



Research & Development Program Guidelines

1. Program Purpose

To assist research and development (R&D) initiatives that support the Province's [Solid Waste-Resource Management Strategy](#) and the [mandates of Divert NS](#). R&D initiatives must be directly related to Nova Scotian waste diversion and/or waste reduction.

2. Eligible Projects

The program will provide research funding support to investigate, design and develop innovation in:

- Materials or products that incorporate solid waste-resources
- Technologies that will facilitate the separation and recovery of solid waste-resources
- Solid waste reduction strategies
- Enhanced market opportunities for solid waste-resources and/or recycled materials
- Increased efficiency within the current Nova Scotian solid waste system

Eligible projects under this program include:

- Projects that are comprised primarily of original work undertaken to acquire new knowledge with a specific practical application in view
- Projects involving systematic work, using existing knowledge gained from research and/or practical experience that are directed at producing new materials, products or devices
- Projects that incorporate new processes, systems and services or improve substantially those already produced on installed

3. Eligible Applicants

Eligible applicants include universities, colleges, businesses, business associations, partnerships, agencies, and municipalities. Applicants and/or project activities shall be based in Nova Scotia unless specifically approved by Divert NS.

4. Application Assessment and Analysis

The Special Projects and Research & Development Committee ("the Committee") shall evaluate and score all applications. Applications must be submitted to the Committee using the application form (Appendix B) and should ensure that all requirements on the Funding Checklist have been met.

The applicant shall be expected to operate under the principle of full disclosure and provide all information necessary to ensure a complete evaluation of the project. Divert NS may collect and share information with such persons or organizations as Divert NS deems necessary (including government agencies, financial institutions and contracted services) with respect to reaching a decision on applications.

Evaluations and funding recommendations of the Committee shall be subject to approval by the Board of Directors and/or Chief Executive Officer.

All applicants shall be informed of the Board's decision in writing. The letter to successful applicants shall include the terms and conditions of the offer, as well as details on payment and invoicing, records, reviews and audits.

5. Eligible Costs

Eligible costs include:

- Capital
- Operating wage
- Laboratory costs and analysis
- Salary expenses considered by the Committee to be essential to the success of the research undertaking.

These expenditures must be incremental, in all respects fair and without fraudulence, and represent fair market value.

Contributions in-kind from applicants are eligible costs when, in the opinion of the Committee, they are essential to the project, are incremental, are in all respects fair and without fraudulence, and represent fair market value. The amount of funding available each year is limited.

6. Ineligible Costs

Ineligible costs include land, depreciation, general-purpose vehicles, administrative/overhead costs and any other costs not considered essential to the project by the Committee.

7. Level of Assistance

The program can provide assistance of up to 50% of approved eligible costs to a maximum of \$50,000. In some instances, where in the opinion of the Committee the project is of particular strategic value, a higher level of assistance may be offered.

Assistance will be provided in the form of a non-repayable contribution and/or a conditionally repayable loan depending on the projects strategic value as evaluated by the Committee.

If an application is successful, funding assistance will only be provided for project activities occurring after the date the application is received by Divert NS.

8. Evaluation Criteria

Applications will be evaluated based on the following criteria:

1. Project scope/timelines/budget/team

2. Innovation
 - a. Diversion impact
 - b. Efficiency
 - c. Market development
3. Economic impact and social benefit
4. Industry experience
5. Partnerships

Refer to Appendix A for more details.

9. Ownership of Applications and Project Information, and Access to Information

All documents, including funding applications and project information, submitted to Divert NS become the property of Divert NS and are potentially subject to disclosure under the Nova Scotia *Freedom of Information and Protection of Privacy Act*. By submitting an application and providing documents to Divert NS, the applicant agrees and consents to public disclosure of this content. Any information the applicant considers 'personal information' or 'confidential information' which they want to be kept confidential should be marked as "confidential," and this will be given appropriate consideration. Please note that Divert NS cannot guarantee protection from disclosure regardless of any wishes regarding confidentiality. All contracts entered into with Divert NS are public documents.

Divert NS maintains the right to share application and project information with Divert NS personnel, committee members, and other entities for the purposes of program planning, evaluation and review, audits, and generating statistics. Divert NS may publish or otherwise disclose in its internal and external communications (including press releases and on its website and social media channels) information on approved funding applications and reports. The purpose of these communications is to advise and inform the public of projects that are funded by Divert NS. The disclosure may include the names, titles and affiliations of project leaders, amount of funding, and a summary of the project. By providing any such information to Divert NS you agree and consent to its disclosure as outlined above.

10. Intellectual Property

Intellectual Property ("IP") includes rights protected by copyright, patent and trademarks, and trade secrets. Divert NS does not claim any rights of ownership to IP arising out of research funded wholly or in part by Divert NS.

Terms of Access to Research Results and IP

Divert NS has the right to access research results and IP developed in the course of research done wholly or in part through use of Divert NS funds, including for the purposes of dissemination of research and results and partnering or funding future research based on research and results. Divert NS will protect the confidential information disclosed by successful applicants that constitutes a trade secret in accordance with and to the extent provided under the *Freedom of Information and Protection of Privacy Act*.

