

GUIDELINES FOR DEMONSTRATING REALISATION OF INDUSTRY CONTRIBUTIONS

DOCUMENTATION OF COMPANY APPLICANT'S CONTRIBUTIONS & CONTINUATION OF PROJECT WITH PERFORMER¹

It is essential for Performers to keep track and provide timely reporting of the Total Research and Innovation Expenditure (TRIE) progress to the Advanced Energy and Decarbonisation Office (AEDO). In the event if the TRIE schedule or TRIE realisation have to be adjusted, it is the Performers' responsibility to seek AEDO's approval immediately. In such instances, should industry's contributions be reduced or delayed significantly, AEDO reserves the right to suspend or terminate the project.

Performers are required to submit documentation of the realisation of their Industry Partner's contributions towards their collaborations.

This documentation should be submitted:

- Within 2 months from the end of each Financial Year (i.e. by 31 May), together with the Performer's Annual Progress Report; and
- Within 3 months from the end of the Project Term, together with the Performers' Final Statement of Account.

Details of the documentation required are in Table 1 below.

Table 1. Details of documentation required as Proof of Realisation of Industry Partner's cash and in-kind contributions, and continuation of the Project with the Performer.

Type of Industry Contribution²	Documentation Required	
	<i>With Annual Progress Report</i>	<i>With Final Statement of Account</i>
Cash	Performer to provide <u>tax receipts, transaction statements and/or other evidence of cash received</u> from the Industry Partner for the preceding Financial Year.	
In-Kind	<p>Performer to provide a declaration from the Industry Partner verifying:</p> <p>A) That the collaboration with the Performer is ongoing and will continue into the next year;</p> <p>B) Industry Partner's in-kind contributions for the preceding Financial Year.</p> <p>(In the case of EQPT/ OOE provided to Performer, Performer shall be required to provide additional documentation in the form of endorsed Delivery Orders to show that EQPT/ OOE was received by Performer).</p>	<p>Performer to provide a declaration from the Industry Partner verifying:</p> <p>A) Industry Partner's in-kind contributions for the preceding Financial Year.</p> <p>(In the case of EQPT/ OOE provided to Performer, Performer shall be required to provide additional documentation in the form of endorsed Delivery Orders to show that EQPT/ OOE was received by Performer).</p>

¹ Public Research Institution in Singapore participating in / applying for the DRIVE project

² All industry contributions (cash or in-kind) must be accrued in Singapore.

The Declaration Letter must be signed by the Company CEO, or the Company's Business Development or Legal Representative. Please refer to the declaration template in **Appendix**.

Performer is expected to compare declared contributions with the TRIE contribution breakdown in the approved Full Proposal, and provide comments/justifications for any deviation.

APPENDIX

Sample Annual Letter/ Email from Industry Partner to

(1) Confirm Continuation of Project; and

(2) Confirm Cash and In-kind Contributions

<Company Letterhead>

<Date of Letter/ Email>

To: <Performer PI name>

<Performer Institute name>

(1) [Delete this Para if Project is ending] Confirmation of Project Continuation

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.

(2) Declaration of Cash and In-kind Contributions

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

Type of Contribution towards Collaboration	Contribution Amount (\$\$)
Total Cash Contribution	
In-Kind – Expenditure on Manpower (EOM)	<Headline number will suffice; details to be annexed as below>
In-Kind – Equipment (EQPT) provided	<Headline number will suffice; details to be annexed as below>
In-Kind – Other Operating Expenditure (OOE)	<Headline number will suffice; details to be annexed as below>
In-Kind – Indirect Cost TRIE, e.g. overheads	<Headline number will suffice; details to be annexed as below>

Details of these in-kind contributions, including Proof of Realisation, are provided in the Annexes. If required by the DRIVE Implementing Agency, an external auditor's report verifying the said annual contributions is to be provided by the Industry Partner.

