

Summary Automatically completed from other Sections

Project			
LoO Number	0	Project Title	0
Invest NI Reference	0	Database Number	0
Company			
Organisation Name	0	Contact within Organisation	Insert Name
Organisation Address	Address	Location of Visit (if different from Contact Address)	Insert address of visit, if different to project contact details above.

Scheme	Scheme Title	Research Development & Innovation
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Initial Flag Status applied by DMVT		Flag Status after Follow up	
Flag Status Awarded	0	Updated Flag Status	0
Awarded By	0	Awarded By	0
Date Awarded	00/01/1900	Date Awarded	00/01/1900

Grant Specification		Sample		
Eligibility Period	Insert Letter of Offer eligibility period	Labour: no. of employees sampled	0	
Period of Claim(s)	Insert Period of Claim	Minimum required sample of invoiced expenditure	£ -	
Actual Eligible Expenditure	£0.00	Subheads of actual sample - See breakdown on SP Sampling tab	Technical Consultancy	£ -
Grant Paid	£0.00		Subcontracting	£ -
			Materials	£ -
			Consultancy (Design)	£ -
			Consultancy (Other)	£ -
			Intellectual Property	£ -
			Instruments & Equipment	£ -
			Travel & Accommodation	£ -
			Trials & Testing	£ -
			Other 1	£ -
		Other 2	£ -	
		Misc	£ -	
		TOTAL	£ -	



European Union
European Regional
Development Fund

Investment for Growth and Jobs



Department for the
Economy
www.economy-ni.gov.uk

High	15%
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For Completion by Intermediate Body [Please complete over red text]

Summary Details

Company Name and Reference Numbers

Invest NI Reference (RD Number)	
Database Number	
Company Name	

LoO and Claim Details

LoO Number	
Letter of Offer Date/ Amendment Dates	Date of signed Letter of Offer and any amendments (LoO to be provided with checklist)
Eligibility period – start and end dates of eligible expenditure	Insert Letter of Offer eligibility period
Period of Claim	Insert Period of Claim
No of Claims on the database	Insert no. of claims. All claims included in vouch should agree with claims on database.
Are there any other current projects for this company/client?	If yes, provide details.
Offer of e-cohesion	Provide evidence that e-cohesion was offered to project.

Project Details

Company Name	0
Project Title	
Project Contact Name	Insert Name
Project Contact Details	Address
	Telephone number
	E-mail
Briefly outline the nature of the project	Insert brief outline of the nature of the project
Scheme Title (as appropriate)	Research Development & Innovation

Project Pre-check Details

Has a requirement for an On-The-Spot check been met?	1. Expenditure needs to be at least 10% of max. eligible expenditure and greater than cost of On-The-Spot check. 2. If there is a labour subhead, then there needs to be expenditure in labour and at least 1 other subhead. 3. If labour is not the main subhead, then there needs to be expenditure in at least the main subhead and in labour.
Have all claims been entered onto the database?	Confirm that all claims have been entered correctly onto the database. Ensure Claim List and Claim Print are forwarded to SP/MA with claim pack.
Date IB contacted company to inform them that SP OTS would be taking place	Insert date IB contacted company to inform them that SP OTS would be taking place
Is project as described?	Confirmation from the Project Owner that the project being delivered is as described in the LoO.
Location(s) of On-The-Spot Check	Insert address of visit, if different to project contact details above.
Date(s) completed checklist passed to SP	Insert date passed to SP

Foreign Exchange

Are foreign exchange transactions included in the claim(s)?	
If yes please provide the method used to calculate the GBP amount claimed.	Provide details of method used in preparing and submitting the claim e.g. historical daily rate on xe.com, monthly HMRC rate.

Eligibility of Operation and Beneficiary

	<u>Yes/No/N/A</u>	<u>Comments</u>
Will the project occur exclusively in NI (or benefits fully accrue to NI)?		Specify the location (or any element of the project) located outside NI detailing how benefits will accrue to NI.
Is the project being delivered under a scheme which involves state aid? If so, specify the aid scheme and the State aid reference number.		If yes, specify aid scheme and reference number.
Where De Minimis aid applies to the project/scheme, has the grant beneficiary provided a declaration in line with the requirements of the appropriate regulation in force at the date the Aid was granted?		

Where GBER aid applies to the project/scheme, have all the conditions been satisfied?		
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Compliance with Financial LoO Conditions

Is all expenditure directly attributable to the project?	Confirm that all grant expenditure claimed has been assessed by the Project Owner as being directly attributable to the project.
Has any invoiced equipment for this project been previously funded?	Confirm whether funding had previously been granted for equipment that has been included in the claim(s) for this project and provide details of that funding.
Is the project allowed to claim depreciation under their Instruments and Equipment category?	Confirm if depreciation has been considered as part of the project's casework under the Instruments and Equipment category. If so how much depreciation is allowable?