IP Agreements

In order to protect successful applicants' rights and the mandate of Divert NS, applicants will be held to an IP agreement arising from and relating to Divert NS funding. This agreement shall include clauses that address the following:

1. Retention of Divert NS' right to access a successful applicant's research and results. The terms of access shall be determined based on the considerations set out above and in agreement with the successful applicant.
2. Retention of Divert NS' right to disseminate a successful applicant's research and results without restrictions.
3. Acknowledgment of Divert NS' right to a non-exclusive license to partner or fund future research based on a successful applicant's research and results.
4. Applicant retention of proprietary rights, subject to those rights explicitly granted to Divert NS.
5. Survival of the IP agreement following the end of the research grant and/or relationship between successful applicants and Divert NS.

11. Submission Date

Applications can be submitted at any time. The Committee usually meets quarterly or as required - depending upon applications received. Applications should be submitted several weeks prior to a Committee meeting to allow adequate assessment and research of the application. Staff can be contacted any time to discuss application timing and Committee meeting dates.

- Electronic copies are accepted by e-mail at klpooley@divertns.ca.
- Hard copies may be delivered to Divert NS' office at: 35 Commercial Street, Suite 400, Truro NS B2N 3H9

Appendix A – R&D Project Evaluation Considerations

Project Information

- Describe the project and the research that will be undertaken.
- Describe how the research fits within the mandates of Divert NS
- Detail project objectives including milestones, timelines and deliverables.
- Provide a detailed project budget
- Identify other funding providers, if applicable
- Provide an explanation of all budget line items.

Innovation

- Outline how the research is innovative or novel.
- Provide an analysis of similar research that has been completed.
- Differentiate how the project is different from existing research.
- Detail any certification and/or regulatory approval required.

Impact (Diversion, End Market Enhancement, Increased Efficiency)

- Outline if the waste material is problematic and if it requires increased diversion.
- Quantify tonnage of waste to be diverted and if feedstock supply is confirmed.
- Explain any enhancements/value add to existing end markets.
- Highlight specific efficiency benefits to the research.

Economic Impact and Social Benefit

- Detail if the research could lead to new jobs now or in the future.
- Outline if the project will increase revenue or lower costs.
- Outline if the research could lead to any positive social impacts.

Industry Experience

- Identify the applicant's experience/strengths.
- Detail the combination of skills, experience, and education of the entire research team.
- Describe the team's ability to successfully advance research to commercial opportunities.
- Provide information on any existing or planned industry collaboration related to the project.

Partnership

- Outline other funding agencies supporting this project and if funds are confirmed.
- Detail if other partners are providing in-kind support to the project.

Appendix B- FUNDING APPLICATION FORM



1. Funding Type	
<input type="checkbox"/> Student Research Grant (SRG)	<input type="checkbox"/> Research & Development (R&D)
<input type="checkbox"/> Value-Add Manufacturing (VAM)	
2. Legal Name of Applicant	
Name:	Province:
Title:	Postal Code:
Current Address:	Tel:
City/Town:	Email:
3. Contact Person (if different from applicant)	
Name:	Province:
Title:	Postal Code:
Current Address:	Tel:
City/Town:	Email:
4. Type of Organization (please check one):	
<input type="checkbox"/> Agency	<input type="checkbox"/> Non-Profit
<input type="checkbox"/> Business	<input type="checkbox"/> Partnership
<input type="checkbox"/> Limited Company/ Corporation	<input type="checkbox"/> University
<input type="checkbox"/> Municipality	<input type="checkbox"/> Other:
5. Title of Proposed Research:	
6. Project Location:	
7. Municipal, Provincial and/or Federal Permits Required:	
8. Brief Description of Project (250 words or less):	
9. State how the research is relevant to the Nova Scotia Solid Waste Strategy and/or the mandates of Divert NS (100 words or less):	
10. Timeline:	
Estimated Start Date:	Estimated Completion Date:
11. Student Projects ONLY	
Institution:	Date Started:
Department:	Expected Completion Date:
Degree Type:	Previous Degrees & Institutions:
<input type="checkbox"/> Undergraduate studies	1.
<input type="checkbox"/> Graduate studies	2.
12. Anticipated Presentation of Work (select all that apply):	
<input type="checkbox"/> Thesis	<input type="checkbox"/> Public presentation
<input type="checkbox"/> Formal report	<input type="checkbox"/> Publication
<input type="checkbox"/> Conference presentation	<input type="checkbox"/> Other:
<input type="checkbox"/> Academic poster	
13. Cost:	

Total Cost of Project: \$

Have other organizations been requested to support the project?

Total Request from Divert NS*: \$

*Approved program funding will be provided as a percentage of the total eligible costs, refer to specific funding program guidelines for maximum contribution expected.

- Yes
- No

If yes, please provide details:

Organization:

Funding Amount Requested:

Organization:

Funding Amount Requested:

14. Please attach a detailed 20-page max. research plan (in Word/PDF format) that includes:

- a. The details outlined in Appendix A of your program guidelines document

15. Notice and Consent

I certify that the information given is, to the best of my knowledge and ability, complete, true and correct and this will also apply to all information given in the future in connection with the review and/or implementation of the project.

I authorize Divert NS to make any enquiries of such persons or organizations, to collect and share information with them, as Divert NS deems necessary in order to reach a decision on this application, to administer and monitor the implementation of the project, and to evaluate the results of the project after project completion.

- I have read and I understand this **notice and consent and the program guidelines of the applicable funding program**. I voluntarily consent to the collection, use and disclosure as described.

	<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
Applicant			
Supervisor/Professor <i>(if applicable)</i>			
University Administration <i>(if applicable)</i>			

Applications can be mailed, or emailed to Divert NS

35 Commercial Street, Suite 400
Truro, Nova Scotia B2N 3H9

Phone: (902) 897-3250
Email: klpooley@divertns.ca