EQUIPMENT GRANT PROGRAM

Guidelines and Procedures

PART I GENERAL INFORMATION

Purpose

The Equipment Grant Program provides supplemental funding to Departmental Grants, allowing these programs to acquire equipment to support laboratory research. This support is intended to strengthen a department's capabilities in chemical research and enrich the laboratory experience for faculty and students.

Eligibility

Applications are restricted to colleges and universities in the state of Texas that are currently receiving funding under the Departmental Grant Program. **Proposal submissions are by invitation only.**

Grant Applications

Applications must be submitted between **January 1 and February 28** 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 Equipment Grant Program Guidelines and Procedures.

The official online application within the Proposal Central portal must be used. All information requested and required attachments must be supplied in the online application.

Submitted proposals should cover a one-year period to allow time for delivery and installation of the requested equipment.

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 funding decisions. All applicants will be notified of the decision on their proposal in early May.

PART II APPLICATION INSTRUCTIONS

DEADLINE **Applications are due by 12:00 PM CT on February 28**

PROPOSAL CENTRAL WEBSITE	PROPOSAL CENTRAL CUSTOMER SUPPORT
https://proposalcentral.com/ **WELCH FOUNDATION INQUIRIES** grants@welch1.org	*Contact if you have any difficulties registering, logging in, or creating your application.* **Phone:** 1-800-875-2562 **Email:** pcsupport@altum.com **Hours:** 8:30 AM – 5:00 PM ET (Monday–Friday)

Getting Started in Proposal Central

1. ***New Users*** of Proposal Central
   a. Create an account by using the "Need an Account?" link.
   b. Complete the registration process using your institution-issued email address. After you register, complete your Professional Profile before starting an application.
2. ***Registered Users*** of Proposal Central
   a. Log in with your username and password.

Start an Application

1. Select the "Grant Opportunities" tab.
2. A list of applications will be displayed. From the filter drop-down menu, select "Welch Foundation."
3. The equipment grant application will appear. Click the "Apply Now" button to begin your application.

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. Please note that we do not accept letters of support as part of the grant application.

IMPORTANT

Please read the instructions carefully before submitting a proposal. Any proposals that do not adhere to the instructions will be unsubmitted and subject to ineligibility. If you have questions, please reach out to grants@welch1.org before submitting.

1. **Title Page.** Enter *Equipment Grant* in the field titled "Project Title." For "Degrees Offered:" select the undergraduate degrees offered at your institution. Click "Save."

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. Completed required templates should be converted to a PDF file and uploaded to Section 10.
3. **Enable Other Users to Access this Proposal.** This section allows you to give other users access to your grant application at varying permission levels. 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 to your proposal. Those you give access to will have to set up their own account in Proposal Central before they can access the application.
4. **Applicant/Grant Manager.** Provide the required information for the grant manager. Your profile should have prefilled most, or all, of the required data. However, you can edit your Professional Profile from here to complete or update 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 for your institution and your Department Chair.
6. **Grant Objective.** Enter a brief summary of the piece(s) of equipment you are requesting and the reasons why it (they) would benefit your department's research program.
7. **Budget Period Detail.** Enter a grant year start date of June 1 and an ending grant year date of May 31 of the following year. Submit a budget for the annual grant amount offered in the invitation letter, currently $75,000, plus any cost share funding committed by your institution. [Example: if you propose a 1:1 match with institutional funds or grant funds, construct a budget for $150,000.] Cost share funds are entered as a negative expense (negative number) to accommodate the Proposal Central software. Cost sharing funds from multiple sources should be entered on separate lines. The total of the budget should equal $75,000, including the "negative" cost sharing funds. There is also a single block for a total of all cost sharing funds at the bottom of the budget. This should be a positive number. Funds may be utilized for direct expenditures in accordance with the following:
    a. **Permanent Scientific Equipment** — Items with a useful life expectancy of at least one year and costing a minimum of $5,000.
    b. **Extended Warranty/Service Contract** — The grantee institution must maintain a record of actual expenditures, by category, for inclusion in the financial statement of the annual report. This category should be used to list any extended warranty and/or service contracts purchased at the time the equipment was purchased (for up to five years after the manufacturer's warranty).
    c. **Cost Sharing from Institution or Other Source** — Provide the total amount of cost share funding from your institution or outside grant.
8. **Budget Summary and Narratives.** A summary of the proposed budget appears here. Fields are auto-populated per the data entered in Section 7. There is also a section on this page for a Description of Equipment and a section for Description of Faculty/Trainees.
9. **Active and Pending Research Support.** Enter any grant(s) that you intend to use for cost sharing on the equipment purchase, whether or not you are the department chair/grant manager. These entries must be added from your Professional Profile or the profile of the faculty member who is the grant manager on the other grant. 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."
10. **Application Attachments.** Prepare and upload the following documents to your application in PDF format:

