



TURING

SCHEME

The UK's global programme
to study and work abroad

Turing Scheme Final Report Checklist

As a beneficiary of the 2023 to 2024 Turing Scheme, you are required to submit a Final Report on your Project activity to the Turing Scheme Administrator (TSA).

This will act as the final reconciliation point of your Project's finances. Upon reconciliation of your Final Report, a final payment of up to 20% of eligible costs will be administered, or a recovery request will be made when full Project expenditure is reported.

Please remember **you must submit all elements of your Final Report within 28 days of the end of your last mobility.**

Failure to submit all elements of your Final Report on time could lead to your final payment being withheld and to the initiation of processes to fully recover all funding supplied by the Turing Scheme for your Project

Your Final Report is submitted via the online Project Reporting Tool. You will receive an email reminder and a prompt will appear when you sign in once your Final Report becomes due. There are three key elements to the Final Report process:

Update final participant and mobility information

Prior to submitting your Final Report, it is important that your Participant list is up to date and you do not have any outstanding Payment Requests. Therefore, the preliminary part of the Final Report process requires you to confirm that they are completed and, if not, you are required to do this via the Change Request and/or Payment Request processes in the Project Reporting Tool.

Evidence of actual costs for exceptional travel, exceptionally expensive travel and SEND costs (receipts, not estimates) should be emailed to Turing-scheme@capita.com. Please reference the participant ID and mobility ID in the name of these documents, this will ensure we can reconcile costs with relevant participants for you without the need to ask for further information.

Answer final reporting questions

These are a series of questions to help the Department for Education (DfE) understand the impact and engagement of your project. Areas covered will be:

- Driving positive impact and value for money
- International engagement
- Levelling up

These questions require you to enter a written response to a maximum of 150 words. You may wish to prepare this input in a separate document and then copy and paste the text where required. This will allow you to edit your input, manage the word count requirement and share with colleagues (if you wish) before submitting.

For this stage of the process, it will be useful to have the following information to hand:

- Your original Project aims and objectives
- Your institution or organisation's priorities
- The positive outcomes your Project delivered
- Your budget summary
- Details of your new international partnerships

Complete Annex 9 or 10 from the Grant Funding Agreement

To complete your Final Report, you will need to download, complete and then upload the correct Grant Funding Agreement annex in the Project Reporting Tool.

Complete Annex 9 (Annual Certification of Expenditure) if you ARE NOT a maintained school, a local authority and your total project spend is more than £40,000. Free schools that spend more than £40,000 must complete Annex 9.

PLEASE NOTE: Annex 9 will need to be completed and signed by an independent auditor or accountant and submitted on the letterheaded paper of the accountant/auditing body.

For further guidance you can [download our Guide to completing Annex 9](#).

Complete Annex 10 (Certification of Grant Usage) if you ARE a maintained school, a local authority or your total project spend is less than £40,000. Free schools that spend less than £40,000 can complete Annex 10.

Annex 10 should be submitted on your organisation's letterheaded paper and signed by your Project Legal Representative, or a figure with the duly appointed authority to sign the Annex on behalf of your organisation.

For further guidance you can [download our Guide to completing Annex 10](#).

PLEASE NOTE: The amounts recorded in your Annex should reflect the amounts you have reported via the Project Reporting Tool.

More helpful information

Further information and step-by-step guidance on completing your final report can be found [in the Turing Scheme Handbook \(page 100\)](#).

If you have any queries, please contact us at Turing-scheme@capita.com