

Innovation Vouchers – Notes for a DCU Researcher

Before Project Begins

The DCU Researcher must liaise with Research and Innovation Services (RIS) **before** the work with the Company begins. The original Innovation Voucher and a Collaboration Agreement must be signed by RIS before work begins. Email research@dcu.ie for more information.

Overview of the steps before a project begins

- 1) DCU Researcher and Company discuss project and agree scope, deliverables, timeframe which is included in Schedule A of the Collaboration Agreement.
- 2) The Company sends the DCU Researcher (i) a signed copy of both the Collaboration Agreement and (ii) the signed original Voucher.
- 3) The DCU Researcher creates entry on TORA, which is on Research Support Office's [home page](#).
- 4) The DCU Researcher countersigns the Collaboration Agreement and passes both the signed Collaboration Agreement and original Voucher to RIS.
- 5) RIS countersigns the Collaboration Agreement and original Voucher.
- 6) RIS returns copy of the fully-signed Collaboration Agreement and the original Voucher to the Company. *Note:* The Company retains the original Voucher until the Project has been completed.

Requesting an extension to the Innovation Voucher

If an extension to the validity period of the Innovation Voucher is required, this is arranged through the Research Finance section of the Finance Office. Email Sandra.Kelly@dcu.ie for more information. The DCU PI will be required to complete a Project Alteration Form (PAF) which is submitted to EI by the Research Finance section of the Finance Office.

When Project has Finished

The DCU PI must liaise with the Research Finance section of the Finance Office at the end of the project. Email Sandra.Kelly@dcu.ie for more information.

Overview of the steps when the project has finished

- 1) The Company signs the original Voucher to indicate completion of the work and gives it to the DCU Researcher to initiate invoicing process.
- 2) The DCU Researcher, through appropriate person in their host unit, raises an invoice to the value of the voucher. This invoice must be inclusive of VAT at the appropriate rate.
- 3) The DCU Researcher gives the following documents to the Finance Office:
 - a. A copy of the signed original Voucher confirming project's completion
 - b. A copy of the sales invoice
 - c. A completed Innovation Voucher Redemption Form