



ITOPF R&D Award

INSTRUCTIONS TO CANDIDATES

You are expected to download the electronic application form from this site, complete it and submit it as an attachment by email to rdaward@itopf.com not later than 31st December 2011. The Secretary of the ITOPF R&D Committee will inform you by email of the acceptability in principle of your proposal

Your project will be assessed by the ITOPF R&D Committee on the basis of the following 5 criteria:

- Relevance of the proposed research to shipping and the environment.
- Originality and innovation.
- Capability of the research institute/individual/s to undertake the research.
- Likelihood of achieving the objectives of the proposal within the time and budget provided.
- Ability to publish or to advertise the findings of the research jointly.

Each criterion will be ranked from 1 (least valuable) to 5 (most valuable) by the different members of the Committee. The total of the ranks awarded will be used to indicate those proposals having the greatest merit. The proposals with the highest totals will be reviewed by ITOPF for a decision. ITOPF may decide to award the entire annual budget to a single project of particular value, or to split the funding between different projects of interest. The Secretary of the ITOPF R&D Committee will inform you if your project application has been included in the final selection process. The individual ranking will not be communicated.

The final decision of ITOPF will be communicated to the candidate/s chosen to receive the **ITOPF R&D Award** not later than 20th February.

You may ask questions of the Secretary during the preparation of your proposal. This should be done using the address provided above. The answers will reach you through the same channel.

Your proposal may include permanent staff, or such staff plus one or more junior researchers recruited for the purpose of the proposed research. The **ITOPF R&D Award** will finance:

- i) The employment of the junior researcher/s, at cost.
- ii) The time to be spent on the project by the permanent staff, including overhead and management costs, but excluding profit,
- iii) Project equipment/hardware costs, e.g. materials, laboratory costs, equipment hire etc.,
- iv) Any required travel expenses and consumable items, at cost.

The **ITOPF R&D Award** is not intended to finance investment, nor depreciation of research equipment. A full breakdown of the cost of the project must be included in the proposal.

The successful candidate/s will enter into an Implementation Agreement with ITOPF. During project implementation, the successful candidate/s will be expected to provide the Secretary of the ITOPF R&D Committee with a progress report every 6 months. Each progress report should be stand-alone,



i.e. it will contain the description of the work undertaken and results achieved since commencement of the implementation agreement and address any issues or questions previously raised. The last progress report will act as a draft final report, to be substituted by a final report once the last questions/comments have been addressed to the satisfaction of the Secretary and ITOPF.

The successful candidate/s will also be expected to consider how the results of the work will be published and to prepare a project results dissemination plan (Item 10 in the Project Proposal Form).