

DECISION

05 July 2023 XXX/XXX/2023

“the name of higher education institution/project contact details”

REFERENCE

DECISION ON APPLICATION FOR DISCRETIONARY GOVERNMENT GRANT

TFK 2023, Team Finland Knowledge programme

BACKGROUND

The aim of the TFK programme is to create and strengthen cooperation between Finnish higher education institutions and the selected target regions and countries of the TFK network as well as to develop new operating models for this cooperation. In 2023, the TFK programme finances cooperation with South Africa, Latin America, South-East Asia and India.

The 2023 call for proposals of the TFK programme closed on 2 May 2023. By the deadline, 72 applications had been submitted, 26 of which have been granted financing. The total amount of grants applied for in the TFK programme was EUR 5,245,708, while the total amount of grants disbursed on this round was EUR 1,591,088.

The primary selection criterion for projects was the quality of the proposal. Balance between the target regions was additionally accounted for in the total amount of financing granted; proposals concerning the various target regions were examined and ranked within their separate groups. Additionally, financing was only granted to at most two projects of a higher education institution involving cooperation with the same target country or region. The budgets of all projects to be financed were cut by 10% to 20%. This was done in an attempt to finance as many projects as possible.

DECISION

The Finnish National Agency for Education has decided to disburse a discretionary government grant to the project

XXX/XXX/2023 “The name of the project”

The amount granted to this project is EUR xx xxx. The eligible total net expenditure of the project is EUR xx xxx.

The possible revenues, co-funding and other financing of the project are presented in the budget allocation plan of the project.

The applicant must update the project budget to correspond to the terms and conditions of the call for applications and the adjusted grant amount. Instructions for this will be provided at a joint project meeting, which you will be informed about in the early autumn.

Congratulations for your successful proposal!

The decision is based on the project plan presented by the applicant and any modifications made to it during the evaluation phase.

JUSTIFICATIONS FOR THE DECISION

Hankkeen saamat kokonaispisteet arvioinnissa/ The total points received by the project in evaluation:
XX/36p (project specific points received in evaluation)

Hankkeen arvioinnissa saama palaute/ The feedback received by the project in evaluation:

(individual feedback received by the a project)

Evaluator:

Evaluator:

Evaluator:

APPLIED PROVISIONS

Act on Discretionary Government Grants 688/2001

GRANT TYPE

Special grant

GRANT PAYMENT

The grant will be paid to the bank account provided by the applicant: "The bank account of the HEI"

Payment instalments and dates: EUR XX XXX The grant will be paid in a single instalment (100%) in August–September 2023. Any unused portion of the grant will be recovered after the final report has been audited.

Budget account: 4.22.29.01.02.2.08

PURPOSE OF THE GRANT

The discretionary grant may be used for costs incurred from implementing the project as set out in the information leaflet of the call for proposals and the project plan.

The project grant may be used for two cost categories:

- 1) Travel costs, which must account for at least 50% of the project grant

- 2) Organisational and other costs, the share of which may not exceed 50% of the grant

Travel costs may be incurred from travel/mobility periods of students, postgraduate students and/or teaching or other staff of higher education institutions participating in the project between Finland and the target country. The travel expenses may be divided between several target groups (students and staff) depending on the goals of the project. Staff members' eligible travel costs include the costs of travel, accommodation, travel agency services, visas, insurance and any daily allowances. Possible coronavirus test costs are also eligible travel costs. Travel/mobility must be justified and cost-effective and planned taking sustainability goals into account. To students, a daily or monthly grant based on the duration of the mobility period and a travel grant will be paid, regardless of the actual costs of the mobility period. Students' grant amounts that must be complied with in the projects were stated in the call for proposals.

Organisational costs must be incurred directly from the implementation of the core functions of the project, including online implementations of course and teaching content, teaching materials for courses, or organisation of events. Eligible organisation costs include purchases of services and renting of equipment. Organisational and other costs may include salary costs which, however, may not exceed 20% of the total project grant. Salaries may not include indirect administration costs. Salary costs must be based on effective working hours related to project implementation.

