RESEARCH GRANT PROGRAM

Guidelines and Procedures

PART I GENERAL INFORMATION

Purpose

The purpose of the research grant program is to support fundamental chemical research at educational institutions within the state of Texas.

Eligibility

Applications are restricted to universities, colleges, or other educational institutions located within the state of Texas and listed as an educational institution by the Texas Higher Education Coordinating Board.

A principal investigator applying for a research grant must be a full-time faculty member with tenure or on the tenure track. Each research grant has one principal investigator (PI), who is solely responsible for managing the grant. Co-principal investigators (Co-PIs) are not permitted. The PI may name a collaborator on the grant record, and that collaborator is designated as a co-investigator (Co-I). A Co-I must meet the same eligibility standards as the principal investigator.

Only one proposal per year may be submitted by a principal investigator. Principal investigators or co-investigators can hold only one research grant at a time. Welch endowed chair holders are not eligible to apply for a research grant. Faculty in a department which has a Departmental grant are eligible to apply for a research grant. Contact the Foundation if clarification is required. Collaboration with research groups outside of Texas is acceptable; however, no monetary distribution of the award is allowed.

Grant Applications

Applications must be submitted between **November 1 and January 31** 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 Research Grant Program Guidelines and Procedures.

Applicants must use the official online application portal in Proposal Central. All information requested in the online application and attachments must be supplied and a failure to do so can disqualify the application. Any proposals that do not adhere to the instructions will be unsubmitted and subject to ineligibility.

Welch research grant proposals should have no scientific overlap with any current externally funded projects.

Proposals should describe work that encompasses a three-year period.

Proposal Review

The Scientific Advisory Board reviews all proposals and makes funding recommendations to the Board of Directors. The Board of Directors makes the final decision on which proposals will be funded. All applicants will be notified of the decision on their proposal in April.

PART II APPLICATION INSTRUCTIONS

DEADLINE **Applications are due by 12:00 PM CT on January 31**

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 research grants 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, 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.

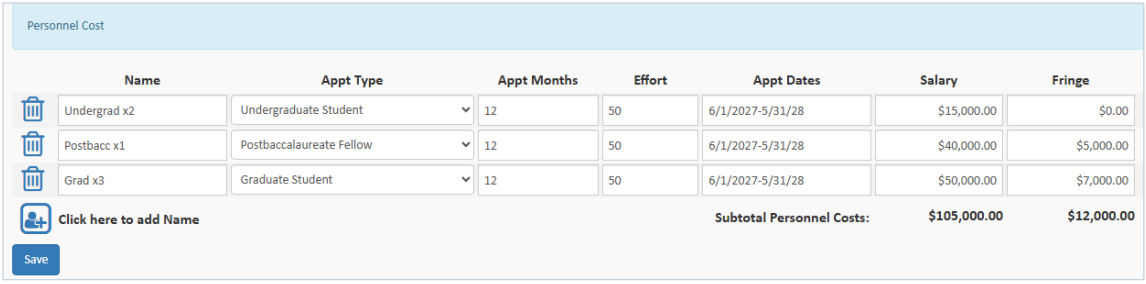
1. **Title Page.** Enter the title of the research project. Click "New" or "Renewal" in the appropriate circle. If your proposal is a renewal, list your current grant number in the next field. Click "Yes" or "No" for the remainder of questions. When this page is complete, either click "Save" or "Next."
2. **Download Templates & Instructions.** The program guidelines and procedures document and any other required templates 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. If there are any templates to fill out, they will need to be downloaded, saved to your computer, completed, and then saved as a PDF file to upload into Section 12 Application Attachments (see below).
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, an institution representative who has signature authority, or a Co-I to give them the necessary access to your application.
4. **Applicant/PI.** Provide the required information for the applicant. Your profile should have prefilled most or all the required data; however, you can edit your Professional Profile from here to complete any required fields. Make sure the academic rank is listed as one of the following: Professor, Assistant Professor or Associate Professor.
5. **Institution and Institution Officials.** Either select your institution or be sure the correct institution has been populated. Enter information for the required Signing Official for your institution.
6. **Co-I (if applicable).** Enter information regarding a Co-I on this project. If there is not a Co-I, leave this section blank.
7. **Project Summary.**
    a. **Abstract** — Enter a brief scientific summary of the proposed project. If you go past the allotted characters, it will be truncated, so please make sure the complete abstract is shown.
    b. **Research Impact** — Enter the appropriate descriptive paragraph.
        i. **New proposals:** Describe what the impact would be if this work is successful.
        ii. **Renewal proposals:** Describe what impact the past work has had on the field.
8. **Budget Period Detail.** At the top, you will see a blue box with each period's dates already set. The dates are automatically entered for each grant period (June 1 – May 31 of each cycle). You must complete all three periods for the budget. These are shown as Period 1, Period 2 and Period 3. Period 1 is automatically selected. Periods 2 and 3 are blue boxes for you to select and complete.

