

Guidelines for Reporting

Only applicable for projects within the ‘old’ payment mode of the 1st
and 2nd Call

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1 Scientific Report

While all projects must submit a final scientific report, projects with a duration of 2 and 3 years must additionally submit a scientific mid-term report. 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. The reporting templates provided on the KoEF website shall be used. All reports have to be submitted via email to kooperation-entwicklungsforschung@oead.at.

1.1 Scientific Mid-term 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, achievements and envisaged results during the first reporting period of 2- and 3-year projects.

The mid-term report (word file AND pdf) has to include the following parts (ca. 3-5 pages):

- + Project Overview
- + Narrative Summary of the Project Activities
- + Complete List of Funded Mobilities
- + Achievements and Envisaged Results
- + Contribution to the SDGs, Implementation of Gender and Diversity Issues
- + Reflection on Partnership and Cooperation
- + Changes In Project Environment, Challenges and Mitigating Measures

1.2 Final Scientific Report

The final scientific report has to be more detailed than the mid-term report and provides an overview of the entire project. A summary is published on the KoEF website.

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

- + Project Overview
- + Short Narrative Summary of the Conducted Project (to be published on the website)
- + Report on Project Activities and Results
- + Complete List of Funded Mobilities of the Entire Project
- + Sustainability and Application of Results
- + Contribution to the SDGs, Implementation of Gender and Diversity Issues
- + Reflection on Cooperation and Envisaged Follow-up Activities and Projects
- + Response to Challenges and Difficulties and Unexpected Outcomes
- + Publications and Pictures

2 Reimbursement of project related expenses

The following expenses are eligible within the framework of KoEF:

- + Travel and accommodation/subsistence expenses for researchers who travel to Austria (see section 2.2)
- + Travel and accommodation/subsistence expenses for researchers who travel to partner countries in the Global South (see section 2.3)
- + Travel and accommodation/subsistence expenses for field research within partner countries in the Global South (see section 2.4)
- + Material and equipment expenses (max. EUR 3.000,--) (see section 2.7)

The following requirements apply to all modes of mobility:

- + Each mobility must utilize the most economical means of transportation
- + Travel expenses within Austria are **not eligible** for funding
- + All funded mobilities require thorough documentation in scientific reports
- + The overall duration of all mobilities of one person must not exceed 12 months.
- + If any invoice/receipt is not in English (or German), a working translation must be provided additionally
- + Foreign currency invoices and receipts must be converted to EUR

2.1 General requirements

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.

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

Only project participants who were nominated in the application are eligible for reimbursement. Incoming researchers have to be nominated online by the project coordinator at least three weeks prior to the planned stay.

Instructions for the online nomination:

- + Login with the name and password you generated for the application under the following link: <https://asp.sop.co.at/oead/LoginServlet>
- + Via the button “Create nomination“ a new nomination for incoming researchers can be generated
- + Please choose the partner country with which you are planning the exchange
- + Choose the researcher who will visit your institution.
- + If the researcher does not yet exist please add his or her profile via “Add new person in partner country“ and complete the required information
- + Please choose the mode of payment: either through the OeAD regional office or a bank transfer
- + After an internal check you will then get the confirmation from us that the nomination was successfully submitted.

Persons who already receive any financial support of other programmes administered by the OeAD or other federal funding authorities at the same time as the project in question, must not be nominated. Awarding multiple federal grants and scholarships is not permitted (e.g. if the project member is a scholarship holder of incoming scholarship programmes). 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.

If the travel costs were pre-financed by the researcher or his/her home institution, the costs will be reimbursed after arrival in Austria by our OeAD regional offices. At our OeAD regional office the guest researchers will get a cheque which can be redeemed at Bank Austria.

The following documents have to be presented at our regional offices:

- + valid health insurance for the stay in Austria
- + ID (e.g. passport)

- + Original flight/bus/train ticket or printed e-ticket (no itinerary)
- + Original boarding passes
- + Original invoice or booking confirmation stating the price
- + Confirmation of payment: original ticket (if paid cash) or a photocopy of a bank or credit card statement (if paid by bank transfer or by credit card)

Taxi fares will not be refunded.

Subsistence costs will be paid by our OeAD regional offices, a confirmation about the duration of the stay, issued by the host institution, is necessary.

If the travel and subsistence costs were pre-financed by the Austrian host institution, the expenses can be transferred by the OeAD-GmbH to the Austrian bank account of the institution.

All incoming researchers have to have a valid health insurance in Austria for the length of their stay.

It is mandatory to inform the programme officer of the Programme Cooperation Development Research about all changes of the duration of the guest researcher's stay in Austria.

Before coming to Austria, all incoming research partners must inform themselves about entry and residence conditions in Austria: <https://oead.at/scholars-entry-conditions>.

Please be aware that all beneficiaries are responsible for possible tax payments themselves.

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.

The "Reimbursement Travel Costs" template (available for download from the KoEF website) must be used for reimbursement.

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.

The “Confirmation of Receipt Accommodation and Subsistence Expenses” template (available for download from the KoEF website) must be used for reimbursement.

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

Only project participants who were nominated in the application are eligible for reimbursement. New participants must be nominated in written form by sending an e-mail including a short CV to kooperation-entwicklungsforschung@oead.at.

Persons who already receive any financial support of other programmes administered by the OeAD or other federal funding authorities at the same time as the project in question, must not be nominated. Awarding multiple federal grants and scholarships is not permitted. (e.g. if the project member is a scholarship holder of outgoing scholarship programmes like Marietta Blau scholarship, Aktion Austria – Slovakia, Aktion Austria – Hungary, Aktion Austria – Czech Republic or CEEPUS).

Reimbursement for travel and subsistence costs of Austrian researchers to the respective partner country will only be made after their return. All travel documents and proofs of payments for the specified research visit must be provided in original. Copies are only allowed for the proof of payment. If the costs have been pre-financed by an institution which uses a SAP system or similar and the original documents have to be kept by the institution, a SAP statement or similar plus copies of the travel documents have to be provided. These

documents have to confirm that the copies are identical to the originals. The SAP statement has to be sealed by the institution.

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.

The “Reimbursement Travel Costs” template (available for download from the KoEF website) must be used for reimbursement.

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.

The “Confirmation of Receipt Accommodation and Subsistence Expenses” template (available for download from the KoEF website) must be used for reimbursement.

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

Travel and subsistence costs must be pre-financed by the researchers or their institutions. The expenses will only be reimbursed upon return to the home country.

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.

The “Reimbursement Travel Costs” template (available for download from the KoEF website) must be used for reimbursement.

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.

The “Confirmation of Receipt Accommodation and Subsistence Expenses” template (available for download from the KoEF website) must be used for reimbursement.

2.5 Travel within Austria

Travel within Austria is not eligible for funding.

2.6 Overhead costs

Overhead costs are not eligible for funding.

2.7 Equipment and material (consumables)

If you have applied for material costs in your application you are entitled to receive this amount based on submitted invoices. If you have not applied for material costs in your application, you cannot be reimbursed for them.

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.

The “Reimbursement Material Costs” template (available for download from the KoEF website) must be used for reimbursement.

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 2024/2025](#).