

## CHAPTER 43-03-04 APPLICATION REQUIREMENTS

### Section

43-03-04-01	Application Format
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### **43-03-04-01. Application format.**

An application must be direct, concise, and informative. It must be accompanied with the application fee set forth in section 43-03-04-03. It must be typed and double spaced on eight and one-half-inch by eleven-inch [21.59-centimeter by 27.94-centimeter] paper. Thirty-five copies of the application are to be submitted to the following address.

State of North Dakota  
The Industrial Commission  
State Capitol  
Bismarck, North Dakota 58505  
ATTN: Lignite Research Program

The application must contain the following:

1. **Transmittal letter.** A transmittal letter setting forth a binding commitment on behalf of the applicant to complete the project as described in the application if the commission makes the grant requested. The letter must be signed by someone authorized to contract on behalf of the applicant.
2. **Title page.** A title page setting forth the project title, applicant, principal investigator, date of application, and amount of the request.
3. **Table of contents.**
4. **Abstract.** A one-page abstract of the project stating its objective, expected results, duration, total project cost, and participants.
5. **Project summary.** An overview of the project that includes an explanation of its objectives. The overview must include enough information to allow members of the technical review committee to determine if they are qualified to review the application.
6. **Project description.** A detailed description of the project, including its objectives; its methodology; its anticipated results; the facilities, resources, and techniques to be used and their availability and capability; the environmental and economic impacts of the project while it is underway; its ultimate technological and economic impacts; and why the project is needed.
7. **Standards of success.** The standards by which the success of the project is to be measured.
8. **Background.** A summary of prior work related to the project conducted by the applicant and other participants as well as by other organizations.
9. **Qualifications.** A summary of the experience and qualifications pertinent to the project of the applicant, principal investigator, and other participants in the project.
10. **Value to North Dakota.** An explanation of what parts of the public and private sector will likely make use of the project's results, and when and in what way; of the potential that commercial use will be made of the project's results; how the project will enhance the use of North Dakota

lignite and lignite products; how it will preserve existing jobs and create new ones; and how it will otherwise satisfy the priorities established in North Dakota Century Code section 54-17.5-03.

11. **Management.** A description of how the applicant will manage and oversee the project to ensure it is being carried out on schedule and in a manner that best ensures its objectives will be met, and a description of the evaluation points to be used during the course of the project.
12. **Timetable.** A project schedule setting forth the starting and completion dates, dates for completing major project activities, and proposed dates upon which the interim reports required by section 43-03-05-08 will be submitted.
13. **Budget.** An itemized list of the project's capital costs; direct operating costs, including salaries; and indirect costs; and an explanation of which of these costs will be supported by the grant and in what amount. An explanation why the funding requested is necessary to achieve the project's objectives and, if less funding is available than that requested, whether the project's objectives will be unattainable or delayed.
14. **Matching funds.** An identification of all other committed and prospective funding sources and the amount of funding from each source.
15. **Tax liability.** An affidavit stating that the applicant does not have an outstanding tax liability owed to the state of North Dakota or any of its political subdivisions.
16. **Confidential information.** Any information in the application that is entitled to confidentiality and which the applicant wants to be kept confidential should, if possible, be placed in an appendix to allow for administrative ease in protecting the information from public disclosure while allowing public access to the rest of the application. Such information must be clearly labeled as confidential and the applicant must explain why the information is entitled to confidentiality.
17. **Appendices.** Any necessary supporting documentation.

**History:** Effective February 1, 1988; amended effective March 1, 1992.

**General Authority:** NDCC 57-61-01.5

**Law Implemented:** NDCC 54-17.5-03, 54-17.5-04, 57-61-01.5

#### **43-03-04-02. Application deadline.**

Applications for the first review and award process in each fiscal year must be postmarked on or before October first, and applications for the second review and award process in each fiscal year must be postmarked on or before April first. In addition to these two grant rounds, the commission may establish additional grant rounds and set application deadlines for those rounds. The applicant may amend its application at any time before the application deadline. After the application deadline, the applicant may amend its application only upon the approval of the commission.

**History:** Effective February 1, 1988; amended effective October 1, 1990; March 1, 1992.

**General Authority:** NDCC 57-61-01.5

**Law Implemented:** NDCC 54-17.5-04, 57-61-01.5

#### **43-03-04-03. Application fee.**

All applications must be accompanied by a one hundred dollar nonrefundable application fee. Checks or money orders should be made payable to the "State of North Dakota".

**History:** Effective February 1, 1988.

**General Authority:** NDCC 57-61-01.5

**Law Implemented:** NDCC 54-17.5-04, 57-61-01.5

**43-03-04-04. Outstanding tax liability.**

Superseded by subsection 15 of section 43-03-04-01, effective March 1, 1992.