    If your budget for periods 2 and 3 is 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. Proposals should contain a completed three-year budget for **$117,000 per year**. The proposal budget should use generalizations and can change throughout the grant cycle. If the grant is funded, you will have to add detailed personnel and expenditures to each budget period. The budget items can never be deleted/edited once the proposal is submitted. To make any changes for year-end reporting, you will have to add new line items and details. Funds may be utilized for direct expenditures in accordance with the following:

    a. **Personnel Costs** — There is an icon that says, "Click here to add name." For the proposal, you can enter the appointment type in the name field with the expected number you will hire, select from the drop-down menu the appointment type, enter budgeted salary and fringe and click save. Do this for each type of appointment. Allowable appointment types are postdoctoral fellowships, graduate

students, postbaccalaureate research fellows and undergraduate students. A PI is not allowed to receive stipends from this grant.

EXAMPLE: PROPOSAL PERSONNEL BUDGET



Personnel Cost

	Name	Appt Type	Appt Months	Effort	Appt Dates	Salary	Fringe
	Undergrad x2	Undergraduate Student	12	50	6/1/2027-5/31/28	$15,000.00	$0.00
	Postbacc x1	Postbaccalaureate Fellow	12	50	6/1/2027-5/31/28	$40,000.00	$5,000.00
	Grad x3	Graduate Student	12	50	6/1/2027-5/31/28	$50,000.00	$7,000.00
	Click here to add Name				Subtotal Personnel Costs:	$105,000.00	$12,000.00

Save

All appointments (except postbaccalaureate) are renewable and should adhere to the 50% effort requirement. Fringe benefits may be paid for individuals receiving stipends at rates approved by the institution. Postdoctoral fellowship appointments should be for 12 months, or in accordance with your institution's guidelines, but certainly not less than three consecutive months. Graduate appointments must cover a meaningful period and certainly not less than three consecutive months. Postbaccalaureate research fellowship appointments are limited to 12 months. Extensions may be granted with justification. Undergraduate 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.

b. **Non-Personnel Costs** — For the proposal budget, specifics are not required.

   i. **Permanent Scientific Equipment** — *Follow your university's capitalization and reporting policies for permanent equipment. Items costing $5,000 or more should be included in this category. Equipment items costing less than $5,000 should be entered in the Expendable Scientific Items category.*

   ii. **Expendable Scientific Items** — The most used generalized items are preset as a drop-down menu for "Sub-Category." You do not need to add a "Description." You can also add line items that are not preset by clicking the blue "+" icon. *The grantee institution must maintain a record of actual expenditures, by category, for inclusion in the financial statements.*

      A. 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:***

         1. General office supplies, equipment or expenses
         2. Building construction, alteration, renovation, rent or utilities
         3. Personnel expenses other than appointments detailed above
         4. Consultant fees and/or related expenditures
         5. Student tuition, fees, or scholarships
         6. Membership dues and subscriptions
         7. Overhead

iii. **Publication Expenses** — *Expenses for publishing the results of research accomplished with the grant.*

iv. **Travel** — *Foreign or domestic travel expenses, including registration fees, by the principal investigator, co-investigator and current fellowship or student recipients under the grant. Travel must be relevant to the research.* ***Total expenditures may not exceed $7,500 per grant year.***

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 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 "+" icon 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. **Publications.** List all the papers published by the principal investigator in *peer-reviewed/refereed* journals within the last 25 months ending January 31 of the current grant application year. (For example, if the grant application is due January 31, 2027, list all publications between January 1, 2025 – January 31, 2027.) You may also add up to five additional papers most pertinent to the proposed project that were published in the three calendar years prior to the 25 months. (For example, five additional publications can be listed from the years of 2022, 2023, and 2024.) ***We do not accept submitted, accepted, or in-press articles. Your proposal will be unsubmitted if these are listed.*** Any publications added to the application can be added from your Professional Profile and should auto-populate in reverse chronological order.

    a. If you have not added the listings already, it can be done from within the application by clicking the blue "+" icon and a pop-up screen will appear. Any "Publications" already loaded into your profile will display on the screen and can be checked to add to your application.

    b. If you have new entries, click the "Create New Publication" 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.

    c. If you do not have any publications, check the box on the original page of this section that says, "No Publications to Report." For any Welch Supported-Published articles, the PI's Welch research grant must be acknowledged in the article, including grant number.

