

TFK Project Handbook

29/09/2026

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1. GENERAL

The purpose of the Team Finland Knowledge programme is to create and strengthen cooperation between Finnish higher education institutions and the target regions and countries selected to the TFK network, and to design new operating models for cooperation. The programme funds educational cooperation between higher education institutions through cooperation and mobility projects.

The target regions and countries of the programme are China, India, Southern Africa, Southeast Asia and Latin America. A specific list of eligible countries will be published as a part of the call for applications for each year and the list of eligible countries may vary between calls. Only countries mentioned in the TFK call for applications are eligible partner countries in TFK programme.

The project handbook is intended for higher education institution practitioners in Finland and in partner countries receiving TFK Programme funding. Each government grant (valtionavustus) is governed by the version of the general guidelines attached to the recipient's grant decision. Projects must also follow the instructions provided in the call for applications and this handbook serves as a complementary resource. Its purpose is to clarify the programme rules and support project management.

The version available on the TFK website is always the most recent one; the date on the first page indicates the latest update.

1.1. DISCRETIONARY GOVERNMENT GRANT DECISION

An electronic government grant decision is issued for all submitted applications. The purpose of a positive decision is to provide the grant recipient with sufficient information to implement the project.

A positive grant decision typically includes the following information:

- the grant recipient
- the purpose of the grant
- the amount of the grant and the payment schedule
- eligible project costs
- the required self-financing share
- the period during which the grant may be used
- the reporting obligations of the grant recipient
- a contact person for further information

In addition, the decision includes an appeal instructions document as an attachment. The grant recipient must comply with the terms and conditions set out in the grant decision and its annexes.

The grant decision is sent via the government grant system to the contact person specified in the application and to the applicant's official email address.

If the grant recipient accepts the awarded grant, the project may be launched, and the recipient may await the payment of the grant. If the recipient does not accept the grant, they must notify this by the date specified in the decision. The notification must be submitted through the link provided in the decision email via the grant system.

If the awarded amount is less than what was applied for, the applicant must update the project budget to comply with the conditions of the call for applications and the revised grant amount. Guidance on updating the budget will be provided in a joint project meeting organised for new projects in early autumn. Applicants are requested not to submit revised budgets before receiving these instructions. Following the meeting, the updated budget must be submitted to the TFK programme team at TFK-programme@oph.fi.

1.2. CORRECTION OF DECISION

An appeal instruction is provided as an attachment to the government grant decision delivered to the applicant. A party dissatisfied with the decision may request a correction from the Finnish National Agency for Education. The request for correction must be submitted within the appeal period to the registry of the Finnish National Agency for Education and to the contact person mentioned in the decision.

1.3. PAYMENT OF THE GOVERNMENT GRANT

The grant will be paid in one instalment (100%) in September–October to the bank account provided in the application. Any unused portion of the grant will be reclaimed after the final report has been reviewed.

1.4. INTELLECTUAL PROPERTY RIGHTS

The Finnish National Agency for Education has the right to use and exploit, free of charge, any materials created in or in connection with the government grant project, notwithstanding copyright. The Agency has the right to make changes to the content and appearance of the material. The Agency also has the right to distribute the material in all forms of distribution and to produce copies of it.

Any copyright terms that supplement or deviate from this will be specified for each grant in the application documents and in the grant decision.

1.5. CHANGES TO THE PROJECT PLAN AND HOW TO APPLY FOR THEM

Significant changes affecting the use of the government grant must always be reported promptly and in writing.

Minor changes, such as adjustments to the timing of activities or the number of mobilities within the approved project period, do not need to be reported to EDUFI. Changes to the budget are permitted, provided that the TFK programme conditions continue to be fulfilled (see 3.3 Use of funding).

If a change significantly alters the nature of the project, such as replacing all planned student mobilities with staff exchanges, a written request must be submitted to EDUFI at tfk-programme@oph.fi.

