

GUIDELINES FOR DOCUMENTATION OF INDUSTRY PARTNER'S CONTRIBUTIONS

To enable drawdown of IAF-ICP funding, Performers are required to submit documentation of the actualisation of their Industry Partner's contributions. These submissions should be done on an annual basis (at the end of each project year and together with the first requisition for the subsequent project year).

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>