

## Disbursement of funding

Has your grant application been awarded funding? A plan for disbursements has been agreed in the contract with the Research Council. Here is an overview of the most important terms and conditions that apply to the disbursement of funding, and an overview of planned automatic payments.

You can see whether your project funding will be disbursed automatically or not in the agreement document for your project (see section 6.4).

Our preferred method of payment is a scheme we call "grant payment on invoice". From 2023, we will use this payment method for most new projects that receive grants.

On this page, you will find more information about:

- [Automatic payment](#)
- [Non-automatic payment with EHF invoice](#)
- [Grant payment on invoice](#)

### Automatic payment

Still most projects receiving Research Council funding will have an agreement on automatic payment three times a year.

Agreed progress reports and/or financial reports must be submitted and approved before funding can be disbursed. The payment plan is agreed in the contract with the Research Council. It is important that payments to the project are made in step with the costs recorded in the project accounts.

The final report must be submitted and approved by the Research Council before the last agreed payment can be made.

### Automatic payment for the first tertiary 2025

Form of support	Disbursement
Basic allocation and other basic funding (basic allocations, the VITEN scheme and RETUR-EU will be paid 100 per cent in the first tertiary)	Week 10 at the latest
Researcher Projects, institution-based projects, Researcher Projects for Young Talents, grants and a few other schemes	Week 12
Innovation Projects, Collaborative and Knowledge-building Projects and other user-driven projects	Week 15

### Automatic payment for second tertiary 2025

Form of support	Disbursement
Researcher Projects, institution-based projects, Researcher Projects for Young Talents, grants and a few other schemes	Week 25
Innovation Projects, Collaborative and Knowledge-building Projects and other user-driven projects	Week 27

### Automatic payment for third tertiary 2025

Form of support	Disbursement
Researcher Projects, institution-based projects, Researcher Projects for Young Talents, grants and other basic funding	Week 51
Innovation Projects, Collaborative and Knowledge-building Projects and other user-driven projects	Disbursed on the basis of the project account report

For automatic payment, the Research Council sends an overview of the planned payments by email to the Project Owner. The Project Owner sends feedback to the Research Council as stated in the email.

### Non-automatic payment with EHF invoice

In projects that do not receive automatic payment, funding will normally be disbursed on the basis of an EHF invoice to the Research Council (see section 6.4 of the agreement document). The Research Council's organisation number is 970141669.

When you receive a grant from us, you will receive the funding as soon as you have documented the need to cover the actual costs of the project. The way this is done is that you send an EHF invoice with specifications of the project's costs and the proportion of these that will be covered by the grant.

The Project Owner must submit at least one invoice annually for projects spanning several years and otherwise as often as is desired for the Project Owner. Summary invoices for multiple projects are not accepted. Remember to mark the invoice with the Research Council's project number under "Your ref." (see below).

Invoices are paid on an ongoing basis and without undue delay as soon as the invoice is approved.

Reference requirements, see [Sending invoices electronically to the Research Council](#) and the section Fill in the fields on EHF invoice - customer order number.

### Grant payment on invoice

Grant payment on invoice is a funding disbursement scheme for R&D projects. The goal is to improve the management and utilisation of public R&D funds administered by the Research Council, while also simplifying the financial reporting process.

When you have been granted funding, the funds will be disbursed as soon as you have documented the need to cover the actual costs of the project. The procedure for this is to send a request for disbursement specifying the project costs and what share of the costs the grant will cover.

You can send such a request as often as you want. The request is processed automatically, which allows the payment to be made within five days.

### Who does this disbursement scheme apply to?

The disbursement scheme currently applies to Research Projects in the university and university college sector, the institute sector and regional health authorities.

From 2023, the disbursement scheme "grant payment on invoice" is the preferred method of payment for almost all new projects. The contract indicates the disbursement scheme for each project.

A new case management system is currently under development. On its completion, all disbursement of funding will take place through the scheme.

### Step-by-step guide to the process

- After you have entered into a contract for a R&D project with us, we will send a MET purchase order in the form of an email attachment to the administrative case officer of the project with an order amount corresponding to the grant allocated to the project.
- When the Project Owner has entered the costs of the project, you can send us a request for disbursement of funding (in the form of an invoice) to be offset against the order we sent. Along with the order, you must also attach a specification of the project costs for the period. See the example below.
- Requests for disbursements (invoice) cannot include VAT.
- The Project Owner may not send reminders, interest notes, payment requests or debt collection notices on R&D funds.
- There is no maximum limit to how many times you can submit a request, but **the Project Owner is to invoice the Research Council for grants at least every tertiary**, around April, August, and December. The last deadline for submitting an invoice is 20 January of the year following the calendar year in which the costs were incurred.
- We normally disburse funding within five working days of receiving a request.
- The specification attachments are subject to spot checks.
- No limits apply to the invoice amount except that it must not exceed the remaining funding amount allocated to the project. If you send an invoice exceeding the expected annual disbursement, it will be processed manually. This *might* lead to a longer processing time before disbursement.
- You will still need to submit annual progress reports for the project. The same applies to applications for project changes if the project is delayed or other significant changes are made.

#### Answers to frequently asked questions about the scheme

- Incurred costs that are entered in the accounts but did not fall due during that period can be included in the request for disbursement.
- You must notify us of changes to the project as they arise. See the information page on [Changes to your project framework](#).
- Funding from the Research Council that, according to the contract, must be used to cover the costs of partners in the project are disbursed to the Project Owner. The Project Owner and partners must agree on how and on what terms the Project Owner will disburse such flow-through funding to the partner(s). Our only requirement is that such a collaboration agreement is in place. However, the Project Owner must keep overall project accounts so that we, or the Office of the Auditor General in the event of an audit, can request documentation of the project's overall costs, including those incurred by partners.
- When sending an invoice, the days until payment should be set to 0. The payment will then be placed in the queue and disbursed as soon as possible.

#### Example of specification

Total project costs in the period xx.xx-xx.xx

Payroll and indirect expenses	450,000
Procurement of R&D	0
Equipment	30,000
Other operating expenses	50,000

Funds disbursed to partners ("flow-through funding")	200,000
<i>Total costs in the period</i>	<i>730,000</i>
<b>Share to be funded by the Research Council (sum requested for disbursement)</b>	<b>500,000</b>
Own/other funding	230,000

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