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**Mauritius Research Council**

**(A National Innovation Initiative)**

**Guidelines to Applicants**

**Collaborative Research and Innovation Grant Scheme**

**11 April 2018**

**PRIVACY STATEMENT**

The information requested on these proposal forms is solicited under the authority of the Ministry of Technology, Communication and Innovation. It will be used in connection with the selection of qualified proposals and may be disclosed to qualified experts and the staff of the Mauritius Research Council as part of the review process, award decisions, or the administration of awards.

**Note:**

1. Proposals not meeting the proposal content requirements which are listed and explained in this solicitation will not be considered.
2. The Research and Development Working Group (RDWG) reserves the right to revise and amend the terms and conditions laid down in this solicitation as and whenever necessary.

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# INTRODUCTION

Under this Proposal Solicitation, the Research and Development Working Group (RDWG), as defined in Section 2.8, co-chaired by the Executive Director of the Mauritius Research Council (MRC) and the Chief Executive Officer of Business Mauritius (BM), in collaboration with the Ministry of Technology, Communication and Innovation (MoTCI), invite **local** Companies or a consortium ranging from Micro, Small and Medium[[1]](#footnote-1) Enterprises, to Large Companies to submit proposals for innovative, collaborative research and development projects with commercial potential, in partnership with a **local** Academic/Research/Tertiary Education Institution(s). **In addition to the** **local partner**, the local Company may also choose to partner with overseas companies/Academic/Research/Tertiary Education Institution(s).

## 1.1 Aim

The Collaborative Research and Innovation Grant Scheme (CRIGS) aims to improve the competitiveness of Mauritius through collaboration between Research and Industry.

# SCHEME DESCRIPTION

## 2.1 Objective

CRIGS expands the Research/Industry Partnership to establish sustainable joint venture opportunities for Mauritian companies. The RDWG encourages synergism in the proposed research project where a multi-disciplinary team approach is required, in which the project leader is from the local company and the project investigator(s) is/are from local and/or overseas research institution(s). CRIGS aims to combine the strength of all participating entities by coupling entrepreneurial skills to high technology research efforts.

The ultimate objective of the project will be to develop innovative products, processes, and/or techniques for commercial competitiveness and sustainability of enterprises.

## 2.2 Emphasis

Project proposals will be accepted in areas of industry-oriented research that will enhance socio-economic benefits. Proposals will have to be in line with the list of priority areas identified and communicated by the RDWG. Proposals must contain innovative concepts with a view to sharpening the competitive edge in line with the agreed principles of sustainable development.

This scheme emphasizes on three (3) specific phases of innovative concept(s)/project(s) of collaborative efforts.

**A local Company may submit a proposal under any of the three (3) phases.**

## 2.3 Phase I – Concept Feasibility

In Phase I, the applicant has to show the scientific, technical, innovative and commercial merit of the collaborative research project. The work proposed for Phase I should be a base for progression to Phases II and III.

## 2.4 Phase II – Concept Refinement

The objective of Phase II is to continue the research efforts from Phase I. Local Companies which have not been recipient of funding for Phase I may also submit proposals under this phase.

## 2.5 Phase III – Commercial Application

The objective of the third phase is to pursue the commercial application of the products, processes, and/or techniques developed in Phases I and II to stimulate innovation and recover the investment. Project leaders/collaborators may seek additional sources of funding from other funding bodies/agencies after the completion of the Phase III funding period. Local companies which have not been recipient of funding for Phases I and II may also submit proposals under this phase.

## 2.6 Project Duration, Funding and Disbursement Schedule

The RDWG anticipates to award a **matching grant** of up to **Rs5M** per project for a project duration not exceeding **24 months**.

* The applicant(s) will have to contribute at least the equivalent amount **In Cash** and/or **‘In kind’** (as defined in Section 4.10).
* The financial **in cash** contribution of the applicant(s) should be **at least 40% of the grant** **being contributed by Government** through the RDWG.
* The remaining of the matching grant should be reflected in the ‘In kind’ contribution.

The project funding covers Phases II to III (Sections 2.3-2.5). Awards will be made on a competitive basis.

**Note**: 'Matching grant' implies that the applicant will have to contribute at least the equivalent of the funding being requested by the RDWG.

For the first milestone of each phase, funding will be released upon signing of the contractual agreements by all parties concerned to enable the grantee to initiate the project.

