



## Guidelines for the interim reporting for 2022 EDUFI TFK projects

The purpose of the interim reporting is to gather information about the implementation of the projects and about the use of funds.

The deadline for the interim reporting is 30.11.2023. 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.

### To be filled in on the report form:

#### PROJECT ACTIVITIES AND USED FUNDING

- 1) Fill in **the numbers of mobile students and staff** to their indicated slots in the state grant online system.
  - You can take into account all mobility periods that have been realized by the time of the reporting as well as those mobility periods, for which the timing and the participant are already known.
- 2) If your project includes **virtual study contents for students** fill in the requested information about them to the state grant online system.
- 3) 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 Financial and statistical report Excel).
  - Total use of organisational costs (detailed use of organisational costs is reported in the budget Excel).
  - Total use of salary costs (detailed use of salary costs is reported in the Financial and statistical report Excel).
  - In the interim report, accounting reports do not need to be attached, only the Financial and statistical report Excel needs to be included. Therefore, you can also include in the report expenses whose realization is already (even approximately) known, even if they do not yet appear in the project's accounting.
- 4) Add the **Financial and statistical report in excel format** to the report in the state grant system.
  - Please use the template available on the programme web site at <https://www.oph.fi/en/programmes/tfk-programme#anchor-022-projects>.



- 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 by the time of the interim reporting.

## PROJECT IMPLEMENTATION

There are **two qualitative questions** regarding the implementation of the project, to be answered in the online reporting form. The questions are:

- Describe your overall perception on how the project has started. Reflect also on the implementation of the first year in regard to the project plan`s activities for the first year.
- Explain whether it looks realistic with the rest of the project period ahead to achieve the aims that have been set up for the project. If not, please indicate a description on the difficulties and suggestions on how the possible difficulties (for example related to COVID-19) could be overcome.

## 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.

**NB.** There are some additional instructions on the state grant system`s report form under the blue question marks next to the questions.

## Checking of the interim reports:

After the deadline all interim reports will be checked by EDUFI. Afterwards the network coordinators will be notified by e-mail about the results of the checking.