Innovation Vouchers – Notes for the Company

The DCU Researcher must liaise with DCU’s Research and Innovation Services (RIS) before s/he begins any formal work on the project. This requires the DCU Researcher to pass the original Voucher and a Collaboration Agreement to RIS for countersigning before work begins.

Before Project Begins

1) The DCU Researcher and the Company discuss project and agree duration, scope and deliverables for inclusion in the Collaboration Agreement.

2) The Company gives the DCU Researcher (i) a signed copy of both the Collaboration Agreement and (ii) the signed original Voucher.

3) RIS countersigns the Collaboration Agreement and original Voucher. RIS returns both the fully-signed Collaboration Agreement and the original Voucher to the Company. The Company retains the original Voucher until the Project has been completed. Note: DCU does not retain the original voucher.

4) The Company must email innovationvouchers@enterprise-ireland.com before the work begins. Please copy research@dcu.ie in on that email.

When Project has Finished

1) The Company signs the original Voucher a second time to indicate completion of the work and gives the fully-signed Voucher to the Researcher.

2) DCU invoices the Company who reimburses VAT costs to DCU.

Requesting an extension to the Innovation Voucher

If an extension to the validity period of the Innovation Voucher is required, this is arranged through DCU’s Finance Office. Ask the DCU Researcher to liaise with the Finance Office about submitting a Project Alteration Form (PAF) to Enterprise Ireland. Note: Enterprise Ireland will usually grant only one extension up to a maximum extension period of six months.