



# mriwa

Minerals Research Institute  
of Western Australia

## Applying for Research Grants *Guidelines for Applicants and Grantees*

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This document provides general information to guide those interested in applying for a research Grant from MRIWA.

The MRIWA Board reserves the right, at their discretion, to vary their requirements in relation to any Application.

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## DOCUMENT STRUCTURE

This document is divided into 3 parts:

Part 1 contains background detail regarding criteria for assessing Applications, the process of assessing Applications, confidentiality commitments to Applicants, Board processes and a description of the contract (Conditions of Grant) for a MRIWA Grant.

Part 2 briefly describes the process of completing an Application.

Part 3 details what must be included in an Application form.

## Part 1: BACKGROUND INFORMATION

### MRIWA and its objectives

The Minerals Research Institute of Western Australia (MRIWA) was formed by the Government of Western Australia under the *Minerals Research Institute of Western Australia Act 2013* (the MRIWA Act). Its objective is to foster and promote minerals research for the benefit of Western Australia. This is achieved by:

1. Identifying, co-ordinating and jointly financing minerals research projects which contribute to developing the minerals sector in Western Australia; such research being undertaken at appropriate research facilities within the State, interstate or overseas to expand the technology base necessary for the development of these industries.
2. Encouraging the active participation of industry (for example producers, technology and service providers and financiers) in this research, particularly through financial sponsorship.
3. Providing administrative support for all MRIWA research projects, and the publication and dissemination of the research reports.

Prospective Applicants and Sponsors are encouraged to visit the [MRIWA website \(mriwa.wa.gov.au\)](http://mriwa.wa.gov.au) for further information. The [Research Priority Plan](#) (RPP) provides guidance for research topics of potential interest to MRIWA, and the [Flowchart for Research Grant Application and Management](#) describes the process used for the assessment of Application submitted to MRIWA.

### Criteria for assessing a Research Grant Application

Applicants and Sponsors are asked to note the assessment criteria established and periodically amended by the MRIWA Board. A summary of the current criteria is provided below. The information provided is a guide: the MRIWA Board may also include other matters deemed relevant in their consideration of an Application.

Criteria	The Application:
Field of research	Must propose research that conforms with the definition of 'minerals research' in the MRIWA Act. The MRIWA Act defines <b>minerals research</b> as — <ol style="list-style-type: none"> <li>(a) investigation undertaken in order to acquire new knowledge relating to; or</li> <li>(b) systematic work drawing on existing knowledge that is directed to the development of any process, technique, method, design or apparatus to locate, extract, transport or market minerals;</li> </ol> (Please note that MRIWA does not fund research for the oil and gas industries).
Benefit to WA minerals endowment	Identify the mineral deposit(s), or class of mineral deposit(s), or minerals industry sector, within WA, to which the research outputs will beneficially apply.
Scope of Research	Must propose research that is within the remit outlined in the MRIWA Research Priority Plan (RPP) <a href="http://mriwa.wa.gov.au/research-Grants/research-priority-plan/">mriwa.wa.gov.au/research-Grants/research-priority-plan/</a>

Criteria	The Application:
Alignment with MRIWA Objective	Must propose research outputs and describe anticipated outcomes that will meaningfully benefit Western Australia and optimise financial benefits to the State.
	•
Commercialisation of research outputs	<ul style="list-style-type: none"> <li>• Describe the 'path to adoption' for, and the anticipated time to achieving commercial application of the outputs of the proposed research.</li> <li>• Outline any stages in the proposed research, the targets for progressing to a subsequent stage and how later stages will be funded.</li> <li>• Note any information explicitly withheld from inclusion in the Application.</li> </ul>
Quality of the science	Provide credentials of the researchers, commensurate with the intent of the Application and MRIWA's objectives.
Financial leverage	<p>Demonstrate awareness of the requirement for co-investment in MRIWA research projects:</p> <ul style="list-style-type: none"> <li>• The Board determines the average financial leverage target annually for Applications to be approved during that year. For the current target go to the website <a href="http://www.mriwa.wa.gov.au/research-Grants/research-applications/">http://www.mriwa.wa.gov.au/research-Grants/research-applications/</a></li> <li>• MRIWA calculates the financial leverage as the sum of Sponsor's money and MRIWA money divided by MRIWA money.</li> <li>• In-kind contributions are not considered in the leverage calculations.</li> <li>• The Board may seek higher, or accept a lower, financial leverage depending on the particulars of an Application.</li> <li>• Generally, the Board will require a higher financial leverage for Applications with relatively low research risk and higher Applied Research Level.</li> </ul>