12. **Application Attachments.** Prepare and upload the following documents into your application in PDF format:

Required Document	Description
Project Description	Cover the background and the approach of the research proposal of the principal investigator. This section should be **no more than four pages**, including any exhibits. References are not included in the four-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.

Required Document	Description
Principal Investigator's Biosketch	An NIH-style biosketch should be provided and **limited to two pages**. If there is a Co-I, a biosketch also must be uploaded for the Co-I.
Tenure Letter	A letter from the grantee institution on grantee letterhead stating **both** that the principal investigator is A) a *full-time faculty member* and B) *has tenure or is on tenure track.* The letter must clearly state both items. If there is a Co-I, there must be a letter for them as well.

13. **PI Data Sheet.** This section contains items from the PI's professional profile and lists a small amount of PI demographic 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.
14. **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.
15. **Electronic Signatures.** Signatures on applications will be managed digitally within the application. Both the principal investigator 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.
16. **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.

Appointments

The purpose of a postdoctoral, graduate, postbaccalaureate or undergraduate appointment is education and training in chemistry through research. All personnel must have signed letters of appointment on file at the grantee institution. An individual's appointment can be supported in combination with non-Welch funding, but 50% or more effort must be on the Welch grant. Limits on the terms of postdoctoral fellows funded from Welch grants should follow the grantee institution's policies on postdoctoral appointments. Renewable postdoctoral fellowship appointments should be for 12 months or in accordance with your institution's guidelines, but not less than three consecutive months. Graduate students can receive funding from a grant through the time they are

awarded a terminal degree. Graduate appointments must cover a meaningful period and certainly not less than three consecutive months. Postbaccalaureate research fellowship appointments are limited to 12 months. Extensions may be granted with justification. Undergraduate 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. Fringe benefits may be paid for individuals receiving stipends at rates approved by the institution.

There shall not be any employer-employee relationship between the Foundation and the principal investigators 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 normally will be paid by the Foundation on a quarterly or annual basis. Quarterly payments will be made in equal amounts and normally remitted in June, September, December and March for the current grant year. Annual payments will normally be remitted in June for the current grant year. There may be circumstances when the Foundation will remit grant payments for future time periods. If this occurs, the PI cannot utilize these future funds until the grant year they are allocated for is in effect.

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 research and list publications authored and published 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.
    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.
    c. **Research Personnel Template** — Download the Personnel template. Fill out the personnel supported during this grant year. List the names in the first section and fill out the corresponding appointment and demographic information in the second section. Upload the completed deliverable template titled “Research Personnel Template.” This document needs to be downloaded, saved, completed, and then saved as a PDF file to upload. **Personnel listed on the Progress Report must correspond exactly to personnel supported as reflected in the Financial Statement (Expenditures).** Discrepancies between personnel listed on the Progress Report and those reported on the Expenditures may delay review.
    d. **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)**.

Please do not add articles that have not yet been published in a peer-reviewed journal. This section is completed by adding 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 in the article or reprint (i.e., all names in same order, article title, journal title/volume/page/date, DOI). For Welch Supported-Published articles, the PI's Welch research grant must be acknowledged in the article, including grant number. 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 a previous progress report.** If, after you have added a publication record to your report, you need to update 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.

e. **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 because of either partial or full support from your Welch funding. If you do not have any patents or inventions, click "No Inventions to Report."

f. **Demographic Data** — This data should autofill from your profile but if anything does not, you need to fill in the required fields. The information provided is not part of the report nor will it be used in the review process or shared externally.

g. **Electronic Signatures** — Both the principal investigator 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. **Personnel Cost** — For year-end reporting, you must only enter expenditures and descriptions in the "expenditure" column. If your personnel are unidentified in the budget column, you must add a new line, name the personnel and fill in the appropriate information only in the expenditure column (must fill out all fields: Appt Type, Appt Months, Appt Dates, Effort, Salary, Fringe). Do not change anything in the budget column and do not add an expenditure on a line that has not identified the name of the personnel. If the personnel were not supported for the minimum time allowable, make a note in the "Appt Date" line (e.g., 6/1/2025-6/30/2025 cont. from last period). **Personnel listed on the Progress Report must correspond exactly to personnel supported as reflected in the Expenditures.** Discrepancies between personnel listed on the Progress Report and those reported on the Expenditures may delay review.

