

RFP for entities to implement the subsidy “Verification of technologies for contaminated water management (Demonstration Project for Verification Tests of Tritium Separation Technologies)” project in the FY2013 Supplementary Budget

2-2

# Procedure for implementation of the project

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June 3, 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. Until adoption of the entities
2. Until commencement of the project
3. After commencement of the project

# 1. Until adoption of the entities

| Procedure                               | Actors in charge  | Timeline   | Remarks                                |
|---|---|--|--|
| Announcement of the RFP                 | Management Office*  | May 15, 2014   | Finished                               |
| Information session of the project      | Management Office   | June 3, 2014   | Finished                               |
| Submission of the application documents | Applicants → Management Office  | June 17, 2014 (deadline)                                   | Refer to page 8 and 9 of this document |
| Evaluation                              | Review Committee for the Project of Decommissioning and Contaminated Water Management | Review Committee will be held at End-July 2014 (scheduled) | Refer to page 10 of this document      |
| Reporting of the results                | Management Office → Applicants  | End-July 2014 (scheduled)                                  |  |

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

## 2. Until commencement of the project

| Procedure                                      | Actors in charge  | Timeline                            | Remarks  |
|--|---|-------------------------------------|--|
| Application for the subsidy                    | Adopted entities → Management Office  | Approx. two 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 | August 2014                         | The actors will discuss the contents of the project, breakdown of expenses, and intellectual property. |
| Decision on granting the subsidy               | Management Office   | August 2014                         |  |

### 3. After commencement of the project

| Procedure   | Actors in charge                                   | Timeline  | Remarks   |
|---|--|---|---|
| Commencement of the project                                 | Adopted entities                                   | After the decision on granting the subsidy  |   |
| Progress report   | Adopted entities → Management Office               | Upon request from the Management Office (Reporting is supposed to be requested periodically.)       |   |
| Completion of the project                                   | Adopted entities                                   | March 31, 2015 at the latest (Adopted entities may complete the project earlier than this date.)    |   |
| Report of results   | Adopted entities → Management Office               | April 10, 2015 at the latest (Within 30 days after completion of the project, if completed earlier) | Refer to page 12 of this document   |
| Auditing of expenses; Decision of the amount of the subsidy | Management Office → Adopted entities               | After receipt of the Results 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 on 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 for 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 (1/2)

|  |                 |   |
|--|-----------------|---|
| 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.)   |
| Method of submission                           |                 | Hand-carry, postal mail, e-mail, etc.<br>(No application documents will be accepted via fax.)   |
| Number of copies needed                        |                 | If submitted via hard copies: 10<br>If submitted via electronic media: 1<br>(If you submit the documents via electronic media, the files must be made in the format of PDF.)  |
| Application documents<br>(Japanese or English) | Application     | Form 1 of the “Guidelines for applying”   |
|  | Plan proposal   | Form 2 of the “Guidelines for applying”<br>【Main items to be described】<br>Details, method and plan of the project<br>Description of the relevant technical capabilities for implementation of the project<br>Description of the financial basis which is necessary for implementing the relevant subsidized project<br>Estimated amount of the subsidies applied for, etc. |
|  | Other documents | 【Main items to be described】<br>Corporate and organization data<br>The financial results, statement of revenues and expenses<br>The articles of association or the act of endowment, etc.   |



## 1. Regarding the application documents (2/2)

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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 (personal information, information which is likely to cause harm to legitimate interests of the corporation, etc.) shall be the subject of disclosure in accordance with the 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 the application.
- If the application documents contain invention, design, other information which can lead to acquisition of intellectual property rights, the applicant must take necessary measures before application on their own responsibility and decision.
- Submission of the application documents does not imply transfer 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 for 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 and other relevant documents).
- The Review Committee for the Project of Decommissioning and Contaminated Water Management, consisting of experts, shall evaluate the application.
- Applicants may be requested to make a presentation, if needed (The applicants required to make the presentation shall be informed of the schedule, etc. individually).
- Interviews and on-site inspections may be conducted, if needed (The applicants shall be informed of the schedule, etc. individually, if the interviews and inspections are decided to be conducted).
- Applicants may 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 for 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 report of results

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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 results 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 these inspections.
- The subsidized project operating entity shall keep accounts on any expenditures for the subsidized project with dedicated account books accompanied by all written evidence in a way that is clearly differentiated from the other accounting. The Management Office shall check the books and evidence 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 that you fully understand the Subsidized Project Administration Manual for accounting procedures of the subsidy.
- Examples of points of attention are the 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 evidence 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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