

|  |
| --- |
| **Innovation Voucher Redemption Form** |

To redeem an Innovation Voucher, the Knowledge Provider should complete this form along with required documents listed below and email to**Institutes.Contracts@enterprise-ireland.com**

**Note, the Knowledge Provider is required to complete a separate biannual Financial Claim Form.**

## Administration Details

|  |  |
| --- | --- |
| **Voucher Number:** |  |
| **Voucher Issue Date:** |  |
| **Voucher \*Expiry Date** |  |
| **Company:** |  |
| **HEI:** |  |
| **HEI Internal Reference:** |  |

\* *All requests for extensions must be submitted in writing to Enterprise Ireland prior to the stated expiry date (Use Project Alteration Form for this purpose)*

1. **Summary of Project Activity**

|  |  |
| --- | --- |
| **Project Start Date:** |  |
| **Project Duration:** |  |
| **HEI Project Contact:** |  |
| **Department:** |  |
| *Please provide a brief summary of the project activity undertaken by the Knowledge Provider, use separate sheet(s) if necessary:* |

1. **Summary of project effort as invoiced to company (see Appendix A):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Pay**  | **Materials** | **Travel** **Domestic** | **Travel** **Overseas** | **Sub-Contract** | **Other** **Non Pay** | **Total**  |
| € | € | € | € | € | € | € |

In addition to the completed form, please **scan** and return the following items to Enterprise Ireland:

1. The Innovation Voucher presented to the HEI by the partner company.
2. A copy of the invoice issued to the company in respect of the project activity.
3. Declaration of completion from company.

Please confirm that no conflict of interest exists between the promotor and knowledge provider:

**I confirm no conflict of interest exists:**

Signed & Dated by Signed & Dated by

Principal Investigator Finance Officer

## Appendix A:

Summary of project costs as invoiced to company may include:

All researchers employed by a Knowledge Provider may receive payment for the work undertaken in an Innovation Voucher project provided such payments are within the terms and conditions of the individual’s contract with the Knowledge Provider.

Salary costs for work undertaken by students recruited by the Knowledge Providers on short term contracts for the purposes of the Innovation Voucher project.

Small items of equipment and materials may be purchased as required and as agreed with the partner company. This should not be used to purchase equipment and materials that the knowledge provider would normally be expected to have available onsite.

Small amount of travel (*circa* 10%) as required and agreed with the partner company.

*Enterprise Ireland normally expect that at least 70% of the claimed costs of any voucher project should go towards paying for the skills and expertise of the knowledge provider.*