Administrative Guidelines for Asia Programme
Administrative guidelines

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

• Funding can not be used to other purposes than mentioned in
  o application,
  o project plan,
  o call for applications

• Project plan needs to be adjusted to these administrative guidelines, that follow the Call 2017
General terms for using the grant

- 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
General terms for using the grant

- 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
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 a new online system, a webinar on the topic will be given
Final report, dl 11.10.2019

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
1. Financial and statistical report, liikkuvuusjaksot kuluineen (80%)

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

- Liikkujatyyppi (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

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<th>No</th>
<th>Surname</th>
<th>Firstname</th>
<th>Title/other staff name</th>
<th>Nationality</th>
<th>Sending institute</th>
<th>Host institute</th>
<th>Duration of mobility (weeks + days)</th>
<th>Dates of the visit</th>
<th>Amount of CMU grant in euros</th>
<th>Self-financing of the visit in euros</th>
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1. Financial and statistical report, hankkeen muut kulut (20%)

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<td>The organizational costs relate directly to implementation of core function 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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<td>Other costs, please specify:</td>
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- Erittely, mihin hankkeen muut kulut ovat kohdistuneet
- Listataan eri kategorioiden alle: materiaalit, tilaisuuksien vuokrat, tarjoilut yms.
- Kategorioida 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 sisältöt:
  - 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:

EDUFI for Asia:

aasia@oph.fi

EDUFI’s Asia Programme:

http://www.cimo.fi/ohjelmat/aasia“Ohjelma
Thank You! Kiitos!

Questions!