



FINNISH NATIONAL
AGENCY FOR EDUCATION

EDUFI TFK Programme - Final reporting for 2021 projects

Mari Pohjola
16.11.2023



General about final reporting

- 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 should have received an invitation and a web link for the reporting to their email address.
 - The web link can be shared to others in the project.
 - You can edit the report event after sending until the reporting deadline.
- [Guidelines for filling in the final report](#) are on programme web site

What guides the administration of TFK projects

- [Call for applications 2021](#) for TFK Programme
 - State grant instructions = *valtiovastuohje*, that is provided with the grant decision
 - Project plan of each funded project
 - [FAQ list](#) at EDUFI's website
- **The Finnish coordinating institution is responsible for checking that the project's activities have been implemented within the framework of the programme.**

1) PROJECT OVERVIEW

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

1) PROJECT OVERVIEW

Project title *

Project acronym *

Coordinating HEI *

Contact person email *

Partner countries of the project *

Partner institutions of the project (both in Finland and the partner countries) *

1000 merkkiä jäljellä

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
- Be concise and clear in your answers

3) ATTACHMENTS – financial and statistical report

- 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](#)
 - Remember to fill in the project info (coordinating HEI, name, agr. nr.)
 - The interleaves (Travel costs, Organisational costs and Salaries) of the excel report should be filled in according to the realized activities and funding in the project between.
 1. Make sure to fill in all the required info in each interleaf!
 2. Based on this info the Realized budget interleaf will update automatically -> check that everything is correct!

3) ATTACHMENTS – accounting report

- Add the 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.
 - If for example there are several costs summed together it is good to explain all the costs the sum includes

3) ATTACHMENTS – invoices and/or accounting reports of partners

- The use of EDUFI grant or the contribution to self-financing of partners in the project does not necessarily need to show in the internal bookkeeping of the contracting HEI. Other ways to demonstrate the self-financing or costs of the partners:
 - Option 1 for Finnish partners: advisable to add a separate extract of account of the partnering HEI(s) to the final report to demonstrate the partners' financial costs to the project
 - Option 2 for Finnish partners: invoices (for example rental costs of seminar premises or travel costs) to demonstrate the partners' financial contribution or use of TFK grant in the project
 - Foreign partners: invoices of the realized costs in partner countries need to be attached to the final report, in case of salaries accounting reports are required

What to check: reporting of mobilities & budget

- That the mobility grants / travel costs have been paid according to the instructions in the call for applications (chapters 2.3.1 – 2.3.3)
 - Students' grants based on duration, staff's grants based on real costs
- That organisational costs have been used as instructed in the call for applications (chapter 2.2)
 - The funding cannot be used to cover general administrative costs of higher education institutions.
 - Hospitality costs, gifts and alcohol are not eligible costs for the projects.
- That the total sums of each budget category follow the framework set up by the programme:
 - Travel costs at least 50% of the TFK funding
 - Organisational costs up to 50% of the TFK funding
 - Salaries up to 20% of the TFK funding
- That statistical and financial report and accounting reports / invoices have matching sums

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
 - Total use of organisational costs
 - Total use of salary costs
- Check that these sums match the total sums in the statistical and financial report and accounting reports / invoices!

We are thankful of receiving 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.

After reporting

- After the deadline all final reports will be checked by EDUFI.
 - In case there are any questions we will contact the contact people of the project.
- Based on the final report, we will calculate the final amount of TFK funding used.
 - Project will receive either a final payment (if funding used exceeds the first payment of support) or a request for refund (if part of the first payment of support has been left unused).
- When the final reports have been reviewed by EDUFI, an email message will be sent to the project coordinators regarding the outcome of the report review.



FINNISH NATIONAL
AGENCY FOR EDUCATION

Thank you!

In case you have further questions please contact
TFK-programme@oph.fi