The Board also considers the following:

Topic	Consideration
The proportion of the MRIWA funds invested in each Theme in the RPP	The distribution of MRIWA's and other parties' invested funds in each <a href="#">Theme</a> across the portfolio of MRIWA projects.
Collaboration in the research effort	Research outcomes will be enhanced through a true synthesis of relevant disciplines.
The contribution that students (PhD or other) will make	Generally, a worthwhile inclusion of post-graduate students is preferred.

### Confidentiality of Information

Members of the [MRIWA Board, Advisory Committee, Theme Committees and MRIWA staff](#) must comply with the confidentiality provisions of Section 70 of the [MRIWA Act](#).

Board members, Advisory Committee members, Theme Committee members and MRIWA staff must comply with obligations regarding the confidentiality of any data or information contained in Applications, as specified by the Applicant.

If the confidentiality clause on the final page of an Application is marked by the Applicant requesting restricted circulation, (for example only to MRIWA and/or to referees and/or to assessors), then such a request must be referred to the respective Theme Committee and Advisory Committee Chairs by MRIWA, and agreed measures taken after consultation with the Applicant, referee or assessor.

Notwithstanding any such request, if any member of MRIWA Board, Advisory Committee, Theme Committees and/or staff considers that there could be an actual or perceived conflict of interest by his or her involvement in the assessment of an Application, such conflict must be disclosed to the Board or Committee, which will decide whether that member takes any further part in the assessment process.

The final project report, including all data (unless limited publication is approved in advance by MRIWA) and conclusions resulting from a research project funded in part or entirety by MRIWA will be published. However, publication may be deferred, at the request of a Sponsor, for up to one year, providing there are justifiable reasons for such a request.

### Assessment Process

Please also refer to the [Flowchart for Research Grant Application and Management](#).

Applications that satisfy MRIWA criteria for complete applications are generally assessed by MRIWA advisory committees before submission to the MRIWA Board.

The function of these committees is to provide advice and recommendations to the Board as input to their decision on the Grant. The committees contribute by assessing the technical content, budgeted cost and potential benefit to Western Australia of each research Application, particularly, and by advising the Board of any matters of concern and their conclusions and recommendations. The makeup of these committees is detailed on the [MRIWA web page](#).

In reviewing an Application, the committees focus particularly on:

- Alignment with the MRIWA Research Priority Plan.
- Scientific and technical merit.
- Definition of objectives:
  - Awareness of the status of knowledge and technology in the field;
  - Details of the proposed research program;
  - Clear communication of outcomes and deliverables; and
  - Defined path to commercial application.
- Budgeted cost and the achievability of the project within time and budget.
- Innovation in research and development
- Benefits to Western Australia and the State's minerals and related services industries:
  - Economic magnitude, time frame, proposed path to commercialisation;
  - Applicability to the operating industry and/or the technology and services sector;
  - Scope of application of the research outputs e.g. industry-wide, a class of mineral deposits, limited to specific deposits or companies.
- The apparent importance of the proposed research to Industry:
  - Number of Sponsors;
  - Value of Sponsorships – cash and in-kind.
- The reports provided by the Referees (as nominated by the Applicants) and the report of independent Assessor(s), chosen by MRIWA.

The recommendations of the advisory committees to the Board concerning an Application are not provided to the Applicant(s). The advisory committees may request MRIWA staff to seek clarification from the Applicants on matters pertaining to an Application.

MRIWA has no fixed dates for submission of Applications; however, a lead time of at least two months is required for the MRIWA review process before the Application is presented to the Board.

The calendar of Board meetings is available on our [website](#).

### Funding

MRIWA defines the Grant as the sum of the Sponsors' and MRIWA's cash commitments to the project.

