

Request for Proposal for entities to implement the subsidy program “Validation of technologies for contaminated water management” project in the FY2013 Supplementary Budget

# Procedure for implementation of the project

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April 8, 2014

 **MITSUBISHI RESEARCH INSTITUTE, INC.**

Management Office for the “Project of Decommissioning and Contaminated Water Management”

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## **Outline of the procedure for implementation of the RFP**

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1. To adoption of the entities
2. To commencement of the project
3. After commencement of the project

# 1. To adoption of the entities

Procedure	Actors in charge	Timeline	Remarks
Announcement of the RFP	Management Office*	March 24, 2014	Finished
Information session of the project	Management Office	April 8, 2014	Today
Submission of the application documents	Applicants→ Management Office	May 19, 2014 (deadline)	Refer to Page 8, and 9 of this document
Evaluation	Management Office for the Project of Decommissioning and Contaminated Water Management	Midterm of June, 2014(scheduled)	Refer to Page 10 of this document
Reporting of the result	Management Office→Applicants	Midterm of June, 2014(scheduled)	

\*Hereinafter, "Management Office" denotes the Project Management Office for the "Project of Decommissioning and Contaminated Water Management" of Mitsubishi Research Institute, Inc.

## 2. To commencement of the project

Procedure	Actors in charge	Timeline	Remarks
Application for the subsidy	Adopted entities→Management Office	Approx. one week after the adoption	Refer to Page 11 of this document
Adjustment of the details of the project, etc.	Ministry of Economy, Trade and Industry(METI), Adopted entities, and Management Office	July, 2014	The actors will discuss the contents of the project, expenses breakdown and intellectual property.
Decision of granting the subsidy	Management Office	July, 2014	

### 3. After commencement of the project

Procedure	Actors in charge	Timeline	Remarks
Commencement of the project	Adopted entities	After the decision of granting the subsidy	
Progress report	Adopted entities→ Management Office	Upon a request from the Management Office (Reporting is supposed to be requested periodically.)	
Completion of the project	Adopted entities	Latest March 31, 2015(Adopted entities can complete the project earlier than this date.)	
Result report	Adopted entities→Management Office	Latest April 10, 2015(Within 30 days after completion of the project if completed earlier)	Refer to Page 12 of this document
Settlement of the amount Decision of the amount of the subsidy	Management Office→Adopted entities	After receipt of the Result report	The subsidy amount shall be settled based upon the result report, and after inspection of the outcome of the project, procedures for expenses, etc.
Request for payment of the subsidy	Adopted entities → Management Office	After decision of the amount of the subsidy.	
Payment of the subsidy from the Fund	Fund establishment organization→Adopted entities	After reporting from the Management Office.	

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## Points of attention in the procedure

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1. Regarding the application documents
2. Regarding the evaluation
3. Regarding the application of the subsidy(Comment : procedures needed for the adopted entities)
4. Regarding the progress report(Comment : procedures needed for the adopted entities)

# 1. Regarding the application documents – Part. 1

Deadline	May 19, 2014 12:00 Noon (Japan time), 3:00 GMT. No application will be accepted after the deadline.	
Place of submission	Management Office(Mitsubishi Research Institute, Inc.)	
Submission method	Hand-carry, postal mail, e-mail, etc. (No application documents will be accepted via fax.)	
Number of copies needed	If submitted via hard copies : 10 If submitted via electric media : 1 (If you submit the documents via electric media, the files must be made in the format of PDF.)	
Application documents (Japanese or English)	Application	Form 1 of the “Guidelines for applying”
	Plan proposal	Form 2 of the “Guidelines for applying” 【Main items to be described】 Details, method and plan of the project Description of the relevant technical capabilities for implementation of the project Description of the financial basis which is necessary for implementing the relevant subsidized project Estimated amount of the subsidies applied for, etc.
	Conformity to Evaluation Criteria	Form 3 of the “Guidelines for applying”
	Other documents	【Main items to be described】 Corporate and organization data The financial results, statement of revenues and expenses The articles of association or the act of endowment, etc.



