FINNISH NATIONAL
AGENCY FOR EDUCATION

EDUFI TFK Programme - Interim reporting for 2024 projects

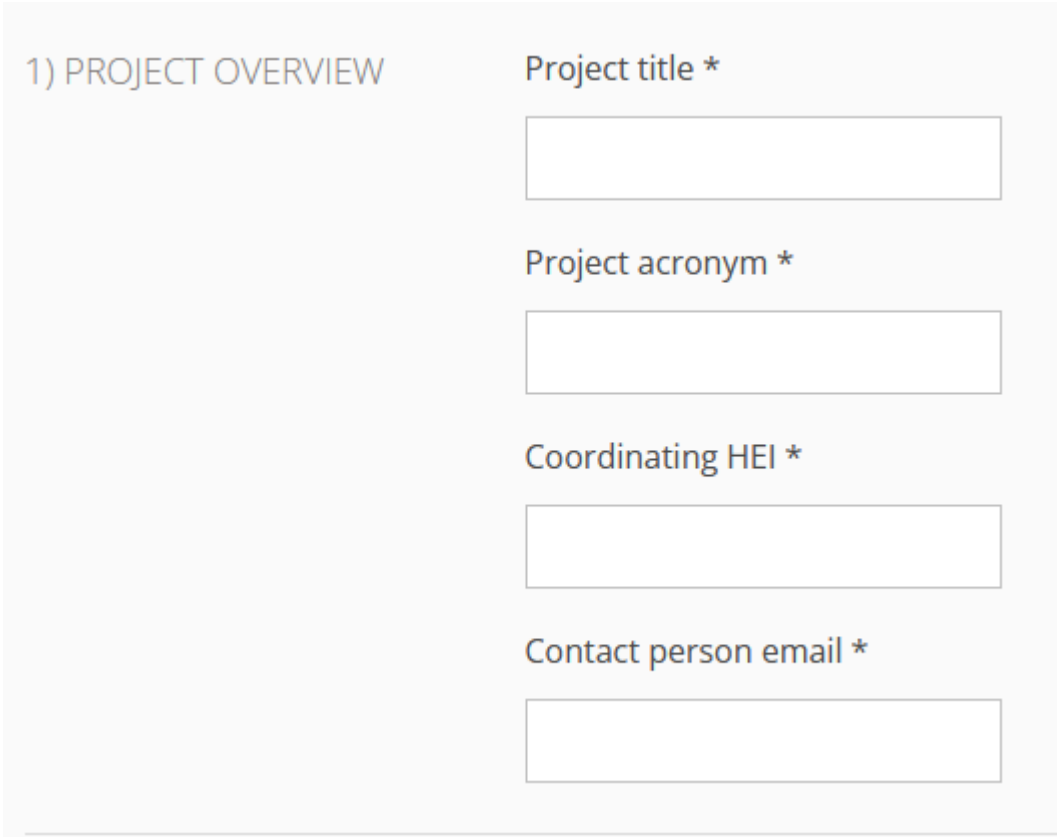
Mari Pohjola
13.11.2025

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 30.11.2025**.
  - Period to be reported: until the time of the reporting.
- 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.
- Guidelines for filling in the interim report are on programme web site.

PROJECT OVERVIEW

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



PROJECT ACTIVITIES AND USED FUNDING 1/2

1) Fill in the numbers of mobile students and staff realized
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
    - Total use of organisational costs
    - Total use of salary costs

PROJECT ACTIVITIES AND FUNDING USED 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.
     - **Be specific when reporting the used project funding**: you need to specify what the reported costs mean, lump sums titled e.g. ”services” are not enough.
     - 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!

Best practice example – organizational costs

No	Costs related to expenses directly associated with the realisation of the core activities of the projects, such as the online realisation of course and teaching content, teaching-related course material or the organisation of events, the purchase of services and the renting of equipment. Please specify what the costs are.	Amount of TFK grant in euros	Possible self-financing by Finnish HEIs in euros	Possible self-financing by partner HEIs in euros	Document number the accounting report
1	Sodexo Oy (the name of the service provider/company), lunches for the whole project group (15 persons) on 10.11.2024	783,64			1900009507
2	Xx Oy (the name of the service provider/company) Bus transport Turku-Helsinki 9.11.2025	542,73			1900009542
3	Xx Oy (the name of the service provider/company) Bus Transport Helsinki-Turku 11.11.2024	440,91			1900009601
4	Xx Oy (the name of the service provider/company), accomodation 9.-11.11.2024, domestic staff (5 persons)	317,30			1900009813, 50001696
5	Xx Oy (the name of the service provider/company), meeting room 10.11.2024			112,90	1900009813
6	8.11.2024 Printing costs for workshop (posters, booklet/book, announcement)	378,83			1900009814
7	Translation and interpretation costs for Webinar 1 on 8.11.2024	345,63			1900009815
8	Excursion to Xx Oy (the name of the service provider/company) 15 persons 10.11.2024		525,75		600004270
9	7.12.2024 Graphic design of the project publication Xx Oy (the name of the service provider/company)	156,85			600004271
Total:		**2809,04**	**525,75**	**112,90**	
	TOTAL AMOUNT USED FOR ORGANISATIONAL COSTS (TFK funding + self-financing):	**3 447,69**			

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.
  - Students' grants based on duration, staff's grants based on real costs.
  - Travel costs of local participants related to travel within a country (e.g. to take part in a course/event) can be covered only in the organisational costs category.
  - Travel costs to countries that are not target countries in the project are not eligible costs for the project.
- That organisational costs have been used as instructed in the call for applications.
  - 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.
- Regarding salaries:
  - Specify the person, whose salary is partly covered by the grant, as well as the main working tasks and working hours contributed to the project.

What to check: reporting of mobilities & budget

- That the total sums of each budget category follow the framework of the programme:
  - For TFK projects
    - 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
  - For Ukraine projects
    - Salary costs up to 50% of the project funding

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 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.

FINNISH NATIONAL
AGENCY FOR EDUCATION

Thank you!

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