



# Research & Development Program Guidelines

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## 1. Program Purpose

To assist research and development initiatives that support the Province's *Solid Waste-Resource Management Strategy* and the mandates of Resource Recovery Fund Board Incorporated (RRFB Nova Scotia).

## 2. Eligible Projects

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

- i. materials or products that incorporate solid waste resources;
- ii. technologies that will facilitate the separation and recovery of solid waste resources; and,
- iii. enhanced market opportunities for solid waste resources and/or recycled materials.

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; or
- Projects involving systematic work, using existing knowledge gained from research and/or practical experience that is directed to producing new materials, products or devices, or
- Projects that install new processes, systems and services or improve substantially those already produced on installed.

Emphasis will be placed on projects that offer a solid business case and divert priority wastes and quantities (Appendix A).

## 3. Eligible Applicants

Eligible applicants include businesses, business associations, private and/or public partnerships, organizations, agencies, municipalities, universities and individuals. Applicants and/or project activities shall be based in Nova Scotia unless specifically approved by RRFB Nova Scotia.

## 4. Eligible Costs

Eligible costs include capital, operating wage and 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 acceptable 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.

## 5. 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.

## 6. Level of Assistance

- i) The program can provide assistance 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.

- ii) Assistance will be provided in the form of a non-repayable contribution or a conditionally repayable loan.
- iii) Only under specific circumstances will funding assistance be provided for any project that has commenced, or for which the application has made written financial commitments prior to the date the application was received by RRFB Nova Scotia.

## **7. Application Assessment and Analysis**

Applications must be submitted to the RRFB in writing, using the approved Research & Development Application Form. The application must be accompanied by a certified cheque or money order in the amount of \$200, payable to the Resource Recovery Fund Board. **This processing fee is non-refundable.** Non-profit organizations are exempt from this fee. As an alternative, an informal 1-2 page project description may be submitted in order to receive an early indication of project eligibility and feedback from the Committee. A full application is still required should the project proceed.

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. The RRFB may collect and share information with such persons or organizations as RRFB deems necessary (including government agencies, financial institutions and contracted services) with respect to reaching a decision on applications.

*The Special Projects and Research & Development Committee* (the Committee) will assess all applications. Assessments and funding recommendations of the Committee shall be subject to approval by the Board of Directors. 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.

## **8. 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.

## **9. Consent for Collection, Use and Disclosure of Information**

RRFB is subject to the *Freedom of Information and Protection of Privacy Act* when collecting, handling and disseminating information revealed by applicants. When the *Act* and these guidelines cannot be read harmoniously, the *Act* supersedes the guidelines.

In addition to the process of information collection (as explained in Section 7), applicant information and project information is available to RRFB personnel and committee members responsible for managing, monitoring and evaluating programs. RRFB will only use and disclose personal information for program planning, evaluation and reviews, in audits and for generating statistics.

RRFB may publish or otherwise disclose in its internal and external communications, including press releases and on its website, information on approved funding application and reports respecting the project for which funding has been approved. The purpose of such communications is to advise and inform the public of projects that are funded by RRFB. The disclosure may include the names, title and affiliation of project leaders, amount of funding and a brief summary of the project.

In all cases, personal information will not be disclosed if the disclosure would result in an unreasonable invasion of the applicant's privacy as determined under the *Act*.

## **10. Intellectual Property**

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

### Terms of Access to Research Results and IP

RRFB has the right to access research results and IP developed in the course of research done wholly or in part through use of RRFB funds, including for the purposes of dissemination of research and results and partnering or funding future research based on research and results. RRFB 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 RRFB, applicants will be held to an IP agreement arising from and relating to RRFB funding. This agreement shall include clauses that address the following:

1. Retention of RRFB's 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 RRFB's right to disseminate a successful applicant's research and results without restrictions.
3. Acknowledgment of RRFB's 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 RRFB.
5. Survival of the IP agreement following the end of the research grant and/or relationship between successful applicants and RRFB.

## Appendix A - Nova Scotia Waste Information






The following materials have active recycling markets and these materials are being diverted from Nova Scotia landfills (*please note that this is not a comprehensive list*):

1. Most Organics: Food Waste, Soiled paper products, Yard Waste
2. Paper Products: Corrugated Cardboards, Papers (Office, Newsprint)
3. Some packaging : plastics containers marked   and metal cans
4. Electronics: old computers, cell phones, monitors
5. Scrap Metals/White Goods: Appliances such as fridges, washing machines, dryers, dish washers, etc.

The RRFB does not discourage more value-added opportunities and/or efficiency improvements relating to these materials, however, they are less problematic and given less priority through RRFB's Business Development Programs.

### **Problematic Materials and/or Materials That Need More Environmentally Friendly Diversion Practices**

The following materials are not currently recycled and/or composted in Nova Scotia OR they are not recycled/reused in significant quantities. As a result, they are land-filled or shipped significant distances to markets and therefore represent 'priority materials' for RRFB diversion and Business Development Programs.

