



Guidelines for the final reporting for 2021 EDUFI TFK projects

The purpose of the final reporting is to gather information about the implementation of the projects and about the use of funds from the whole duration of the project period 1 August 2021 – 31 December 2023.

The **deadline for the final reporting is 31 January 2024**. The reporting is done in the state grant online system. The contact person of the TFK project will receive an invitation and a web link for the reporting to their email address. The web link can be shared to others in the project.

The framework and guidelines for the use of funds and project activities are described in the project materials on the [programme web page](#). The Finnish coordinating institution is responsible for checking that the project's activities have been implemented within the framework of the programme.

To be filled in on the report form:

1) PROJECT OVERVIEW

Fill in the requested **background info about the project**, coordinating HEI and partners.

2) QUALITATIVE REPORT

There are **seven qualitative questions** regarding the implementation of the project on the online reporting form where you are asked to describe and analyze:

- Project coordination and composition
- Project activities and implementation
- Results and impact

3) ATTACHMENTS

Attach the following documents to the report:

- **Statistical and financial report** in [Excel form](#)
 - Please use the template available on the [programme web site](#).
 - Remember to fill in the project info (coordinating HEI, name, agr. nr.)
 - The interleaves of the excel report Realized budget, Travel costs, Organisational costs and Salaries should be filled in according to the realized activities and funding in the project.
- **Accounting report** on the payment transactions during the contract period. The report should match the information provided in statistical and financial report.
 - If the report contains incorrect or incomplete information, or if there are any clarifications needed, and the information cannot be edited, these should be clearly marked in the report, and additional explanatory information should be added as necessary.
- **Invoices and/or accounting reports of partners**



4) BUDGET SUMMARY

Fill in the **total amounts of used TFK programme funding** in different budget categories to their indicated slots in the state grant online system:

- Total use of travel costs, including the total sum of all grants granted to mobile students and travel costs of staff (detailed use of travel cost is reported in the attachments).
- Total use of organisational costs (detailed use of organisational costs is reported in the attachment).
- Total use of salary costs (detailed use of salary costs is reported in the attachment).

5) FEEDBACK

Please give **feedback and comments on the administration of the TFK programme**. You may also write down any wishes regarding the programme or support from EDUFI.

Checking of the final reports:

When the final reports have been reviewed by the Finnish National Agency for Education, an email message will be sent to the project coordinators regarding the outcome of the report review.

Based on the final report, the amount of support used is calculated, and the portion exceeding the first payment of support (80% of the total support) is paid to the coordinating institution as a final payment. For those networks from which a portion of the first payment of support remains unused, a refund request will be sent.