The decision to invest MRIWA funds and the value of that funding for each project Application is determined by the Board after assessing the Application, any additional material provided to the

advisory committees, their recommendations and any information provided in response to requests by the advisory committees.

The Board will only authorise a Grant where MRIWA holds the full amount of the funds requested of MRIWA at the time of the Board's decision.

MRIWA funds will only be released after the Conditions of Grant has been signed by all parties to the Application and will be paid only for work carried out after the Board's approval of the Grant. For a successful Application, the funds are then allocated to the project for draw-down over the life of the project.

Grants may be made to incorporated organisations and research establishments as well as to SMEs which can demonstrate their research capacity and capabilities to the satisfaction of the Institute.

MRIWA only pays Researcher's claims during the course of a project when MRIWA holds sufficient Sponsor's money according to the Condition of Grant schedule. MRIWA pays from the money set aside in the Institute's Special Purpose Account for a Grant on the basis of actual expenditure and not on forecast expenditure.

MRIWA supports in-principle inclusion of new parties to previously approved projects subject to the approval of parties already committed. Any such change will be included in a Variation to the original Conditions of Grant.

### Board Decisions

For general guidance, the MRIWA Board may choose to:

- Approve an Application as presented, with funding to the requested level.
- Approve an Application for funding to the amount requested or for a lesser amount, subject to specified conditions. Examples of conditions are: increased industry co-investment, reduced MRIWA investment; changes to the scope of the proposed research.
- Conditionally approve an Application pending the decision of another co-funding body.
- Decline an Application for funding and invite the Applicant to resubmit with amendments as suggested.
- Decline an Application.

### Conditions of Grant (Contract)

Following approval of an Application by the MRIWA Board a multi-party contract (known as the Conditions of Grant) is negotiated and executed between MRIWA, the Grantee, the Applicants and the Sponsors.

A pro-forma of the Conditions of Grant (CoG) is available from MRIWA and will be provided to Applicants and Sponsors along with the Application form. Advance familiarisation with the form of the contract can expedite the negotiation, if the Application is approved by the Board.

The following provisions related to the running and administration of a project should be considered when preparing an Application:

- (a) *Routine Reporting*: A technical report describing the progress and results achieved during the past period (usually quarter/half-year) must be provided by the researchers to MRIWA for transmission to Sponsors. A detailed final report must be submitted to complete the project, which will be published by MRIWA. Confidential information may be excluded if requested.
- (b) *Regular Sponsors' review meetings*: Including a kick-off meeting at the beginning of the project - will be held with Sponsors and researchers. MRIWA may request other meetings where appropriate.
- (c) *Financing procedures*: MRIWA makes scheduled payments to researchers in arrears on a schedule negotiated with the other parties that is usually, but not always, quarterly or half-yearly (depending on the timescale of the project). The schedule is included in the Condition of Grant.

Payments are made on the receipt by MRIWA of an acceptable financial statement detailing expenditure to date in conjunction with a technical progress report for the research.

(d) *Invoices:* Claims Requests will be sent by MRIWA to the accounts section of the Grantee, as advised in section B.2 of the Application. The Grantee organisation can then invoice MRIWA as per the financial statement approved.

MRIWA will invoice the sponsors on an agreed schedule that is set out in the Conditions of Grant.

### Intellectual Property

Details of the arrangements for managing intellectual property associated with a project are negotiated as part of the contract (Conditions of Grant). The template Conditions of Grant provides three draft options for arrangements regarding intellectual property: Version A, Ownership of IP by the Applicant; Version B, Ownership of IP by a Sponsor; Version C, Ownership of IP in partnership.

It is expected that the Applicants and their Sponsors will decide on which version of the IP arrangement will be used for the Project.

The following provides general guidance on MRIWA's position:

- MRIWA will not take out provisional patents or patents in its own name or jointly with others, nor will it be involved in the financing of patent applications.
- Provisional patents on any patentable products or processes developed from a MRIWA-funded research project may be taken out by the Grantee or Applicant at their expense, after consultation with MRIWA and the Sponsors.
- To promote the development and commercial exploitation of any new product or process derived from an MRIWA research project, MRIWA will encourage establishment of a commercial arrangement to expand the benefits of a project's research being delivered to Western Australia.
- MRIWA will consider an option for the Institute to develop and turn to account any technology, software, resource or intellectual property and, for that purpose, apply for, hold, receive, exploit and dispose of any intellectual property consequent to any project in which it has invested.
- MRIWA will always maintain the right to publish the final report, irrespective of the IP options chosen or negotiated.