For each phase, further disbursements will be made to the local Company on a milestone basis, upon receipt of a satisfactory progress report for each of the specified milestones together with a certified statement of accounts and invoices, showing how the funds have been utilised.

**Extension:** The period of performance is normally up to 24 months. In exceptional cases, depending on the nature of the project, the RDWG may decide to grant an extension for the successful completion of the project. In such a case, the grantee should make a request for extension with proper justifications, at least six (6) months prior to the project completion date**. However, no additional funding would be provided.**

**Budget Reallocation -** Any redefinition and reallocation in the agreed tasks and associated budget described in the Section B can only be carried out in consultation with MRC which, if satisfied, will authorise the necessary amendments. The MRC may seek the approval of the RDWG for any reallocation requested by the grantee.

The Budget should reflect cost for work to be done only after the effective date of the award. Any cost incurred prior to the issuance of an award document is at the grantee's own risk.

Budgets for each proposed activity must be justified and related to the needs of the project.

## 2.7 Project Monitoring

The MRC will be responsible to monitor the proposed activities of the project on a milestone basis as specified in the application. Any decision on major issues related to the project will be addressed by the RDWG.

## 2.8 Research and Development Working Group (RDWG)

The RDWG is a committee operating under the aegis of the Ministry of Technology, Communications and Innovation. The RDWG comprises of representatives from relevant institutions and experts from appropriate fields and is responsible for taking decisions on proposals/projects.

# ELIGIBILITY

The prime objective of the local Company and collaborating entities (as defined in Sections 4.5 and 4.6.) should be in line with the ultimate objective of this scheme as defined in Section 2.1.

Under this scheme, a local Company (Micro, Small, Medium, Large) wishing to undertake a project must partner with a **local** Academic/Research/Tertiary Education Institution(s), either private and/or public.

The local Company may also wish to collaborate with:

* any other Academic/Research/Tertiary Education Institution(s) located locally and/or internationally;
* any other local/overseas Company(ies) (Micro, Small, Medium, Large).
* Non-Governmental Organisation(s) (NGO(s))

**Any proposal submitted under this scheme should comprise of one local Company and at least one partner from a local Academic/Research/Tertiary Education Institution(s)**

**No awards will be made to applicants who are already recipient of full project funding from other agencies for the same or any similar project.**

## 3.1 Eligibility of Applicant - The local Company

Only companies registered in the Republic of Mauritius, including Micro, Small and Medium enterprises, and large companies are eligible to submit proposals under this scheme (as defined in Section 4.5). The applicant should outline how the collaboration will increase the likely impacts of the research and innovation.

The company should provide a copy (hard or soft) of the last audited financial statements (income and expenditure) within the last two years, signed and certified by an independent third party. New enterprises (between one to three years) should give an estimate of their previous and current year’s budget (income and expenditure).

## 3.2 Eligibility of Research Collaborating Partner

The Research Collaborating Partner (as defined in Section 4.6), will be a public and/or private Academic/Research/Tertiary Education Institution(s) which is involved in research.

## 3.3 Eligibility of the Project Leader

The Project Leader must be employed by the local Company submitting the project proposal. The individual who is proposed as the Project Leader at the time of the submission of the proposal is expected to be the Project Leader at the time of the inception of the project. A change in Project Leader prior to an award could affect whether an award will be made.

## 3.4 Other Eligibility Criteria

The application should also meet the following criteria for eligibility:

* Relevance to the objective of the scheme
* Priorities of the Call for Proposals
* Relevance to the particular needs of the Private Sector
* Particular added-value elements
* Capacity to innovate
* Capacity Building

## 3.5 Management of the Collaborative Research and Innovation Grant Scheme

The local Company must provide satisfactory evidence that it will exercise management, control and audit of the performance of the funds to be allocated under this grant. Regardless of the proportion of the work or funding of each of the participants under an award, the local Company is to be the grantee with overall responsibility for performance.

# DEFINITIONS

The following definitions apply for the purposes of this solicitation:

4.1 Project Leader - The single individual designated by the grantee in a grant application as the key person who is responsible for the overall direction of the project.

**For administrative purposes, an individual from the local Company involved must be designated as the Project Leader. All correspondences and queries will be addressed to the Project Leader.**

4.2 Research - Any activity which is a systematic, intensive study directed toward greater knowledge or understanding of the subject studied or a systematic study diverted specifically toward applying new knowledge to meet a recognised award.

