Guidelines for Reporting
Africa-UniNet Research Cooperation Project | 1st Call 2020

All projects must submit a mid-term as well as a final report. All reports consist of a technical report and a financial 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. All reports have to be submitted via email to africa-uninet@oead.at and via regular mail to Africa-UniNet, Ebendorferstraße 7, 1010 Vienna.

The exact dates of reporting will be stipulated in the project contract. The funding amount will be divided and transferred in instalments at the project start, after approval of the mid-term report and after approval of the final report.

1. Technical Report

1.1. Mid-term report

The mid-term report is a progress report and provides an overview of completed activities, achieved results and approached project objectives during the first reporting period. Furthermore it reflects on the partnership and the project’s contribution to Africa-UniNet. 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 might be necessary to move ahead and safeguard the outcomes of the project.

The mid-term report will include the following parts (ca. 3,000 words):

- Narrative summary of the project progress
  - Including reports on research stays of project team members
- Reflection on the partnership, contribution to Africa-UniNet
- Contribution to the SDGs and implementation of gender and diversity issues
- Difficulties and mitigating measures

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

1.2. Final Report

The final technical report is more detailed than the mid-term report and will be published on the Africa-UniNet website. It summarizes the completed activities and illustrates the achieved results. It elaborates on the research findings, the methodology used and homes in on innovative aspects of the project. It draws conclusions on the partnership, the project’s contribution to Africa-UniNet 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 points out 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 Africa-UniNet website.

The final report will include the following parts (ca. 6000 words):

- Abstract (ca. 500 words)
- Narrative summary of activities and results; elaboration of the research findings, methodology used, innovative aspects of the project
  - Including reports on research stays of project team members
- Partnership and cooperation, contribution to Africa-UniNet, update on the project environment
- Contribution to the SDGs and implementation of gender and diversity issues
- Response to challenges and difficulties, unexpected outcomes
- Sustainability and application of results
- References to (expected) project publications
- Pictures, including captions and copyrights

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

2. Financial Report

Together with the technical report, a financial report has to be submitted. The financial report of all partner institutions is submitted as “one” report by the project coordinator.

The following guidelines for financial reporting in the framework of Africa-UniNet comply with the Special Directive GZ 41.906/0003-V/7/2018 “Maßnahmen zur Internationalisierung” of the Austrian Federal Ministry of Education, Science and Research (BMBWF). According to this directive, only travel, accommodation and subsistence costs as well as project-relevant material expenses will be financed.

2.1. General Requirements

The financial report has to cover the entire reporting period. It includes of a list of expenses in tabular form (see Africa-UniNet_Template_Financial_Report_1st_Call_2020) as well as correspondingly numbered invoices. Every invoice has to be listed in a separate line. All invoices of the Austrian as well as the African partners have to 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 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 Africa-UniNet Office/OeAD-GmbH for funding within this project.
The account balance, indicating the funding received (revenues) as well as total expenditures forms part of the financial report. In case you have not used up the entire budget by the end of the project, the remaining amount has to be refunded to Africa-UniNet Office/OeAD-GmbH. Overheads are not acceptable.

Only expenses that are supported by invoices will be refunded. 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 provided
- Currency, amount, and tax, if any
- Confirmation of payment / receipt

Foreign currency: You have to show a currency exchange confirmation or bank receipt or credit card statement confirming the exchange rate at the respective period of time. If a valid currency exchange information is missing, the invoice amount shall be converted at the exchange rate defined by the Austrian Ministry of Finance (“Kassenwerte”) for the respective foreign currency for the month in which the expenditure was made. If foreign invoices are embedded in the accounting system of an Austrian university (SAP), the conversion rate used by the university is eligible. Please be aware that online currency converter, such as OANDA, will not be accepted. The correct rates of exchange have to be indicated on every invoice and in your report.

Reporting language is English. If the invoice is issued in a language other than English, you have to provide a working translation of the invoice on the invoice itself and in the list of expenses.

### 2.2. Travel and Subsistence

**Travel from Austria to African Countries (Outgoing)**

The following travel and subsistence costs for representatives of Austrian Africa-UniNet member institutions travelling to African countries will be refunded:

- Travel costs: up to EUR 1,500 maximum per trip comprising:
  - Flight – only economy class tickets
    - For reimbursement the original invoice, plane ticket and boarding passes are needed.
  - Travel costs to and from the airport
    - In Austria, public transport must be used (taxi only eligible during nighttime, in case public transport is not available). Original invoices are needed.
  - Public transport – only economy class tickets
    - For reimbursement the original invoice is needed.
  - Car (in African partner country)
    - For reimbursement original invoices and a completed vehicle logbook are needed.
○ Visa costs
  ▪ For reimbursement the original invoice is needed.