## Part 2: COMPLETING AN APPLICATION

Research Grant Applications must be made on the Research Grant Application Form. This form is available in PDF or Word format and accessible for download from the MRIWA website or by contacting MRIWA via phone or email.

The following information and guidelines are provided to assist Applicants and Sponsors to prepare their Application. This Guide should be read in conjunction with the [MRIWA Application Flowchart for Research Project Application and Management](#).

### General Information

Prospective Applicants are advised to provide a 2-page summary of their proposed project to, and discuss their intentions with, an MRIWA project manager before lodging a full Application. Such a discussion can help Applicants enhance their Application.

The potential value of a research project to the minerals industry is assessed in part by the financial support committed to the project by other parties. For this reason, MRIWA insists on Applicants obtaining co-investment from other parties for their proposed research; thought should be given to marketing a research proposal to industry parties who may become Sponsors. The necessary technical interchange between the research team and industry representatives will ensure the results of the study are more definitive and more likely to be applied in practice.

MRIWA will consider co-investment in research directed to developing new technology or knowledge, where it is based on an opportunity specific to Western Australia.

MRIWA supports, in-principle, extension of approved projects to include other parties subject to the approval of parties already committed.

### What constitutes a "Complete Application"

The minimum requirements for a complete Application are that the Application:

- Is submitted on the current MRIWA Research Grant Application form and responds suitably to all the requirements of the Application form.
- Proposes research that aligns with MRIWA's objectives and Research Priority Plan.
- Outlines awareness of the state-of-knowledge in the area of research being proposed.
- Outlines:
  - The reason for the research being undertaken.
  - Benefits to industry.
  - The scope and methodology of research.
  - Objectives and deliverables of the project proposal.
- Is accompanied by a "Letter of Support" from at least one proposed sponsor, signed by an officer with authority to commit the Sponsor's funds, with the cash amount stated. The Letter may also refer to any commitment of in-kind support.

The Letter of Support should be provided in the style of the form provided in the MRIWA Application, or on Sponsor's letterhead.

- Provides the projected cost estimates and attribution of funding (either cash or in-kind) with totals that are correct.
- Is signed by the Applicant or Applicants and the authorised representative of the Grantee entity or entities.

If all expected Sponsors have not signed letters of support at the time that the Application is submitted to MRIWA, further letters will be accepted up to the time that the Application is submitted to the Board meeting at which it is scheduled to be considered. When considering an Application, the Board will only take into account co-investments that are committed by a Letter of Support.

MRIWA reserves the right to not process an Application if it does not meet the minimum [financial leverage](#) stipulated by the Board.

## Part 3: HOW TO FILL OUT THE APPLICATION FORM

*As some sections of the Application form are self-explanatory, notes are provided only for sections as required. The numbering structure in this part of the Guidelines accords with that of the Application Form.*

### SECTION A – APPLICATION SUMMARY

The Application Summary is designed to collect as much necessary information as possible at the very outset to prevent procedural delays once the project is approved.

#### A1. Application Summary

1.1 Project Title: The title that will be used in publications relating to the Application. Brevity is preferred.

1.2 Applicant(s): The Applicant is the person(s) who will be supervising the research project.

1.4 Grantee (Entity): The Grantee is the university, institution, incorporated body or company undertaking the research to which the Grant (project funds) will be paid by MRIWA.

MRIWA requires that a Grantee entity provides background information as stipulated in the Application form.

The proposed research may be done by a variety of research entities. MRIWA reserves the right to require researchers proposed by Applicants to provide verifiable evidence of their credentials to undertake their proposed research.

#### 1.7 Project Costs Summary

This table provides a summary of the total cash cost of the project, the Sponsorship cash support and the consequent amount requested of MRIWA.

