2017-05-31

Sofia Mattsson <sofia.mattsson@utb.harryda.se>

Vd: Letter of Approval - Nordplus Junior 2017

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| --- |
| Så mycket byråkratisk text, men visst betyder detta att vi får ett projekt!?!  Så himla kul! Tråkigt bara att inte jag får vara med...  Kanhända att vi behöver lite hjälp av dig, jag ska läsa på ordentligt vad det är som ska göras. Vi behöver ju sätta en ny kontaktperson. Johanna kan nog tänka sig det, men vill nog ha lite stöttning. Du finns väl kvar nästa år?  Sofia |

>>> <[Paula.Pinto.Dias.dos.Santos@uhr.se](mailto:Paula.Pinto.Dias.dos.Santos@uhr.se)> 17-05-31 11:17 >>>  
Letter of Approval - Nordplus Junior 2017

On behalf of the Nordic Council of Ministers, the Swedish Council for Higher Education (UHR) is pleased to inform you that your application for a grant from Nordplus Junior 2017 has been approved.  
  
You now have to follow this procedure:   
You must log on to Espresso on (<https://espresso.siu.no/espresso/nordplus>) and download your “Project document”. The project document will be available under My tasks on Thursday 1st of June or on Friday 2nd of June.   
NB! As you are the contact person of the coordinating institution, you are the only person who automatically has access to the project document. Therefore you must log on to Espresso with your email address as username. By this we mean the address you stated in the application as contact person. (If you do not have a user account in Espresso created with your email address as username, you must create one before you can access the project document).  
  
When logged in you will find your project document under “My tasks”. The project document will state the grant sum and the conditions for the grant. It will also serve as the contract between you (the applicant and coordinating institution of the project) and UHR (as the main administrator for Nordplus Junior).   
  
If you wish to accept this grant, you must print two copies of the project document, sign them, and return both copies as soon as possible in paper to Swedish Council for Higher Education, Nordplus 2017, P.O Box 450 93, SE-10430 Stockholm, Sweden  
  
Please include your bank information in the signed documents. NB: use block letters!  
  
When we receive the signed documents, for grants of 14.000 EUR or less, 100 % of the grant will be paid to the bank account stated in the project document. We will then sign and return one of the copies to you. For grants higher than 14.000 EUR funds are paid in two separate installments: 80 % after the contract has been signed and maximum 20 % after the final report has been approved. The handling of the project document is the same as for grants of 14.000 EUR or less.  
  
  
All activities must take place between the approval of the application and the end of your project, stated in the project document. If you choose, you can start project activities as soon as you have received this information. If you send both the completed and correctly signed copies of the project document to the Swedish Council of Higher Education at the latest on 12 June you will receive payment of grant from UHR in August (we will not be able to transfer the approved grant to you before August).  
  
  
If you accept the grant, for projects with the duration of one year you are obliged to submit a final report and for projects with a duration of two or three years you are obliged to submit annual reports and a final report on the use of the grant within one month after the end of you project period (stated in the project document). If applicable the remaining 20 % of the grant is paid on approval of the final report. Unused funds must be returned.  
  
  
  
  
  
As coordinator of the project, you are kindly asked to inform your partners of the content of this letter. Please also use your Nordplus Junior project number in all correspondence with the Nordplus administration.  
  
Whenever referring to the project granted, i.e. in publications, websites and conferences, Nordplus is to be mentioned as funding resource of the project activities and you should use the Nordplus logo found on [www.nordplusonline.org](http://www.nordplusonline.org)  
  
  
We take the opportunity of wishing you every success with your project! If you have questions about this letter or the grant decision, please contact as at [nordplus@uhr.se](mailto:nordplus@uhr.se) .   
  
Best regards,  
  
Jessica Svedlund / Paula Pinto Dias dos Santos / Karin Kaikkonen / Nona Rakic  
On behalf of the Swedish Council of Higher Education as Main Administrator of Nordplus Junior