4.3 Development - a systematic application of knowledge toward the production of useful materials, devices, systems, processes or methods, including design and improvement of prototypes to meet specific requirements.

4.4 Innovation -“Innovation” means both radical and incremental changes to products, processes or services, including the implementation of a new or significantly improved product (good or service), or process, a new marketing method, or a new organizational method in business practices, workplace organization or external relations.

4.5 Local Company- Any locally based company (including Micro, Small and Medium enterprises, and large companies) registered at the Registrar of Companies in the Republic of Mauritius for at least 1 year.

4.6 Research Collaborating Partner(s)-An organisation, either public or private, which is involved in research and development at a post-secondary level. This includes all recognised/accredited tertiary/higher education institutions, polytechnics and research institutions. For overseas Research Collaborator(s), they must be officially accredited with the relevant authorities in their country of origin.

4.7 Research Collaborator(s) - A single individual designated to contribute to the project from the research institution/organisation.

4.8 Project Collaborator(s) - A single individual which may be either from an industry or research institution/organisation and will be contributing to the project.

4.9 Collaborative Research and Development- Research and Development conducted jointly by a local Company and its Collaborating Partner(s). Part of the work may be contracted out to a third party, if needed.

4.10 ‘In kind’contribution- The ‘In kind’ contribution to be made by the applicant may entail the following:

* specialised equipment/facilities;
* Space, including utilities;
* human resources directly involved in the project

4.11 Grantee- The local Company submitting the proposal is the grantee and the funds will be released to this company.

# METHOD OF SELECTION AND EVALUATION CRITERIA

* Proposals will be screened by the MRC to determine responsiveness to the specific requirements of the solicitation.
* Each proposal will be evaluated on its merits by the RDWG.
* The Project Leader and the key research collaborators may be required to make a presentation of the proposal to the RDWG.
* The RDWG may select a panel of experts in relevant fields to evaluate projects, if deemed necessary.
* RDWG is under no obligation to fund any proposal or any number of specific proposals on a given topic.

## 5.1 Administrative Screening

MRC will review each proposal to determine if it satisfies all the requirements described in this guideline.

* Non-responsive proposals will not be considered.
* *Due diligence* will be conducted at the time of Administrative Screening. The application form and the proposal will be assessed to ensure it meets eligibility requirements.
* Where necessary, the RDWG reserves the right to request a *site visit* of the company premises (e.g. for new enterprises) to assess whether the company has the necessary infrastructure to carry out the proposed project.

## 5.2 Merit Review

Responsive proposals will be competitively evaluated in a process of merit review by the RDWG. As pointed out in Section 5 above, the RDWG may select a panel of experts in relevant fields to evaluate projects. The review panel may be from Universities, Government, Research Laboratories and Industries, and Private companies, both local and overseas. The review panel will remain anonymous to the local Company, including its Project Leader and their Collaborating Partner(s).

In all instances, proposals will be handled on a confidential basis and care taken to avoid conflicts of interest. Evaluations will be confidential to MRC, RDWG, Ministry of Technology, Communication and Innovation and to the Project Leader. The RDWG will be responsible for the final evaluation and decision taking.

**5.3 Evaluation Criteria**

In the merit review process, consideration will be given to each of the following five criteria:

1. Compliance to requirements and identified strategic areas.
2. The soundness of the collaborative project proposal plan to establish the probable technical and commercial feasibility of the concept. The plan must specifically address the amount and type of work to be performed both by the local Company and by the collaborating entities and describe the necessary cooperation and coordination.
3. The uniqueness/ingenuity of the proposed concept or application as an innovative and sustainable concept.
4. The potential of the proposed concept for significant commercial application and economic benefit; the likelihood that the proposed work could lead to a marketable product or process; the likelihood that the project could attract further development funding after the MRC agreement ends; and the success of the company's past commercialisation efforts.
5. Qualification and experience of the Project Leader, the Collaborating Partners, other key staff, and consultants in relation to the proposed research, including the strength of their commitments; and the availability of instrumentation and facilities.

## 5.4 Selection for Award

RDWG may not support all the meritorious proposals that are recommended for funding.

* Evaluation scores, rankings, and comments from review panels are advisory to RDWG.
* In addition to evaluation and comments from review panels, RDWG will consider the commercial potential, national priority, programme balance and other factors in making award decisions.

**Note**: Research work leading to a PhD are not supported under CRIGS. However, an applicant can submit a proposal for further development of a completed PhD research, which would lead to commercialisation.