Compliance with Non-Financial LoO Conditions

	<u>Yes/No/N/A</u>	<u>Comments</u>
Is current Employer's Liability insurance in place, where applicable?		Provide details including renewal date of insurance and supply copy of current certificate if held. Employee Liability insurance requirements, and relevant exemptions, are laid out in "Employer's Liability (Defective Equipment and Compulsory Insurance)(Northern Ireland) Order 1972.
If the project has 11 or more employees, has the IB confirmed that the grant beneficiary complies with current Equal Opportunities legislation?		Provide details including number of employees (Fair Employment & Treatment (Northern Ireland) Order 1998). MA may spot check a sample.
Has the project displayed an A3 EU poster in a prominent position for the public to be aware that the Company is an EU beneficiary?		Provide details of where A3 EU poster is displayed and if this is in a prominent position for the public to be aware that the Company is an EU beneficiary?
Does the company have a website to meet publicity requirements?		Provide details if website requirements do not have to be met i.e. No website, global website with no NI section or project page.
Is the full colour EU logo on the Company website and can it be viewed on at least 1 digital device without having to scroll?		Provide details of where the EU logo is visible on the company website and confirmation that this can be viewed without having to scroll (include screen shot with EU logo and web address visible)
Is there a proportionate description of the project on the company website and reference to the project receiving EU funding?		Provide details of where this description and funding link is contained on the company website (include screenshot with description and reference to funding and web address visible).
Does the company have a system in place that identifies all project related expenditure and where relevant, any income generated?		Provide a description of the system focussing on mechanisms used to clearly separate project transactions from other general financial transactions. e.g. separate coding within an accounting system; separate spreadsheet record, separate filing system etc.

Document check

	<u>Yes/No/N/A</u>	<u>Comments</u> (if document not provided, please state reason)
Signed LoO		
Revisions to LoO		
Claim form		
GEHR & Attendance summary		
Schedule		
Computation sheet		

Additional Comments

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Declaration

For the purposes of the verification process, all checklists, supporting documents and reconciliation check submitted to the Service Provider from an official IB mailbox will be deemed to be completed in accordance with MA Guidance and checked and authorised. A Second Level Assurance check is required for this project.

	<u>Name</u>	<u>Date</u>
Completed by:		

0 0

To be completed for each claim by IB

Yellow cells will update automatically

Summary of Claims Submitted

Expenditure Type listed in LoO Annex If not listed in annex then grey out	TOTAL CALCULATIONS									
	Max. & Claimed Expenditure		Expenditure Excluded from Claim					Grant Rate %	Min Sample %	Total sample selected
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule	Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	15%	
Labour	-	-	-	-	-	-	-	-	-	-
Technical Consultancy	-	-	-	-	-	-	-	-	-	-
Subcontracting	-	-	-	-	-	-	-	-	-	-
Materials	-	-	-	-	-	-	-	-	-	-
Consultancy (Design)	-	-	-	-	-	-	-	-	-	-
Consultancy (other)	-	-	-	-	-	-	-	-	-	-
Intellectual Property	-	-	-	-	-	-	-	-	-	-
Instruments & Equipment	-	-	-	-	-	-	-	-	-	-
Travel & Accommodation	-	-	-	-	-	-	-	-	-	-
Trials & Testing	-	-	-	-	-	-	-	-	-	-
Other 1	-	-	-	-	-	-	-	-	-	-
Other 2	-	-	-	-	-	-	-	-	-	-
Misc	-	-	-	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-	-	-	-

Breakdown of Claims Submitted

IF GRANT PAID CHECK DOESN'T EQUAL '0' THERE IS AN ERROR. PLEASE HIDE ANY CLAIMS THAT AREN'T APPLICABLE.

Claim 1

Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim	Expenditure Excluded from Claim					Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.		Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Labour											
Technical Consultancy											
Subcontracting											
Materials											
Consultancy (design)											
Consultancy (other)											
Intellectual Property											
Instruments & Equipment											
Travel & Accommodation											
Trials & Testing											
Other 1											
Other 2											
Misc											
Totals											

should = 0

Claim 2

Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim	Expenditure Excluded from Claim					Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Labour											
Technical Consultancy											
Subcontracting											
Materials											
Consultancy (design)											
Consultancy (other)											
Intellectual Property											
Instruments & Equipment											
Travel & Accommodation											
Trials & Testing											
Other 1											
Other 2											
Misc											
Totals											

should = 0

Claim 3 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Labour	-	-	-	-	-	-	-	-	-	-	
Technical Consultancy	-	-	-	-	-	-	-	-	-	-	
Subcontracting	-	-	-	-	-	-	-	-	-	-	
Materials	-	-	-	-	-	-	-	-	-	-	
Consultancy (design)	-	-	-	-	-	-	-	-	-	-	
Consultancy (other)	-	-	-	-	-	-	-	-	-	-	
Intellectual Property	-	-	-	-	-	-	-	-	-	-	
Instruments & Equipment	-	-	-	-	-	-	-	-	-	-	
Travel & Accommodation	-	-	-	-	-	-	-	-	-	-	
Trials & Testing	-	-	-	-	-	-	-	-	-	-	
Other 1	-	-	-	-	-	-	-	-	-	-	
Other 2	-	-	-	-	-	-	-	-	-	-	
Misc	-	-	-	-	-	-	-	-	-	-	
Totals	-	-	-	-	-	-	-	-	-	-	

should = 0

Claim 4 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Labour	-	-	-	-	-	-	-	-	-	-	
Technical Consultancy	-	-	-	-	-	-	-	-	-	-	
Subcontracting	-	-	-	-	-	-	-	-	-	-	
Materials	-	-	-	-	-	-	-	-	-	-	
Consultancy (design)	-	-	-	-	-	-	-	-	-	-	
Consultancy (other)	-	-	-	-	-	-	-	-	-	-	
Intellectual Property	-	-	-	-	-	-	-	-	-	-	
Instruments & Equipment	-	-	-	-	-	-	-	-	-	-	
Travel & Accommodation	-	-	-	-	-	-	-	-	-	-	
Trials & Testing	-	-	-	-	-	-	-	-	-	-	
Other 1	-	-	-	-	-	-	-	-	-	-	
Other 2	-	-	-	-	-	-	-	-	-	-	
Misc	-	-	-	-	-	-	-	-	-	-	
Totals	-	-	-	-	-	-	-	-	-	-	

