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## GENERAL INFORMATION

### Purpose

The purpose of the Departmental Grant Program is to support research in chemistry and closely related fields by departmental faculty members, and to provide an opportunity for students to gain experience in laboratory research.

### Eligibility

Applications are restricted to colleges and universities in the state of Texas that offer undergraduate degree programs in chemistry, biochemistry or chemical engineering. The colleges and universities should also be an authorized educational institution by the Texas Higher Education Coordinating Board.

Proposal submissions are by invitation only.

### Grant Applications

Applications must be submitted between August 1 and September 15 of the year invited to be considered for the next grant year, June 1 - May 31.

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 Departmental Grant Program Guidelines and Procedures.

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

Submitted proposals should cover a three-year period.

### Proposal Review

The Scientific Advisory Board will review all proposals and will make funding recommendations to the Welch Foundation Board of Directors. The Board of Directors will make all final decisions. All applicants will be notified of the decision on their proposal in early November.

## APPLICATION INSTRUCTIONS

The Proposal Central website (<https://Proposal Central.com>)

**Deadline to submit an application is 12:00 PM CST on September 15.** If September 15 falls on a Saturday or Sunday, the proposal must be received by the preceding Friday by 12:00pm CST.

### Getting started in Proposal Central

New users of Proposal Central will need to create an account by using the "Need an Account?" link and complete the registration process. After you register, complete your Professional Profile before starting an application.

Current registered users with Proposal Central 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 departmental grant application will appear. Click the "Apply Now" link to begin your application.

If you have difficulties, contact Proposal Central Customer Support:  
Toll-free U.S. and Canada 1-800-875-2562 Email: [pcsupport@altum.com](mailto:pcsupport@altum.com)  
Normal Business Hours: 8:30 am – 5:00 pm EST (Monday - Friday)

## 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 *Departmental Grant* in the field titled “Project Title”. Click either “Yes” or “No” to the question “Have you submitted this proposal before?”. If “Yes”, fill in the “Date of Previous Submission” and in the “Previous Proposal Number” field, select either “Prior Proposal Not in Proposal Central” or one of the project titles shown in the drop-down menu. If “No”, you can leave those fields blank. Input your current Welch grant number, if you have one, in the corresponding field asking for the application number. Click “Yes” or “No” for the question “Are you submitting your application from an institution located within the state of Texas?”. Next to “Degrees Offered:” select the undergraduate degrees offered at your institution.
2. **Download Templates & Instructions.** The program guidelines and procedures document and any other required templates 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 11.
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 other department faculty to give them the necessary access to your application. If you click “Auto Notify” next to their name, they will receive an email letting them know you have added them.
4. **Applicant/PI.** Provide the required information for the applicant. Your profile should have prefilled most or all of the required data, however, you can edit your Professional Profile from here to complete any required fields.
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 and Department Chair for your institution.
6. **Chemistry/Biochemistry Graduates.** Enter in the appropriate categories the number of undergraduate students who have graduated over the past three years and who have either gone on to postbaccalaureate work in chemistry, biochemistry, chemical engineering, medicine, or other allied sciences or who have gone into industry or other areas. Be sure to enter a total of all categories in the “Total” field as it does not calculate the total for you.
7. **Grant Objective.** Enter a brief summary of the grant objective for your department. 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. **Budget Period Detail.** Enter a grant year start date of June 1 and an ending grant year date of May 31 of each period. You must complete all three periods for the budget. These are separated into different windows and shown as Period 1, Period 2 and Period 3. If your budget for periods 2 and 3 are the same as period 1, you can click “Copy Period 1 Forward” and from period 2, “Copy Period 2 Forward” so you do not have to enter the information manually each time. Invited proposals should submit for the annual grant amounts offered in their invitation letters. Funds may be utilized for direct expenditures in accordance with the following:
  - a. Stipends, Fellowships and Scholarships – Faculty research stipends shall not exceed the monthly academic salary rate and the total of the faculty summer research stipends and fringe benefits combined must not exceed 20% of the annual grant amount per year (not including carryover amounts). Undergraduate scholarship appointments must cover a meaningful period such as an academic year, semester, or summer session. Graduate fellowship appointments must cover a meaningful period that is not less than three consecutive months.
  - b. Fringe Benefits – Amounts may be paid for individuals receiving stipends, fellowships or scholarships at rates approved by the institution.
  - c. Permanent Scientific Equipment – Items with at least one-year useful life expectancy and costing a minimum of \$5,000.

- d. Expendable Scientific Items, Services and Equipment Maintenance – The grantee institution must maintain a record of actual expenditures, by category, for inclusion in the financial statement.
- e. Publication Expenses – Expenses for publishing the results of research accomplished with the grant.
- f. Travel – Foreign or domestic travel expenses, including registration fees, by the participating faculty and current fellowship or scholarship recipients under the grant. Travel must be relevant to the research. Total expenditures may not exceed \$5,000 per grant year.

