EDUF\textit{i} Asia Programme

Guidelines for administration, 2019 funded projects

1. General terms

The EDUF\textit{i} Asia Programme grant can be used starting from 1\textsuperscript{st} of August 2019 to 31\textsuperscript{st} of December 2023. The grant cannot be used for other purposes than mentioned in the funding decision, the project plan, the call for applications 2019 and these guidelines. In case there are changes to the budget of the project plan, the project coordinator will consult EDUF\textit{i}.

\textbf{Please note that the project plan needs to be adjusted to these administrative guidelines.} The implementation of the project plan can never be against the guidelines, the call for applications nor the guidelines provided in the grant decision. The projects are responsible for making these adjustments, independently.

2. Payment of the Grant and contact information of the project

- The first part of the grant (60\%) will be paid at the latest in September 2019 according to the payment information given in the project application. The second part of the payment will be paid after the final report. In case part of the grant is unused after the project period, EDUF\textit{i} will invoice it back after examining the final reports.

- If there will be changes in bank and/or invoicing details, the contracting Higher Education Institution will inform EDUF\textit{i} on the changes in writing, duly signed by the legal representative of the coordinating higher education institution. The changes shall be sent by mail or as scanned documents by e-mail to aasia@oph.fi.

- Should there be any changes in the contact persons, that were appointed in the application, the coordinator is responsible to notify EDUF\textit{i} by e-mail to aasia@oph.fi.

3. General terms for using the grant

50-100 \% of the project funding from EDUF\textit{i} must be related to costs resulting from travelling and/or exchanges between Finland and the target country of each project (travel costs/grants).

- These costs need to be incurred by the travel/exchanges between Finland and the target country 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 (=päivärahat).

- Salaries or fees for the duration of the mobility are not eligible as travel costs.
- Any other costs related to the project need to be covered by self-financing of the project partners.
- Grant cannot be used for hospitality costs, equipments or goods.

A possibility to use Asia Programme’s grant for other costs than travelling due to COVID-19

To overcome the difficulties that COVID-19 has caused for the projects, EDUFI will be implementing the following changes for the use of EDUFI’s Asia programme’s funding rules for 2019-projects in the following way:

- A maximum of 50% of the project funding can be used to cover other than travel-related costs, generated by the online implementation of course and teaching materials for students, salary costs, or other organizational costs that result directly from implementation of core functions of the project.
- Organisational costs must consist of expenses directly associated with the realisation of the core activities of the projects, such as the online realisation of course and teaching content, teaching-related course material or the organisation of events. Valid organisational costs include the purchase of services and the renting of equipment, for example. Organisational and other costs can also include wages and salaries, but they can only account for up to 20% of the total project funding granted. Salaries must not be subject to indirect administrative costs. Salary costs must be based on the effective working time associated with the implementation of the project.
- If the project wishes to cover other than travel costs with the Asia-project funding, we kindly ask to check at asia@oph.fi that the planned cost are eligible to be covered with the programme’s funding.

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 that impact the nature of the project, such as changing all planned student mobilities into staff exchanges, a written request must be sent to EDUFI. Smaller changes, such as timing of mobilities within the project period, need not to be informed 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 Asian 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. It is advisable to add 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 Asian projects partners, a written explanation of their financial contribution to 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 activities 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 11th December 2020 to EDUFI.** The report will consist of a short narrative report (to be filled in VA-järjestelämä) and financial and statistical report (template to be attached in VA-järjestelämä). All the required documents will be delivered at the same time to EDUFI via EDUFI’s online reporting system “Valtionapujärjestelämä”.

2) A light additional mid-report to collect statistical data of the project implementation will be collected in January 2022 and a second additional mid-report by 13th of January 2023.

3) **The Final Report will be sent by 12th of January 2024** to EDUFI. The report will consist of a narrative report, financial and statistical report, summary for publication and Extracts of the Accounts.