should = 0

Claim 5 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Labour	-	-	-	-	-	-	-	-	-	-	
Technical Consultancy	-	-	-	-	-	-	-	-	-	-	
Subcontracting	-	-	-	-	-	-	-	-	-	-	
Materials	-	-	-	-	-	-	-	-	-	-	
Consultancy (design)	-	-	-	-	-	-	-	-	-	-	
Consultancy (other)	-	-	-	-	-	-	-	-	-	-	
Intellectual Property	-	-	-	-	-	-	-	-	-	-	
Instruments & Equipment	-	-	-	-	-	-	-	-	-	-	
Travel & Accommodation	-	-	-	-	-	-	-	-	-	-	
Trials & Testing	-	-	-	-	-	-	-	-	-	-	
Other 1	-	-	-	-	-	-	-	-	-	-	
Other 2	-	-	-	-	-	-	-	-	-	-	
Misc	-	-	-	-	-	-	-	-	-	-	
Totals	-	-	-	-	-	-	-	-	-	-	

should = 0

Claim 6 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Labour	-	-	-	-	-	-	-	-	-	-	
Technical Consultancy	-	-	-	-	-	-	-	-	-	-	
Subcontracting	-	-	-	-	-	-	-	-	-	-	
Materials	-	-	-	-	-	-	-	-	-	-	
Consultancy (design)	-	-	-	-	-	-	-	-	-	-	
Consultancy (other)	-	-	-	-	-	-	-	-	-	-	
Intellectual Property	-	-	-	-	-	-	-	-	-	-	
Instruments & Equipment	-	-	-	-	-	-	-	-	-	-	
Travel & Accommodation	-	-	-	-	-	-	-	-	-	-	
Trials & Testing	-	-	-	-	-	-	-	-	-	-	
Other 1	-	-	-	-	-	-	-	-	-	-	
Other 2	-	-	-	-	-	-	-	-	-	-	
Misc	-	-	-	-	-	-	-	-	-	-	
Totals	-	-	-	-	-	-	-	-	-	-	

should = 0

Claim 7 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Labour	-	-	-	-	-	-	-	-	-	-	
Technical Consultancy	-	-	-	-	-	-	-	-	-	-	
Subcontracting	-	-	-	-	-	-	-	-	-	-	
Materials	-	-	-	-	-	-	-	-	-	-	
Consultancy (design)	-	-	-	-	-	-	-	-	-	-	
Consultancy (other)	-	-	-	-	-	-	-	-	-	-	
Intellectual Property	-	-	-	-	-	-	-	-	-	-	
Instruments & Equipment	-	-	-	-	-	-	-	-	-	-	
Travel & Accommodation	-	-	-	-	-	-	-	-	-	-	
Trials & Testing	-	-	-	-	-	-	-	-	-	-	
Other 1	-	-	-	-	-	-	-	-	-	-	
Other 2	-	-	-	-	-	-	-	-	-	-	
Misc	-	-	-	-	-	-	-	-	-	-	
Totals	-	-	-	-	-	-	-	-	-	-	

should = 0

Claim 8 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Labour	-	-	-	-	-	-	-	-	-	-	
Technical Consultancy	-	-	-	-	-	-	-	-	-	-	
Subcontracting	-	-	-	-	-	-	-	-	-	-	
Materials	-	-	-	-	-	-	-	-	-	-	
Consultancy (design)	-	-	-	-	-	-	-	-	-	-	
Consultancy (other)	-	-	-	-	-	-	-	-	-	-	
Intellectual Property	-	-	-	-	-	-	-	-	-	-	
Instruments & Equipment	-	-	-	-	-	-	-	-	-	-	
Travel & Accommodation	-	-	-	-	-	-	-	-	-	-	
Trials & Testing	-	-	-	-	-	-	-	-	-	-	
Other 1	-	-	-	-	-	-	-	-	-	-	
Other 2	-	-	-	-	-	-	-	-	-	-	
Misc	-	-	-	-	-	-	-	-	-	-	
Totals	-	-	-	-	-	-	-	-	-	-	

should = 0

Claim 9 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Labour	-	-	-	-	-	-	-	-	-	-	
Technical Consultancy	-	-	-	-	-	-	-	-	-	-	
Subcontracting	-	-	-	-	-	-	-	-	-	-	
Materials	-	-	-	-	-	-	-	-	-	-	
Consultancy (design)	-	-	-	-	-	-	-	-	-	-	
Consultancy (other)	-	-	-	-	-	-	-	-	-	-	
Intellectual Property	-	-	-	-	-	-	-	-	-	-	
Instruments & Equipment	-	-	-	-	-	-	-	-	-	-	
Travel & Accommodation	-	-	-	-	-	-	-	-	-	-	
Trials & Testing	-	-	-	-	-	-	-	-	-	-	
Other 1	-	-	-	-	-	-	-	-	-	-	
Other 2	-	-	-	-	-	-	-	-	-	-	
Misc	-	-	-	-	-	-	-	-	-	-	
Totals	-	-	-	-	-	-	-	-	-	-	

