Administrative Guidelines for Asia Programme 2018 & 2019 - projects
Administrative guidelines

- Guidelines by call / year of receiving funding differ slightly:
  
  http://www.cimo.fi/ohjelmat/aasia_ohjelma/osallistujalle

- Funding can never be used to other purposes than mentioned in:
  
  - application
  - project plan
  - call for applications

- Project plan needs to be adjusted to the administrative guidelines, that follow the Call for application

- Additionally for 2018 projects: Valtionavustuksen erityisehdot vuoden 2018 Aasia-hankkeille
General terms for using the grant

2017 funded projects:

At least 80% of the total project budget must be related to costs resulting from travelling and/or exchanges between Finland and Asia

- Eligible as travel costs are costs related to the travel such as trips, accommodation, travel agency costs, visas, insurance and possible subsistence allowances (=päivärahat).
- Wages or salaries for the duration of the mobility are not eligible as travel costs
- Max 20% of the total budget can be other costs, related to the project

2018 funded projects:

100% of the total project budget must be related to costs resulting from travelling and/or exchanges between Finland and Asia

- Eligible as travel costs are costs related to the travel such as trips, accommodation, travel agency costs, visas, insurance and possible subsistence allowances (=päivärahat).
- Wages or salaries for the duration of the mobility are not eligible as travel costs
General terms for using the grant (2017 funded projects)

A maximum of 20% of the total project budget can include other than travel-related organization costs

→ must result directly from implementation of core functions of the project

→ 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
Monitoring of the grant

• It must be possible to monitor the use of the Asia Programme grant, as well as the use of self-financing, separately in the internal bookkeeping of HEIs

→ own project in the bookkeeping for the costs

• HEIs must be able to demonstrate that travel grants have been paid to participants of the Asia Programme

• The project will be implemented as indicated in the project plan. In case of possible changes, a written request needs to be send to EDUFI

• In case the contracting HEI has not been able to realize the project as planned, EDUFI will charge back the amount of unused grant.
Possible self-financing of the project

The contribution to **self-financing** does not necessarily need to show in the internal bookkeeping of the contracting HEI

→ **Finnish partners**: advisable to add a separate extract of account of the partnering HEI(s) to the interim/final report to demonstrate the partners’ financial contribution (and costs) to the project, **OR**

→ Invoices (for example rental costs of seminar premises or travel costs) to demonstrate the partners’ financial contribution

→ **Asian partners**: invoices of the realized costs in Japan/South Korea need to be attached to the final report
Reporting – interim report

**Interim Report**, consists of:

- a short narrative report
- financial and statistical report
- extracts of the accounts

→ Main idea is to check, that the project is on the go, only in cases where problems occur, the projects are contacted & offered guidance

→ Will be done via the same online system as for the grant application

→ Question: was the interim reporting smooth & easy to do?
1) Financial and statistical report,
   = toteutuneet kulut & liikkuvuus Suomen ja Japanin/Etelä-Korean välillä
2) Extracts of the accounts = kirjanpidon ote
3) Qualitative report = raportti hankkeen etenemisestä ja tuloksista
4) Summary for publication = tiivistelmä
1) Financial and statistical report

a) Travelling and/or exchanges between Finland and Asia

→ Each trip and/or exchange between Finland and Asia should be reported in the financial and statistical report.

b) Breakdown of organizational costs

→ specify and open up every cost clearly.
→ lists of participants needs to be attached to the report whenever food and/or refreshments have been served to the participants (2017 projects)
1. Financial and statistical report, liikkuvuusjakso kuluineen (80%/100%)

Excel-pohjaan täytetään kuluineen kaikki toteutuneet liikkuvuusjakso Suomen ja Kiinan välillä.

• Liikkujatyypit (henkilökunta, opiskelija (kandi, maisteri, jatko-opiskelija)
• Lähtömaa
• Lähetettävä/vastaanottava korkeakoulu
• Jakson kesto
• Jakson päivämäärät
• EDUFI rahoitus / omarahoitus

+ KOONTI kokonaiskäytöstä eli paljonko käytetty kokonaisuudessaan & EDUFI + omarahoituksen osuudet
1. Financial and statistical report, hankkeen muut kulut (20%)  
Conserns 2017 projects only!!

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<td>The organizational costs relate directly to implementation and execution of the project.</td>
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<td>Amount of CIMO grant in euros</td>
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<td>Materials for courses, events or seminars (please specify):</td>
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<td>Separate venue hire costs for courses, events or seminars (please specify):</td>
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<td>Meals for participants during courses, events or seminars (please specify):</td>
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- Erittely, mihin hankkeen muutkulut ovat kohdistuneet
- Listataan eri kategorioiden alle: materiaalit, tilaisuuksien vuokrat, tarjoilut yms.
- Kategorioita voi lisätä taulukkoon tarvittaessa
- Mikäli on tarjottu seminaari-lounaita, kokouskahvituksia jne., liitteeksi myös osallistujalista per tapahtuma
2) Extracts of the accounts

- **Extracts of the accounts** from the separately kept internal bookkeeping on the expenses of the Asia-project for the whole project period

- The **total amount** of the extracts of the accounts **should match with the financial and statistical reporting**, except when part of the activities is funded by Japanese/South Korean project partners.
3) Qualitative report = raportti hankkeen etenemisestä ja tuloksista

- Valmis pohja, johon raportoidaan seuraavat sisällöt:
  - Project aims & results
  - Mobilities between Finland & China
  - Academic and administrative management of the project
  - Dissemination and Sustainability
  - Unexpected outcomes / spin-off effects
4) Summary for publication,

hankkeen tulokset tiivistetysti

Valmis pohja, johon kirjataan tiivistetysti hankkeen tavoitteet, saavutetut tulokset, hankekauden toimet ja tulevaisuudennäkymät hankekauden päätyttyä
Contact us:

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EDUFI’s Asia Programme:

http://www.cimo.fi/ohjelmat/aasia_ohjelma
Thank You and Kiitos!

Questions?