

Solicitation of entities to implement with subsidies “Subsidy to Project of Decommissioning and Contaminated Water Management (Project of Development of Fundamental Technologies for Retrieval of Fuel Debris and Internal Structures)” and “Subsidy to Project of Decommissioning and Contaminated Water Management (Project of Upgrading Approach and System for Retrieval of Fuel Debris and Internal Structures)” in the FY2014 Supplementary Budget

Procedure for implementation of the project

June 30, 2015

 **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

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*	June 23, 2015	Completed
Information session of the project	Management Office	June 30, 2015	Today
Submission of the application documents	Applicants → Management Office	July 21, 2015 (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 in late August, 2015 (scheduled)	Refer to page 10 of this document
Reporting of the results	Management Office → Applicants	Late August, 2015 (scheduled)	

2. Until commencement of the project

Procedure	Actors in charge	Timeline	Remarks
Application for the subsidy	Adopted entities → Management Office	Immediately following adoption	Refer to Page 11 of this document
Adjustment of the details of the project, etc.	Ministry of Economy, Trade and Industry (METI), The relevant organizations, Adopted entities, and Management Office	~Late September, 2015	The actors will discuss the contents of the project, breakdown of expenses, etc.
Decision on granting the subsidy	Management Office	Late September, 2015 (scheduled)	

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.)	Project implementation situation, situation of expenses, etc.
Completion of the project	Adopted entities	March 31, 2017 at the latest (Adopted entities may complete the project earlier than this date.)	
Report of results	Adopted entities → Management Office	April 30, 2017 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	

Points of attention in the procedure

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	July 21, 2015 12:00 noon (Japan time), 3:00 GMT. No application will be accepted after the deadline.	
Place of submission	Management Office (Mitsubishi Research Institute)	
Method of submission	Hand-carry, postal mail, email (We do not accept the documents sent through FAX.)	
Number of copies	Hand-carry or mail: 15 of hard copies plus one electronic medium Email: one electronic medium (As for the format, PDF is recommended.)	
Application documents (Japanese or English)	Application form	Form 1 of the “Guidelines for applying”
	Outline of Subsidy Project	Form 2 of the “Guidelines for applying”
	Certificate of Conformance	Form 3 of the “Guidelines for applying”
	Input/output information	Form 4 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 (2/2)

- The submitted application documents shall be released only to the review committee, the staff of the Government, the Nuclear Damage Compensation Facilitation Corporation (NDF) 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.
- Applicants are required to admit TEPCO or other organization to utilize the results obtained through this project for measures for decommissioning and contaminated water management at the Fukushima Daiichi NPS under the mutually acceptable conditions if they request to do it.

2. Regarding the evaluation

- Applicants shall be evaluated based upon the application 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

Comment: procedures needed for the adopted entities

- The adopted entity shall submit the grant application for the subsidy. (The Management Office is entitled to ask the entities to amend the project contents or breakdown of the project costs as a condition of adoption.)
- Regarding the grant application submitted by the adopted entity, consultation and coordination among METI, the relevant organizations, 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

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.
- As a general rule, the entities must prepare evidence documents in Japanese or English; and they must be shown to the Management Office in Japan. It could take a few months to settle the amount of the subsidy because the Management Office has to check out all of the account ledgers and evidence documents.
- The subsidies shall be paid after the amount is decided based upon the result report.

Main documents concerning this project

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

No.	Title	Main contents
1	Guidelines for applying to the Project of Development of Fundamental Technologies for Retrieval of Fuel Debris and Internal Structures, and Guidelines for applying to the Project of Upgrading Approach and System for Retrieval of Fuel Debris and Internal Structures	<ul style="list-style-type: none"> • Project purpose, explanation of the details • Explanation of application requirements, application procedure, etc. • Explanation of method of evaluation, evaluation criteria, etc. • Explanation of method of grant decision etc.
2	The Decommissioning and Contaminated Water Management Project Implementation Guidelines	<ul style="list-style-type: none"> • Basic concept of implementation of this project
3	Grant Policy for Subsidy for the Decommissioning and Contaminated Water Management	<ul style="list-style-type: none"> • Basic concept of grant of the subsidy
4	The Decommissioning and Contaminated Water Management Project Cost Subsidy Grant Guidelines	<ul style="list-style-type: none"> • Concrete procedure, etc. regarding grant of the subsidy
5	Subsidized Project Administration Manual	<ul style="list-style-type: none"> • Procedure for accounting in the subsidy project (Refer to the next page) • Items in preparation for inspection for the subsidy project

Remarks

- 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, profits included in the procurement are not permissible.

memo

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