**THRIP CLAIM FAQ’s:**

**1. FINANCIAL CONTRIBUTION**

**Q:** Can I claim without making my own contribution?

**A:** No, you cannot claim without making your contribution as per the approved THRIP Budget.

**Q:** What if I can only make a partial contribution? Can I claim part of the Grant in proportion to the partial contribution made?

**A:** No partial contributions will be accepted. Payments can only be made subject to the full financial contribution being made by yourself.

**Q:** Can contribution take the form of direct spending on approved project costs?

**A:** Yes, provided you can prove the expenditure thereof.

**Q:** Can contributions be made in kind?

**A:** No, only financial contribution will be considered.

**Q:** Why do you disregard financial contributions made into other bank accounts?

**A:** The fundamental premise of the THRIP incentive is that the approved entity will maintain one single bank account to ring fence all in and outflows through the bank account, for the duration of the project. This needs to be a transactional bank account and cannot be an investment account.

**2. B-BBEE CERTIFICATE**

**Q:** My turnover is more than R10 million, can I submit a sworn affidavit?

**A:** No. Only entities with a turnover of R10 million or less can submit a sworn affidavit, as per the B-BBEEE Act.

**Q:** Can I submit a B-BBEE review letter?

**A**: No. Only a valid B-BBEE certificate issued by a SANAS Accredited Agency or a Sworn Affidavit for entities with a turnover of R10 million (or less), will be considered.

**Q:** I am an NPO, am I exempt from the BBBEE requirements?

**A:** No, the NPO is not exempt and the BBBEE requirements must also be met.

**Q:** My B-BBEE Certificate was valid when I submitted my claim, why do I need to get a new certificate?

**A:** As per the (PFMA/THRIP GUIDELINES)\* only claims with valid B-BBEE certificates will be paid, thus your B-BBEE Certificate MUST be valid when payment is made. Please ensure that your BBBEE certificate is valid for at least 2 months from the date your claim is submitted.

**3. CREDIT ORDER INSTRUCTION FORM**

**Q:** My bank won’t stamp the form for me, can I submit a banking details confirmation letter instead?

**A:** No. Only bank-stamped, full completed and signed Credit Order forms will be considered.

**Q:** Can I re-submit the bank-stamped Credit Order form from my previous claim?

**A:** No. Only bank-stamped forms not older than three (3) months will be considered.

**4. TAX COMPLIANCE STATUS**

**Q:** My TCC was compliant when I submitted my claim, why do I need to get a new one?

**A:** As per the (PFMA/SOP/THRIP GUIDELINES)\* only claims with compliant TCC will be paid, thus your Tax Compliance Status MUST be valid when payment is made. This requires the SARS pin to be valid ideally for at least two months prior to submitting your claim.

**5. PFMA LETTER**

**Q:** I don’t do business with the government, why do I have to submit a PFMA Letter?

**A:** The PFMA requires that all entities who benefits from any Government Incentive implements effective, efficient and transparent financial management and internal control systems (as stipulated in terms of Section 38 (a)(i) of the PFMA) (Act 1 of 1999, as amended).

**Q:** Can I prepare the letter myself?

**A:** No. Your Auditor/Accountant/Bookkeeper who is certified by a recognized accounting board must prepare the letter for you, on their official letterhead.

**6. MEMORANDUM OF FUNDING AGREEMENT**

**Q:** I don’t agree with the terms and conditions of the Approval, as set out by the dtic, can I amend the Agreement to suite my needs?

**A:** No. The Agreement cannot be changed to suite project needs post the official approval.

**Q:** My contract has expired/lapsed, will my claim still be paid?

**A:** No claim can be paid without a valid contract. You have to contact the Applications Team at (thripapplications@thedti.gov.za)\* and request an extension/reinstatement long before the contract expires.

**Q:** Why are costs associated with changes to the project definition, scope or composition and or project structure not automatically approved at each claim stage?

**A:** The funding rules and guideline clearly stipulates that any change in the project that will impact on deliverables and or costs must be communicated to the dtic to seek approval of such changes, prior to affecting those changes.

**7. STUDENTS**

**Q:** Can I submit uncertified ID Copies?

**A:**  No. Only certified ID copies not older than 3 months are acceptable.

**Q:** Can I submit proof of registration for any academic year?

**A:** No. Only university-stamped proof of registration for the academic year you are claiming for, is acceptable.

**Q:** The Approved Bursary is too much for students, can I use some of the funds for other project expenses?

**A:** No. The bursaries amount is for students and students only. It cannot be used for other expenses, even if they are for the benefit of the students. If you claimed R 80 000 for Student A, then R80 000 must be transferred to Student A’s university student account. Student Accounts will be requested at each audit stage.

**Q:** Since I cannot use Bursaries for other expenses, how do I finance student-related expenses such as conferences?

**A:** Student-related expenses can be financed through the Student Involvement Incentive if its approved with your budget.

**Q:** I was unable to secure four (4) students as anticipated. Instead, I have only two (2) students. Can I claim Student Involvement Incentive only for the two (2) students I have?