should = 0

Claim 10 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Labour	-	-	-	-	-	-	-	-	-	-	
Technical Consultancy	-	-	-	-	-	-	-	-	-	-	
Subcontracting	-	-	-	-	-	-	-	-	-	-	
Materials	-	-	-	-	-	-	-	-	-	-	
Consultancy (design)	-	-	-	-	-	-	-	-	-	-	
Consultancy (other)	-	-	-	-	-	-	-	-	-	-	
Intellectual Property	-	-	-	-	-	-	-	-	-	-	
Instruments & Equipment	-	-	-	-	-	-	-	-	-	-	
Travel & Accommodation	-	-	-	-	-	-	-	-	-	-	
Trials & Testing	-	-	-	-	-	-	-	-	-	-	
Other 1	-	-	-	-	-	-	-	-	-	-	
Other 2	-	-	-	-	-	-	-	-	-	-	
Misc	-	-	-	-	-	-	-	-	-	-	
Totals	-	-	-	-	-	-	-	-	-	-	

should = 0

Claim 11 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Labour	-	-	-	-	-	-	-	-	-	-	
Technical Consultancy	-	-	-	-	-	-	-	-	-	-	
Subcontracting	-	-	-	-	-	-	-	-	-	-	
Materials	-	-	-	-	-	-	-	-	-	-	
Consultancy (design)	-	-	-	-	-	-	-	-	-	-	
Consultancy (other)	-	-	-	-	-	-	-	-	-	-	
Intellectual Property	-	-	-	-	-	-	-	-	-	-	
Instruments & Equipment	-	-	-	-	-	-	-	-	-	-	
Travel & Accommodation	-	-	-	-	-	-	-	-	-	-	
Trials & Testing	-	-	-	-	-	-	-	-	-	-	
Other 1	-	-	-	-	-	-	-	-	-	-	
Other 2	-	-	-	-	-	-	-	-	-	-	
Misc	-	-	-	-	-	-	-	-	-	-	
Totals	-	-	-	-	-	-	-	-	-	-	

should = 0

Claim 12

OACMS Number		Date of Claim								
Max. & Claimed Expenditure		Expenditure Excluded from Claim					Grant Rate %	Grant Paid Cross Check		Sample %
FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule	Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
Labour	-			-		-	-			-
Technical Consultancy	-			-		-	-			-
Subcontracting	-			-		-	-			-
Materials	-			-		-	-			-
Consultancy (design)	-			-		-	-			-
Consultancy (other)	-			-		-	-			-
Intellectual Property	-			-		-	-			-
Instruments & Equipment	-			-		-	-			-
Travel & Accommodation	-			-		-	-			-
Trials & Testing	-			-		-	-			-
Other 1	-			-		-	-			-
Other 2	-			-		-	-			-
Misc	-			-		-	-			-
Totals	-	-	-	-	-	-	-			-

should = 0

Claim 13

OACMS Number		Date of Claim								
Max. & Claimed Expenditure		Expenditure Excluded from Claim					Grant Rate %	Grant Paid Cross Check		Sample %
FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule	Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
Labour	-			-		-	-			-
Technical Consultancy	-			-		-	-			-
Subcontracting	-			-		-	-			-
Materials	-			-		-	-			-
Consultancy (design)	-			-		-	-			-
Consultancy (other)	-			-		-	-			-
Intellectual Property	-			-		-	-			-
Instruments & Equipment	-			-		-	-			-
Travel & Accommodation	-			-		-	-			-
Trials & Testing	-			-		-	-			-
Other 1	-			-		-	-			-
Other 2	-			-		-	-			-
Misc	-			-		-	-			-
Totals	-	-	-	-	-	-	-			-

should = 0

Claim 14

OACMS Number		Date of Claim								
Max. & Claimed Expenditure		Expenditure Excluded from Claim					Grant Rate %	Grant Paid Cross Check		Sample %
FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule	Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
Labour	-			-		-	-			-
Technical Consultancy	-			-		-	-			-
Subcontracting	-			-		-	-			-
Materials	-			-		-	-			-
Consultancy (design)	-			-		-	-			-
Consultancy (other)	-			-		-	-			-
Intellectual Property	-			-		-	-			-
Instruments & Equipment	-			-		-	-			-
Travel & Accommodation	-			-		-	-			-
Trials & Testing	-			-		-	-			-
Other 1	-			-		-	-			-
Other 2	-			-		-	-			-
Misc	-			-		-	-			-
Totals	-	-	-	-	-	-	-			-

should = 0

Claim 15 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number		Date of Claim		Expenditure Excluded from Claim			Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Labour	-				-		-				
Technical Consultancy	-				-		-			-	
Subcontracting	-				-		-			-	
Materials	-				-		-			-	
Consultancy (design)	-				-		-			-	
Consultancy (other)	-				-		-			-	
Intellectual Property	-				-		-			-	
Instruments & Equipment	-				-		-			-	
Travel & Accommodation	-				-		-			-	
Trials & Testing	-				-		-			-	
Other 1	-				-		-			-	
Other 2	-				-		-			-	
Misc	-				-		-			-	
Totals	-	-	-	-	-		-			-	

should = 0

0

0

SP Pre-sample Check

	Yes/No/N/A	Comment (Include date queried if applicable)	Any Follow Up Action Taken (Include date if applicable)
IB Project Details			
Fully completed?			
Has E-Cohesion been offered?			
If E-Cohesion has been accepted, have all documents been supplied?			
Has the IB provided all required details in the 'IB Project Details' tab?			
Have the following documents been provided;			
Signed LoO?			
Revisions to LoO?			
Claim form(s)?			
GEHR & Attendance summary?			
Schedule(s)?			
Computation sheet(s)?			
IB Rec Check			
Fully completed?			
Does the Claim List and Claim Print match the figures in 'IB Rec Check' and does 'Grant paid cross check' equal '0' for each claim?			
Have details of all exclusions been provided?			
LoO			
Are the project details the same as those entered in IB Project Details?			
Does the LoO include the ERDF Logo?			
Is there a reference to EU Funding?			
Does the LoO period match that listed in the IB Project Details?			
Other			
Has a requirement for an On-The-Spot check been met?			

