



PHASE 4: 4.1

## Grant Agreement Outline

December 2024

*Revised on January 15, 2025*

### 1. Introduction and Background

- (a) Context of the BIRDI program and its alignment with the growth vision of the country
- (b) Objectives and scope of the grant, including fostering industry-academia collaboration and advancing adopted development plans.

### 2. Parties to the Agreement

- (a) Names and details of the grantor and the grantee(s).
- (b) Description of all partnering organizations and their roles.

### 3. Project Scope and Objectives

- (a) Defined project goals and expected outcomes.
- (b) Key deliverables and milestones.

### 4. Funding and Payment Modalities

- (a) Total grant amount and allocation across project phases (i.e., mobilization advance, interim progress, final payment).
- (b) Conditions for disbursement (e.g., achieving milestones, reporting compliance).

### 5. Project Management and Reporting Requirements

- (a) Mandatory grant awardees management, reporting and compliance training.
- (b) Detailed progress and financial reporting requirements, including frequency, format, and deadlines.
- (c) Use of the online portal for submissions and tracking.

## 6. Eligible and Ineligible Expenditures

- (a) Clear definitions of permissible expenses (e.g., salaries, R&D costs, subcontractor fees).
- (b) Restrictions on ineligible expenses (e.g., real estate purchases, retrospective costs).
- (c) Procurement practices (e.g. PPA 2006 and PPR 2008), where applicable

## 7. Risk Management and Compliance

- (a) Risk assessment and mitigation strategies.
- (b) Compliance with local and international laws, and ethical guidelines.
- (c) Conflict of interest declaration and resolution procedures.

## 8. Intellectual Property Rights

- (a) Ownership and usage rights for project-generated IP.

## 9. Audit and Record-Keeping

- (a) Requirements for maintaining financial and project records.
- (b) Audit rights and procedures (in accordance with SICIP FM Manual) to ensure transparency and accountability.

## 10. Dispute Resolution and Termination

- (a) Mechanisms for arbitration or mediation in case of disputes (as mentioned in the guidelines).
- (b) Conditions for modifying or terminating the agreement (as mentioned guidelines).

## 11. Confidentiality and Data Protection

- (a) Protection of sensitive business and project data.
- (b) Adherence to national and international data protection standards.

## 12. Public Announcements and Transparency

- (a) Guidelines for publicizing grant projects (e.g., project summaries on the BIRDI website).
- (b) Clauses for maintaining confidentiality where required.

## 13. Evaluation and Final Reporting

- (a) Submission of final project reports, including outcomes, financial summaries, and lessons learned.
- (b) Participation in program evaluations to assess the overall impact.

## Recommended Enhancements from International Best Practices

- (a) Sustainability and ethical considerations: Strengthen alignment with SDGs by emphasizing long-term industry impacts.
- (b) International benchmarking: Incorporate optional feedback from international experts for projects with global relevance.
- (c) Stakeholder engagement: Regular updates and consultations with industry and academic stakeholders to ensure alignment with evolving national priorities.