Requests to amend the project plan or budget may be approved if sufficient justification is provided. However, requested changes may be rejected if they jeopardise the achievement of the grant objectives or if there is a legal impediment under the Act on Discretionary Government Grants or other applicable legislation.

As a general rule, additional implementation time is not granted for individual projects and is only considered in exceptional circumstances, such as force majeure affecting a larger group of projects.

1.5.1. CHANGING THE CONTACT PERSON

Please inform the TFK team (tfk-programme@oph.fi) about the change of contact person so that the update can be recorded in the shared email list for the projects.

The recipient of a government grant is responsible for ensuring that the contact details recorded in the government grant system are always up to date. If the project's contact person changes, the recipient must update the contact person's name and email address in the system themselves. A link for changing the contact person is sent to all grant recipients by email together with the grant decision, and it remains available for the entire period during which the grant can be used. If the contact details in the system are

incorrect or outdated, it will not be possible to send decisions, requests for clarification, or other communications related to the grant to the applicant/user.

1.6. PROJECT COMMUNICATION AND DISSEMINATION OF PROJECT RESULTS

Projects funded by government grants are recommended to aim for broad visibility of results and outputs among the selected target groups. It is important to define the target groups, objectives, and other key aspects of project communication already during the planning phase.

In state funded projects, existing websites should primarily be used when communicating results and outputs, such as the organization's current website, the Ministry of Education and Culture and the Finnish National Agency for Education's Open Educational Resources Library service (<https://aoe.fi/#/etusivu>), or other online services suitable for disseminating results. If the project nevertheless decides to create its own mobile application, online learning material, or website/service, a plan for their lifecycle and maintenance must be presented already at the application stage.

It is also recommended to present project experiences, results, and outputs at various events and occasions.

In communication for projects funded by the Finnish National Agency for Education, a separate "Opetushallitus rahoittaa" logo must be used, which can be downloaded at: <https://www.oph.fi/fi/tietoa-meista/medialle>. Projects are also encouraged to tag @EDUFI_HigherEd in their LinkedIn posts.

2. THE OBJECTIVES OF THE PROGRAMME

The objective of the programme is to increase the quality of higher education by strengthening the international partnerships and networks of Finnish higher education institutions and creating new initiatives or operating models for international cooperation between higher education institutions. In addition to this, the programme aims at strengthening the attractiveness of Finnish higher education institutions as partners and education providers.

It is hoped that the projects funded under the programme will lead to permanent and long-term cooperation between countries. Therefore, the project funded in the programme can be part of wider cooperation, if it fulfils the quality requirements and conditions of the programme. The funding can also be used to renew or deepen existing cooperation between higher education institutions to cover new disciplines or forms of operation. It is hoped that the TFK programme will have permanent, long-term positive impacts on cooperation between the participating higher education institutions. Partnering institutions in the target regions also contribute to the planning and realisation of the projects and cover some of their costs.

The programme is not intended for preliminary activities carried out for the purpose of establishing cooperation, such as getting to know potential partners, carrying out visits in preparation of projects or general delegations.

3. USE AND SUPERVISION OF GOVERNMENT GRANTS

A government grant may only be used for the purpose specified in the government grant decision and during the period described in the decision. The actual income and expenses of the supported project must be tracked in the accounting using a separate project code or other accounting identifier. The Finnish National Agency for Education supervises the use of the government grant. The recipient of the government

grant is obliged to provide the Finnish National Agency for Education with information on the use and monitoring of the grant, as well as other information necessary for supervision.

The accounting of different government grants, including grants awarded to the same project in different years, must be kept separate with their own accounting identifiers. A separate interim and final report must be prepared for each grant awarded in different years.

3.1. GENERAL TERMS AND CONDITIONS

The coordinating Finnish higher education institution is responsible for the use of the funding and reports on it to the Finnish National Agency for Education during and after the agreement period.