If queries with IB - Date queries resolved with IB and documentation in order.	
--	--

0 0

Yellow cells will update automatically

PLEASE NOTE - ROWS SHOULD NOT BE DELETED AS FORMULAE CAN BE AFFECTED. ANY UNUSED ROWS CAN BE HIDDEN. WHEN INSERTING NEW ROWS PLEASE DO SO AT A ROW COLOURED BLUE AS ANYWHERE ELSE CAN AFFECT THE FORMULA.

PLEASE COMPLETE THE 'SAMPLING RATIONALE' BOX AT THE BOTTOM OF THE PAGE IF THE SAMPLING METHOD IS ANYTHING OTHER THAN RANDOM.

Labour

Full Audit check

Timesheet and payment verification check

Claim No.	Emp Name/No.	Period	No. of Hours	Hourly Rate	Amount
					£ -
					£ -
					£ -

Claim No.	Emp Name/No.	Period	No. of Hours	Hourly Rate	Amount
					£ -
					£ -
					£ -

No. of employees sampled	0
---------------------------------	---

Amount Sampled	£ -
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Errors are detected in the initial sample. Further sample of 3 employees below.

Full Audit check

Timesheet and payment verification check

If errors only found with initial 'reduced' check.

Claim No.	Emp Name/No.	Period	No. of Hours	Hourly Rate	Amount
					£ -
					£ -
					£ -

Claim No.	Emp Name/No.	Period	No. of Hours	Hourly Rate	Amount
					£ -
					£ -
					£ -

Invoiced Costs

If errors are detected in the initial sample checked a further sample of 5% of expenditure is required under the relevant subhead.

Technical Consultancy	Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
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Sample

Claim No.	Description	Date Paid	Invoice No.	Amount

Subcontracting	Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
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Sample

Claim No.	Description	Date Paid	Invoice No.	Amount

Materials	Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
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Sample

Claim No.	Description	Date Paid	Invoice No.	Amount

Consultancy (Design)	Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
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Sample

Claim No.	Description	Date Paid	Invoice No.	Amount

Consultancy (Other)		Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
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Sample

Claim No.	Description	Date Paid	Invoice No.	Amount

Intellectual Property		Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
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Sample

Claim No.	Description	Date Paid	Invoice No.	Amount

Instruments & Equipment		Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
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Sample

Claim No.	Description	Date Paid	Invoice No.	Amount

Travel & Accommodation		Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
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Sample

Claim No.	Description	Date Paid	Invoice No.	Amount

Trials & Testing		Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
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Sample

Claim No.	Description	Date Paid	Invoice No.	Amount

Other 1		Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
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Sample

Claim No.	Description	Date Paid	Invoice No.	Amount

Other 2		Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
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Sample

Claim No.	Description	Date Paid	Invoice No.	Amount
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|

Misc	Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
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Sample				
Claim No.	Description	Date Paid	Invoice No.	Amount

Sampling Rationale

Min. Sample of invoiced costs	£ -
--------------------------------------	-----

Actual sample of invoiced costs	£ -
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Yellow cells will update automatically

Contact Log

Project reference Number	0
Project contact name	Insert Name
Company name	0
Company Address	Address
Title of project	0

First contact with project (visit should be within 4 weeks of contact)

Name of person contacted		Date	
Method of contact	e.g. Telephone call, voicemail, email.		
Action taken/agreed	e.g. Visit arranged & date/contact to return with availability.		

Second contact with project (visit should be within 4 weeks of contact)

Name of person contacted		Date	
Method of contact			
Action taken/agreed			

Refer to IB if a visit has not been arranged after two attempts within 10 working days of receiving the checklist.

Person referred to in IB as no response from company		Date	
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For completion by IB

Action taken by IB	To be completed by IB
Reason for project non engagement with the SP	To be completed by IB
Date referred back to SP	To be completed by IB

Third contact with project

Name of person contacted		Date	
Method of contact			
Action taken/agreed			

Cancellations (refer back to IB if visit is cancelled more than once or rescheduled appointment is not within 4 weeks)

In case of excessive cancellations, please provide details including dates of contact and reasons for cancellation.	
Date referred back to IB	

Additional comments

Did visit take place?	
If No please give reason?	

Visit Details

Visit Location(s)	
Visit Date	
Time of Arrival	
Time of Departure	
Name of person(s) seen on day of visit	
Note any issues e.g. Contact unavailable when arrived for visit	

Documentation

Please detail all documents that the project would not allow copies to be taken off the premises (please also confirm that you stated that these could be redacted)	
Please detail all required documents that have not been supplied by the project.	