**A:** No. The conditions as set out in 4.2.2 of the THRIP Guidelines must be met in full before any Student Involvement Incentive can be paid out.

**Q:** I was approved with five (5) PhD students but I was unable to secure PhD students. Can I replace the PhD’s with Masters students instead?

**A:** No. You can only claim for the number of students and level of qualification you were approved for. You cannot change the approved composition at claim stage. All contract amendment requests must be submitted to the Adjudication Committee for consideration, and no claims will be paid until the AC has made a decision and the contract has been amended.

**8. GRADUATE STIPENDS**

**Q:** Can I claim stipends before I recruit the graduates?

**A:** No. Graduates must be recruited and sign the applicable contracts with the applicant, before making a claim. Signed contracts of employment, certified ID copies, certified copies of qualifications and CVs must, accompany the claim for Graduate Stipends.

**Q:** Can I recruit experienced Graduates?

**A:** No. Only inexperienced Graduates can be recruited as per paragraph 6.3.1 (b) of the THRIP Guidelines.

**Q:** Is there an age limit to the Graduates who may be employed by the Project?

**A:** Only Graduates between the ages of 18 and 35 years old may be employed in the Project.

**Q:** I cannot pay the Graduates for the whole year in advance as that would increase the risk of them absconding from the Project. Will you recoup the unspent Graduate Stipends at my next Audit?

A: This is still under discussion, for now please only pay the graduates on a month to month basis.

**Q:** Can I pay my Graduates more than the approved amount?

**A:** Yes, but the dtic’s contribution will be capped to the approved amount. The excess will be from your pocket.

**9. FINANCIAL STATEMENTS**

**Q:** I don’t have the latest Financial Statements, can I submit the ones I have?

**A:** Only Audited/Independently Reviewed Financial Statements not older than 12 months are acceptable at each claim stage.

**Q:** Why do you prefer that the independent reviewer/registered auditor that supplied the PFMA letter should ideally one and the same company ?

**A:** Having reviewed/audited your most recent financial statements they should be in a very good position to confirm that that the company maintains effective, efficient and transparent financial management and internal control systems. In this way there is no need to appoint and remunerate another auditor.

**Q:** Why do you require the most recent financial statements?

A: Given the high upfront payment risk of the incentive, the dtic has an obligation to satisfy itself that there is no undue financial distress, liquidity and or solvency risks at the time of processing the claims.

**10. TIPTOP**

**Q:** Can I change the Partnering University and/or research Leader during the course of the Project?

A: All material changes to the project must be approved by the THRIP adjudication committee and cannot be changed by the THRIP claim team.

**Q:** Can I bring in an additional University or Research Leader during the course of the Project?

A: All material requests to the project must be approved by the THRIP adjudication committee.

**Q:** I have had to employ another Research Leader, can I claim more for the new Research Leader?

**A:** No. Only the approved Research Leader can claim, unless if he/she will be paid through the student involvement incentive.

**11. EXPENDITURE VERIFICATION**

**Q:** What is required from me as proof of expenditure?

**A:**  Supplier invoices accompanied by proof of payment in the form of an EFT report or bank-stamped bank statement. Please note that Excel bank statements will not be considered. Some universities have system generated proof of payments which are also acceptable, but they must be stamped, and referenced to a specific THRIP project and costs. To save time in linking invoices with approved expenditure items and proof of payment, indexing of these transactions for each approved deliverable item, will be appreciated.

**Q:** I am unable to prove expenditure, what now?

**A:** Unfortunately all unverifiable expenditure will be recouped from your next milestone pre-payment.

**Q:** What happens if I spent more than the approved amounts on some line items and less on others. Will the over expenditure be set off against under expenditure?

**A:** No setting off of expenditure will be done. Over expenditure will be capped as per the approved budget. The under expenditure will be recouped from the next milestone prepayment.

**12. GENERAL**

**Q:** When can I submit my next claim?

**A:** As soon as the expenditure on the preceding milestone has been spent, and the proof of payment and invoices, are ready for the audit.

**Q:** Do I need to submit the same documents with all the milestone claims?

**A:** Yes, submit all valid documents according to the THRIP claims checklist.

**Q:** Can I submit claims manually?

**A:** No, all claims should be submitted via thripclaims@thedti.gov.za, and large files with supporting information can be sent via courier to: THRIP claims, 77 meintjies street, Block A, the dtic campus, 0002 and addressed to any of the officials that are listed on the THRIP page, which can be found on the dtic website.

**Q:** Where do I submit the claims?

**A:** thripclaims@thedti.gov.za

**Q:** Who do I contact for claim related questions?

**A:** thripclaims@thedti.gov.za or any of the THRIP claims officials that are listed on the THRIP page which can be found on the dtic website.

Q: Can the claims team assist me with the applications matter or vis versa?

A: Due to different work streams processes and segregation of duties, each matter must be directed to the relevant unit, either applications or claims.