EDUFI Asia Programme

Guidelines for administration 2017-2019

1. General terms

The EDUFI Asia Programme grant can be used starting from 1st of August 2017 to 31st of August 2019. The grant cannot be used for other purposes than mentioned in the funding decision, application, the project plan and the call for applications 2017. In case there are changes to the budget of the project plan, the project coordinator will consult EDUFI.

Please note that the project plan needs to be adjusted to these administrative guidelines. The implementation of the project plan can never be against these guidelines, the call for applications nor the guidelines provided in the grant decision.

2. Payment of the Grant

The grant will be paid within a month, after the coordinating higher education institution has delivered the payment information to EDUFI.

If there will be changes in bank and/or invoicing details, the contracting Higher Education Institution will inform EDUFI on the changes in writing. In case part of the grant is unused after the project period, EDUFI will invoice it back after examining the final reports.

3. General terms for using the grant

At least 80% of the project funding from EDUFI must be related to costs resulting from travelling and/or exchanges between Finland and Japan/South-Korea (travel costs/grants).

- These costs need to be incurred by the travel/exchanges between Finland and Japan/South-Korea by higher education students, postgraduate students (undertaking doctoral studies) and/or teaching or other staff. The travel/mobility must be justified and cost-effective. Eligible as travel costs are costs related to the travel such as trips, accommodation, travel agency costs, visas, insurance and possible subsistence allowances.
- Wages or salaries for the duration of the mobility are not eligible as travel costs.
A maximum of 20% of project funding from EDUFI can include other organization costs.

- These organizational costs must result directly from implementation of core functions of the project, e.g. costs resulting from organizing courses, training events or seminars, materials and separate venue hire costs.
- It cannot be used for any administrative costs, costs of entertainment (edustuskulut) nor wages or salaries of Higher Education Institutions.
- Domestic travel costs can be covered from the organization costs in cases when they are directly linked to the project (i.e. when a Finnish-Asian project meeting is held in Southern Finland, the travel cost of Finnish partners from Northern Finland to this meeting can be covered from the organization costs).

4. Monitoring of the Grant

- It must be possible to monitor the use of the Asia Programme grant separately in the internal bookkeeping of the contracting Higher Education Institution. Each agreement should be monitored separately. If required, the contracting Higher Education Institution must be able to demonstrate that travel grants have been paid to participants of the Asia Programme.
- Upon request, the contracting Higher Education Institution must provide EDUFI any other information EDUFI sees necessary for the implementation, administration and monitoring of the programme. EDUFI also has the right to conduct an audit visit to the contracting HEI about the use of Asia Programme grant.
- The project will be implemented as indicated in the project plan. In case of possible changes, a written request must be sent beforehand to EDUFI.
- In case the contracting Higher Education Institution has not been able to realize the project as planned, EDUFI has the right to charge back the amount of unused grant. In addition, if the grant has not been used according to this grant agreement, EDUFI has the right to charge back the ineligible costs.

4.1. Self-financing

- The possible contribution to self-financing by Japanese/South-Korean or Finnish partners does not necessarily need to show in the internal bookkeeping of the contracting HEI.
- What comes to Finnish partners, it is possible to attach invoices (for example rental costs of seminar premises or travel costs) to demonstrate the partners’ financial contribution to the project. We advise adding a separate extract of account of the partnering HEI to the interim/final report to demonstrate the partners’ financial contribution to the project.
- What comes to Japanese/South-Korean projects partners, a written explanation of their financial contribution to the the project in interim and final report is enough.
- It is important to remember, that it is the coordinator of the project, who is nevertheless responsible to report on all the actions and travelling of the project, no matter which one of the partners has paid for the expenses.
5. Reporting

The coordinating Higher Education Institution is responsible to report about the use of funds awarded and the implementation of the project to EDUFi two times during the project period.

1) **The Interim Report will be sent by 30th September 2018** to EDUFi. The report will consist of a short narrative report, financial and statistical report (excel to be filled in) and extracts of the accounts. All the required documents will be delivered at the same time to EDUFi.

2) **The Final Report will be sent by 11th October 2019** to EDUFi. The report will consist of a narrative report, financial and statistical report (excel to be filled in), summary for publication and Extracts of the Accounts.