The project must involve at least one higher education institution from Finland and one higher education institution from an eligible target country. The aim is to engage in cooperation with higher education institutions in eligible target countries that are strategically important to their Finnish partners. The cooperation should, in principle, be reciprocal in nature and benefit all the parties involved.

The project costs must be visible in the higher education institution's accounting records under a separate project.

Partnering institutions in the target regions also contributing to the planning and realisation of the projects and covering some of the project costs is considered an advantage in project selection. Covering some of the costs can mean that the partners pay some of the travel costs of their higher education institutions' staff or students or cover some of the costs of events organised in the target country, for example.

In addition to higher education institutions, projects can also involve other operators or organisations, such as companies or associations; however, the costs of these parties cannot be covered by the government grant.

3.2. JOINT PROJECTS

In joint projects, the lead applicant organisation is responsible for the application, project administration, implementation, finances, and the preparation of reports in their entirety. Cooperation partners in joint projects must be eligible applicants and are subject to the same terms and obligations as the applicant organisation.

It is strongly recommended to create a partnership agreement between the coordinating HEI and each of the project partners. Agreements are encouraged to be prepared in consultation with the legal departments of each partner. It is advisable to begin the process promptly after a positive funding decision to avoid delays to project implementation. Agreements between the lead applicant and its cooperation partners are not submitted to the Finnish National Agency for Education.

The Finnish National Agency for Education has the right to audit the operations and accounting of cooperation partners as well. If services are purchased from a partner that is not eligible for funding, the partner must be identified in the application.

The partnership agreement typically includes the following information:

- the parties to the agreement
- project details (it is advisable to attach the grant decision with annexes to the agreement)
- the partner's responsibility to provide correct information for the monitoring of the use of state aid
- the duties and areas of responsibility of the parties in project implementation

- project costs and financing (grant, own contribution, and other sources of funding) and their reporting
- the Finnish National Agency for Education's right to audit project documents
- the validity period of the agreement
- signatures

In addition, it is recommended that the agreement include, among other things:

- situations in which the government grant is returned or recovered
- more detailed schedules
- possible annexes
- intellectual property rights, i.e. rights to background materials and to outputs and results generated during the project
- termination of the agreement
- amendments to the agreement
- liability for damages
- procedures for resolving possible disputes

In joint projects, cooperation partners must maintain separate accounts of project costs, income, and financing items. Costs must be presented in the general ledger. The recipient of the state aid (the lead applicant organisation) must prepare a report on the entire project and attach the general ledgers of all parties to the final report.

3.2.1. COOPERATION PARTNERS' COMMITMENT LETTERS

The partner higher education institutions must each supply a commitment letter (TFK statement) signed by a legal representative of the higher education institution, a scanned copy of which is attached to the application form on the Finnish National Agency for Education's government grant system. A legal representative refers to a person who has official signatory authority on behalf of the higher education institution (for example, the rector, vice-rector, or other authorized senior management).

If a new partner is added to the projects during project period, EDUFI must be informed about this, and the new partner must also submit a TFK statement. The TFK statements supplied by partnering higher education institutions must be consistent and meaningful and demonstrate that the partner is committed to the project. There is no common template for the TFK statement and therefore it does not need to follow a specific format. However, it must include the following information corresponding to the application:

- The name of the project
- The name of the partnering higher education institution
- The contact information of the partnering higher education institution's contact person
- A description of project participation; what kind of role the higher education institution and its staff/students will have in the realisation of the project
- A description of the higher education institution's commitment to the project
- A description of the importance of the cooperation to the partnering higher education institution
- Any funding that the partner has allocated to the project.

Each partner provides a commitment letter (TFK statement) separately for each project they are involved with. This includes Finnish partners as well. However, the Finnish lead applicant does not need to submit a statement.

It is important that partners for the project are well thought and described in the application, because according to the assessment criteria of the application the composition of the project must be well justified, and the responsibilities, roles and tasks of the HEIs involved are clear. Therefore, the partners must be named in the application and cannot be reported after the project has been implemented.