- Annex A – List of Personnel on the Project (Names and Roles/ Responsibilities)
- Annex B – List of EQPT provided for the Project
- Annex C – List of OOE provided for the Project
- Annex D – List of Indirect Cost TRIE Items provided for the Project

Signed,

<Name of Company Signatory (Company CEO/ BD/ Legal Representative)>

<Designation of Company Signatory>

ANNEX A – LIST OF PERSONNEL ON THE PROJECT

SN	Designation	Name of Personnel	New or Existing	Nationality (Local / Foreign ³)	FTE	Start Date	End Date	In-Kind EOM ⁴ (S\$)	Comments
									<i>To include direct R&D contributions in project, and declaration on whether staff is working in Singapore.</i>

Please insert rows as necessary.

Note: If the project is selected for TRIE audit, one or more of the following supporting documents will need to be furnished by the company for verification of in-kind EOM (below is a non-exhaustive list):

- Timesheet of company employees spent on project (if EOM expenses claimed are pro-rated based on involvement), published rates for manpower daily rate
- Interview reports (if any)
- Detailed breakdown of claim amount on salary
- Letter of appointment or employment of employee, any official letter that states the personnel's designation or involvement in the project
- Monthly payslip
- Payroll summary/ reports
- Increment letters/ bonus letters if there was increment or bonus claimed during the audit period

³ 'Local' refers to Singapore Citizens and Singapore Permanent Residents (PR).

⁴ 'EOM' refers to base salary of Qualifying Personnel.

- Proof of salary disbursement, e.g. bank statements or GIRO reports
- Any other supporting documents that can substantiate declared values of EOM

ANNEX B – LIST OF EQPT PROVIDED FOR THE PROJECT

SN	Equipment	Acquisition Date	Manufactured or Purchased	Manufactured Cost or Commercial Price	In-Kind EQPT (S\$)	Comments

Please insert rows as necessary.

Note: If the project is selected for TRIE audit, one or more of the following supporting documents will need to be furnished by the company for verification of in-kind EQPT (below is a non-exhaustive list):

should include one or more of the following:

- Log sheet of equipment
- Reports on equipment depreciation calculation, accounting policies of companies, company asset depreciation policy
- Vendor invoices and purchase order
- Payment documents for equipment purchases (bank statement, payment voucher and receipt issued by vendor)
- Equipment delivery order
- Bank statement (to evidence payment) for equipment
- Any other supporting documents that can substantiate declared values of equipment, e.g. basis of estimation of equipment usage in the project and management approval
- Fixed asset listing with details such as description of the fixed asset, model number and asset tagging number (for fixed asset sighting purpose)
- Published rates for equipment hourly rate (if applicable), guidelines for the equipment hourly rate calculations (for equipment without a published rate) (if applicable). Breakdown/ calculation for equipment hourly rate (for equipment without a published rate) (if applicable)

ANNEX C – LIST OF OOE PROVIDED FOR THE PROJECT

SN	Other Operating Expenditure	Manufactured or Purchased	Manufactured Cost or Commercial Price	In-Kind OOE (\$\$)	Comments

Please insert rows as necessary.

Note: If the project is selected for TRIE audit, one or more of the following supporting documents will need to be furnished by the company for verification of in-kind OOE (below is a non-exhaustive list):
should include one or more of the following:

- Inventory lists
- Vendor invoices and purchase order
- Payment documents for purchases (bank statement, payment voucher and receipt issued by vendor)
- Item delivery order
- Confirmation that the intended use of the purchase is for the project (if any)
- Bank statement (to evidence payment) for items
- Any other supporting documents that can substantiate declared values of items, e.g. basis of estimation and management approval

ANNEX D – LIST OF INDIRECT COST TRIE ITEMS PROVIDED FOR THE PROJECT

SN	Indirect Cost TRIE	In-Kind Contribution (S\$)	Comments

Please insert rows as necessary.

Note: If the project is selected for TRIE audit, one or more of the following supporting documents will need to be furnished by the company for verification of the indirect cost TRIE that has been approved:

- For EOM, refer to the notes in Annex A.
- For EQPT, refer to the notes in Annex B.
- For OOE, refer to the notes in Annex C.