



ENVIRONMENTAL PROTECTION AGENCY
An Ghníomhaireacht um Chaomhnú Comhshaoil



**Science, Technology, Research & Innovation for the
Environment (STRIVE) Programme 2007 – 2013**

GUIDE FOR GRANTEES

**EPA Call for Cleaner Greener Production Programme
(CGPP) Proposals**



Cleaner Greener Production Programme

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The EPA STRIVE_CGPP Programme is funded by the Irish
Government under the National Development Plan 2007-2013

This document provides general guidance for successful applicants under EPA call for proposals who have been awarded a research grant as part of the Science, Technology, Research & Innovation for the Environment (STRIVE) Programme 2007-2013 – Cleaner Greener Production Programme CGPP5. For further information, please refer to the relevant *Terms & Conditions* document available on the EPA website (www.epa.ie).

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1. Introduction

Since 1994, the Environmental Protection Agency (EPA) research programme has supported R&D activities in a range of environmental areas. This work was carried out by researchers in third level institutions, state agencies, government departments, local and regional authorities, the private sector and individuals. During the National Development Plan (NDP) 2000-2006, the EPA provided €39m to support environmental research. This was administered through the Environmental Research, Technological Development and Innovation (ERTDI) Programme.

The EPA research programme for the period 2007-2013 is entitled Science, Technology, Research and Innovation for the Environment (STRIVE) and is based on the following:

- the Environmental Research Sub-programmes of the *National Development Plan 2007-2013*;
- the Government's *Strategy for Science, Technology and Innovation* launched in 2006;
- the EPA's most recent assessments of Ireland's environment;
- the EPA's strategy *2020 Vision – Protecting and Improving Ireland's Environment*;
- a series of workshops organised by the Agency, mainly during 2006, involving environmental policymakers, managers and researchers;
- the experience gained in previous EPA research programmes.

It also takes account of developments at EU level in respect of current environment and research programmes and of the wider international context.

The purpose of the Programme is:

To protect and improve the natural environment by addressing key environmental management issues through the provision of world-class scientific knowledge generated through a vibrant, competitive programme of research developed supported and co-ordinated by EPA.

The aims of the programme are to:

- Contribute to a better environment by delivering applicable and relevant Science, Technology, Research and Innovation data, information and knowledge, based on high quality science and technology,
- Develop new techniques, methods and systems for measuring, recording and predicting the quality of the environment,
- Identify practical methods for the integration of environmental considerations into policies and programmes of the main economic sectors,
- Provide knowledge to support the mainstreaming of environment in the NDP,
- Collaborate with and assist other Agencies in their environmental decision making by providing high-quality, relevant, responsive and timely scientific information and research results,
- Develop and integrate the environmental component of the knowledge economy, and ensure that environment is a key issue for research priorities at National Level,
- Ensure that emerging EU and National Environmental and Research plans, policies and legislation are supported and implemented within the research programme,
- Disseminate the findings of the individual research projects and the overall programme to the widest possible audience in a coherent and timely manner.

The funding for the programme is provided from a number of sources:

- €93 million provided in the Environmental Research Sub-programme of the NDP 2007-2013;
- €8 million provided for research in aspects of climate change, transboundary pollution and earth observation under the Inter Departmental Committee for the Strategy for Science, Technology and Innovation (IDC-SSTI);
- Co-funding with other state agencies and funding groups for projects / themes where such an arrangement would deliver synergies and increase the utilisation of results
- EPA core funding for staffing the management of the programme.

Other sources of funding for environmental research under the programme will continue to be developed as appropriate.

The STRIVE Programme consists of three key measures, two measures in support of these and seven principal thematic areas. Brief details of these are provided below:

Key Measures:

Measure 1: **Sustainable Development**

Measure 2: **Environmental Technologies and Cleaner Production**

Measure 3: **A Healthy Environment**

Support Measures:

Measure 4: **EPA Environmental Research Centre**

Measure 5: **Capacity and Capability Building**

Principal Thematic areas:

- **Air Quality, Atmospheric Deposition and Noise**
- **Sectoral impacts on Biodiversity**
- **Climate Change**
- **Soils and Landscape**
- **Socio-Economics**
- **Waste, Resource Management and Chemicals**
- **Water Quality and the Aquatic Environment**

2. Payment of the Research Grant

Funding is provided on a discretionary basis by the EPA to the Grantee. The term 'Grantee' is defined in the Notification of Award of Research Grant and includes the Lead Organisation, the principal investigator and project participants there defined. It means each of them separately and all of them together or any number of them collectively.

Grant awards are subject to the conditions specified in the relevant *Terms and Conditions* document.

