**­Enterprise**

**AmendmEnts & notifications**

**Allowable Costs**

**Main Financial Terms and Conditions for Research Awards**

**(Covering Innovation Partnership Programme)**

**Eligible direct costs –**:

|  |  |
| --- | --- |
| * Salaries / stipends
* Materials and equipment (up to 25% of total costs)

International travel (require advance EI approval) | * Travel and subsistence (up to 10% of total costs)
* Consultancy costs (up to 10% of total project costs)
 |

**All eligible costs claimed should be vouchable, directly attributable to the project and incurred within the approved budget and project period.**

 **Ineligible direct costs** –:

|  |  |
| --- | --- |
| * Standard lab materials and equipment
* In-kind company contributions
* Interview, recruitment, relocation Expenses
* PI Salary Costs
* Redundancy
 | * Non-project related expenditure
* Permanent academic staff
* Patent filing costs
* Phone, print, ink, paper, publishing, binding, workspace
* Travel to EI site
* Company’s travel costs
* Internal Charges
 |
|   |  |

**Note: Refer to specific call documents for further eligible and ineligible costs.**

[PROJECT ALTERATION FORM](http://www.enterprise-ireland.com/en/Process/Higher-Education-Institutes/projaltformrev.doc) required to be

submitted to EI to request approval for the following:

* international travel
* reallocations to the non-pay budget
* no-cost extension to the completion date of the project
* changes in PI
* project deferral or delay
* changes in the project payment schedule

EI programme manager to be informed of project delays exceeding 6 weeks.

**Financial Reporting**

Financial reports should be submitted to EI as follows:

* + [Interim Financial Report](http://www.enterprise-ireland.com/en/Process/Higher-Education-Institutes/ipinterimreport.doc) due 6 weeks after interim review date;
	+ [Final Financial Report](http://www.enterprise-ireland.com/en/Process/Higher-Education-Institutes/ipfinaltechnicalreport.doc) 4 weeks after project completion date;

**Note:** Failure to submit these financial reports or comply with EI terms and conditions may result in non-payment of grants and/or financial sanctions.

Grant may be withdrawn if project does not commence within 6 months of notification of approval.

**OTHER Funder Forms / FAQ**

Funder forms are required to be completed and submitted to EI for the following:

Financial claims - [Standard financial claim form](http://www.enterprise-ireland.com/en/Process/Higher-Education-Institutes/standardfinancialrpt.xls)

Also refer [Innovation Partnership Programme FAQ’s](http://www.enterprise-ireland.com/EI_Corporate/en/Research-Innovation/Companies/IPP-FAQs.pdf).