Other than HEI partners can be primarily listed in the description of the first section of the application where one justifies the composition of the project. More specific details can be added in the section reserved for higher education partners if necessary. However, the project funding is intended only for higher education institution partners.

Please do not attach any other attachments (eg. budgets, programme of an intensive course) to the applications. Other attachments will not be taken into consideration in the assessment.

3.3. USE OF FUNDING

Participating projects must involve educational cooperation at one or several different degree levels (bachelor's, master's and/or doctoral). The programme is open to all disciplines.

Participating projects can involve one or several of the following forms of educational cooperation between partnering higher education institutions:

- Joint study units, courses and intensive courses
- The development and realisation of digital/virtual teaching
- Curriculum cooperation
- Joint/double degrees
- Mobility (teacher, staff, student and/or trainee mobility)
- Working life cooperation.

Eligible costs are those that are necessary for the funded activity and reasonable in amount, and which, in accordance with the Accounting Act and Decree and good accounting practice, are recorded as expenses during the period of use of the grant.

Total costs may include direct costs arising from the implementation of the project, as well as those cost items from the organisation's other expenses that can be directly allocated to the project in accordance with the causation principle. Only costs based on actual and realised expenditure are eligible. Examples include a share of an academic staff's salary and the rental of facilities for the duration of the event. Calculated or percentage-based overhead costs that are not directly based on actual expenses incurred by the project, and that would have arisen even without the project in question, are not considered eligible costs.

The following are not considered eligible costs:

- occupational health care costs (see section 2.2.2 Personnel costs)
- reference interest charges
- depreciation
- fundraising costs
- costs related to business and investment activities
- provisions referred to in the Accounting Act
- calculated items not based on actual incurred costs
- loan repayments
- loan interest
- contributions to non-statutory supplementary pensions
- severance payments or salary costs paid during a notice period without an obligation to work
- performance bonuses
- legal costs
- damages awarded by a court

- penalty-type charges, such as fines or late payment interest

Value added tax (VAT) is an eligible cost if it remains finally payable by the grant recipient. Only those cooperation partners for whom VAT constitutes a final cost shall report costs inclusive of VAT. If the costs have been estimated as including VAT in the budget plan of the project, they must also be reported as including VAT.

The grant recipient must comply with the Act on Public Procurement (see section 3.1 Obligation to tender procurements).

Granted TFK project funding can be used to cover two categories of costs:

1. Travel costs, which must account for at least 50% of the project funding.
2. Organisational costs, which can account for up to 50% of the project funding.

Granted TFK Ukraine project funding can be used to cover three categories of costs:

1. Organisational costs
2. Travel costs
3. Salary costs, which may account for no more than 50% of the project funding

Funding can be transferred between the categories (e.g. to fund more or longer mobilities than originally planned) as long as the % rules are respected.

The funding cannot be used to cover the hospitality costs (incl. alcohol) or business gifts. These and potential other costs must be covered by funding provided by the participating higher education institutions.

3.3.1. TRAVEL COSTS

Travel costs can result from the travel/mobility periods of students, graduate students and/or teaching or other staff of the participating higher education institutions between Finland and the target country. The project's travel costs can be divided among two target groups (students and staff) depending on the objectives of the project.

For more detailed instructions on mobility, see section 3.4.

3.3.2. ORGANISATIONAL COSTS

Organisational costs must consist of 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. Valid organisational costs include the purchase of services and the renting of equipment, for example, but funding cannot be used to buy equipment (eg. lab equipment).

Internal travel costs in a project country can be included in the project as part of the organisational costs, if justified in the implementations of the project.

3.3.3. SALARY COSTS

In TFK projects, salaries are included in organisational costs and may account for a maximum of 20% of the project funding. In TFK Ukraine projects, salaries may account for up to 50% of the project funding. Employees are defined as individuals who are employed by higher education institutions.

