

Guidelines for Reporting

KoEF Research Cooperation Projects | 4th Call 2023

While all projects must submit final report, projects with a duration of 2 and 3 years must additionally submit a mid-term report. Reports must include a scientific and a financial account. The reports have to be in English and have to be submitted by the project coordinator within 2 months after the end of the reporting period. All reports have to be submitted via email to kooperation-entwicklungsforschung@oead.at and via regular mail to Kooperation Entwicklungsforschung - OeAD, Ebendorferstraße 7, 1010 Vienna.

The exact dates of reporting are stipulated in the project contract. The funding amount is divided and transferred in instalments at the project start, after approval of the mid-term report (if applicable) and after approval of the final report. The reporting templates provided on the KoEF website shall be used.

1. Scientific Report

1.1. Scientific Mid-term Report (Technical Report)

A mid-term report is NOT required for projects with a duration of 1 year.

As a report on the project progress, it provides an overview of completed activities, achieved results and approached project objectives during the first reporting period of 2- and 3-year projects. Furthermore it reflects on the partnership of researchers and institutions participating in the project. It illustrates the contribution of the project to the SDGs and implementation of gender and diversity issues. It leaves room to explain difficulties encountered and to describe mitigating measures that were necessary to move ahead and ensure the outcomes of the project.

The mid-term report (word file AND pdf) has to include the following parts (ca. 3,000 words):

- Abstracts in English and German (ca. 500 words each)
- Narrative summary of the project progress
- Overview of completed and started work packages
- List of all mobilities and reports on all mobilities (research stays) of project members
- Reflection on the partnership
- Contribution to the SDGs and implementation of gender and diversity issues
- Difficulties and mitigating measures

In addition to the scientific mid-term report, a financial mid-term report must be submitted (see section 2).

1.2. Final Scientific Report

The final scientific report has to be more detailed than the mid-term report and is published on the KoEF website. It summarizes the completed activities and illustrates the achieved results. It elaborates on the research findings, the methodology used and on innovative aspects of the project. It draws conclusions on the partnership of researchers and institutions within the project and provides an update on the project environment. It furthermore illustrates the project's contribution to the SDGs and the implementation of gender and diversity issues. It describes responses to challenges and difficulties and discusses unexpected outcomes. It furthermore provides insights into the sustainability of the project and the application of results.

Moreover, the report refers to (expected) publications and includes pictures of the project which can be used for publication on the KoEF website. Pictures for the KoEF website shall also be submitted as single files and in high resolution, captions and copyrights must be included as well.

The final report (word file AND pdf) shall include but not be limited to the following parts:

- Abstracts in English and German (ca. 500 words each)
- Introduction, objectives and overview of the project
- Narrative summary of activities and results, elaboration of the research findings, methodology used, innovative aspects of the project
- List of all mobilities and reports on all mobilities (research stays) of project team members
- Contribution to the SDGs and implementation of gender and diversity issues
- Sustainability and application of results
 - Status of partners and partner organisations, scope for follow-up projects and activities
- Partnership and cooperation, reflection on the project environment
 - Response to challenges and difficulties, unexpected outcomes
- Reflection on project success with special regard to project aims and expected results
- References to project publications: existing publications, confirmed publications (incl. planned publication date), planned publications
- Pictures, including captions and copyrights
- Glossary, Literature,...

In addition to the final scientific report, a final financial report must be submitted (see section 2).

2. Financial Report

Together with each scientific report, a financial report has to be submitted. The project relevant expenses of all partner institutions are merged in **one** report by the project coordinator. During the project implementation the budget cannot be reallocated except in response to a changed project environment (e.g., travel restrictions due to COVID-19) and in correspondence with OeAD.

The following guidelines for financial reporting in the framework of KoEF comply with the special directive “Maßnahmen zur Internationalisierung” (GZ 41.906/0001-V/7/2019) of the Federal Ministry of Education, Science and Research (BMBWF). According to this directive, only **travel, accommodation and subsistence costs** as well as **project-relevant equipment and material expenses** will be financed.

2.1. General requirements

The financial report must cover the entire reporting period and must be submitted as an Excel-file using the provided template for KoEF financial reporting. It includes a list of expenses in tabular form as well as correspondingly numbered invoices/receipts. Every invoice/receipt must be listed in a separate line. All invoices/receipts of the Austrian as well as the non-Austrian partners must be submitted as originals. Copies of originals are only accepted if the project accounts are embedded in the accounting system of an Austrian university (SAP). In this case the universities must confirm that (1) the copies of the invoices/receipts with a total amount of EUR [please insert respective amount] correspond to the original invoices/receipts and that (2) they are only submitted to KoEF/OeAD-GmbH for funding within this project.