## 5.5 Debriefing

When an award or declination is made, the Project Leader may receive:

* verbatim copies of reviews, excluding the names of the reviewers;
* summaries of review panel deliberations, if any;
* a description of the process by which the proposal was reviewed; and
* the context of the decision

# PROPOSAL PREPARATION INSTRUCTIONS AND REQUIREMENTS

## 6.1 Contact with MRC

Request for copies of this solicitation as well as questions relating to this scheme may be addressed:

either by post to the

Executive Director

Mauritius Research Council

Level 6, Ebene Heights,

34 Cybercity, Ebene 72201

Mauritius

Or by email using the following addresses:

mrc@intnet.mu or crigs@mrc.intnet.mu

Potential applicants may request a first meeting with the MRC to familiarise themselves with the key requirements for preparation of their submission.

Once the proposal is sufficiently developed, applicants may request a pre-proposal submission meeting with the Research and Development Working Group (RDWG) to clarify final details prior to submission. This meeting should involve at least both the Project Leader and Research Collaborator.

**6.2 Proposal Preparation**

* Proposals not meeting the requirements below will not be considered.
* Proposals should be limited to a maximum of 15 consecutively numbered pages (single or double-spaces) including Cover Page, Project Summary, Main Text and References. The CVs of the Project Leader and Collaborating Partner(s) and other personnel from the company and the collaborating institution(s) should be attached together with the application.
* Pages devoted to CVs are not included within the 15 page limit of the proposal.
* Standard A4 size page should be used.
* A proposal must contain adequate information to be reviewed as an innovative project. RDWG reserves the right not to submit to technical review any proposal which it deems to have insufficient scientific or technical information.
* **For applications submitted under** **Phase II - Concept Refinement**, a report/evidence should be submitted to demonstrate that work equivalent to Phase I - Concept Feasibility has already been undertaken by the applicant.
* **For applications submitted under** **Phase III - Commercial Application**, a report/evidence should be submitted to demonstrate that work equivalent to Phase I - Concept Feasibility and Phase II - Concept Refinement, have already been undertaken by the applicant.

## 6.3 Submission of proposals

Under this scheme, applications can be submitted any time during the year. Awards will be made on the merits of the proposal on a first come, first serve basis.

Guidelines for filling the application forms are defined in Section 9.

**A soft copy version of the proposal should be submitted, together with one original hard copy version.**

Proposals which do not adhere to requirements of this solicitation will not be considered. Evaluation and processing may require up to one (1) month for completion.

No information or proposal status will normally be available during the evaluation and processing period.

The proposal should be addressed to:

**The Executive Director**

**Mauritius Research Council**

**Level 6, Ebene Heights,**

**34 Cybercity, Ebene 72201**

**Mauritius**

**Tel: (230) 465 1235**

**Fax: (230) 465 1239**

**E-mail:** [**mrc@intnet.mu**](mailto:mrc@intnet.mu) **/** [**crigs@mrc.intnet.mu**](mailto:crigs@mrc.intnet.mu)

**Website: http://www.mrc.org.mu**

# PROPRIETARY INFORMATION, RIGHTS IN DATA AND INVENTIONS

7.1 Proprietary Information in Proposals - Information contained in unsuccessful proposals will remain the property of the applicant, but MRC will retain file copies of all proposals.

Applicants should limit proprietary information to that deemed essential for proper evaluation of the proposal. Proprietary information may be included in the body of the proposal or set apart from other text. Any proprietary information included in the proposal must be clearly marked by sentence or paragraph, as proprietary. Confine it to those critical items that, if disclosed, could jeopardise the obtaining of patents or could reveal trade secrets or commercial or other financial information that could adversely affect the competitive position of the applicants.

Proprietary information submitted to MRC will be treated in confidence, to the extent permitted by law, if it is clearly identified. Without assuming any liability for inadvertent disclosure, MRC will limit dissemination of properly marked information to its employees and, as necessary for the evaluation of the proposal, to outside reviewers on a confidential basis.

