

# RTD networking

## Claim for a project research and development grant



Please write clearly and use black typescript or black ink.  
All costs should be exclusive of VAT.

### APPLICANT'S DETAILS

1. Name of Company / Institution	
2. Address (including postcode)	
3. Telephone number (including code)	<u>0 2 8</u> _ _ _ _ _
4. Fax number	<u>0 2 8</u> _ _ _ _ _
5. RTD Networking project title	
6. Name of Project Manager	
7. Name of Accounts Manager	
8. Letter of Offer date/Reference no.	/RTD NET _ _ _ _ _
9. Claim reference number (your own ref. no.)	

### SUMMARY OF CLAIM

Airline travel	£
Other travel	£
Accommodation & Subsistence	£
Miscellaneous	£
Total expenditure incurred	£
Total amount claimed 40% <input type="checkbox"/> 60% <input type="checkbox"/> assistance	£

### FOR OFFICE USE

Grant offered (by LoO)	£
Total expenditure incurred	£
Total ineligible expenditure	£
Total eligible expenditure	£
Total amount claimed 40% <input type="checkbox"/> 60% <input type="checkbox"/> assistance	£
<b>Summary of contract</b>	

### DECLARATION

to be signed by Project Manager

I certify that the amounts claimed :

- were for the sole purpose of the project and were expended in accordance with the conditions of the grant.
- do not include costs being claimed from any other source.

I declare that the information on this form and any other information given in support of this application is correct to the best of my knowledge

Signed	Date
Name (capital letters)	
Position in company / institution	

Please send completed form to: Invest Northern Ireland, The Mount Business & Conference Centre, 2 Woodstock Link, Belfast BT6 8DD

**DETAILS OF CLAIM**

Details of original invoices / receipts submitted For each individual trip, please state: a. Actual dates of travel b. Destination c. Names of person's travelling	Cost £
<div style="text-align: right; margin-top: 20px;">                         Total RTD networking project cost                     </div>	<div style="text-align: center; margin-top: 20px;">                         £                     </div>

**DECLARATION**

to be signed as appropriate by Company Director / Company Secretary / University Accounts Office

I apply on behalf of \_\_\_\_\_ Name of Company / University

for payment of grant from Invest Northern Ireland in accordance with the terms & conditions of the letter of offer dated \_\_\_\_\_

I / We declare that:

The expenditure detailed on this form was incurred as expenditure on:

\_\_\_\_\_ title of project

I / We declare that:

The Company / University incurred the expenditure as stated on this form totalling £ \_\_\_\_\_

I / We understand that:

Invest Northern Ireland may disclose information included in this application to the Commissioners of the Inland Revenue.

Signed	Date
Name <small>(capital letters)</small>	Position in company /institution

**FOR OFFICE USE**

Checked by	Approved for payment by	Date
Date	Actioned for payment by	Date