1. Construction and Demolition (C&D) Wastes are unwanted materials produced during construction, renovation and demolition. Materials include:
  - a. wood (*clean, engineered, painted/coated and with laminates e.g. plywood, MDF, particle board, melamine or other wood with laminates and/or adhesives/glues e.g counter tops, shelving, etc*);
  - b. wallboard (*clean and painted/coated*);
  - c. asphalt shingles; and
  - d. other: flooring (carpet, vinyl, laminant, etc.), ceiling tiles, plaster, vinyl siding
2. Textiles, such as clothing, fabrics, and some carpets the backing is more problematic to market than the fibre
3. Paper Products: Magazines, wax cardboard, laminated boxboard, milk cartons, TetraPaks
4. Organic materials: Plastic lined boxboard (some frozen food boxes) waxed cardboard, animal waste, etc. still require more/better diversion options.
5. Household hazardous, special wastes and their containers: Disposable diapers, hazardous fluid containers (mostly plastics), motor oil containers, etc.
6. Plastics Less Commonly Recycled' and/or Difficult to Market     
  - a. Plastic containers numbered 3 to 7 e.g. dairy and food packaging, some automotive fluids, some cleaners, etc.
  - b. Plastic film #4 and #2: Shopping bags, packaging wrap (around toilet paper, tissue boxes, insulation wrap, etc.), dry cleaner bags, pallet wrap, etc. Expanded polystyrene #6: Disposable cups, food trays, foam packaging around new products, etc.
  - c. Plastic products # 1 to 7. Toys, furniture, household products (laundry baskets, buckets, etc.), electronic casings

Diversion Quantities	Quantity in Tonnes	Impact on kg/person (913,462)
High	5,000 tonnes or more	5.5 kg/person or more
Medium	1,000 - 4,999 tonnes	1.09 - 5.5 kg/person
Low	100 – 999 tonnes	0.11 - 1.09 kg/person
Nominal	Less than 100 tonnes	Less than .11 kg/person

*By 2015, Nova Scotia has committed to achieving a waste goal of 300 kilograms of solid waste per person.*



**APPLICATION FOR ASSISTANCE**  
Research & Development Program

<p><b>1. Legal Name of Applicant</b></p> <p>Name: _____</p> <p>Current Address: _____</p> <p>_____</p> <p>City/Town: _____ Province: _____</p> <p>Postal Code: _____</p>	<p><b>2. Name &amp; Title of Contact Person</b></p> <p>Name: _____</p> <p>Title: _____</p> <p>Tel: _____</p> <p>Email: _____</p> <p>Fax: _____</p>
<p><b>3. Type of Organization</b> (please check one):</p> <p><input type="checkbox"/> Business      <input type="checkbox"/> Public Partnership      <input type="checkbox"/> Agency      <input type="checkbox"/> Municipality      <input type="checkbox"/> Individual      <input type="checkbox"/> University</p> <p><input type="checkbox"/> Business Association      <input type="checkbox"/> Private Partnership      <input type="checkbox"/> Organization      <input type="checkbox"/> Other: _____</p>	
<p><b>4. Title of Proposed Research:</b> _____</p> <p><b>5. Project Location:</b> _____</p> <p><b>6. Municipal, Provincial and/or Federal Permits Required:</b> _____</p> <p>_____</p> <p>_____</p>	
<p><b>7. Brief summary of proposed research:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p><b>8. Briefly state how the research is relevant to the Nova Scotia Solid Waste Strategy and/or the mandates of the RRFB?</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p><b>9. Estimated Start Date:</b> _____      <b>Estimated Completion Date:</b> _____</p>	

10. Total Cost of Project: \$ \_\_\_\_\_ Total Request from RRFB\*: \$ \_\_\_\_\_

*\*Approved program funding will be provided as a percentage of the total eligible costs, with the maximum program contribution not normally greater than 50% of total costs, unless specifically approved by the RRFB.*

Have other organizations been requested to support the project?  yes  No  
If yes, please provide details

Organization	Funding Amount Requested	Contact Person
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

11. Please attach a detailed research plan (in Word/PDF format) that includes the following information:

- A detailed description of the project. Include an explanation of how the research is innovative and supports the goals of the Provincial *Solid Waste-Resource Management Regulations & Strategy* and/or the mandates of the RRFB. To view the Strategy, please visit <http://www.gov.ns.ca/nse/waste/strategy.asp>
- The project's schedule. If applicable, please include project milestones (2 to 3 only) that could be used to trigger payment of any approved program funding.
- A detailed budget that includes expenses, stipends, operating, limited capital costs and a detailed schedule of all wages and salaries paid (including any contracted assistance). For in-kind contributions, evidence must be provided that such contributions are at normal charge out rates, less any mark up. Please include details surrounding all other sources of funding.
- Identify the size and location of the market(s) to be served by the product developed as a result of this project.
- Attach the names and resumes of all researchers and the names and brief descriptions of all partners and associates involved in this project and outline their hours of research.

**The plan should not exceed 20 pages.**

12. 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 RRFB Nova Scotia to make any enquiries of such persons or organizations, to collect and share information with them, as RRFB Nova Scotia 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 **RRFB R&D Program Guidelines**. I voluntarily consent to the collection, use and disclosure as described.

Signature

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

*Applications can be mailed, faxed or emailed to the RRFB*