

Company Inspection Guidelines

All claims for payment made in respect of expenditure will be subject to inspection by Enterprise Ireland personnel.

The submission of a valid grant claim to Enterprise Ireland is the trigger for a grant inspection to be arranged. A valid claim must include all the required documentation as set out on the Process a Claim section of the Enterprise Ireland Website.

The inspection is normally carried out at the company’s premises, however, due to ongoing pandemic, inspections are carried out remotely. The inspection will be in two parts;

* Part 1 will consist of a review of the original documentation supporting the expenditure claimed. The Grant Inspector will contact you directly for this information such as timesheets, payroll, invoices travel records and associated proof of payment.
* Part 2 will concentrate on the technical progress made on the project.

What does an inspection consist of?

A claim cannot be cleared for payment without a clear audit trail showing the expenditure incurred and paid by the Grantee. In addition to this, there must be a clear link between the expenditure claimed and the approved project. The audit trail for a sample of the transactions claimed will be checked during the inspection. The relevant original transaction documentation must be made available on the day of the inspection.

We will check the following:

1. Project related Materials & Fees

* Original Invoices – Creditor Accounts – Original Bank Statements

1. Project related Salaries

* Signed timesheets for the staff input claimed (see website)
* Payroll / Gross to Net Report / Original Bank Statements for the period of the claim

1. Project related Travel

* Log of project travel & expenditure (see website)
* Payment verification through Original Bank Statements

1. General

* Project Status – prototype/ test result/ demonstration
* Intellectual Property Protection

The expenditure claimed will not be cleared for payment without adequate records to support it.

Contact: Shane Kelly

R&D Inspection Manager,

Enterprise Ireland.

Tel 01 727 2793

Email – [shane.kelly@enterprise-ireland.com](mailto:shane.kelly@enterprise-ireland.com)