The project’s account balance, indicating the funding received (revenues) as well as total expenditures forms part of the financial report. Only actual expenses submitted with the financial reports and verified and approved by OeAD are subject to funding. Unused, incorrectly and insufficiently documented funds must be returned to OeAD within a period of 100 calendar days after the notification from the programme officer. Overheads are not eligible for KoEF funding.

Only expenses that are supported by invoices/receipts will be refunded. An invoice/receipt must absolutely contain the following information:

- Name and address of the issuer of the bill (invoice)
- Place and date of issue
- Exact specification of the object purchased or of the service provided
- Currency, amount, and tax, if any
- Confirmation of payment / receipt

Foreign currency: Foreign currency invoices and receipts must be converted to EUR. They must contain a currency exchange confirmation or bank receipt or credit card statement confirming the exchange rate at the respective period of time. If foreign invoices/receipts are embedded in the accounting system of an Austrian university (SAP), the conversion rate used by the university is eligible. If a valid currency exchange information is missing and/or the foreign invoice is not embedded in the accounting system of an Austrian university (SAP), the invoice amount shall be converted using <https://www1.oanda.com/lang/de/currency/> converter with the invoice date and the full invoice amount for each invoice separately.

The reporting language is English. If the invoice/receipt is issued in a language other than English (or German), a working translation (of the invoice/receipt on the invoice/receipt itself and in the list of expenses) must be provided.

2.2. Travel to Austria from a partner country of the Global South (Incoming)

For each mobility the most economical means of transportation must be chosen. Travel within Austria is not eligible for funding. The overall duration of all funded mobilities of one person must not exceed 12 months.

Each funded mobility shall be documented in the scientific reports.

The following travel and subsistence costs for KoEF project members travelling to Austria can be refunded. Project (co-)coordinators may decide to reduce reimbursement amounts if deemed beneficial for the project.

Travel costs: max. EUR 1,500 per trip, reimbursement of face value:

- Flight – only economy class tickets:
 - For reimbursement the original invoice/ receipt, plane ticket and original boarding passes are needed.
- Travel costs to and from the airport
 - In Austria public transport must be used. Original invoices/receipts are needed.
- Visa costs
 - For reimbursement the original invoice/receipt is needed.
- Travel insurance
 - For reimbursement proof of insurance and the original invoice/receipt is needed.

Please note: If any invoice/receipt is not in English (or German), a working translation must be provided additionally.

Accommodation and subsistence expenses, lump sums depending on qualification of project member and duration of stay:

- PhD/doctoral students:
 - stays of up to 12 days: EUR 100 / day
 - stays of 13 days or more: EUR 1,250 / month
 - For stays longer than one month the calculation starts again after each full month.
 - A report about the research stay must be included in the scientific report. Proof of receipt is needed.
- Scientists (post-doc):
 - stays of up to 14 days: EUR 100 / day
 - stays of 15 days or more: EUR 1,400 / month
 - For stays longer than one month the calculation starts again after each full month.
 - A report about the research stay must be included in the scientific report. Proof of receipt is needed.

2.3. Travel from Austria to a country of the Global South (Outgoing)

For each mobility the most economical means of transportation must be chosen. Travel within Austria is not eligible for funding. The overall duration of all mobilities of one person must not exceed 12 months.

Each funded mobility shall be documented in the scientific reports.

The following travel and subsistence costs for KoEF project members travelling from Austria to a partner country of the Global South can be refunded. Project (co-)coordinators may decide to reduce reimbursement amounts if deemed beneficial for the project.

Travel costs: max. EUR 1,500 per trip, reimbursement of face value:

- Flight – only economy class tickets
 - For reimbursement the original invoice/ receipt, plane ticket and boarding passes are needed.
- Travel costs to and from the airport
 - In Austria, public transport must be used. Original invoices/receipts are needed.
- Public transport – only economy class tickets
 - For reimbursement the original invoice/receipt is needed.
- Car (in partner country)
 - For reimbursement original invoices/receipts and a completed vehicle logbook are needed.

- Visa costs
 - For reimbursement the original invoice/receipt is needed.
- Travel insurance
 - For reimbursement proof of insurance and the original invoice/receipt are needed.
- Travel vaccinations and malaria prophylaxis
 - Original invoices/receipts are needed.