Signed (Service Provider)		Date	
Signed (Project Representative)		Date	

Outstanding Documentation - identified after the visit

At the time of the visit all documents provided by the project should be scanned / copied. Where this has not been done and the error noted after the visit, please provide details of the relevant documents.			
Signed (Service Provider)		Date	

Did company provide all outstanding documentation?	
Date outstanding documents received by SP	

SP Report

Yellow cells will update automatically

Project details

Project reference Number	0
Company name	0
Company Address	Address
Title of project	0
Nature of project	Insert brief outline of the nature of the project
Company Web Address	Insert Company Web Address

The appropriate test grid (TG -) should be used to record tests based on the nature of expenditure. Summarise your findings below.

No.	Check	Yes/No/ N/A	Comment (Include Ref No. if applicable)
Project			
1	Is there evidence that the project exists or existed (as appropriate)?		Attach photographic evidence if appropriate.
2	Is the organisation aware of the need to retain all project documentation in accordance with date in LoO?		a) Outline how project stores documentation - or confirm if the IB takes on this responsibility for the project. b) If project stores electronically what systems are in place to ensure access to complete supporting documentation until the end of document retention period.
General Eligibility			
3	Has any expenditure that is ineligible for grant been listed within the subheads/activities of the LoO?		If yes, confirm that this has not been claimed.
4	Has all expenditure been incurred and paid during the eligibility period?		Note eligibility period from LoO.
5	Does the company have a system in place that identifies all project related expenditure and where relevant, any income generated?		Provide confirmation that the system described by IB exists and evidence and details of the test carried out that the system is working.
6	Is there evidence of receipt of the grant payment(s) from Invest NI into a bank account of the organisation?		Bank statement(s) to be attached. If grant payments have been amalgamated, breakdown is to be provided.
7	Is it clear that no other funding is being received by the project and that costs have been claimed only once?		Review bank statements provided for evidence of other funding.
8	Have in-kind contributions been included and if so, is their value supported by appropriate invoices, valuations, payrolls and timesheets, or accounting documents of equal probative value?		These can only take the form of land, real estate, equipment or raw-materials and research or professional staff resources and are subject to the same expenditure eligibility rules.
9	Is current Employer's Liability insurance in place?		Provide details including renewal date of insurance and supply copy of current certificate if IB have not provided current Employer's Liability insurance certificate. Employee Liability insurance requirements, and relevant exemptions, are laid out in "Employer's Liability (Defective Equipment and Compulsory Insurance)(Northern Ireland) Order 1972.
Foreign exchange transactions			
10	Have foreign exchange transactions been claimed and sampled?		If any foreign exchange transactions have been claimed, a reasonable sample of these should be incorporated into the overall sample.
11	If applicable, has the agreed method for calculating the GBP amount been used?		If an invoice and payment are in a foreign currency, has the project used the agreed method to calculate the eligible amount? The relevant exchange rate should be derived from the payment date. Evidence should be obtained.
Capital assets/goods			
12	Are details of all capital purchases greater than £5,000 included in an Asset Register and an appropriate retention period identified?		Asset Register should include; <ul style="list-style-type: none"> • The price paid for the asset net of recoverable VAT; • The date of purchase of the asset; • A unique identifier for the asset; and • The depreciation classification for the asset.
13	Were all items of capital/equipment available for inspection?		Photographic evidence required.
14	Was second-hand equipment appropriately charged?		The purchase cost is eligible provided it has not previously been purchased with the aid of national or European grants, the price of the equipment does not exceed its market value and is less than the cost of similar new equipment; and the equipment is technically appropriate and complies with any relevant legislation (eg health and safety). The calculation of the eligible expenditure relating to the purchase of second-hand equipment should be based on its current value.

15	Was depreciation claimed and, if so, is it allowable?		Check if depreciation is allowable in the IB Project Details tab and that amount being claimed is within any limits set. Is it included on an Asset Register?
Hospitality			
16	Has hospitality been claimed?		If yes, provide details of any hospitality incurred.
Staff Costs			
17	Are staff salary-related costs fully supported by contracts of appointment or the general employment terms and conditions of the organisation/company?		Copy of signed contract or general employment terms and conditions of the organisation/company to be attached.
18	Are salary-related costs fully supported by payroll records, HMRC payments, evidence of payment of any salary related taxable benefits, commission etc. authorised timesheets etc and accurately calculated (including hourly rates)? - copies of supporting documentation to be attached		Drawings are permitted only where they are fully declared as earnings in a HMRC return.
19	Have all contributions, including pensions, been confirmed as reasonable?		
Travel Costs			
20	Are all Travel costs within NICS ceilings and supported by authorised travel claims and, where appropriate, receipts? Is travel claimed within LoO limits?		Receipts and payment audit trail required. Check that travel claimed is within LoO limits.
Publicity			
21	Has the project displayed an A3 EU poster in a prominent position for the public to be aware that the Company is an EU beneficiary?		Provide details of where A3 EU poster is displayed and if this is in a prominent position for the public to be aware that the Company is an EU beneficiary? Photographic evidence /and or screen shot also needed in all instances.
22	Does the company have a website?		Provide website address for company.

Inspection Report	
Scheme	Research Development & Innovation
Project Name and Ref No	0 0

Eligible Expenditure Vouched	£0.00
Ineligible Expenditure	
Error Rate	#DIV/0!

