

GUIDELINES FOR DOCUMENTATION OF INDUSTRY PARTNER'S CONTRIBUTIONS

Information required for documentation of industry partner contributions should be submitted to the Project Manager at the following email address: pm@h...

Type of Industry Contribution	Type(s) of Documentation Required	
	<i>For requisitions from second Project Year onwards (for projects where Term <= 1 year, documentation will be required at 6-month requisition)</i>	<i>For Final Statement of Account</i>
Cash	<ul style="list-style-type: none"> • Invoice/ Receipt / Other evidence of Cash received from Industry Partner for the preceding project year. • Evidence that industry collaboration is ongoing and will proceed onto the subsequent project year, e.g., letter or email from Industry Partner (<i>sample appended</i>). 	<ul style="list-style-type: none"> • Invoice / Receipt/ Other evidence of Cash received from Industry Partner for the preceding project year.
In-Kind	<ul style="list-style-type: none"> • Documentation, e.g., letter or email from Industry Partner verifying their in-kind contributions during the preceding project year (<i>sample appended</i>). <ul style="list-style-type: none"> ○ In the case of EQPT/OOE provided to Performer, documentation may also be in the form of Delivery Order (to show that EQPT/OOE was received by Performer). • Evidence that industry collaboration is ongoing and will proceed onto the subsequent project year, e.g., letter or email from Industry Partner (<i>sample as reflected in Cash Contribution category above</i>). 	<ul style="list-style-type: none"> • Documentation, e.g., letter or email from Industry Partner verifying their in-kind contributions during the preceding project year, as well as a summary of in-kind contributions over the term of the entire project.

Sample Letter/Email from Industry Partner To Confirm On-going Collaboration

<Company Letterhead>

<Date of Letter/Email>

To: <Performer PI>

We <Company Name>, hereby declare and confirm that the collaboration <Project Title> with <Performer Institute> is on-going and will continue into the next year.

Signed,

<Name of Company CEO/BD/Legal Representative>

<Designation of Company Signatory>

<Date of Signing>

Sample Letter/Email from Industry Partner To Confirm In-kind Contributions

<Company Letterhead>

<Date of Letter/Email>

To: <Performer PI>

We <Company Name>, hereby declare and confirm that we have contributed the following in-kind expenditure towards the collaboration <Project Title> with <Performer Institute> over the term* <period that this letter will cover, e.g., Dec 2017 – Nov 2018>:

Type of Expenditure	Expenditure (\$\$)
Personnel on the Project	
EQPT provided for the Project	
OOE provided for the Project	

- List of Personnel on the Project (Names and Roles/Responsibilities),
- List of EQPT provided for the Project^
- List of OOE provided for the Project^

* Declarations of in-kind contributions should clearly state the **term over which the listed expenses were incurred** (i.e. if the declaration is only for expenses in the preceding year, or if it is a declaration of all expenses incurred up to date of this letter)

^ Performer to attach relevant Goods Receipt / other documentation where company has provided / transferred EQPT / OOE for the Project

OPTIONAL SECTION (If Project is not yet in final year)

We further confirm that the collaboration <Project Title> with <PI's Name and Performer Institute> is on-going and will continue into the next year.

OPTIONAL SECTION (If Project has been completed)

We further confirm that the following is a summary of cumulate expenditure contributed towards the Project over the period of collaboration <insert start date> to <insert end date>:

Type of Expenditure	Expenditure (\$\$)
Personnel on the Project	
EQPT provided for the Project	
OOE provided for the Project	

- List of Personnel on the Project (Names and Roles/Responsibilities),
- List of EQPT provided for the Project^
- List of OOE provided for the Project^

Signed,

<Name of Company CEO/BD/Legal Representative>

<Designation of Company Signatory>

<Date of Signing>