7.2 Rights in Results Developed under this grant - The grantees may retain rights in technical data, information, know-how, inventions, including software developed under this grant. The Final Report delivered under this grant, including technical data, may be made available to the public by the MRC and the RDWG except for that portion of the report containing technical data properly identified and marked. Such data must be clearly labelled as proprietary and marked with a legend similar to the following:

*"The following is proprietary information which (name of grantee) requests not to be released to persons outside the MRC, the RDWG and the MoTCI except for purposes of evaluation, for a period of four years from the expiration of Grant No……….."*

***The Council may assist the grantee in identification and protection of Intellectual Property Rights developed as a result of funding provided under this scheme.***

***Sharing of Intellectual Property Rights among the collaborating partners will be subject to research/consortium agreements that most closely meet their requirements.***

# OTHER CONSIDERATIONS

## 8.1 Awards

Awards will be made normally for up to a twenty-four (24) month period.

Prior to any award, the RDWG may require certain organisational, management and financial information for administrative purposes to ensure that the applicant adheres to certain business and financial standards. When requested by the RDWG, this information should be returned to the requesting office as expeditiously as possible. All information received will be dealt with strictest confidentiality.

## 8.2 Grantee Commitments

In the event of an award, the grantee will be required to make certain legal commitments through acceptance of the terms and conditions of the funding agreements. A copy of the funding agreement may be made available upon request.

## 8.3 Reports

**Final Report**. One (1) copy of a comprehensive Final Report must be submitted to MRC within 30 days after the end of the funding period.

All Final Reports must carry the following acknowledgement on the cover page: *"The material is based upon work supported by the Research and Development Working Group under award number …………….. Any opinions, findings, and conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the RDWG."*

The Final Report shall include:

* a verbatim statement of the project objectives;
* a summary description of the research carried out;
* the research findings or results; and
* the potential commercial applications of the research.

The balance of the report should describe in detail the above topics as well as any problems addressed during the technical feasibility.

**The Final Report delivered under the grant may be made available to the public by the MRC and the RDWG, except for that portion of the report containing technical data properly identified and marked as set forth in Section 7.5 below.** To the extent permitted by the Act of the Council, except for evaluation purposes, MRC will not release properly identified and marked data and information outside the Government of Mauritius without the approval of the grantees for a period of four years from the expiration of the grant award.

An acknowledgement of the support and disclaimer must also appear in publications of any materials, whether copyrighted or not, based on or developed under the RDWG - supported projects.

## 8.4 Dispute Settlement

**Any dispute or difference arising out of the interpretation or implementation of the project shall be settled amicably or through recourse to arbitration.**

## 8.5 Additional Critical Information

* **Management Responsibility -** The performance of the Project Leader and other employees or consultants who carry out the proposed work is to be managed by the Local Company concerned receiving the Collaborative Research and Innovation Grant.
* **Accuracy of Information -** The proposing organisation and the Project Leader are responsible for the accuracy and validity of all the administrative, fiscal, and scientific information in the proposal.
* Deliberate withholding, falsification, or misrepresentation of information could result in administrative action such as declination of a proposal or the suspension and/or termination of an award as well as possible criminal penalties.
* **Audits -** Projects are subject to regular technical and financial audits by MRC or independent assessors to be appointed by MRC/RDWG. Unsatisfactory reports may lead to termination of the award and reimbursement of funds.
* **Changes in Project Leader, Organisation, or Research/Project Collaborator status -** Any changes of the Project Leader must be requested in writing at least 30 days prior to the change (except in exceptional circumstances) and must be approved by the MRC. MRC should be notified promptly if there is any change in the name, address and status of the Local Company or if the Collaborating Partner changes.
* **This Scheme Solicitation is intended for Informational Purposes and Reflects Current Planning.** If there is any inconsistency between the information contained herein and the terms of any resulting RDWG grant, the terms of the grant are controlling.

# Application form/Proposal Format guidelines

* The Application Form can be downloaded from the MRC website.
* Each completed application form should be submitted with

1. A project proposal including all the items listed from “A” to “M” as described below.
2. CVs of all key collaborators
3. A signed Collaborative Agreement
4. A copy of the last audited financial statements

* The hard copy version of the application form, proposal and supporting documents should contain original signatures of all relevant persons, and the heads of all parties involved in the project.

A. Cover Page

The title of the proposal should be brief, technically valid, intelligible to the non-scientist or engineer, and suitable for use in the public press.

B. Project Summary

* Identify the problem or opportunity and project objectives.
* Describe the project anticipated results and **potential commercial applications of the initiative.**
* To assist in determination of potential Intellectual Property Rights that may arise from this project, please provide information on prior art search undertaken.
* Be brief, clear, concise and intelligible.

