

EDUFI Team Finland Knowledge Programme

Interim reporting for 2021 projects



General about interim reporting

- 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 31.12.2022.
- 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.
 - Additional instructions on the report form are under blue question marks

PROJECT ACTIVITIES AND FUNDING 1/2

- 1) Fill in the numbers of mobile students and staff realized until 31.12.2022
- 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 between 1.8.2021 -31.12.2022, including the total sum of all grants granted to mobile students and travel costs of staff
 - Total use of organisational costs between 1.8.2021 -31.12.2022
 - Total use of salary costs between 1.8.2021 -31.12.2022

PROJECT ACTIVITIES AND FUNDING 2/2

- 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](#)
 - Remember to fill in the project info (coordinating HEI, name, agr. nr.)
 - The interleaves of the excel-report should be filled in according to the realized activities and funding in the project between 1.8.2021 - 31.12.2022.
 - When you fill in the costs under Travel costs, Organisational costs and Salaries the Realized budget interleaf will update automatically -> check that everything is correct!

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.

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 interim reports will be checked by EDUFI.
 - In case there are any questions we will contact the contact people of the project.
- Afterwards the network coordinators will be notified by e-mail about the results of the checking.



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Thank you!

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

