

**Voucher Redemption Form**

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**To redeem an Innovation Voucher the Knowledge Provider should complete and return this form to Grant Payments Department, IDA Ireland, Three Park Place, Hatch Street Upper, Dublin 2, DO2 FX65**

## 1. Administration Details

|  |  |
| --- | --- |
| Voucher Number: |  |
| Voucher Issue Date: |  |
| Voucher Expiry Date: |  |
| Company: |  |
| Knowledge Provider (KP): |  |
| KP Internal reference: |  |

**2. Summary of Project Activity and Report**

|  |  |
| --- | --- |
| **Project Start Date:** |  |
| **Project Duration:** |  |
| **KP Contact:**  **(for the project)** |  |
| **Department:** |  |
| *Please provide a Report here (Minimum of 1 page) on issues that were addressed and deliverables/added value to the company and the project activity undertaken by the Knowledge Provider, use separate sheet(s) if necessary:* | |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pay**  **€** | **Materials**  **€** | **Travel €**  **Domestic** | **Travel €**  **Overseas** | **Overheads\*** | **Total €** |
|  |  |  |  |  |  |

***\*Overheads are capped at 30% of salary costs or €3,000 whichever is the lesser and excludes capital expenditure***

In addition to the completed form, please return the following items to IDA Ireland:-

1. The Innovation Voucher presented to the KP by the partner company, signed by both parties.
2. A copy of the invoice issued to the company in respect of the project activity.
3. Names of KP employees who worked on the project.
4. Tax Clearance Number for Knowledge Provider.

*(Please print Name Here) (Please Print Name here)*

Signed and Dated by Signed and Dated by

Principal Investigator Finance Officer

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Principal Investigator.

## 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 as required and agreed with the partner company.

*IDA Ireland normally expects 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.*