The summary should be limited to a maximum of 200 words. In the event of any award, this information may be made public.

C. Identification and Significance of the Problem or Opportunity - Make a clear statement of the specific research problem or opportunity addressed and its importance. This section will begin page 3 of your proposal.

### D. Background

* Describe the overall background and technical approach to the problem or opportunity and how the proposed project will provide the anticipated results.
* Highlight the innovativeness and originality of the project.
* State the anticipated results and potential commercial applications if the project is successful, including the significance of the base to attract, beyond the funding period, follow-on investment for product or process development and to stimulate or achieve innovation.

E. Project Aim and Objectives - List the aim and explain the specific objectives to be accomplished in the course of the project, including the questions it will try to answer which determine the feasibility of the proposed approach.

F. Project Plan - This is a key section and should be about one-third of the total proposal - four (4) or more pages. Describe the project plan in detail.

* Indicate not only what is planned, but also how the research will be carried out.
* List the activities to be carried out and the expected deliverables for each activity. The activities should be in line with Section C of the Application Form.
* Include a technical discussion of the proposed concept, the methods planned to achieve each objective or task, and the sequence of project activities.
* Specifically address the amount and type of work to be performed both by the local Company concerned and by the collaborating partner(s) and describe the necessary cooperative, co-ordination and complementation. List key personnel involved in the project and describe the programmatic and fiscal arrangements for the collaborative project.

### G. Commercial Potential

* Describe the potential application of the project results in the marketplace and the plan to market and commercialise the innovative concept(s).
* Briefly describe the major competitive products in those fields; any significant advantages the approach has over existing technology in application, performance, technique, efficiency or cost; and how the local Company involved plans to move from research to commercialisation, as anticipated at this time.

### H. Related Research

* Describe significant and recent research directly related to the proposed effort;
* Describe how it relates to the proposed innovative project;
* Include a concise bibliography, if any.

I. Project Leader and Research/Project Collaborator **-**  Provide information on the Project Leader and Collaborating Partner(s) and other personnel from the company and the collaborating institution(s) which shows that they have adequate qualifications/experience to undertake the collaborative effort.

J. Consultants-*Exceptionally*, when in addition to the efforts of both the Project Leader and the Collaborating Partner, the services of a consultant will be required, the following information should be provided:

* the qualifications of the consultant;
* the tasks to be performed by him/her;
* evidence of the commitment of the consultant;
* and the agreed consultancy rate to participate in the project.

K. Equipment, Instrumentation, Computers and Facilities-Describe the necessary equipment, instrumentation, computers and physical facilities required to carry out the research and/or analytical efforts including the availability and location, at the local Company, at the collaborating institution(s), or elsewhere. This grant covers investment in specialised equipment.

L. Current and Pending Support of Project Leader and Research Collaborator-Provide information about **all** research to which the Project Leader and the Research Collaborator(s)have committed time for during the period of the Collaborative Research and Innovation Grant Scheme. Provide the following information:

* Amount of time that has been or will be committed to other projects during the period of the proposal.
* Indicate whether this proposal has been submitted for funding to any other organisation or agencies (local and/or overseas).

### M. Prior Clearances/Approvals

Each of the parties will use all reasonable endeavours to obtain all regulatory and ethical licences, consents and approvals necessary to allow it to carry out the activities allotted to it under the project.

N. Written Collaborative Agreement-The local Company must provide a written Collaborative Agreement between the company and the collaborating partner(s) involved in the project. The Agreement could cover the allocation of intellectual property rights and rights, if any, to carry out follow-up research, development, and/or commercialisation.

A model agreement relating to these issues is provided in **Appendix A** of this solicitation. This model is for guidance only and may be modified by the parties. The agreement must be signed by the head of the company and the head of the collaborating partner(s).

**ENDIX A**

**Mauritius Research Council,  
Level 6, Ebène Heights,  
34 Cybercity,  
Ebène  
   
Tel: (230) 465 1235  
Fax: (230) 465 1239  
Email:** [**mrc@intnet.mu**](mailto:mrc@intnet.mu) **Website:** [**http://www.mrc.org.mu**](http://www.mric.mu/)

1. **Micro:** Having an annual turnover of not more than 2 million; **Small:** Having an annual turnover of More than 2 million but not more than 10 million; **Medium:** Having an annual turnover of more than 10 million but not more than 50 million; **Large:** Having an annual turnover of more than 50 million [↑](#footnote-ref-1)