Please note: If any invoice/receipt is not in English (or German), a working translation must be provided additionally.

Accommodation and subsistence expenses, lump sums depending on qualification of project member and duration of stay:

- PhD/doctoral students:
 - stays of up to 12 days: EUR 100 / day
 - stays of 13 days or more: EUR 1,250 / month
 - For stays longer than one month the calculation starts again after each full month.
 - A report about the research stay must be included in the scientific report. Proof of receipt is needed.
- Scientists (post-doc):
 - stays of up to 14 days: EUR 100 / day
 - stays of 15 days or more: EUR 1,400 / month
 - For stays longer than one month the calculation starts again after each full month.
 - A report about the research stay must be included in the scientific report. Proof of receipt is needed.

2.4. Travel within or between partner countries in the Global South (Field research)

For each mobility the most economical means of transportation must be chosen. The overall duration of all mobilities of one person must not exceed 12 months.

Each funded mobility shall be documented in the scientific reports.

The following travel and subsistence costs for KoEF project members travelling within or between partner countries of the Global South can be refunded. Project (co-)coordinators may decide to reduce reimbursement amounts if deemed beneficial for the project.

Travel costs: max. EUR 1,500 per trip, reimbursement of face value:

- Flight – only economy class tickets
 - For reimbursement the original invoice/ receipt, plane ticket and boarding passes are needed.
- Travel costs to and from the airport
 - For reimbursement original invoices/receipts are needed.
- Public transport – only economy class tickets
 - For reimbursement the original invoice/receipt is needed.
- Car
 - For reimbursement original invoices/receipts and a completed vehicle logbook are needed.
- Visa costs
 - For reimbursement the original invoice/receipt is needed.
- Travel insurance
 - For reimbursement proof of insurance and the original invoice/receipt are needed.
- Travel vaccination and malaria prophylaxis
 - Original invoices/receipts are needed.

Please note: If any invoice/receipt is not in English (or German), a working translation must be provided additionally.

Accommodation and subsistence expenses, lump sums depending on qualification of project member and duration of stay:

- PhD/doctoral students:
 - stays of up to 12 days: EUR 100 / day
 - stays of 13 days or more: EUR 1,250 / month
 - For stays longer than one month the calculation starts again after each full month.
 - A report about the research stay must be included in the scientific report. Proof of receipt is needed.
- Scientists (post-doc):
 - stays of up to 14 days: EUR 100 / day
 - stays of 15 days or more: EUR 1,400 / month
 - For stays longer than one month the calculation starts again after each full month.
 - A report about the research stay must be included in the scientific report. Proof of receipt is needed.

2.5. Travel within Austria

Travel within Austria is not eligible.

2.6. Equipment and material (consumables)

It is assumed that the project partners are already adequately equipped with the basic tools to undertake the envisaged work, therefore, no general infrastructure can be financed. If additional equipment is required for e.g. laboratory or field stations, then it must be project specific and remain with the partners in the respective partner country in the Global South. Full justification must be provided for its purchase and usage during the project period and beyond.

Equipment & material (consumables) specifically relevant for the project can be covered up to a maximum amount of EUR 3,000 for the entire project duration.

- + Original invoices/receipts must be submitted. Please note: If any invoice/receipt is not in English (or German), a working translation must be provided additionally.
- + A confirmation is needed: justification of the need of the equipment, confirmation that the equipment is project specific and that it remains with the partner institutions in the respective countries in the Global South.

Foreign currency: Foreign currency invoices and receipts must be converted to EUR. They must include a currency exchange confirmation or bank receipt or credit card statement confirming the exchange rate at the respective period of time. If foreign invoices are embedded in the accounting system of an Austrian university (SAP), the conversion rate used by the university is eligible. If a valid currency exchange information is missing and/or the foreign invoice is not embedded in the accounting system of an Austrian university (SAP), the invoice amount shall be converted using <https://www1.oanda.com/lang/de/currency/converter> with the invoice date and the full invoice amount for each invoice separately.

Please note: Only actual expenses submitted with the financial reports and verified and approved by OeAD are subject to funding. Unused, incorrectly and insufficiently documented funds must be returned to OeAD within a period of 100 calendar days after the notification from the programme officer.

3. Note on the use of the term “Global South”

For the purpose of this project call the term Global South is used to refer to the group of countries classified as “least developed countries”, “other low income countries” and “lower middle income countries and territories” (excl. India) in the [OECD DAC list of ODA recipients for 2022/2023](#).