Only the sponsorship confirmed in writing will be used to calculate the financial leverage submitted to the Board.

### SECTION B – APPLICANT AND GRANTEE

B1. Applicant(s): Applicant 1 is the Project Supervisor or Research Team Leader, employed by the Grantee organisation, who will be directly responsible for the conduct of the research project. He or she should be closely involved with the entire project and have a significant and regular time input to the work. Other parties with a role in leading the project may also be nominated as Applicants.

B2. Grantee(s) details: Providing the details assists hastening the processing of the Application and preparation of the Conditions of Grant.

#### B3. Research team details

All other individuals directly involved in the proposed research must be listed and their time contribution defined in the project cost estimate and summarised in this section.

#### B5. Key Personnel

The application form requires the nomination of *Key Personnel must be in accordance with the definition in the Guidelines for Research Grant Applications. The following is defined in the CoG:*

#### KEY PERSONNEL

- i. This clause is applicable only if Item 3 of Schedule 1 has been completed.
- ii. The Applicant acknowledges and agrees that MRIWA is providing funding to the Applicant on the basis that the Key Personnel must be integrally involved in the carrying out of the Project in whatever capacity the Key Personnel are engaged by the Applicant.

- iii. The Applicant must ensure the Key Personnel are not replaced without the prior written approval of MRIWA. MRIWA may not unreasonably withhold its approval of a proposed replacement of a Key Personnel if that Key Personnel has left the employment of the Applicant, died, or become incapable of performing duties due to injury or illness, and the replacement Key Personnel is appropriately qualified and experienced.

## **SECTION C – PROPOSED PROJECT SUMMARY**

### **C1.2 Proposal Summary**

The Summary should be a concise and easily understood précis of the proposal, describing the salient points, the costs and the benefits.

Normally about one page in length and structured to give a brief introduction to the background of the research topic and the “state-of-the-art” of the related technology, it should include:

- (a) The objective(s) of the proposed research;
- (b) A brief description of the research methodology, the work program proposed and where it will be undertaken;
- (c) The duration of the project;
- (d) Keywords for use in the Final Report publishing process.

### **C1.5 Research Stages**

Describe the stages, the tasks and review points within the scope of the proposed project. MRIWA is open to considering an Application for:

- A project of several stages, with progress reviews (‘stage-gates’) between the stages.
- A project that is the first stage of a multi-stage investigation, where subsequent stages may be the subject of separate Application(s).

## **SECTION D – PROPOSED PROJECT DETAILS**

### **Background**

The objectives of the research work must be clearly and concisely stated.

This section comprises a description of the background of the research topic and why the proposed research is novel and needed by end-users. A review of the status of the relevant science and technology, including any related research currently being undertaken, should be included. References of particular relevance (and not only those by the Applicants) should be quoted as part of this description, and a list appended.

Please note that a literature search cannot be funded as part of an MRIWA grant – this phase of research must be completed prior to formulating an MRIWA Application.

The technical justification for the research, the data required, the potential value of this new knowledge and the likelihood of success must be stated.

In a project that involves both research and development/commercialisation, the research component of the project should be clearly delineated.

### **Research Methodology and Design.**

A detailed description of the research methodology, the research program proposed, how it was designed, and where it will be undertaken.

### **Project Work Plan and Gantt chart**

This section describes the workflow of the project, the techniques to be applied and a detailed program including a time frame. A bar/Gantt chart or its equivalent showing the planned duration of each element of the research project, and their inter-relationship, especially where multi-disciplinary inputs are involved, should be appended. The project must be achievable within the proposed time frame and milestones for outcomes and deliverables must be detailed.

## **SECTION E – PROPOSED PROJECT JUSTIFICATION**

### **E2.1 Applied Research Level (ARL)**

The Applied Research Level, or ARL, is similar in concept to the Technology Readiness Levels or TRLs used widely by researchers and industry. As MRIWA only supports research projects, the stages and descriptors have been amended to focus on the elements of applied research in the innovation value chain.

The table below describes the progression from basic applied research of conceptual ideas to advanced applied research that is closer to commercialisation.

The ARL scale as presented helps to identify where on the innovation value chain a particular project is and what is the level of investment risk for MRIWA.