Lead organisations will be responsible for all aspects of management and implementation of the STRIVE_CGPP project. All of the participants will be required to ensure that accurate accounts of expenditure are maintained. They should maintain appropriate

documentation to support and justify in particular the costs and time reported in their Cost Statements. This documentation must be complete (e.g. include reference material such as purchase order numbers, cheque numbers, etc.) and be accurate. They should be held separately from other project records and be retained for a minimum of three years after completion of the Programme. It should also be noted that normal accounting rules and procedures require that all financial records and information should be retained for seven years after the financial period to which they relate.

Grant aid will be made in the form of **reimbursement** of eligible costs incurred and paid. Eligible costs shall be reimbursed where they are adequately justified by the participant. This reimbursement will be made on the basis of submission of certified Cost Statements in respect of expenditure already incurred and paid for, together with appropriate supporting documentation. The only exception to this is **an initial advance payment of up to 50% of the approved funding for CGPP based grant awards**. This will normally be payable within two months of the issue of the notification of grant award.

Reimbursements will normally be made twice a year (in spring and autumn) provided that six-monthly technical and financial progress reports are submitted on time and that all relevant documentation is in order and has been **accepted and approved** by the EPA or its appointed representative (see the relevant *Terms and Conditions* document for details).

An amount of up to 35% of the EPA grant aid to the project will be retained in all cases pending satisfactory completion of the project. A project will be deemed to be completed satisfactorily, following the certification of the final cost statement, the submission of suitable publicity material and the approval of the final draft technical report for the project.

All accounts and financial management systems will be **subject to verification and audit** by the EPA and/or their appointed representative. These financial management systems must also be open to inspection by the Department of Environment Heritage and Local Government and/or the Department of Finance or their appointees for the purpose of their financial control and audit procedures.

Grantees will be required to present a **valid tax clearance certificate** prior to grant award in accordance with Department of Finance regulations. In the case of residents outside the State a tax clearance certificate should be obtained by completing form TC1 which is available from www.revenue.ie/doc/webtc1.doc. Completed forms should be returned to the office of the Collector-General, Sarsfield House, Limerick, Ireland. Grantees are required to provide valid **copies of Public and Employer's Liability insurance and where appropriate Professional Indemnity insurance**. Tax clearance and insurance documentation must be updated annually. Evidence of compliance with relevant Health and Safety legislation may be requested.

3. Project Management

Each project should have a single lead organisation with a defined principal investigator/project manager who will co-ordinate the research and drive the overall objectives. The Principal Investigator has the following specific responsibilities:

- oversee the coordination of the various sub-projects to ensure that all deliverables are met,
- ensure effective dissemination/networking activities. The dissemination and communication of research findings to stakeholders including policy makers, the research community and the public is a key objective for these projects, therefore personnel, time and budget should be made available for these tasks,

- ensure compliance with technical and financial reporting requirements (see section 4 below),
- organise and ensure attendance of all relevant parties at all meetings required (see section 5 below) during the lifetime of the project,
- where a project steering committee has been established, ensure that any recommendations made by it are addressed,
- organise and host dissemination seminars throughout the project as appropriate,
- ensure that relevance to policy is included in technical and final reports,
- ensure compliance with financial reporting guidelines,
- provide photos, logos etc as required for communication and dissemination purposes, and ensuring compliance with the programme requirements in regard to publicity and acknowledgement of funding,
- act as a focus for information exchange between, business, researchers and policy makers to ensure well founded scientific and economic knowledge informs environmental policy.

Principal Investigators and Project Managers should liaise regularly with the relevant STRIVE_CGPP officer, who is managing the project on behalf of the EPA.

4. Interim Reporting Requirements

Financial Reports (Cost Statements) and Technical Progress Reports should be submitted to the EPA during the lifetime of the project, via the EPA Grant Application & Project Management Portal (<http://epa.smartsimple.ie>), as per the schedule outlined in Table 1.

Table 1 – Reporting schedule

Project Types	Technical Progress Report	Financial Cost Statement
CGPP	28 th January & 28 th July	28 th January & 28 th July

It is the responsibility of the principal investigator/programme manager to ensure that reports are submitted on time and that they are of a satisfactory standard that clearly details progress on the project. Any difficulties arising should also be reported as well as the actions planned to overcome these difficulties.

The information provided in these reports, may be used by the EPA, to report to the NDP managing authorities as specified by the Department of Finance NDP/CSF Audit and Evaluation Unit.

5. Research Project Meetings

Progress meetings will be required for all CGPP based awards including an initial kick-off meeting and regular interim meetings as outlined below.

A kick-off meeting should be held within two months of the project start-up and should be attended by the STRIVE_CGPP officer and the project team. The purpose is to formally initiate the project, to review the project plan (including any agreed revisions) and to discuss project management.

Participation/Attendance at STRIVE_CGPP Seminars is required during the lifetime of the project.

6. Deviation from original proposal

The Grantee should ensure that the project is not altered or adjusted without prior written consent from the EPA.

