# Innovation Voucher Grant Claim Checklist

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| --- | --- |
| **Project No:** |  |
| **Details of person responsible for company claim** |
| **Name:** | **Email Address:** |
| **Company:** |
| **Date of receipt: (Office use only)** |
| **Address:** |  |
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**Note: Only one claim can be made in respect of this grant once assignment is completed**

### Please complete details above and mark each box below to indicate that the required documents are enclosed.

* **Documents should be attached to the checklist in the order listed below.**

### Failure to submit any of the required documents will result in the claim being returned with the missing items marked.

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|  | **The following should be submitted with your claim.** | |
| **Required Documents** **Checklist** | **Details** | **Items**  **Enclosed** |
| **Checklist** | Complete this form for each claim and attach documents |  |
| **Innovation Voucher** | Please attach and send your innovation voucher, signed by both company and knowledge provider. |  |
| **Invoice From Knowledge Provider** | Please attach and send all invoices relating to innovation voucher. |  |
| **Voucher Redemption Form** | Please attach and send your innovation voucher redemption form, signed by all parties. |  |
| **Knowledge Provider Report** | A report on the outcome of agreed activities, training plan and targets to be submitted for each claim |  |
| **Tax Clearance of Knowledge Provider** | **Tax Clearance must be valid on submission & payment of grant claim**. Please input PPSN/Tax Reference Number (TRN) & Tax Clearance Access Number (TCAN) for verification.  **PPSN/TRN**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TCAN**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Bank EFT Form** | IDA Ireland makes all payments by Electronic Fund Transfer (EFT).Bank details are required if it is the first time to submit a claim or if existing Grantee Company EFT details have changed. |  |

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