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## GENERAL INFORMATION

### Purpose

The purpose of the endowed chair program is to provide support for faculty positions for outstanding, active, research scientists who will advance basic scientific research in chemistry and allied sciences in Texas.

### Eligibility

Texas educational institutions must have a Ph.D. program in chemistry in order to be considered for an endowed chair. Successful applicant institutions most often propose to match the requested endowment funds dollar for dollar.

For the appointment of a qualified person to occupy the Chair, the University shall select a suitable eminent research scientist who is, or will become, a full-time faculty member and, in the case of an outside recruitment, is believed by the University to be able and willing to move to Texas.

### Grant Applications

Applications must be submitted between November 1 and by the last business day of the following January to be considered for the next grant year.

The Foundation will respond to all grant applications. Awards will require formal acceptance by the grantee institution of the conditions set forth in the Foundation's award letter and all terms and conditions stated in these Endowed Chair Program Guidelines and Procedures.

The official online application on ProposalCentral must be used. All information requested in the online application and attachments must be supplied. Failure to do so will disqualify the application.

### Proposal Review

The Board of Directors will determine if a proposal is to be funded. All applicants will be notified of the decision on their proposal in early April.

## APPLICATION INSTRUCTIONS

The ProposalCentral website (<https://ProposalCentral.com>)

***Deadline to submit an application is 12:00 PM CST on the last business day of January.***

### Getting started in ProposalCentral

New users of ProposalCentral will need to create an account by using the "Create One Now" link and complete the registration process. After you register, complete your Professional Profile before starting an application.

Current registered users with ProposalCentral can login with your username and password.

To start an application, select the "Grant Opportunities" tab. A list of applications will be displayed. From the filter drop down menu, select "Welch Foundation" and click "Go". The chair application will appear. Click the "Apply Now" link to begin your application.

<p>If you have difficulties, contact ProposalCentral Customer Support: Toll-free U.S. and Canada 1-800-875-2562 Email: <a href="mailto:pcsupport@altum.com">pcsupport@altum.com</a> Normal Business Hours: 8:30am – 5:00pm Eastern Time (Monday thru Friday)</p>
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## Application Format

The following information is required to submit a complete application. Numbers correspond to the application sections that appear on the left side of the online application.

1. *Title Page.* Enter the title of the project. The title is limited to 150 characters (including spaces). Enter the date you wish the project to start if funded. Enter the date you expect the project to end if funded. Enter the total amount of money requested for this proposal. Click “Yes” or “No” for the question “Are you submitting your application from an institution located within the state of Texas”. Click “Yes” or “No” if your institution offers a Ph.D. in chemistry. Finally, click “Yes” or “No” if your institution is willing to match the endowment funds dollar for dollar. When this page is complete, either click “Save” or “Next”.
2. *Download Templates & Instructions.* The program guidelines and procedures document and any other required templates (if any) to be completed with this application will appear in this section. Click the “Download” button to the left of the description to save the file to your own computer. Any templates will need to be completed, converted to a PDF file and uploaded back into section 8.
3. *Enable Other Users to Access this Proposal.* This section allows you to give other users access to your grant application at varying levels of permissions. This is where you would add Sponsored Projects personnel or a Co-PI to give them the necessary access to your application.
4. *Applicant/PI.* Complete the required information for the applicant. You can edit your Professional Profile from here to complete the required data. Much of this will already be filled in from your profile.
5. *Institution and Institution Officials.* Either select your institution or be sure the correct institution has been selected. Enter information for the required Signing Official for your institution. The “Signing Official” is required. There is also a contact option for a Financial Officer, but it is not required and only needs to be filled out if the institution wishes.
6. *Key Personnel (if applicable).* Enter information regarding any key personnel affiliated with this project. The key personnel added in this section must have a profile set up in ProposalCentral. If they do, when you enter their email address and click “Add”, their information will be added from their profile. If there aren’t any Key Personnel, leave this section blank.
7. *Project Summary.* Enter a brief summary of the proposed project. This summary is limited to 2,000 characters (including spaces). Any additional characters beyond this limit will be truncated once you move on to the next section. To ensure you comply with the character limit, it is advised to draft your summary in Microsoft Word or similar program which can give you a character count.
8. *Application Attachments.* Prepare and upload the following documents into your application in PDF format.
  - a) Cover Letter – This upload should come from an official at your institution highlighting the need for an endowed chair position as well as the benefits this candidate would bring to your institution.
  - b) Chairholder Candidate Information – This upload should be the Curriculum Vitae for the candidate
  - c) Detailed Project Description – This upload should be the more detailed description of the proposed project. The detailed description must utilize a font size of 11 points or larger, line spacing must be at least 1.5 spaced but no more than five lines of text per vertical inch, and margins must be at least an inch in all directions.
  - d) Funding Request Showing Matching – This upload should detail the amount of funding requested and any other pertinent financial information, including matching funds