a. **Equipment Pricing Documentation or Quote(s)** — Upload any pricing information from the manufacturer's website or quote(s) for the proposed equipment and any extended warranty or service contract (if available).

b. **Institution Support** — Upload a letter of support for the equipment proposal. This letter should be from the university president, research dean, college dean, or department chair and should express institutional support for your plan to purchase and operate the proposed equipment.

c. **Cost Sharing** — Upload a letter or document outlining the commitment of any supplemental funding from the institution that will be added to the funding from Welch (if available) or provide a letter or email from the program officer for any grant whose funds you propose to use as part of the equipment purchase. If cost share funding was not obtained, upload a paragraph describing the process utilized to identify any potential funding.

11. **PI Data Sheet.** This area requests demographic information that should normally populate from the grant manager's profile. If it does not, please fill in the requested information. The information provided is not part of the grant application nor will it be used in the review process or considered when making funding decisions.

12. **Validate.** Validate the application on Proposal Central. This is an essential step that checks for the presence of all required data and attachments. You will not be able to submit your application until all the required information has been provided. An application that has not been validated cannot be submitted.

13. **Electronic Signatures.** Signatures on applications will be managed digitally within the application. Both the department chair/grant manager and an institution-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, either signatory can submit the 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.

PART III POST-AWARD GUIDELINES & 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.

Grant Payments

Grant funds are normally paid by the Foundation at the beginning of the grant year, which is June 1.

Deliverables (Year-End Reports)

DEADLINE **Submit through Proposal Central by 12:00 PM CT on July 31 of each year**

1. **Progress Report** *(Proposal Central Webform).* 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 elements:
   a. **Open-Ended Questions** — Complete the listed questions.
   b. **Upload** — Upload the completed deliverable template titled "Equipment Personnel Template." Please be sure to fill in all fields for both Lab Courses and Research Projects.
   c. **Equipment Personnel Template** — Download the deliverable template labeled "Equipment Personnel Template." Fill out the fields. Please be sure to fill in all fields for both Lab Courses and Research Projects. Once completed, this document needs to be saved as a PDF file and uploaded to the progress report.
   d. **Electronic Signatures** — Both the department chair/grant manager and an institution-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, either signatory can submit the report.
2. **Expenditures** *(Proposal Central Award Budget Webform).* Report on expenditures during the most recent grant year (June 1 – May 31). All amounts should be reported on a cash basis. Deficit spending is not allowed. The award budget expenditures include the following items:
   a. **Permanent Scientific Equipment** — Add a line in this category identifying each piece of equipment and provide exact expenditures.
   b. **Extended Warranty/Service Contract** — If warranties or service contracts have been purchased, you will need to add lines for each of the items purchased and note the expense in the expenditure column.
   c. **Cost Sharing** — If there are any cost sharing funds, you will need to add a line or lines for each contribution. These numbers should be entered as negative numbers in the expenditure area.
   d. **Other Changes** — Welch Internal Use Only – Do not use this line.
   e. **Carry Forward** — Welch Internal Use Only – Do not use this line.
   f. **Electronic Signatures** — Both the department chair/grant manager and an institution-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, either signatory can submit the report.

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/grant managers and institution officials should be entering only expenditures that occurred during the current grant year.

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.

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. Any refund will be due to the Foundation **within 30 days**.

Refunds

Refunds should only be sent to The Welch Foundation when a request has been initiated by the Foundation.

No-Cost Extensions

If there is an unexpended balance at the end of the grant year, a no-cost extension (NCE) may be requested prior to May 31. Download the NCE deliverable template from the grant record and save it to your computer. Upload the completed NCE request to the Deliverables section of the grant record and choose “Other” as the category. If approved, Welch will populate approved carry-forward amounts into the NCE budget period once the expenditures are approved.

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 department chair/grant manager 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.