

# Guidelines for Reporting

## Africa-UniNet Research Cooperation Projects

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](mailto:africa-uninet@oead.at).

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

### Mid-term Technical 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.

The mid-term report will 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

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

### Final Technical Report

The final technical report is more detailed than the mid-term report and provides information on the entire project. A summary of the final report will be published on the Africa-UniNet website.

The final report will include the following parts (ca. 5-10 pages):

- 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

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

## 2. Financial Report

Together with the respective technical reports, **a financial report has to be submitted**. The financial report of all partner institutions is submitted as **one** report by the project coordinator. The expenses submitted in the financial report have to correspond to the budget sheet of the project application. Changes to the budget sheet have to be well argued and approved by the Africa-UniNet Office prior to submission of the financial report.

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 equipment and material expenses** will be financed.

### General Requirements

The financial report has to cover the entire reporting period. It includes a list of expenses in tabular form (see Africa-UniNet\_Template\_Financial\_Report) as well as correspondingly numbered invoices/receipts. Every invoice/receipt has to be listed in a separate line. All invoices/receipts 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/receipts with a total amount of € [please insert respective amount] correspond to the original invoices/receipts and that (2) they are only submitted to the Africa-UniNet Office/OeAD-GmbH for funding within this project.

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/receipts will be refunded. For per diems/lump sum payments for accommodation and subsistence a proof of receipt is needed. A template “Confirmation of Receipt of Accommodation and Subsistence Expenses” can be found on the Africa-UniNet website.

An invoice/receipt absolutely has to 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:** 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/receipts 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/receipt 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.

## 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 night time, in case public transport is not available). Original invoices/receipts are needed.
  - Public transport – only economy class tickets
    - For reimbursement the original invoice/receipt is needed.
  - Car (in African 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 vaccination and malaria prophylaxis
  - Original invoices/receipts are needed.
- Accommodation and subsistence expenses
  - PhD students: Lump sum payment 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: Per diem of 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): Lump sum payment 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: Per diem of 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/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 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.

- Accommodation and subsistence expenses
  - PhD students: Lump sum payment 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: Per diem of 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): Lump sum payment 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: Per diem of 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:
  - 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 (taxi only eligible during night time, in case public transport is not available). 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 is needed.
  
- Accommodation and subsistence expenses
  - PhD students: Lump sum payment 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: Per diem of 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): Lump sum payment 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: Per diem of EUR 100 / day
  - A report about the research stay has to be included in the technical report. Proof of receipt is needed.

## Travel within Austria

Travel within Austria is not eligible.

## 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 materials or consumables 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 the entire project duration.

- 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/receipts 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.

## Proof of expenditure for financial report

Categories/items	proof of expenditure	comment
<b>Travel</b>		<b>Maximum 1,500.00 EUR per trip per person Travel within Austria is not eligible.</b>
<b>Flight</b>	<i>original invoice, flight ticket, boarding passes</i>	<b>Only economy class</b>
<b>Taxi to and from airport</b>	<i>original invoice</i>	<b>In Austria only if no public transportation is available</b>
<b>Public transport to and from airport</b>	<i>original invoice</i>	<b>Other use of public transportation during longer stays has to be paid from subsistence allowance!</b>
<b>Car rental</b>	<i>original invoice, copy of vehicle logbook</i>	<b>only for field trips within Africa if needed for specific research purpose (as specified in research report)</b>
<b>Visa costs</b>	<i>original invoice</i>	
<b>Health insurance</b>	<i>original invoice, proof of insurance</i>	
<b>Travel vaccination and Malaria prophylaxis</b>	<i>original invoice, proof of vaccination</i>	
<b>Accommodation and subsistence</b>		<b>Only for researchers who travel! No hidden staff costs or compensations; allowances cover all expenses for accommodation and subsistence; Minimum qualification for the project coordinator is a PhD. Minimum qualification for contact persons and team members is a master's degree. Therefore, the following cost categories only refer to PhD students and post-doc researchers.</b>
<b>for PhD researchers</b>	<i>proof of receipt, proof of duration of stay, research report</i>	100.00 EUR per person per day for period of up to 12 days; maximum 1,250.00 EUR per person per month,
<b>for Post-Doc researchers</b>	<i>proof of receipt, proof of duration of stay, research report</i>	100.00 EUR per person per day for period of up to 14 days; maximum 1,400.00 EUR per person per month
<b>Equipment and material</b>		<b>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.</b>
<b>Materials/Equipment for experiment/research</b>	<i>original invoice</i>	
<b>Rent of laboratory/equipment</b>	<i>original invoice</i>	
<b>Laboratory services</b>	<i>original invoice</i>	
<b>Research permit</b>	<i>original invoice</i>	<b>Equipment &amp; material and other costs specifically relevant for a project can be covered up to a maximum amount of EUR 3,000.00 for the entire project duration.</b>
<b>Software license</b>	<i>original invoice</i>	
<b>Data acquisition</b>	<i>original invoice</i>	<b>For procurement of items over 1,000.00 EUR (net value) two offers have to be obtained and documented in the financial report</b>
<b>Setting up website</b>	<i>original invoice</i>	
<b>Publication costs (layout, translation, printing, publishing etc.</b>	<i>original invoice</i>	<b>not eligible: e.g. laptops, telephone or internet costs, catering for workshop participants, honorarium for participants</b>
<b>Room rental</b>	<i>original invoice</i>	
<b>Materials for workshops (banners, stationary)</b>	<i>original invoice</i>	
<b>Consumables</b>	<i>original invoice</i>	