Summary of Work Done	Include an overall statement regarding the adequacy of the financial and non-financial procedures implemented by the project.
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Additional comments	
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No.	Findings	Evidence	Recommendations
1			
2			
3			
4			
5			

Declaration	
Name	Date
Completed by	
I have reviewed all work completed and confirm that it meets Article 125 Management Verification requirements agreed with MA. I authorise this report and supporting documentation to be forwarded to MA.	
Name	Date
Reviewed and Authorised by (SP)	
Date returned from SP	
Name	Date
Reviewed by (MA)	

Labour													
Scan documents examined for evidence - redact personal information prior to placing on file							If errors are detected in the initial sample.						
		Full Labour Check			Reduced Check			Full Labour Check			Reduced Check		
Emp Name/No	Date/Period	0	0	0	0	0	0	0	0	0	0	0	0
	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00
Date/Period of Salary Eligible?													
Salary Per Payroll Records:													
Salary Breakdown: Add additional lines as required	Basic				N/A	N/A	N/A			N/A	N/A	N/A	
	Car				N/A	N/A	N/A			N/A	N/A	N/A	
	Health				N/A	N/A	N/A			N/A	N/A	N/A	
	Life Assurance				N/A	N/A	N/A			N/A	N/A	N/A	
	Pension				N/A	N/A	N/A			N/A	N/A	N/A	
	Income Tax				N/A	N/A	N/A			N/A	N/A	N/A	
	ER NICS				N/A	N/A	N/A			N/A	N/A	N/A	
	EE NICS				N/A	N/A	N/A			N/A	N/A	N/A	
	Reasonable Pension Contribution (Specify %)?				N/A	N/A	N/A			N/A	N/A	N/A	
	Allowances Confirmed to Contract/Terms & Conditions?				N/A	N/A	N/A			N/A	N/A	N/A	
Proof of Payment of Salary?													
Proof of Payment of all Deductions to Appropriate Bodies?													
Is the hourly rate correct based on the recalculation on the GEHR template below?				N/A	N/A	N/A			N/A	N/A	N/A		
Hours Charged?	0	0	0	0	0	0	0	0	0	0	0	0	
Hours Charged Agree to Timesheets?													
Timesheets Properly Completed and Authorised?Le (i) specific date worked on the project; (ii) the hours worked on the project; (iii) a brief description of the work; (iv) signed & dated by staff member; (v) countersigned & dated by line manager/supervisor													
Does employee work on any other ERDF funded project(s)? If yes, which project and what period on other project(s)?													

GEHR calculation template

	0	0	0				0	0	0				
EMP NAME/NO													
A START OF CLAIM PERIOD													
B END OF CLAIM PERIOD													
C TAX YEAR													
D NO OF PAY INTERVAL PERIODS PER YEAR													
E BASIC GROSS (FOR EACH PAY INTERVAL PERIOD)													
F SALARY SACRIFICE (FOR EACH PAY INTERVAL PERIOD)													
G CONTRACTED PAID WEEKLY HOURS													
H STATUTORY LEAVE													
I ANNUAL LEAVE													
GROSS EQUIVALENT HOURLY RATE	£0.00	£0.00	£0.00	N/A	N/A	N/A	£0.00	£0.00	£0.00	N/A	N/A	N/A	N/A
VARIANCE	£0.00	£0.00	£0.00	N/A	N/A	N/A	£0.00	£0.00	£0.00	N/A	N/A	N/A	N/A
OTHER ELIGIBLE EMPLOYER COSTS													
All Payments should be in respect of a single pay period)	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
Employers Pension													
Car Allowance													
Healthcare													
TOTALS	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

J BASIC TAXABLE GROSS	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
K SECONDARY EARNINGS LIMIT	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
L NI-ABLE SALARY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
M EMPLOYERS NI RATE	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%
N EMPLOYERS NI DUE	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
O GROSS COST	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
P OTHER ELIGIBLE EMPLOYER COS	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Q TOTAL GROSS COST	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
R TOTAL PAID LEAVE	0	0	0	0	0	0	0	0	0	0	0	0	0
S TOTAL WORKING DAYS	260	260	260	260	260	260	260	260	260	260	260	260	260

Year	ENICS Rates			ENICS %	
	SEL/LEL £ p.a.	Per Month	Per Week	Contracted In	Contracted Out
13/14	£7,696	£641.33	£148.00	13.8%	10.1%
14/15	£7,956	£663.00	£153.00	13.8%	10.1%
15/16	£8,112	£676.00	£156.00	13.8%	10.1%
16/17	£8,112	£676.00	£156.00	13.8%	10.1%
17/18	£0.00	£0.00	£0.00		

- Notes**
- When inputting the **claim period** ensure the claim period is all in the same tax year i.e. Not over the 5th of April in any one period.
 - Otherwise the claim must be split between the 2 tax years covered in the claim to ensure an accurate hourly rate is calculated for each employee.
 - Drop down menus** are to be used for lines C and D - relevant secondary earnings limit and LEL will update automatically
 - Salary sacrifice** can include Childcare Vouchers, Cycle to work scheme, Student Loan Repayment. Salary sacrifice means the Employer or Employee does not pay National Insurance on that amount, so it is deducted from the gross monthly salary along with the LEL before calculating ENICS. ENICS is added to the Gross Salary including the Salary Sacrifice amount.
 - Please note that the **other Employers Costs** that may be added must be added on the same intervals as the basic salary, e.g. if paid monthly then what the additional benefits cost monthly etc.