Salary costs must be based on the effective working time associated with the implementation of the project. Eligible salary costs include reasonable salaries and fees directly related to the implementation of the project, as well as the statutory employer's social security contributions arising from them. The costs related to annual leave accrued during the project period, including holiday pay, holiday compensation and holiday allowances, are also eligible in proportion to the time worked on the project.

Salaries must not be subject to management overheads such as administrative overhead costs, financial administration costs, office expenses, occupational health care costs, performance bonuses or fringe benefits.

3.4. INSTRUCTIONS FOR MOBILITY PERIODS

Partnering higher education institutions and their cooperation partners can carry out student exchange, traineeship periods as well as teacher and other staff mobility under the projects carried out under the TFK programme. The aim of mobility is to create permanent cooperation between higher education institutions in Finland and partnering countries through reciprocal student and staff exchange. Student and staff mobility periods can be either short or long in length. Physical mobility periods should preferably be combined with virtual cooperation or study content.

3.4.1. LONG-TERM STUDENT MOBILITY

Long-term student mobility can consist of 2–12 months of uninterrupted study. A mobility grant can only be awarded to a registered degree student of a higher education institution participating in the project.

The fixed grant amounts for long-term student mobility are:

Incoming student mobility €900/month

Outgoing student mobility €700/month

In addition, a student will receive a **fixed travel grant** of €1,200/exchange.

Those students who are required to travel a longer journey in order to apply for a visa (e.g. to another country), or whose travel costs are exceptionally high, can receive a supplemented travel grant €1,700/exchange.

For **TFK Ukraine projects**, a student will receive a fixed travel grant of €1,000/exchange.

In the final report stage the final grant will be calculated according to the realized long-term student mobilities in months, not the actual costs of the mobilities.

3.4.2. SHORT-TERM STUDENT MOBILITY

Short-term student mobility can consist of 5–30 days of uninterrupted study/training. The mobility grant can only be awarded for full-time studying or training taking place in the target country. A mobility grant can only be awarded to a registered degree student of a higher education institution participating in the project.

The content of the short-term mobility period must support the students' studies; the funding cannot be awarded for language and culture courses alone. Short-term mobility periods should preferably always include virtual study content as well.

The fixed grant amounts for short-term incoming and outgoing student mobility are:

Days 1–14 €70/day and days 15–30 €50/day.

In addition, a student will receive **a fixed travel grant** of €1,200/exchange.

Those students who are required to travel a longer journey in order to apply for a visa (e.g. to another country), or whose travel costs are exceptionally high, can receive a supplemented travel grant €1,700/exchange.

For **TFK Ukraine projects**, a student will receive **a fixed travel grant** of €1,000/exchange.

In the final report stage the final grant will be calculated according to the realized short-term student mobilities in days, not the actual costs of the mobilities.

3.4.3. STAFF MOBILITY

Staff mobility costs may be covered for persons who are **staff members of a higher education institution** participating in the project during the mobility period. Staff mobility periods should preferably always be combined with virtual cooperation or teaching content.

In staff mobility, support from the TFK programme to cover travel costs can be paid according to actual costs. Additional costs resulting from travel, such as travel tickets, accommodation, travel agency costs, visas, insurance and potential per diem allowances, are considered valid travel costs. The travel/mobility must be justified and cost-efficient and take into account the principles of sustainable development.

In the final report stage the final grant will be calculated according to the actual realized costs of the reported staff mobilities.

3.4.4. SPECIAL NEEDS GRANT

Students or higher education staff with a disability may be eligible for additional financial support to help them take part in international exchange or internship. Special needs grants are intended to enable international exchange and internship in circumstances when a special need causes additional costs that are not covered by other sources. Special need can be an injury, impairment, physical or psychological illness or learning difficulty.

The grant can be awarded to accessible accommodation, assisted mobility or such study-related special arrangements as learning materials, preparatory visits and personal assistants. The application process is completely confidential. The application is easy to fill, and the expenses caused by special need can be estimated roughly. As all special needs are unique, all of the applications will be handled on a case-by-case basis.

