

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.

Declaration at project commencement: Company & Knowledge Provider

We confirm that intellectual property (IP) and confidentiality issues have been considered and discussed. Necessary agreements have been put in place, where appropriate. Any foreground IP developed as a result of this Innovation Voucher project will belong to/be assigned to the company unless both parties have agreed otherwise. DCU signs the Voucher here after the Company has signed below.

We confirm that the project deliverables, timelines and costs have been agreed.

Knowledge Provider (Research Organisation name).....
 Signed (Authorised Signatory).....Date.....
 Please print name & position.....

The Company signs the Voucher here and returns to the DCU Researcher.

 Company:.....Signed.....Date.....

- 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.

Company declaration at project completion

I confirm that the Knowledge Provider has completed the Innovation Voucher project to my satisfaction.

Signed.....Date.....

- 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.