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
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.
Thank you!

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