The grant may not be used for higher education institutions' administrative costs, hospitality costs or business gifts.

If the costs stated by the applicant in the project plan budget included VAT, they must also be reported including VAT.

The beneficiary must comply with the attached guidelines for government grant applicants and beneficiaries, excluding the eligible costs referred to in Chapter 2.2 and Chapters 4.1 and 4.3 concerning the repayment obligation and interest on grant to be repaid. Only the cost categories cited above are eligible costs in TFK projects. The final grant amounts of TFK projects will be reviewed in connection with the final reporting, and any amount remaining unused based on the audit will be recovered.

If the project's contact persons (project manager, coordinator or legal representative) are replaced, the Finnish National Agency for Education must be immediately notified of this in writing at TFK-programme@oph.fi. If essential changes are made to the approved cost estimate, purpose of the grant or other aspects of the project, the beneficiary must submit a request for a revision.

Any changes affecting the use of a government grant must always be notified to the Finnish National Agency for Education without delay (section 14 of the Act on Discretionary Government Transfers).

PERIOD OF USE OF THE GRANT

First day of grant use 1 August 2023

Last day of grant use 31 December 2025

REPORTING OBLIGATION

Interim report to be submitted no later than 31 December 2024

Final report to be submitted no later than 16 January 2026

The reports must be submitted in the Information system for discretionary government grants. Updated reporting guidelines will be posted on the programme website at <https://www.oph.fi/fi/ohjelmat/tfk-ohjelma>.

The higher education institution's internal accounting system must facilitate separate monitoring of TFK grant use. If necessary, the higher education institution must also be able to prove that the grant has been paid to an exchange student or teacher selected for the TFK programme.

AUDITING RIGHT

The Finnish National Agency for Education is entitled to conduct audit visits necessary for monitoring the grant use focusing on the beneficiary's activities. The provisions laid down in the Act on Discretionary Government Grants (688/2001) apply to the recovery of a government grant.

INTELLECTUAL PROPERTY RIGHTS

At the end of the project, the beneficiary of the government grant will transfer to the Finnish National Agency for Education free of charge joint intellectual property rights to any material or other outcome produced in connection with this government grant project (hereinafter the material) and rights to modify the content and appearance of the material.

The Finnish National Agency for Education will also have the right to publish and distribute the material in all (known and unknown) distribution formats and to reproduce it. The government grant beneficiary is responsible for ensuring that they are entitled to assign these rights to the Finnish National Agency for Education.

Intellectual property rights to using the material in the project and in scientific, public or commercial activities unrelated to the project must be agreed upon between the government grant beneficiary and the producers of the material.

ACCEPTANCE OF THE DECISION

If the party to whom this decision is addressed does not accept the grant, notification of this must be given no later than 15 August 2023. The notification should be sent using the link included in the decision and by e-mail to kirjaamo@oph.fi and TFK-programme@oph.fi. The subject field of the message should show the register number of the decision.

APPEAL

This decision may not be appealed (section 34 of the Act on Discretionary Government Grants). An interested party dissatisfied with the decision may request for rectification as set out in the enclosed instructions.

FURTHER INFORMATION

Mari Pohjola, mari.pohjola@oph.fi

Tel. +358 29 533 1000 (switchboard).

Any enquiries and questions about the decision may also be addressed to TFK-programme@oph.fi

ATTACHMENTS

Budget allocation plan

Instructions for requests for

rectification

General instructions concerning government grants

Sanctions related to Russia's war of aggression and their impact on government grant activities

BUDGET ALLOCATION PLAN

Project expenditure Applied for Approved

Travel/mobility costs XX XXX €

Organisational costs X XXX €

Salaries X XXX €

Total project expenditure EUR XX XXX EUR XX XXX

Total net expenditure EUR XX XXX EUR XX XXX

GRANT PROVIDED BY THE FINNISH NATIONAL AGENCY FOR EDUCATION EUR XX XXX EUR XX XXX