9. *PI Data Sheet.* You can edit your Professional Profile from here to complete any required data. Most, if not all, this will already be filled in from your profile.
10. *Validate.* Validate the application on ProposalCentral. This is an essential step and checks for required data and attachments. You will not be able to submit your application if all the required information has not been provided. An application that has not been validated cannot be submitted.
11. *Electronic Signatures.* Signatures on applications will be handled digitally within the application.
12. *Submit.* After you click the “Submit” button, an email will be sent to you confirming your submission. At this point you can no longer edit any portion of your application without contacting The Foundation and having your application “unsubmitted” back to you.

## **POST AWARD GUIDELINES AND PROCEDURES**

### **Attribution Rights**

Any publication in scientific media shall include an acknowledgement referencing the Welch grant number and stating that the research was funded in part by a grant from The Welch Foundation. In addition, the background section of any patent application filed on an invention made with the assistance of a Welch Foundation grant shall include an acknowledgement referencing the Welch grant number and stating that the development of this invention was funded in part by The Welch Foundation.

### **Grant Payments**

Grant funds normally will be paid by the Foundation as indicated on the award letter provided to the grantee institution.

**Deliverables** (Year-End Reports) (must be submitted through ProposalCentral within 60 days of the grant year-end):

1. **Progress Report** (ProposalCentral Webform). Report the progress of the research and list publications authored and submitted during the grant year (June 1 – May 31). This report is a webform with the following elements:
  - a. Research Objective – Enter your brief research objective in the block provided. You are limited to 500 characters including spaces.
  - b. Report the progress of your research this grant year – Enter the progress you made on your research during the grant year in the block provided. You are limited to 2,000 characters including spaces.
  - c. Publications – This section is completed by adding publication entries from your ProposalCentral profile. The information should be entered in the same format as it appears on the article or reprint. These entries must be filled out as completely as possible prior to adding them to the progress report webform. This includes making sure the digital reprint file is uploaded to the Welch Supported-Published/Accepted articles. Make sure the Status of the publication in your profile (Published in journal or Preprint server or submitted to journal) matches the Publication Category selected (Welch Supported-Published/Accepted; Welch Supported-Submitted; Non-Welch Supported-Published/Accepted; Non-Welch Supported-Submitted) when adding it to the report. If, after you’ve added a publication record to your report, you need to make changes to the entry, you can select the edit action to the right of the publication and edit the entry. Once saved, it will update your report as well as your profile. You can also add a publication from the progress report screen that will update your report and your profile as well.
  - d. Inventions – This section is completed by adding any patents or inventions from your ProposalCentral profile or by adding a new entry that will also update your profile. These entries must be filled out as completely as possible prior to adding them to the progress report webform.

You should only list patents or inventions that came about as a result of either partial or full support from your Welch funding. If you don't have any patents or inventions, click "No Inventions to Report".

- e. **Electronic Signatures** – Both the chair holder and a university authorized representative should independently sign this document. Both individuals must be logged into ProposalCentral as themselves before entering their electronic signature. We will not accept someone signing someone else's name. Once completed, the report can be submitted by either signatory.
2. **Summary of Expenditures** (Welch Template). Report expenditures during the most recent grant year. All amounts should be reported on a cash basis. The template is available for download in the Deliverables area.
3. **Current Value Statement** (Institution Document). Report the book value and market value of the endowed chair for the most recent grant year.

**Note:** Both the expenditures and the current value statement will be uploaded to the applicable deliverable and submitted through ProposalCentral. The uploaded files need to be PDFs.

### **Documentation**

As a condition of a grant, all documents in connection with a grant (e.g. original proposal, award acceptance, and year-end reports) must be submitted through ProposalCentral and signed by the principal investigator and persons authorized by the institution to sign such documents (e.g., Research Dean or Signing Official). Scanned original signatures and digital signatures are considered original signatures.