Please refer to the ARL table below to indicate where on the Applied Research Level scale your project proposal is and where it will be after completion of the project.

		MRIWA ARL (Applied Research Levels)					
		ARL0	ARL1	ARL2	ARL3	ARL4	ARL5
		Fundamental	Applied Research				
ARL description	Stage	Interesting idea	Core principles observed and explored	Applied concept(s) developed	Key concept(s) validated	Integrated concepts validated	Integrated concept validated in a relevant environment
	Stage description	Research Concept: Ideation (potentially aspirational - high risk)	Research Concept explored: Begin to translate relevant science for potential commercial development	Conceptual design of application. Testing and evaluation requirements identified	Testing and evaluation of established concept; small scale tests including research.	Proof-of-concept testing in the lab/field in conjunction with additional research	Proof-of-concept testing in a realistic or real environment (highly de-risked – driven by industry “pull”). Limited research required.
		 Decreasing Risk					

### E3. Risk Analysis

For any milestone or review point in the proposed project, and for the project as a whole, please describe any associated risks, e.g. access to technology, equipment or securing expertise, that may impede the progression of the research and how you plan to mitigate them.

## SECTION F – NOMINATION OF REFERREES

### F1. Referees

The Application must provide the names and contact details of two referees not directly involved in the study (for example, not colleagues in the same research institution or employees of Sponsoring companies) who would be willing, when contacted by MRIWA, to provide an independent opinion of the proposed project.

Referees should always be asked beforehand for their agreement to provide a reference. It is important that nominated referees are aware in advance of the need for a timely reply to a request from MRIWA to allow an efficient assessment of the Application by MRIWA.

## SECTION G – COSTING INFORMATION

### G1. Project Cost Details

Detail all direct costs budgeted for the project in Table 1.

The total of these costs is the estimated project cash cost to be considered for funding by MRIWA and the Sponsors. The budget should reflect the true estimated costs of the project.

The expenditure plan in the Application should present the expected actual expenditure for each period; it should not be an amount averaged over the duration of the project.

List the following:

- Overheads chargeable by a research entity (e.g. universities, CSIRO), to cover that proportion of the cost of administration and facilities attributable to the project.
- Services which are purchased or contracted out: provide supporting quotations or other evidence.

#### *Salaries/wages*

The following salary/wage costs for the following classifications may be claimed:

- a) All project personnel, (e.g. technicians, plant operators and postgraduate students) who will be making a significant (> 0.3 FTE) input to the study.
- b) Details of the on-costs (e.g. the multiplier of the base salary of the researcher concerned)
- c) The salary costs of research assistants or students, whose salaries are dependent entirely on the project, including the appropriate on-costs.

The labour costs of University tenured staff, company executive staff, research institution staff or similar, whose salaries are already paid from other sources, must not be included.

Please note that:

1. The salaries of project supervisors will generally not be allowed by MRIWA in project budgets unless their time input to the project is substantial (> 0.3 FTE), and the cost claimed is the substitute cost for lecturing time.
2. Any project supervisor's salary accepted because of his/her specialised and substantial input will be limited to that of a Senior Research Fellow.
3. The salaries of senior research investigators whose input is substantial and/or who have special expertise and experience relevant to the project, will be assessed using the salary rates adopted by the Australian Research Council. The on-costs will be at the current percentage rate allocated by universities for these classifications.
4. For projects originating from industry, where payment of the researcher is largely dependent on the project funding, salary costs will be treated in the same way as advised in Point 1. Commercial charge-out rates which include establishment overheads will not be funded.

A full justification must be provided for the cost of any work in an Application to be undertaken by a consultant.

#### *Proprietary equipment*

- a) List all major items of equipment to be purchased for the study. Verification of these costs by official quotations will be required for more expensive items.
- b) The funding of capital expenditure is at MRIWA's discretion.

The MRIWA Board has discretion over the amount of any funds contributed by MRIWA towards the cost of research equipment associated with an Application. Where an approved Application and the Condition of Grant empowers the Grantee to purchase and utilise research equipment, the equipment

becomes an asset of the Grantee. The Grantee is responsible for the proper care, utilisation and maintenance of the research equipment and for its security and insurance cover, throughout the duration of the study.

