

# Submitting A Grant Application To The Oil and Gas Research Council

## DISCLAIMER

This document contains information collected by the Industrial Commission to help interested parties prepare grant applications. The Oil and Gas Research Council (OGRC), Industrial Commission, nor any members of these organizations, make any warranty, expressed or implied, with respect to the use of the information or providing grant awards to any party whether or not any grant requests are submitted.

## Acknowledgments

This document is a reference source for parties interested in obtaining funds under the North Dakota Oil and Gas Research Program. The report contains suggestions and a collection of policies concerning grant applications.

The Oil and Gas Research Council is a volunteer, citizen, industry, and government group which provides advice to the Industrial Commission on policies and recommends research for funding under the program. The contributions of the members of the OGRC in recommending programs and reviewing proposals are appreciated.

## Foreword

The oil and gas industry is important to the economy of our State. The oil and gas industry creates thousands of jobs in North Dakota and millions of dollars in income to the State's citizens. It generates millions of dollars in tax revenues to support the basic government services needed for the citizens of our State.

In addition, oil and gas is a valuable energy resource for North Dakota and the nation. The more oil and gas produced in North Dakota reduces the nation's reliance on foreign oil and gas.

Oil and gas has played an important role in the history of North Dakota, and it will play an important role in our future.

"Submitting a Grant Application" was prepared to help potential applicants. We welcome your comments and suggestions on the documents and ways to improve the Program and the application process.

*John Hoeven*  
Governor

*Wayne Stenehjem*  
Attorney General

*Doug Goehring*  
Agriculture Commissioner

## **Executive Summary**

In an effort to further develop the State's oil and gas resources and the industry, the 2003 Legislature created the Oil and Gas Research Council. The Mission of the Oil and Gas Research Council is to promote the growth of the oil and gas industry through research and education. The purpose of the OGRC is to coordinate a program designed to demonstrate to the general public the importance of the State's oil and gas exploration and production industry, to encourage and promote the wise and efficient use of energy, to promote environmentally sound exploration and production methods and technologies, to develop the State's oil and gas resources and to support research and educational activities concerning the oil and gas exploration and production industry.

The objective of this document is to provide information that will help interested parties submit grant applications.

## **The Grant Application**

All grant applications must meet the provisions of Section 4 of the OGRC Policies. Information in this document, "Submitting a Grant Application", is merely provided to help the applicant and does not govern the grant application process. The grant application process is outlined in OGRC Policies <..\WebSite\ogrp\info\ogrcpolicies.pdf> and in Chapter 54-17.6 of the North Dakota Century Code <http://www.legis.nd.gov/cencode/t54c176.pdf>

## **Who Can Submit an Application?**

An application may be submitted by any person, corporation, partnership, cooperative, association, or consortium of such parties.

## **When Can Grant Applications Be Submitted?**

Grant applications are accepted on dates set by the Industrial Commission. (See Section 4.02 of the OGRC Policies.) The OGRC Policies provide that applications must be delivered to the Industrial Commission or postmarked on or before May 1 or November 1 of each year. For calendar year 2008 the application deadlines are June 1 and November 1. The Industrial Commission has reserved the right to establish additional grant grounds and set application deadlines for those rounds.

## **Where Should Grant Applications Be Submitted?**

Grant applications should be submitted to:

Karlene Fine, Executive Director  
North Dakota Industrial Commission  
State Capitol – 14<sup>th</sup> Floor  
600 East Boulevard Ave Dept 405  
Bismarck, ND 58505-0840  
[kfine@nd.gov](mailto:kfine@nd.gov)

### **What Is the Grant Application Format?**

The grant application must follow the format given in Section 4 of the OGRC policies <http://www.state.nd.us/ndic/ogrc/info/ogrcpolicies.pdf>. The application is limited to 15 pages in length and must include a transmittal letter signed by someone authorized to contract on behalf of the applicant. The application must contain a title page and table of contents. The outline for the application should follow the application format listed in OGRC Policy 4-01. Each application must include a \$100 application contribution. Two paper copies of the application must be provided along with the application being provided in electronic format (Word or Adobe) to [kfine@nd.gov](mailto:kfine@nd.gov)

### **Can Confidential Information Be Submitted?**

Confidential information can be submitted if the submission conforms with North Dakota Century Code 54-17.6-06. <http://www.state.nd.us/lr/cencode/t54c176.pdf>

### **How Are Applications Reviewed?**

The applications are reviewed by the Industrial Commission to determine if they meet eligibility requirements and are complete. Those applications meeting eligibility and completion requirements are submitted to two or more peer reviewers for independent technical review. The Industrial Commission has reserved the right to waive the independent technical review process if it determines that funding is not available for the technical reviewers or a project is time sensitive.

The independent technical reviewers are selected by the Industrial Commission as authorities in the field. The identities of these peer reviewers are confidential. The comments and ranking of these anonymous reviewers are provided to the OGRC, Industrial Commission and grant applicants.

The OGRC meets to consider the application requests and technical reviewers' comments. The OGRC prepares and submits a recommendation for funding to the Industrial Commission. The Industrial Commission may approve or reject applications that have received a favorable OGRC recommendation.

### **What Are the Funding Limits?**

Grants may not exceed the legislative appropriation. All projects must generate matching funds. A higher priority will be given to those applications having private industry investment. (see Section 3 of the OGRC Policies).

### **Who Owns the Information and Rights?**

The information contained in the application remains the applicant's, but the Industrial Commission will retain file copies. Except for confidential information, applications are public information. Rights to technical data and patents are covered in Section 6 of the OGRC Policies.

### **How Are the Funds Disbursed?**

The grantee must enter into a contract. The contract will include provisions for disbursement of funds and reporting requirements.

### **Priorities**

The Industrial Commission has established grant priorities for projects. See OGRC Goals <http://www.state.nd.us/ndic/ogrc/info/ogrcgoals.pdf>