0

0

Travel

Scan documents examined for evidence - Redact personal information prior to placing on file.					
Travel Claim Selected	1	2	3	4	Add further columns/ tables as necessary
Travel Claim Details and Reference					
Amount £					
Claim authorised by company?					
Is the travel an eligible item under the LoO?					
Date/Period of travel eligible?					
Mileage Rate ≤ NICS - Specify					
Receipted actuals ≤ NICS ceiling rates - Specify e.g. Meal, Overnight, Hotel etc.					
Taxis - Receipted and Justified?					
Ticketed travel costs - Receipted?					
Ticketed travel costs – Economy option only?					
Irrecoverable VAT Accurately Charged?					
Proof of Payment?					
Provide details of foreign exchange rate applied (if applicable)					

0

0

Invoiced Services

Scan documents examined for evidence					
Invoice Selected	1	2	3	4	Add further columns/ tables as necessary
Invoice Reference					
Invoice Amount					
Is the invoice addressed to the Beneficiary?					
Supplier Name					
Is this an eligible item under the Project LoO?					
Was the service delivered within the eligible period?					
Is the supplier a related party to the beneficiary? If yes is there an arms length agreement between the two bodies?					
Is there evidence that invoiced service has been delivered (in accordance with any terms and conditions of offer)? Specify documentation examined to provide assurance i.e. contract, purchase order, proof of work completed (eg. report) etc.					
Irrecoverable VAT accurately charged or recoverable VAT excluded?					
Proof of Payment					
Provide details of foreign exchange rate applied (if applicable)					

0

0

Invoiced Equipment / Goods

Scan documents examined for evidence					
	1	2	3	4	Add further columns/ tables as necessary
Invoice Selected					
Invoice Reference					
Invoice Amount					
Invoice Date					
Addressed to the Beneficiary?					
Supplier Name					
Eligible Item per LOO?					
Eligible Date/Period?					
Not Used Prior to Project Start Date?					
Specify any Additional Documentation Examined such as Goods Received Note, Purchase Order etc. (this is not mandatory)					
Serial Number					
Has the existence of the asset been confirmed? (photographic evidence is required)					
Capital Item (> or = £5,000) Contained in Asset Register?					
Second Hand Equipment Meets Eligibility Requirements?					
Rented Equipment / hire purchase? If Yes:					
- invoiced costs agree to Rental / HP Contract?					
- is rental better value than Purchase?					
User Log Confirms usage (where appropriate)					
Irrecoverable VAT accurately charged or recoverable VAT excluded?					
Proof of Payment					
Provide details of foreign exchange rate applied (if applicable)					
Is foreign exchange rate in line with stipulated methodology in respect of invoice date paid?					

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DEPRECIATION

Invoice Selected	1	2	3	4	Add further columns/ tables as necessary
Invoice Reference					
Invoice Amount					
Invoice Date					
Provide details of foreign exchange rate applied (if applicable)					
Is foreign exchange rate in line with stipulated methodology in respect of invoice date paid?					
Has claim been calculated correctly?					
For R,D&I Projects:					
i. Has the equipment been capitalised?					
ii Does the company's depreciation policy have a specific R&D clause which states that the costs are written off in the project lifetime?					
iii. Have the costs been treated as either Instruments/Equipment or Depreciation, as appropriate?					

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MA report

Sample	Yes/No/N/A	Further details
Has the appropriate labour sample been selected and vouched?		
Does the actual sample of invoiced costs exceed the minimum required amount?		
Have all claimed subheads been sampled?		

Test Grids	Yes/No/N/A	Further details
Have all relevant test grids been sufficiently completed?		
For labour claims, has the GEHR been re-calculated?		
Have any issues raised in the test grids been addressed in the SP report?		

Completeness	Yes/No/N/A	Further details
Has the SP employee that completed the OTSC been approved to do so?		
Has the SP checked and confirmed that the database figures match those provided by IB in 'IB Rec Check'?		
Has the SP checked that codification exists?		
Does website publicity still exist?		Take screenshot and provide TRIM reference number

Supporting documents	Yes/No/N/A	Further details
Have labour claims been supported by the appropriate documents? (payslips, contracts, timesheets, proof of salary payment and proof of deductions, or timesheets and payment verification)		
Are all invoiced costs supported by invoices and payment audit trail?		
Has proof of grant receipt been supplied?		
Were all documents requested by SP made available?		

Queries raised with SP
Provide details including date raised with SP
Is the overall quality of the report sufficient to award a flag status?

Declaration
I am content that the findings reported by the service provider are accurate and are supported with appropriate evidence. The work has been completed to the required standard and is in order for payment when the Service Provider submits an invoice.
Prepared by: _____ Date: _____

Recommendations					
Number of recommendations					
1					
Finding					
Recommendation					
Flag status					
IB response					
MA comment					
Updated flag status		Date		Initials	
2					
Finding					
Recommendation					
Flag status					
IB response					
MA comment					
Updated flag status		Date		Initials	
3					
Finding					
Recommendation					
Flag status					
IB response					
MA comment					
Updated flag status		Date		Initials	
4					
Finding					
Recommendation					
Flag status					
IB response					
MA comment					
Updated flag status		Date		Initials	
5					
Finding					
Recommendation					
Flag status					
IB response					
MA comment					
Updated flag status		Date		Initials	
Flag Status					
Flag Status					
Rationale for Flag Status					
Completed by (EO2 or above)		Date			
Reviewed by (EO1 or above)		Date			
Updated Flag Status					
Completed by (EO2 or above)		Date			
Reviewed by (EO1 or above)		Date			