Grant funds for direct expenditures may be utilized for any proper purpose beneficial to the research and not specifically excluded by the Foundation. Any expenditure made outside of these guidelines may result in a request for refund. **The following are excluded as direct expenditures:**

- a. General office supplies, equipment or expenses.
- b. Building construction, alteration, renovation, rent or utilities.
- c. Personnel expenses other than fellowships and scholarships as detailed above.
- d. Consultant fees and/or related expenditures.
- e. Student tuition or fees.
- f. Membership dues.
- g. Overhead.

9. *Budget Summary.* A summary of the proposed budget appears here. Fields are auto populated per the data entered in Section 8.
10. *Active and Pending Research Support.* Any current or pending support for the department from any faculty member in the department that will be participating on the grant. This support includes any discipline that would participate from the department. Any other active and applied for research support must be added from your Professional Profile. If you have not added the listings already, it can be done from within the application by clicking the blue plus on the screen for that section and a pop-up screen will appear. Any “Other Support” already loaded into your profile will display on the screen and can be checked to add to your application. However, if you have new entries, click the “Create New Other Support” link and another pop-up screen will appear where the information can be entered. Once complete, click “Save and Close” and this entry will be added to your application as well as your profile. If you do not have any additional support, check the box on the original page of this section that says, “No Other Support to Report”.
11. *Application Attachments.* Prepare and upload the following documents into your application in PDF format:
  - a. Project Description – Describe the proposed research to be conducted by the faculty and student participants. This section should be no more than five pages including any exhibits. References are not included in the five-page limitation. This 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.
  - b. Chemistry Faculty Members – This is a template you should have downloaded and filled in all the required information on all faculty members in the department. **This list should include all full-time faculty whether they will participate on the grant or not.** It should also include any unfilled positions that are being actively recruited. To count faculty, they must be: 1) Tenured or tenure-track faculty in Chemistry, Biochemistry or chemistry related fields or departments. 2) Non-chemistry faculty can be counted if they participate on the grant by doing chemistry research with students in the lab. (consider each of the faculty in the departments on an individual basis.) 3) Unfilled positions count towards total faculty. Please do **not** count the following: emeritus, instructors or lecturers, adjunct, part time, visiting, non-research.
  - c. Anticipated Student Participants – This is a template you should have downloaded and filled in all the required information pertaining to students you anticipate participating in research on the grant. Specific names are not necessary. The fields can be marked To Be Determined (TBD).
  - d. Faculty Biosketch – A biosketch should be uploaded for each faculty member and must be limited to one page per person.

- e. **Electronic Signatures.** Signatures on applications will be handled digitally within the application.
- 12. **Validate.** Validate the application on Proposal Central. 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.
- 13. **Signature Page(s).** After successfully passing the validation check, you may click “Print Signature Pages and Attached PDF Files” to preview your application.
- 14. **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**

### **Control of Research**

The conduct and supervision of all research performed under a Foundation grant shall be within the exclusive control of the grantee institution. In accepting a grant, the grantee institution agrees to assume the entire responsibility for the research, for taking any necessary precautions for protection of persons and property, for proper operation and maintenance of all equipment in research activities and for safe disposal of any hazardous waste materials.

### **Appointments**

The purpose of undergraduate scholarships and graduate fellowships is education and training in chemistry through research. All scholarships and fellowships must have signed letters of appointment at the grantee institution. Graduate students can receive funding from a grant through the time they are awarded a terminal degree. Graduate fellowship appointments must cover a meaningful period and certainly not less than three consecutive months. Undergraduate scholarship appointments must also cover a meaningful period such as an academic year, semester, or a minimum of two (2) consecutive months if during the summer.

There shall not be any employer-employee relationship between the Foundation and the faculty members or recipients of appointments under Foundation grants.

### **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 will normally be paid by the Foundation at the beginning of the grant year, which is June 1.

**Deliverables** (Year-End Reports) (must be submitted through Proposal Central by the last business day of July of each year):

1. **Progress Report** (Proposal Central Template). Report the progress of the grant and other required information for the grant year (June 1 – May 31). This report is a webform with the following element:
  - Grant Objective* – Enter your brief grant objective in the block provided. You are limited to 500 characters (including spaces).
  - a. *Impact of the Grant* – Enter a brief statement of how the grant has impacted your program in the block provided. You are limited to 500 characters (including spaces).
  - b. *Degrees Offered* – List the undergraduate degrees continuing to be offered by the university out of these three: chemistry, biochemistry or chemical engineering. Enter all that apply in the block provided.
  - c. *Chemistry/Biochemistry Graduates* - This is a template you should have downloaded and filled in all the required information on all students that have graduated within the active grant year. This includes graduates who have either gone on to postbaccalaureate work in chemistry,

biochemistry, chemical engineering, medicine, or other allied sciences or who have gone into industry or other areas.

