

MEMORANDUM

TO: Renewable Energy Council Members
FROM: Andrea Holl Pfennig, Program Administrator *AP*
North Dakota Department of Commerce
DATE: July 19, 2010
RE: Administrative Issues

Some administrative issues have arisen that we thought would be beneficial to put before the Council for discussion. The issues are summarized below.

FUNDING FOR CONFERENCES

In the most recent round, we received an application for a Hydrogen Conference to be held at the EERC. As the purpose of funding is education, it meets the qualifications of the program. We were unable to consider the application because costs would be incurred prior to contract. This is the first proposal for conference funding that has been received. The Council may want to consider whether they want to fund conferences in the future. A few pros and cons are listed below:

Pros

- An opportunity for researchers and individuals to become aware of our program.

Cons

- Funding is limited.
- Conference content may not be strictly renewable based and it can be difficult to determine appropriate percentages.
- High indirect costs.
- Conferences typically occur on a regular basis and planners may count on previous sources for future funds.

NUMBER OF TECHNICAL REVIEWERS

Applications can vary dramatically in terms of the amount of funds requested. We find the same number of reviewers for a \$500,000 proposal as a \$50,000 proposal. We spend \$300 per reviewer.

Pros

- Funding is limited and the less we spend on reviewers, the more we can spend on projects.

Cons

- More reviews offer more viewpoints, and more opportunity for detailed review. Limiting the amount of reviews could take away from that.

Direction from the Council on these administrative issues would be appreciated.