Project Extension (at no extra costs)

In the event of a project encountering delays, it is the responsibility of the Grantee to request a time extension (at no extra cost) to the EPA as soon as it has become clear the project will not be completed within the agreed timeframe. The request should be made via the EPA Grant Application & Project Management Portal (<http://epa.smartsimple.ie>). A project is considered completed once the Final draft technical Report(s) has (have) been signed-off and all financial reporting obligations have been met.

Budget Reallocation

When required, the Grantee can request reallocation of funds among the different categories of the budget (e.g. Salary, Consumables, Equipment, Travel & Subsistence, Sub-contracts, etc...). The request should be made via the EPA Grant Application & Project Management Portal (<http://epa.smartsimple.ie>). Normally, the total re-allocation between budget categories should not exceed 15% of the total project budget. The Grantee should ensure that the proposed reallocation is within the agreed budget.

Travel Outside EU Request

Actual travel and related subsistence costs (including those based on approved mileage and subsistence rates) for personnel working on the project are fully reimbursable at the appropriate grant award rate and may be charged to the project, provided that the costs comply with the participants normal practices in this regard. Where such costs are incurred they must be reasonable, separately identifiable, limited to the actual cost and should be a specific requirement for the implementation of the funded initiative. **The prior approval of the EPA is required for travel to any destination outside the EU.** The request should be made via the EPA Grant Application & Project Management Portal (<http://epa.smartsimple.ie>)

Requests for time extension, budget reallocation and travel outside the EU will be considered on a case by case basis.

7. Final Reporting Requirements

Review & Publication of the Final Reports

The Grantee shall also comply with the following Final Reporting and Publication Requirements:

Upon completion of the project, the grantee will produce a Draft Final Report in accordance with the guidelines – a CGPP Final Technical Report and a two-page leaflet, including photographs, outlining the project operation and benefits. The Grantee shall ensure that the Final Report is made available as widely as possible. Where the Grantee has a web site, it shall publish the Final Report on its web site. These reports should be submitted by the end date of the project, in accordance with the *Guidelines for Submission of Final Reports*, which are available from the EPA website.

All Final Reports shall be made available on a royalty free basis, subject to acknowledgement of the Grantee as author. The Grantee may, however, recover the costs it incurs in providing the results.

The Grantee may make proposals to the Agency for other methods of publication of the results of the project, and the Agency may approve such proposals.

8. Communication, dissemination and publicity

The dissemination and communication of project findings to stakeholders including policy makers, the research community and the public is a key objective for projects funded under the STRIVE_CGPP Programme.

Project participants are encouraged to submit papers relating to the project to trade magazines/ publications, technical journals and peer-reviewed journals and to present findings at national and international conferences. Electronic copies of accepted papers, posters, etc. should be provided to the EPA.

Media releases should be provided to the EPA prior to issue.

The Grantee should make reference to the support received from the EPA, DEHLG and NDP, in any publicity or promotional activities relating to the project and respect copyright laws in any publication.

9. Termination

A grant may be terminated in whole or in part in circumstances detailed in the relevant *Terms and Conditions*. If a grant is terminated, only costs which are deemed eligible by the EPA and costs incurred up to the termination date are allowable and any other monies held by the grantees (e.g. advance payment) shall be reimbursed immediately to the EPA. Upon termination of a grant, the Grantee should submit a Final Cost Statement within two weeks.

10. Intellectual Property

The STRIVE programme funds not-for-profit research intended to generate knowledge for public good purposes and as such EPA expects that outputs / findings should be widely disseminated and made publicly available.

Where there is reasonable potential for commercial exploitation of research outputs, the EPA applies the principles of the document "Funding Agency Requirements & Guidelines for Managing Research-Generated Intellectual Property" to ensure that knowledge arising from its funded research is translated for public benefit. This document is available at <http://www.epa.ie/researchandeducation/research/funding/research/>.

11. Freedom of Information Act

Information supplied to the EPA may be disclosed in response to a request under the Freedom of Information Act, 1997 and Freedom of Information (Amendment) Act, 2003. Should you wish that any of the information supplied by you in this application should not be disclosed because of its sensitivity, you should, when providing the information, identify the same and specify the reasons for its sensitivity. The Environmental Protection Agency will consult with applicants about this information before making a decision on any Freedom of Information request received.

12. Data Protection Act

Personal information supplied to the STRIVE Programme will be stored by electronic means e.g., database, for use only in connection with this application. The provisions of the Data Protection Act, 1988 and the Data Protection (Amendment) Act, 2003 will be fully complied with.

13. Further Information

Enquiries with regard to the above or to the implementation of this phase of the STRIVE_CGPP programme should be addressed to:

STRIVE_CGPP Programme
Environmental Protection Agency
Richview, Clonskeagh Road
Dublin 14
Ireland
Telephone: 01-2680100