

KEF Guidelines for Reporting for Projects 2014-07

1. Technical report

1.1. Mid-term report

Mid-term reports are progress reports (in German or English) and are expected to provide an overview on achieved progress, completed work packages, and attained project aims during the period of reporting (ca. 5-10 pages). Additionally a short version/abstract (max. 500 words) in German and English has to be included. The time of deliverance will be agreed upon in the contract. A financial report including invoices has to be provided additionally (see below).

1.2. Final report

Final technical reports (in German or English) have to be submitted to KEF six months after the end of the entire project period at the very latest.

The final technical report has to be more detailed than the mid-term report (ca. 20-40 pages). Besides scientific publications, which we encourage, a separate technical report is mandatory.

The contents of the final technical report have to provide sufficient information on project performance and achieved outcome to enable a review of the results in line with project aims and planning, with special regards to expected results and the respective criteria and indicators. A detailed tabular financial report including invoices has to be provided additionally (see below).

The following issues will have to be addressed in the report:

- Achieved aims and results.
- Discussion about relevance of results and their contribution to the KEF-criteria.
- Indicators for project success with regards to project aims and expected results.
- Information about project specific publications and potential follow up projects.
- In all publications and the final report reference to financial support by KEF has to be given.
- Status of partner (organisation) and scope for follow up projects, joint publications.
- Participation in workshops and scientific networks.

Further documents to be enclosed with the report:

- One printed issue of the report (photocopyable, single-sided, unbound and unstapled).
- One electronic version (CD-ROM).
- Short version /abstract (max. 500 words) in German and English.
- Four photographs for documentation in electronic version, details on copyright and legend included

2. Financial Report

2.1 General requirements:

The financial report on project accounts has to cover the entire reporting period in tabular form and correspondingly numbered invoices (see Excel sheet `kef_budget_report_14_01`). All invoices have to be submitted as originals. Copies of originals are accepted, if the project accounts are embedded in the accounting system of an Austrian university (SAP). In this case the universities have to confirm that (1) the copies of the invoices with a total amount of € [please insert respective amount]

correspond to the original invoices and that (2) they are only submitted to the KEF/OeAD-GmbH for funding within this project.

Important points to take notice of are:

- Outward form: The first page of the report has to include a headline (Financial Midterm/Final Report), the number and title of the project and a signature of the project Leader.
- Foreign currency:
 - You have to show a currency exchange confirmation or bank receipt confirming the exchange rate. This exchange rate (with the date of the currency exchange confirmation or receipt on your bank account) has to be applied to the respective expenses. If such a currency exchange confirmation or bank receipt is missing, the invoice amount shall be converted at the exchange rate defined by the Austrian Ministry of Finance for the respective foreign currency for the month in which the expenditure was made.
https://www.bmf.gv.at/zoll/Kassenwerte_Zollwertkurse.html?q=kassenwerte
 - Eligible exchange rates can be found on credit card statements and exchange receipts issued by banks. Please be aware that online currency converter, such as OANDA, will not be accepted.
 - The correct rates of exchange have to be stated in your report.
- Refunding: Only expenses that are supported by invoices will be refunded. The instalments already paid to you have to be stated in your report, as well as the amount due.
- An invoice absolutely has to contain the following:
 - 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
 - Currency, amount, and tax, if any
 - Balancing endorsement (= endorsement confirming that the bill has been duly paid; this can also be proved by submission of a confirmation of the money transfer / statement of account).
- In case you have not used up your entire budget by the end of the project, the remaining amount has to be refunded to KEF/OeAD-GmbH. Overheads are not acceptable; all expenses have to be supported by invoices!
- Especially for expenses abroad it may sometimes be difficult to obtain receipts for example when using a taxi or buying equipment. We recommend you to use pre-printed receipt books for such purposes (showing item, date, amount, and signature). Otherwise such expenses cannot be refunded by the project.
- Transfers between the different items of the costs are accepted to a maximum of 10% of the amount under the condition that the total costs of the project are not exceeded.

2.2 Staff Costs:

Staff costs are primarily eligible for partner country personnel and should not cover the main part of the project budget. They should be a small part of the total expenses, as it is anticipated that participating institutions dedicate staff time as in kind contributions to the project. If staff costs are essential, then reasons have to be clearly stated.

Please note the following:

- Staff costs have to be based on local rates. These are available on demand at the Trade Offices of the Austrian Federal Economic Chamber (<http://portal.wko.at>).
- Please specify staff cost for each partner in the project separately, based on local and daily rates and the actual man days required for the project.

- If applicable, please include all salary related cost such as tax, health insurance, employer's share of contribution to taxes (Dienstgeberanteil) for the Austrian partners.
- However, staff costs for Austrian partners are only acceptable in exceptional well justified cases.

Supporting documents which have to be shown:

In partner country: an invoice issued by the person in concern has to contain the following information:

- Item/content of work done
- Period of time
- Amount due
- Statement that the work has been carried out in the respective country/countries exclusively.
- Valid signature/if applicable institutional seal

In Austria: the contract arrangements in Austria are the sole responsibility and liability of the Austrian partner according to the regulations in the contract with KEF/OeAD-GmbH. Any payment however has to be supported by invoices and receipts.

2.3 Travel & Subsistence:

Only staff members of the project are eligible for refund of travel and subsistence cost for project specific travel. Travel and subsistence cost will be calculated based on the guidelines of the Austrian Reisegebührenvorschriften (RGV). These will be made available to you on demand for the countries in question. The use of the columns (1, 2a, 2b, 3) depends on how the members of the institutions are categorised but must not exceed category 2b; we recommend the use of category 2a.

Please note the following:

- Travel and subsistence includes international and in-country travel cost.
- Purpose, date and duration of travel, costs and number of flights, subsistence rates and number of days have to be specified on your travel bills.

Supporting documents which have to be provided:

- Invoices, the original boarding cards and ticket receipts

2.4 Equipment & Material:

Eligible costs are material expenses (equipment and expendables), laboratory analyses and programming costs. It is assumed that the project partners are already adequately equipped with the basic tools to undertake the envisaged work; 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. Full justification must be given for its purchase and usage during the project period and beyond, and a letter of confirmation stating the current and future use of the equipment has to be provided to KEF/OeAD-GmbH. As of a net contract value of EUR 200 at least two quotations must be solicited for comparison purposes; as of a net contract value of EUR 5,000 at least three quotations are required.

Supporting documents which have to be shown:

- Invoices, competitive bids

2.5 Dissemination:

Printing cost, final report, literature, communication cost. In case a local workshop has been organised, the method of calculating the cost should be given according to the rules laid out in these guidelines (e.g. research consumables, field costs, local training costs, etc.).

Supporting documents which have to be shown:

- invoices, list of participants

2.6 Other Costs:

This section should only include costs which do not fall into the categories above, such as infrastructure, transport, construction and furnishing, administration cost of local implementer, and cost for monitoring, self-evaluation or bank charges.

Costs should be grouped under appropriate sub-headings. For each heading, sufficient information to justify the cost should be given.

Supporting documents which have to be shown:

- Invoices

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