[Application form and instructions.](#)

3.4.5. CANCELLATION OR INTERRUPTION OF MOBILITY ACTIVITY DUE TO FORCE MAJEURE

If a participant is unable to go on or complete their mobility period due to force majeure, any grant already paid may not necessarily have to be recovered. Additional expenses resulting from the force majeure may also in some cases be accepted to be covered by project funding.

Force majeure refers to an unforeseeable and exceptional event beyond the control of the parties to the mobility, which is not attributable to any negligence or fault on the part of the parties (the sending organisation, the receiving organisation, or the participant). In the case of an individual participant, force majeure may include, for example, a serious illness affecting the participant or a close family member. In some cases, an event such as a natural disaster, an epidemic, changes in the global situation, political instability, or similar circumstances may prevent starting or continuing mobility period and can be viewed as force majeure. By contrast, problems resulting from inadequate planning or insufficient information related to the mobility period are generally not considered force majeure. Inadequate planning also includes issues related to visas and residence permits, such as the refusal of a permit application or delays in the granting of a permit, which are not regarded as grounds for force majeure.

If a project encounters a situation that it considers falling under the definition of force majeure the project should contact the EDUFI TFK team by email. The email should include a short description of the reasons of the interruption/cancellation and record on the incurred real costs (travel costs, accommodation etc.) as well as information of the grant that has already been paid to the participant. Each case is then evaluated individually at EDUFI.

If the interruption/cancellation of a mobility period has caused additional costs the enquiries about compensation for the costs should always be made through the participant's travel insurance first. After that, it is possible to apply for compensation for the costs of cancelled or interrupted mobilities through the force majeure procedure.

3.5. PROCUREMENTS

Beneficiaries must comply with their institution's procurement guidelines and applicable Finnish public procurement legislation.

In the TFK programme, **procurement is primarily limited to services**. The purchase of equipment, IT devices, furniture and other durable goods is not eligible for funding. Small-scale consumable materials that are necessary for the implementation of approved project activities, such as teaching-related materials and laboratory consumables, may be covered under organisational costs.

Even where procurement does not exceed the thresholds set out in public procurement legislation, all procurements must follow the principles of transparency, equal treatment, and cost-effectiveness.

All procurements with a value of EUR 20,000 or more, excluding VAT, must be subject to a competitive procedure. Where the value of the procurement is below the national threshold (EUR 60,000) and the grant recipient's own procurement rules do not require a formal tendering process, obtaining quotations from at least three suppliers or service providers is sufficient to fulfil this requirement. Where there are legally justified grounds for direct procurement under public procurement legislation, quotations do not need to be requested.

All procurement-related documentation must be retained as part of the project's administrative and accounting records and submitted to the Finnish National Agency for Education upon request.

3.6. BOOKKEEPING

The grant recipient must organise its accounting in accordance with the Accounting Act and Decree. The accounting must be arranged in such a way that the use of the grant can be reliably monitored through a separate project code or other accounting identifier. The project accounts must show the grant awarded, the expenses recorded for the project, any income generated by the project, and other funding contributions received. The accounting must also show the project's own co-financing share.

3.7. RECOVERY OF FUNDS

Act on Discretionary Government Grants requires the Finnish National Agency for Education to recover the grant, in whole or in part, if the grant recipient:

1. has failed to return unused grant funds or a part thereof
2. has used the grant for a purpose essentially different from that for which it was awarded
3. has provided false or misleading information that may have materially affected the granting, amount, or terms of the grant
4. has otherwise materially violated the provisions of the law or decree governing the use of the grant, or the instructions, terms, or restrictions set out in these guidelines or in the grant decision.

The Finnish National Agency for Education may also recover the grant if the requested documents and financial reports have not been submitted.