MRIWA will not claim ownership of the equipment, nor make claim for the option of ownership.

MRIWA encourages the use of such equipment for further research and acknowledgement of MRIWA's contribution.

#### *Consumables*

This figure must include all sundry items and consumables.

#### *Maintenance*

The allowance made for the refurbishing of equipment which is to be re-utilised for the proposed project, or the maintenance of pre-existing plant, or maintenance necessary during the course of the project.

#### *Travel*

Reasonable travel expenses for site visits associated with the project are accepted, but overseas or interstate travel to conferences etc., will not in general be funded by the MRIWA Grant.

#### *Other*

The amount included in this category must not exceed 10% of the total cash cost of the project. It can include the costs for printing and preparing the Final Report.

Reasonable administrative overheads, and charges for the use of facilities (including rent) and equipment, library services etc., are accepted as an infrastructure charge. Charges for test work, maintenance of equipment, consumables or library charges etc., which are directly attributable to the project, are accepted.

#### G1.1 Costs Justification

In this section, you must include a statement explaining and justifying these costs (supporting information) e.g. hourly salaries, on-costs and allocated time.

The costing of wages and analytical services should demonstrably align to current market conditions.

#### G.2 Sponsor Cash Investment Details

While MRIWA prefers to have all Sponsor's cash investments in a project paid to the MRIWA Special Purpose Account, in certain instances MRIWA will agree to requests for Sponsor's funds to be paid directly to the Grantee. MRIWA will require evidence of any such transactions: the expenditure of those funds must be noted in the financial statements provided by the Applicants during the Project.

These 'direct amounts' will be taken into consideration whilst defining the total Grant Value and MRIWA's financial leverage calculations.

Record the status, at the time of submitting the Application, of each entity's Sponsorship: i.e. confirmed in Writing (CW), Confirmed Verbally (CV), or Potential (P). The Application must include the Letter of Support from each entity shown as Confirmed in Writing.

At least one Sponsor to an Application must be committed in writing before the Application will be formally considered by MRIWA.

A Sponsor's project investment in a foreign currency must be stated in the equivalent \$AUD as stipulated in the Conditions of Grant and all foreign currency-related charges (including international bank transfer fees) are to be borne by the Sponsor in addition to the money they have committed to the project.

An MRIWA Project Manager is available to discuss possible Sponsorship and levels of individual support with Applicants at an early stage.

The finances for an Application, particularly the total of industry cash and the financial leverage calculation, will be based only on the written confirmations of Sponsors' commitments at date of distribution of the Papers for the Board meeting at which the Application will be considered.

#### G3. In-kind Support Details

This is to record any in-kind contributions of all parties to the Application such as the estimated value of all other support, services, or contributions made by the Grantee, Sponsors and other participants, not included in the project costs estimate. (Examples of in-kind support include the cost of technical/supervisory support, of tenured or executive staff, laboratory services, administration overheads, samples, data and information, site travel and accommodation.)

MRIWA appreciates the value of in-kind contributions to research projects. The Board may consider the nature of in-kind contributions when assessing an Application, but the financial value will not contribute to the calculation of the financial leverage for the Application.

#### G4. Cash Sponsor Details

Include the names of all the entities that have committed in writing to contributing cash to the project. Entities may include, for example, industry companies, universities, research institutes and other government agencies.

Invoices will be sent to the accounts section as advised in section G4 of the Application. The Grantee's and Sponsors' ABN, street address and postal address should be provided along with details of at least one technical contact, contract administrator and accounts contacts.

### **SECTION H – GRANTEE CERTIFICATION**

Section H provides for those aspects of the proposed project related to due diligence. The authorised senior representative of the Grantee organisation(s) and the Applicant(s) must sign this section. It ensures that Intellectual Property considerations and confidentiality requirements of all parties have been considered before an approach is made to MRIWA.

Please note that the Sponsors' positions on IP should be made known at this early stage as it will reduce the time taken to negotiate a contract should the Application be successful.

Please ensure that all appropriate persons from the Grantee organisation sign this page before sending your Application to MRIWA.