



# MERIWA

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**MINERALS & ENERGY RESEARCH INSTITUTE OF W.A.**

## **GRANTS FOR RESEARCH AND DEVELOPMENT PROJECTS**

### **INFORMATION FOR APPLICANTS & GRANTEES**

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## MERIWA AND ITS OBJECTIVES

The Minerals and Energy Research Institute of WA (MERIWA) was formed by the Government of Western Australia under the Minerals and Energy Research Act 1987. The objective of MERIWA is to promote research and development in the minerals and petroleum industries in this State by:

1. Identifying, co-ordinating and jointly financing minerals and energy research projects which encourage the development of the minerals and petroleum industries in WA; such research being undertaken at appropriate laboratories within the State to expand the technological base necessary for the development of these industries;
2. Encouraging the active participation of Industry in this research, and its financial support and joint sponsorship;
3. Supervising and co-ordinating the administration of all projects, and the publication and dissemination of the results.

## ASSESSMENT OF PROJECTS

The following information and guidelines pertaining to assessment procedures are provided for the benefit of applicants and grantees.

Applications for Research Grants are assessed by the Minerals Research Advisory Committee. The members of this committee are experts in their particular fields and are selected from Industry, Industry Associations, Government Departments, CSIRO and the Universities. Their function is to assess the technical content, budgeted cost and potential benefit of each research application, and to advise the Board of MERIWA of their conclusions and recommendations.

The factors upon which this assessment is based are:

- Technical merit*
- Definition of objectives
  - Awareness of the status of the technology
  - Details of the proposed research programme and its technical insight quality
  - Clear enunciation of outcomes and deliverables

### *Budgeted cost*

A check is made of the estimated costs and the programme achievability within the budget and the time frame proposed.

### *Innovation*

- (a) Research - new technology or knowledge, improvements to existing technology or knowledge, extension of previous study etc.
- (b) Development - new product, process, etc, or improvement to existing product or process

### *Benefits to State and minerals & petroleum Industries*

- (a) Economic
  - magnitude
  - time frame
- (b) Social/environmental
  - magnitude
  - time frame
- (c) Applicability to Industry
  - mainstream or peripheral
  - scope of application (industry-wide, limited, site specific)

### *Industry support*

## FUNDING

Grants are generally only made to incorporated organisations and research establishments. The level of funding for each project application is determined by the Board according to the assessment and recommendation of the Research Advisory Committee and the MERIWA policies as applicable from time to time. The participation of Industry in jointly sponsoring projects is strongly promoted by MERIWA, as this gives the best possible indication of the interest and value to Industry of the proposed research. Grants will therefore vary, and in general will not exceed 35% of the cash budget of the project with an overall cap of \$80 000 for large projects. Some discretion may be applied according to the project and its perceived value to the State.

## CONDITIONS OF GRANT

Following approval of the project by MERIWA, and the achievement of the required level of funding, including sponsorship, Agreements (Conditions of Grant) are executed between MERIWA, the Grantee, and the Applicants, and between MERIWA and the Sponsors. A proforma of the Conditions of Grant is available upon request. The Agreement covers the following items:

*Financing procedures:* Finance is made available in advance on a quarterly basis upon the receipt of a financial statement detailing expenditure to date and estimated expenditure for the next quarter.

*Reporting and publication* A quarterly report describing progress and results achieved during the past quarter must be provided for transmission to sponsors. Regular seminars should be held with sponsors and a detailed final report must be submitted, which will be published by MERIWA. Confidential information will be excluded if requested.

*Intellectual Property:* Guidelines and procedures concerning the negotiation, protection and exploitation of intellectual property are set out.

*Proprietary Equipment:* The Grantee becomes the owner of all equipment purchased with grant funds and must maintain it and arrange appropriate insurance cover.

## APPLICATION GUIDELINES

The following information and guidelines are provided to assist applicants and grantees when preparing their application.

### Page 1 --- Title page

- (a) **Applicant:** The Applicant is the person who will be supervising the study.
- (b) **Grantee:** The Grantee is the university, institution, incorporated body or company undertaking the research study. Funds will be paid to the successful Grantee.

### Page 2 --- Executive Summary

The value of the research project to Industry is reflected by its financial support of the project. Also, Industry's participation and technical interchange with the research team will ensure the results of the study are more definitive and more likely to be applied in practice.

For these reasons, MERIWA insists on obtaining maximum Industry sponsorship, and thought must be given to marketing the proposal to those Companies who will be invited to become joint sponsors of the study. *The application must be accompanied by a "Letter of Support" from potential industry sponsors indicating their endorsement of the project's benefit to industry and/or the community and their willingness to consider supporting the project with cash and, if required, in-kind support. A proforma accompanies this application form.*

The Executive who decides if his Company will sponsor a project may not be expert in the technology discussed or have the time to fully digest the technical details or the implications of the research proposal. The Executive Summary must therefore be a concise and easily understood precis of the proposal, describing the salient points, the costs and the benefits. It may be the only part of the proposal that is read by the decision maker and care must therefore be taken with its preparation.