4. AGREEMENT PERIOD

Granted funding can be used during the period of

1 August 2024 – 31 December 2026 for projects granted in 2024

1 August 2025 – 31 December 2027 for projects granted in 2025

1 August 2026 – 31 December 2028 for projects granted in 2026

During the project period the funding can be used flexibly according to the project plans. The primary assessment criteria is the quality of the project and thus, the length of the project (eg. whether or not the project actions last the whole funding period) does not affect assessment.

4.1. REPORTING

The TFK and TFK Ukraine projects will provide an interim report during the project period and a final report after the end of the project period.

Reporting timetable for projects granted in 2024:

Interim reporting by 30.11.2025

Final reporting by 31.1.2027

Reporting timetable for projects granted in 2025:

Interim reporting by 30.11.2026

Final reporting by 31.1.2028

Reporting timetable for projects granted in 2026:

Interim reporting by 30.11.2027

Final reporting by 31.1.2029

The reports shall consist of a written report, a mobility report and a financial report. The purpose of reporting is to ensure the proper use of the grant, to describe the implemented project activities to the funder and other parties designated by the funder, and to collect information on project outcomes and impacts for the development of education.

Reports are submitted using the interim/final report form in the EDUFI's government grant system. A link to the reporting form is sent via the system to the contact person indicated by the grant recipient and to

the grant recipient's official email address. If the grant recipient has not received a request for reporting well in advance of the deadline specified in the grant decision, they must contact the person indicated in the decision for further information.

If a project funded by the grant is discontinued before the end of the utilisation period, the grant recipient must still submit a final report. In such cases, the reporting form must be requested from the contact person indicated in the grant decision.

The reporting link may be shared with other project partners; however, the grant recipient should note that anyone with access to the link can edit the report.

The report, including any edits, is automatically saved in the state aid system in the same way as the application form. However, to be considered officially submitted, it must be sent via the "Submit for processing" function in the system by the deadline specified in the grant decision. Once successfully submitted, the button text changes to "Report submitted." No separate email confirmation of receipt is sent to the grant recipient.

The applicant may edit a submitted report via the original link until the deadline. In this case, the report is not resubmitted; instead, the saving of edits can be verified in the log field at the top of the form. Once the report has been processed, a notification is sent by email to the grant recipient's official email address and to the contact person.

4.1.1. INTERIM REPORT

To be filled in on the report form:

PROJECT ACTIVITIES AND USED FUNDING

1) Fill in the numbers of mobile students and staff to their indicated slots in the government grant online system.

- You can take into account all mobility periods that have been realized by the time of the reporting as well as those mobility periods, for which the timing and the participant are already known.

2) If your project includes virtual study contents for students fill in the requested information about them to the government grant online system.

3) Fill in the total amounts of used TFK programme funding in different budget categories to their indicated slots in the government grant online system

- Total use of travel costs, including the total sum of all grants granted to mobile students and travel costs of staff (detailed use of travel cost is reported in the Financial and statistical report Excel).
- Total use of organisational costs (detailed use of organisational costs is reported in the budget Excel).
- Total use of salary costs (detailed use of salary costs is reported in the Financial and statistical report Excel).
- In the interim report, accounting reports do not need to be attached, only the Financial and statistical report Excel needs to be included. Therefore, you can also include in the report expenses whose realization is already (even approximately) known, even if they do not yet appear in the project's accounting.

4) Add the Financial and statistical report in excel format to the report in the government grant system.

- Please use the template available on the programme web site

- The interleaves of the excel-report; Realized budget, Travel costs, Organisational costs and Salaries should be filled in according to the realized activities and funding in the project by the time of the interim reporting.

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.

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.

NB. There are some additional instructions on the government grant system's report form under the blue question marks next to the questions.

After the deadline all interim reports will be checked by EDUFI. Afterwards the network coordinators will be notified by e-mail about the results of the checking.

