



Research
Support
Services



ENTERPRISE IRELAND — INNOVATION VOUCHERS: ADMINISTRATIVE PROCESS

A. Setting-Up UCC Research Account

Following agreement between the UCC researcher and the company regarding the Innovation Voucher (IV)-funded project plan and timeframe, the first step to process the IV (and access the cash equivalent) is to open a UCC research account.

To open a research account, the UCC researcher must collate the following documentation and submit it to UCC Research Support Services (RSS):

1. Completed and signed UCC Contract Assessment (Appendix C) form — this internal form needs to be signed by the relevant UCC researcher, the Head of School and the Head of College/College Office.
2. Original IV signed by the company and the UCC researcher — all sections of the IV should be completed (apart from the 'Project Completion' section).
3. A completed and signed (by the researcher and company) Innovation Voucher Contract (Standard), with the mutually agreed project plan/statement of work attached.

Both the Appendix C form and the Innovation Voucher Contract (Standard) are available to download at: <http://www.ucc.ie/en/research/fuf/>

When ready, this documentation should be sent to UCC Research Support Services (UCC RSS).

Contact Point: Oliver Kingston (oliver.kingston@ucc.ie)

UCC RSS will take care of the institutional signatures required and will send the completed file to the Finance Office who will organise getting the research account opened.

B. On Project Completion — Summary

When the research work/project is completed, the UCC researcher should notify the Finance Office.

Contact Points: Maureen Marron/Catherine Donovan

They will send the original IV to the company to complete the '*Project Completion*' section.

On receipt of the fully completed IV, the Finance Office will submit the funding claim to Enterprise Ireland. At this point, UCC also invoices the company for the VAT component.

In more detail, the reimbursement of the vouchers, and the reporting of expenditure, is now a two-step process:

Step 1 - Redeem individual Innovation Voucher (this is done at project completion)

The agreed work must have been completed, the company have signed the voucher to this effect, a payment request sent to the company based on this confirmation and a Redemption Form completed. EI will check all this and also that the summary of project costs invoiced is in line with programme guidelines. Please ensure all expenditure charged is eligible. The Finance Office sets a review date for EI IV vouchers and will contact you at that point to check whether the project is finished. Obviously, however, if you know prior to this that the work is done, please contact the Finance Office and the redemption process can then be initiated.

Step 2 – Submit bi-annual Expenditure Claim (claim dates will be 30th June and 31st December)

EI's standard financial claim form is submitted with an itemised ledger for the six month period (voucher expenditure is assessed by EI against non-eligible expenditure guidelines) and will be identifiable by the EI voucher reference number. If you have an active voucher and expenditure has been charged, you will be contacted by the Finance Office at this point to confirm it is correct before submission.

Of particular note is the following:

- These claims are now **subject to audit**
- All expenditure must be charged **within two years** (once a Redemption Form is submitted, expenditure can continue on the account for up to two years from the voucher issue date but must be research-related and comply with EI's eligible expenditure T&C)
- As noted above, all expenditure must be **eligible**
- There will now be one EI account per PI rather than one account per voucher on our system

More information and the voucher claims forms can be found at the following [link](#)

Please also check this [link](#) which gives a good overview of **eligible and ineligible costs** (if in doubt, contact the Finance Office):