The Executive Summary normally should be about one page in length and structured as follows: [Please use headings]

- A brief introduction giving the background of the research topic and the "state of the art" in this technology.
- The objectives of the research.
- A brief description of the research methodology, the programme proposed and where it will be undertaken.
- The estimated costs and duration.
- The potential benefits.

### Page 3 --- Participants

- (a) **Grantee:** University, institution, incorporated body or company undertaking the research study.
- (b) **Applicants:** Applicant 1 is the Project Supervisor or Research Team Leader who will be directly responsible for the conduct of the study. He/she should be closely involved and have a significant and regular time input.
- (c) **Other participants:** All other participants directly involved in the study must be listed.

### Page 4 — Project cost estimate

All direct costs budgeted for the study must be listed and divided as shown. A statement explaining and justifying these costs must be included with supporting information on page 8. The total of these costs is the estimated project cost to be considered for funding by MERIWA and sponsors.

*Salaries/wages:* The labour costs of all research personnel, technicians, plant operators, post graduate students, etc., who will be making a significant input to the study must be listed. Salary oncosts including payroll tax, holiday loading, workers compensation, superannuation, etc., *must be shown separately*. The labour costs of University tenured staff, company executive staff, etc., whose salaries are already paid from other sources, must not be included. Consulting costs must be fully justified.

*Proprietary equipment:* All major items of equipment which will be purchased for the study must be listed. Verification of these costs by official quotations may be required.

*Consumables:* This figure must include all sundry items and consumables.

*Maintenance:* (where applicable). e.g. The allowance made for the refurbishing of equipment which is to be re-utilised, or the maintenance of a pilot plant.

*Travel:* Only travel that is directly concerned with the project will be considered (e.g. travel to sponsors' minesites). Except in special circumstances, travel to conferences will not be funded by MERIWA.

*Other:* Overheads chargeable by the Universities, CSIRO, etc. to cover that proportion of the cost of administration and facilities attributable to the project should be listed. Services which are purchased or contracted out should also be listed, and where appropriate, supported by quotations. Refer to MERIWA Policy document to determine the level of support available from MERIWA. Remember that Industry Sponsors will probably have different guidelines so the budget should reflect the true estimated costs of the project.

— **Indications of Industry Sponsorship:** List sponsors who have indicated interest. Nominate if they are Confirmed in Writing, Confirmed Verbally, or Potential. *Don't forget the "Letter of Support" from each sponsor.*

The Executive Officer will discuss possible sponsorship with Applicants at an early stage to decide the level of financial support and method of approach (e.g., it might be appropriate to hold a seminar to solicit financial sponsorship). A co-ordinated approach to potential sponsors will then be made.

— **Summary:** Summarise the cost of the project and potential industry and other sponsorship/cash support to indicate the requested MERIWA sponsorship.

**Page 5 — Other Sponsorship/Cash Support:** List cash support from sources other than industry and MERIWA e.g. CRC, University, Applicants' institution/company etc.

— **Notional support provided for project:** List the value of all other support, services, or contributions in-kind made by the Grantee, Sponsors and other participants, not included in the project costs estimate. e.g. the cost of technical/supervisory support of tenured or executive staff, laboratory services, administration overheads, samples, data and information, site travel and accommodation etc.

— **Project Objectives:** The objectives of the research work must be clearly and concisely stated.

**Page 6 — Project description:** This section should comprise a description of the background of the research topic and review of the status of the relevant technology, including any related research currently being undertaken. Particular references of relevance should be quoted as part of this description, and a list appended. The technical justification for the research, the data required, the potential value of this new knowledge and the chances for success, should be stated. The research component of projects that also include development should be clearly defined and described.

**Page 7 — Work plan:** This section defines the strategy of the study, the techniques to be applied and a detailed programme including a time frame. A bar chart or its equivalent showing the planned duration of each stage, 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 you must list milestones for outcomes and deliverables.

**Page 8 — Supporting information:** Brief statements explaining or justifying cost estimates, a summary of research experience in relevant areas, or papers given in related areas of technology, etc., should be included in this section. Researchers' CVs and lists of papers should be brief and *relevant to the study*.

— **Referees:** The names should be listed of two referees not directly involved in the study, but who would be willing, when contacted by MERIWA, to provide an independent opinion of the project proposal. Ensure they know you are nominating them and stress the need for timeliness of their reports to allow proper assessment of the application by MERIWA.

**Page 9 — Confidentiality:** Please ensure all appropriate persons sign this page.