**­Enterprise Ireland**

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

**(Covering Commercialisation Fund and Commercialisation Case Feasibility Fund)**

**AmendmEnts & notifications**

**Allowable Costs**

**Eligible direct costs Feasibility Study**

|  |  |
| --- | --- |
| * Salaries / stipends for prototyping * Materials for Prototyping   **Commercialisation Fund** | * Travel & subsistence * Consultants ( max rate of €900 p.d.) * Some Specialist advice |
| * Salaries only * Materials (up to 25% of total costs) * Equipment (up to 25% of total costs) | * Travel & subsistence * Subcontracting (EI pre-approval where relates to technical work ) |

The following require **advance approval** from EI:

|  |  |
| --- | --- |
| * Subcontractors * Software licensing | * International travel |

**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 * Feasibility Study Only:Capital /Equipment * Funding of PhD or Masters students | * Non-project related expenditure * Permanent academic   Staff   * Internal Charges |
|  |  |

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

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)

FAQ’s can be found at:

* [Commercial Case Feasibility FAQ’s](http://www.enterprise-ireland.com/en/funding-supports/Researcher/Funding-to-Commercialise-Research/CF-Comm-Case-Feasibility-FAQ.pdf)
* [Commercialisation Fund FAQ’s](http://www.enterprise-ireland.com/EI_Corporate/en/funding-supports/Researcher/Funding-to-Commercialise-Research/CF-Comm-Fund-Support-FAQ.pdf)

**OTHER Funder Forms / FAQ’s**

[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

[IP Declaration form](http://www.enterprise-ireland.com/en/Process/Higher-Education-Institutes/ipdecform2010.doc) – if change in ownership rights of Intellectual Property or if conflict of interest situation has arisen.

**Note: Commercialisation Fund and Case Feasibility Fund projects and co-funded by the European Regional Development Fund – please refer NUIG’s ERDF manual for further requirements.**

**Financial Reporting**

Financial reports should be submitted to EI as follows:

* + Feasibility Study: [Report](http://www.enterprise-ireland.com/en/Process/Higher-Education-Institutes/CF-Feasibility-Report-Rev-01.doc) at end of the case feasibility project, including copies of [external reports](http://www.enterprise-ireland.com/en/Process/Higher-Education-Institutes/EICSReport.doc) obtained;
  + Commercialisation Fund projects: [end of stage report](http://www.enterprise-ireland.com/en/Process/Higher-Education-Institutes/pitechcomrev.doc) 3 months prior to end of each stage.

**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.

For case feasibility projects grants are withdrawn for projects not commencing within 2 months of agreed start date.