4.1.2. FINAL REPORTING

To be filled in on the report form:

1) PROJECT OVERVIEW

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

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

3) ATTACHMENTS

Attach the following documents to the report:

- Statistical and financial report in Excel form
 - o Please use the template available on the programme website.
 - o Remember to fill in the project info (coordinating HEI, name, agr. nr.)
 - o The interleaves of the excel report Realized budget, Travel costs, Organisational costs and Salaries should be filled in according to the realized activities and funding in the project.
- Accounting report of the coordinating Finnish HEI on the payment transactions during the contract period. If funds have been transferred to partners, accounting reports are also required from them.
 - o The report should match the information provided in statistical and financial report.
 - o 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.

- Upon request, the grant recipient must also submit any additional reports required for monitoring compliance with the grant conditions.

4) BUDGET SUMMARY

Fill in the total amounts of used TFK programme funding in different budget categories to their indicated slots in the government grant online system:

- Total use of travel costs, including the total sum of all grants granted to mobile students and travel costs of staff (detailed use of travel cost is reported in the attachments).
- Total use of organisational costs (detailed use of organisational costs is reported in the attachment).
- Total use of salary costs (detailed use of salary costs is reported in the attachment).

5) 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.

Checking of the final reports:

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.

Based on the final report, the amount of support used is calculated. For those networks from which a portion of the granted funding remains unused, a refund request will be sent. If the amount to be repaid does not exceed EUR 100, it may be waived. Even after the processing of final reports has been completed, the Finnish National Agency for Education may recover the grant, in whole or in part, if new information emerges that, under Sections 21 or 22 of the Act on Discretionary Government Grants, obliges or entitles recovery.

5. RIGHT OF AUDIT AND RETENTION OF DOCUMENTS

The Finnish National Agency for Education has the right to carry out any audits necessary to monitor the use of the grant in the finances and operations of the grant recipient and the partners in joint projects. In practice, based on the final report, the Finnish National Agency for Education conducts a two-stage basic audit for all projects, consisting of a substantive review and a financial audit. In addition, some projects are inspected more thoroughly on site.

The recipient of the government grant must, free of charge, provide the official or auditor conducting the audit with all information and clarifications, documents, records, and other materials necessary for the audit, and must otherwise assist in the audit.

The Finnish National Agency for Education may also authorize another authority or an external auditor to conduct audits.

Accounting records of the project must be retained in accordance with the Accounting Act for at least six (6) years from the end of the financial year in which the accounting period has ended. Procurement and other agreements must be documented and archived.

According to Section 28 of the Government grants Act, the right to recover the grant expires ten (10) years after the payment of the grant or its final instalment.



6. PUBLIC ACCESS TO APPLICATION AND REPORTING DOCUMENTS

A document submitted to the Finnish National Agency for Education becomes public once it has been received by the Agency (Act on the Openness of Government Activities 621/1999, Section 7). This openness also applies to grant applications, their supplements, and reports on the use of the grant.

A public document may contain confidential parts. However, such a document does not become entirely confidential if the information can be disclosed in a way that does not reveal the confidential parts. The grounds for confidentiality are set out in Section 24 of the Act on the Openness of Government Activities and in any applicable special legislation. Confidential information includes, for example, data on a person's annual income, participation in associations or political activities, and information concerning business or professional secrets of an association or a company. The sender of an application or report may indicate clearly which information they consider falling within the scope of business or professional secrecy. However, the Finnish National Agency for Education decides on the confidentiality of such information.

The Finnish National Agency for Education is responsible for ensuring that no parts of submitted applications or reports that are confidential by law are disclosed to unauthorized persons.

The applicant for and recipient of the grant is responsible for ensuring that application- or project-specific links to application and reporting forms are not shared outside the persons responsible for the project, as anyone with the link is able to edit the forms. If the applicant or recipient so wishes, they may distribute preview or printable versions of their own grant decisions and applications in any manner they consider appropriate.

7. CONTACT INFORMATION

The general e-mail address for inquiries related to the programme is TFK-programme@oph.fi.