○ Travel insurance
  ▪ For reimbursement proof of insurance and the original invoice are needed.

○ Travel vaccination and malaria prophylaxis
  ▪ Original invoices are needed.

• Accommodation and subsistence expenses
  ○ PhD students: Scholarship of up to EUR 1,250 maximum / month
    ▪ A report about the research stay has to be included in the technical report.
    ▪ Proof of receipt is needed.
  ○ For stays of up to 12 days: EUR 100 / day
    ▪ A report about the research stay has to be included in the technical report.
    ▪ Proof of receipt is needed.
  ○ Scientists (post-doc): Scholarship of up to EUR 1,400 maximum / month
    ▪ A report about the research stay has to be included in the technical report.
    ▪ Proof of receipt is needed.
  ○ For stays of up to 14 days: EUR 100 / day
    ▪ A report about the research stay has to be included in the technical report.
    ▪ Proof of receipt is needed.

**Travel within African countries or to other African countries**
The following travel and subsistence costs for representatives of African Africa-UniNet member institutions travelling within their countries or to other African countries will be refunded:

• Travel costs: up to EUR 1,500 maximum per trip comprising:
  ○ Flight – only economy class tickets
    ▪ For reimbursement the original invoice, plane ticket and boarding passes are needed.
  ○ Travel costs to and from the airport
    ▪ For reimbursement original invoices are needed.
  ○ Public transport – only economy class tickets
    ▪ For reimbursement the original invoice is needed.
  ○ Car
    ▪ For reimbursement original invoices and a completed vehicle logbook are needed.
  ○ Visa costs
    ▪ For reimbursement the original invoice is needed.
  ○ Travel insurance
    ▪ For reimbursement proof of insurance and the original invoice are needed.
  ○ Travel vaccination and malaria prophylaxis
    ▪ Original invoices are needed.
• Accommodation and subsistence expenses
  o PhD students: Scholarship of up to EUR 1,250 maximum / month
    ▪ A report about the research stay has to be included in the technical report.
      Proof of receipt is needed.
  o For stays of up to 12 days: EUR 100 / day
    ▪ A report about the research stay has to be included in the technical report.
      Proof of receipt is needed.
  o Scientists (post-doc): Scholarship of up to EUR 1,400 maximum / month
    ▪ A report about the research stay has to be included in the technical report.
      Proof of receipt is needed.
  o For stays of up to 14 days: EUR 100 / day
    ▪ A report about the research stay has to be included in the technical report.
      Proof of receipt is needed.

Travel to Austria (Incoming)
The following travel and subsistence costs for representatives of African Africa-UniNet member institutions travelling to Austria will be refunded:

• Travel costs: up to EUR 1,500 maximum per trip comprising:
  o Flight – only economy class tickets
    ▪ For reimbursement the original invoice, plane ticket and boarding passes are needed.
  o Travel costs to and from the airport
    ▪ In Austria, public transport must be used (taxi only eligible during night time, in case public transport is not available). Original invoices are needed.
  o Visa costs
    ▪ For reimbursement the original invoice is needed.
  o Travel insurance
    ▪ For reimbursement proof of insurance and the original invoice is needed.

• Accommodation and subsistence expenses
  o PhD students: Scholarship of up to EUR 1,250 maximum / month
    ▪ A report about the research stay has to be included in the technical report.
      Proof of receipt is needed.
  o For stays of up to 12 days: EUR 100 / day
    ▪ A report about the research stay has to be included in the technical report.
      Proof of receipt is needed.
  o Scientists (post-doc): Scholarship of up to EUR 1,400 maximum / month
    ▪ A report about the research stay has to be included in the technical report.
      Proof of receipt is needed.
  o For stays of up to 14 days: EUR 100 / day
    ▪ A report about the research stay has to be included in the technical report.
      Proof of receipt is needed.
2.3. Equipment and Material

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. Full justification must be provided for its purchase and usage during the project period and beyond.

Equipment & material and other costs specifically relevant for a project can be covered up to a maximum amount of EUR 3,000.

- For procurements with a cost value (net) exceeding EUR 1,000 two offers shall be obtained; competitive bids have to be included in the financial report
- Original invoices have to be submitted.
- 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.