- d. *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).
- e. *Other* – List any additional information concerning the research performed over the past year under this grant in the block provided. You are limited to 2,000 characters (including spaces).
- f. *Upload* – Upload the completed deliverable template titled “Dept Grt Progress Rpt - Faculty and Student Template.” Please be sure to fill in all fields for each faculty member and student. To count faculty, they must be: 1) Tenured or tenure-track faculty in Chemistry, Biochemistry or chemistry related fields or departments. 2) Non-chemistry faculty can be counted if they participate on the grant by doing chemistry research with students in the lab. (consider each of the faculty in the departments on an individual basis.) 3) Unfilled positions count towards total faculty. Please do **not** count the following: emeritus, instructors or lecturers, adjunct, part time, visiting, non-research. Please make sure the dates participated/time period supported are only within the grant year (June 1 – May 31).
- g. *Publications* – For all sections in this area, the publications listed will only be those that have been published in a peer-reviewed publication during the grant year of this report (June 1 – May 31). This section is completed by adding publication entries from your Proposal Central profile or by adding the publication directly from the publication section on the report. The information should be entered in the same format as it appears on the article or reprint (ie. all names in same order, article title, journal title/volume/page/date, doi). 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 articles. Do not report publications that have already been reported in this section in a previous progress 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.
- h. *Inventions* – This section is completed by adding any patents or inventions from your Proposal Central 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 do not have any patents or inventions, click “No Inventions to Report”.
- i. *Electronic Signatures* – Both the department chair and a university authorized representative should independently sign this document. Both individuals must be logged into Proposal Central 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. **Expenditures** (Financial Statement) (Proposal Central Template). Report expenditures during the most recent grant year (June 1 - May 31). All amounts should be reported on a cash basis. The award budget expenditures have the following items:

- a. *Personnel Cost* – For year-end reporting, you must only enter expenditures and descriptions in the “expenditure” column. If your personnel were unidentified in the budget column, you must add a personnel line, name the personnel and fill in the appropriate information only in the expenditure column. Do not change anything in the budget column and do not add expenditures on a line that had not identified the name of the personnel.
- b. *Permanent Scientific Equipment* – If permanent equipment has been purchased, you need to add a line in this category so you may identify the equipment and provide exact expenditures.
- c. *Expendable Scientific Items* – If expendable items or services have been purchased, you will need to add lines for each category of expendables purchased and note the expense in the expenditure column.

- d. *Publication Expenses* – If publication expenses were budgeted, you may list the expenditure in the same line. If they were not budgeted, you will need to add a line showing just the expenditure.
- e. *Travel* – If travel expenses were budgeted, you may list the expenditure in the same line. If they were not budgeted, you will need to add a line showing just the expenditure. Total expenditures may not exceed \$5,000 per grant year.
- f. *Other Changes*: Welch Internal Use Only – Do not use this line.
- g. *Carry Forward*: Welch Internal Use Only – Do not use this line.

**Note:** The “Proposed”, “Awarded”, and “Carry Forward” columns should not be altered in any way from what was approved previously by The Welch Foundation. At year-end reporting time, department chairs and university officials should be entering only expenditures and/or a carry forward balance into the next grant year. As with the progress report, both the department chair and a university authorized representative should independently sign award budget/expenditures. Both individuals must be logged into Proposal Central as themselves before entering their electronic signature. We will not accept someone signing someone else’s name. Once completed, the report may be submitted by either signatory.

3. **Carry Forward** An unexpended balance of more than \$10,000 must have a letter submitted from the grantee institution on institution letterhead explaining the circumstances for the carry forward and the plans to use those funds in the following year. If the carry forward balance equals or exceeds the annual award amount at the end of the grant period, the Foundation reserves the right to put future grant payments on hold for the remainder of the grant term or to enact a fourth-year no-cost extension (no additional funds) to allow the grantee to spend out the funds prior to receiving additional funding.

**Note:** Input for expenditures are found in the “Budget” area of Proposal Central grant record. Populating approved carry forward amounts will be handled by Welch when the expenditures are approved.

### **Termination of Grants**

A grant may be cancelled for cause if progress toward the objective of the grant is not being made satisfactorily or if the grantee institution is not in compliance with the terms and conditions of the award letter. Once the department or grantee institution is aware the grant will terminate, expenditures may no longer be made for permanent scientific equipment or for expendable scientific items that cannot be utilized during the remainder of the grant term. In addition, no new appointments may be made to the grant.

The following shall be forwarded to the Foundation within *60 days after the termination* of a grant for any reason:

1. Final Progress Report.
2. Final Financial Statement.

*A refund of any unexpended balance* will be requested after the Final Financial Statement has been approved and will be due to The Foundation within 30 days.

### **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 Proposal Central 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.