a schedule (maximum 3 pages), a CV and a list of publications.

The summary section of the application form is also an important part of presenting the planned research.

The research plan must present:

- The academic nature of the research (graduate thesis, doctoral dissertation or research)
- The research assignment, research materials, theoretical perspectives and methods
- The social significance of the research
- Any issues of research ethics that may be involved
- The funding plan and the schedule of the research
- A select list of sources

The CV is to be drawn up according to the guidelines of the Finnish Advisory Board on Research Integrity (TENK): <http://www.tenk.fi/fi/tutkijan-ansioluettelomalli>

Incomplete applications will not be considered.

Recommendations are not required.

## THE GRANT

The grant is a personal grant, not a salary or fee, which means that it can also be used for other costs or purchases directly related to the research.

## THE LANGUAGE OF THE APPLICATION

The application can be submitted in Finnish, Swedish or English.

## APPLICATION PERIOD

Late applications or applications submitted in advance of the above period will not be considered.

## THE ATTACHMENTS OF THE APPLICATION

The applicants must pay particular attention to preparing the summary, research plan, schedule and funding plan of the application.

The summary must describe the research project and the grounds for it briefly and clearly. The summary must tell why your research project is important.

The research plan must be carefully prepared, well-argued and realistic. Give the total schedule and funding plan of your research and state how you, for what purpose and when you will use the funding that you have applied for from the Hietanen Fund.

## STATEMENTS

Statements concerning the research are not required.

If the applicant wishes to present a statement concerning his or her research, it is recommended that the statement is requested from the supervisor of the research. The statement is to be appended to the application.

## THE PROCESSING OF APPLICATIONS

The Seurasaari Foundation's Research Committee serves as the Fund's ethnological expert body.

The decisions concerning grants are made by the Board of the Seurasaari Foundation

upon the proposal of the Research Committee.

The Seurasaari Foundation's Research Committee consists of three expert members experienced in ethnological research from the academic and museums community and one member of the Board of the Foundation. The members of the Committee are appointed by the Board of the Foundation for a three-year period.

## ANNOUNCING THE RESULTS

The research office facilities grants are awarded annually.

The decisions are announced on the webpages of the Seurasaari Foundation.

The recipients of the grants will also receive a letter and a certificate attesting to the grant.

## FILLING IN THE WEB FORM

Each part of the web form has to be filled in. Your application will be sent to the email address given by you, when you click the button (LÄHETÄ HAKEMUS/SEND APPLICATION)

The application material is to be uploaded once. The attached files can be in rtf, Word or pdf format.

## INSTRUCTIONS TO GRANT RECIPIENTS

We request that reports on the use of the research grant be submitted to the Board of the Seurasaari Foundation.

A suitable length of the report on the use of the grant is 1–2 pages. The report should present the progress of the research during the grant period, the actual use of the grant and other activities related to the research, such as publications and seminar papers.

The recipient is also required to submit a copy of the completed work to the research archives of the Seurasaari Foundation.