## 1. Regarding the application documents – Part. 2

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- The submitted application documents shall be released only to the review committee, the staff of the government, and the Management Office. The documents shall not be used for any purposes other than their evaluation.
- The application documents shall not be returned to the applicant. We give due consideration to security protection, however, the information other than Non-Disclosure Information (privacy, information which is likely to cause harm to legitimate interests of the Juridical Persons, etc.) shall be the subject of disclosure in accordance with Act on Access to Information Held by Administrative Organs. Applicants are requested to designate the information which should be classified as Non-Disclosure Information in application.
- If the application documents contain invention, design, etc. which can lead to acquisition of property rights, the applicant must take necessary measures before application on their own responsibility and decision.
- Submission of the application documents does not imply transition of existing property rights, and submission of the documents shall not automatically entitle the State or the Management Office to obtain license to use the right.
- Applicants are obliged to take responsibility to the information in application documents, and they are deemed to hold appropriate authority regarding the said information.

## 2. Regarding the evaluation

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- Applicants shall be evaluated based upon the application documents(application, plan proposal, conformity to evaluation criteria, and other relevant documents).
- The Review Committee for Project of Decommissioning and Contaminated Water Management, consisted of experts, shall evaluate the application.
- Applicants are to be requested to make a presentation, if needed(The applicants required to make the presentation shall be informed of the schedule, etc. individually.).
- Hearing and on-site inspections are to be conducted, if needed(The applicants shall be informed of the schedule, etc. individually, if the hearing and inspections are decided to be conducted.).
- Applicants are to be requested to submit additional documents, if needed(The applicants requested to submit the documents shall be notified of the detail of the documentation, timeline for the submission, etc. individually.).

### 3. Regarding the application of the subsidy

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#### ***Comment : procedures needed for the adopted entities***

- The adopted entity shall submit the grant application for the subsidy, which describes details of the project written in the application, the project costs, etc. to the Management Office.
- Regarding the grant application submitted by the adopted entity, consultation and coordination among METI, the entity and the Management Office are to be conducted.
- Details of the application may be altered after the consultation and coordination. In this case, the entity is required to apply anew.

## 4. Regarding the result report

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### ***Comment : procedures needed for the adopted entities***

- The adopted entity shall submit details of the project, revenues and expenses, and breakdown of the expenses, etc. to the Management Office after completion of the subsidy project.
- The Management Office shall evaluate the result of the project, accounting for the expenses, etc. based upon the result report.
- As a general rule, the Management Office will conduct on-site inspections in evaluation of the result. The staff of METI may accompany the inspection.
- The subsidized project operating entity shall keep accounts on any expenditure for the subsidized project with dedicated account books accompanied by all written evidences in a way that is clearly differentiated from the other accounting. The Management Office shall check the books and evidences in deciding the amount of the subsidy.

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## **Main documents concerning this project**

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## Main documents concerning this project

- Applicants are required to understand details of the following documents in the procedures of this project.

Title	Main contents
Guidelines for applying to the Validation of technologies for contaminated water management project” in the FY2013 Supplementary Budget	<ul style="list-style-type: none"> <li>• Project purpose, explanation of the details</li> <li>• Explanation of application requirements, application procedure, etc.</li> <li>• Explanation of method of evaluation, evaluation criteria, etc.</li> <li>• Explanation of method of grant decision</li> </ul>
The Decommissioning and Contaminated Water Management Project Implementation Guidelines	<ul style="list-style-type: none"> <li>• Basic concept of implementation of this project</li> </ul>
Grant Policy for Subsidy for the Decommissioning and Contaminated Water Management	<ul style="list-style-type: none"> <li>• Basic concept of grant of the subsidy</li> </ul>
The Decommissioning and Contaminated Water Management Project Cost Subsidy Grant Guidelines	<ul style="list-style-type: none"> <li>• Concrete procedure, etc. regarding grant of the subsidy</li> </ul>
Subsidized Project Administration Manual	<ul style="list-style-type: none"> <li>• Procedure for accounting in the subsidy project(Refer to the next page.)</li> <li>• Items in preparation for inspection for the subsidy project</li> </ul>

## Remarks

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- We ask you to fully understand the Subsidized Project Administration Manual in accounting procedure of subsidy.
- Examples of points of attention are as following:
  - ◆ The expenses which can be covered with the subsidy are ones which accrue after the date of the grant decision, and completed/paid during the project period.
  - ◆ Adopted entities must prepare the evidences which enable us to ensure that the expenses are suitable to the project purpose, and used for this project.
  - ◆ If procurement is conducted from your own company or a totally-held subsidiary, profits included in the procurement are not permissible.

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