   b. **Permanent Scientific Equipment** — If permanent equipment was purchased (*cost of $5,000 or more*), add a line in this category to identify the specific equipment purchased and load exact expenditures. Follow your university's capitalization and reporting policies for permanent equipment. Each item costing $5,000 or more should be listed as a separate line in this category, identifying the equipment and its exact cost. Equipment items costing less than $5,000 should be entered in the Expendable Scientific Items category.

c. **Expendable Scientific Items** — The most used generalized items are preset as a drop-down menu for "Sub-Category." You do not need to add a "Description." You can also add line items that are not preset by clicking the blue "+" icon.

   i. 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:***

      1. General office supplies, equipment or expenses
      2. Building construction, alteration, renovation, rent or utilities
      3. Personnel expenses other than appointments detailed above
      4. Consultant fees and/or related expenditures
      5. Student tuition, fees, or scholarships
      6. Membership dues and subscriptions
      7. Overhead

d. **Publication Expenses** — If publication expenses were budgeted, list the expenditure in the same line. If they were not budgeted, add a line showing just the expenditure.

e. **Travel** — If travel expenses were budgeted, list the expenditure on the same line. If they were not budgeted, you will need to add a line showing just the expenditure. ***Total expenditures may not exceed $7,500 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.

h. **Electronic Signatures** — Both the principal investigator 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

- **If credits come onto Welch accounts after the grant period, those should be reported on the next grant period's report and clearly labeled as a correction.**
- 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, principal investigators and institution officials should be entering only expenditures that occurred during the current grant year.
- As with the progress report, both the principal investigator and an institution authorized representative should independently sign the 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, either signatory may submit the report.

3. **Carry Forward.** An unexpended balance of more than **$40,000** must have a letter of explanation 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. Upload the letter of explanation to the Deliverables section of the grant record and choose "Other" as the category.

> **NOTE**
> Input for expenditures is found in the "Budget" area of Proposal Central grant record. Populating approved carry-forward amounts will be managed by Welch when the expenditures are approved.

Termination of Grants

A grant may be cancelled for cause if the Foundation determines that progress toward the objective of the grant is not being made satisfactorily or if the grantee institution or the principal investigator is not in compliance with the terms and conditions of the award letter or these guidelines. Principal investigators should notify the Foundation and request a termination if it becomes clear they will not be able to fulfill the terms of the award for any reason. Once the principal investigator 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. Standard closeout procedures will be carried out at the grantee institution with respect to the grant.

1. **Absence of Principal Investigator.** If there is a disruption in the appointment of the principal investigator, the institution must inform the Foundation as soon as they are notified by the principal investigator. See below on how to proceed for different situations.
    a. **Sabbatical** — If a principal investigator expects to be away from the grantee institution for an appreciable period, the Foundation must be informed in advance. The grant will become inactive unless the grantee institution submits a written request acceptable to the Foundation demonstrating that the grant will remain under the full control of the grantee institution.
    b. **Leaving the Institution** — If a principal investigator transfers out of the grantee institution, standard closeout procedures should be carried out at the grantee institution with respect to the grant. A new grant proposal may be submitted by any eligible Texas educational institution to which a principal investigator has transferred.
    c. **Death** — If a principal investigator passes away, the institution is responsible for notifying the Foundation. The grant will become inactive unless the grantee institution submits a written request acceptable to the Foundation demonstrating that the grant will remain under the full control of the grantee institution.
2. **Standard Closeout Procedures**
    a. If the PI leaves the institution prior to the grant termination date, the Foundation must be notified of the PI's departure and its effective date.
    b. Research grants cannot be transferred from one principal investigator to another. If the PI or institution wishes for the grant to continue any portion of the original term beyond the closeout

date, a written request detailing the reasons for the request must be submitted to the Foundation for approval. This request should be submitted at the time of notification.

c. If the PI is transferring to another Texas institution, notify the Foundation prior to the effective date. After the effective termination date at the current institution, the Foundation will request a refund of all unexpended funds. Once this is received, a new application at the new institution must be submitted for approval. If this is approved, the unexpended funds received will then be sent to the new institution from the Foundation.

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

   i. Final Progress Report
   ii. Final Financial Statement (Expenditures)

e. A refund of any unexpended balance will be requested after the Final Financial Statement (Expenditures) has been approved and 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

Principal investigators may request a no-cost extension for research grants for up to 12 months. Requests must be submitted to The Welch Foundation prior to the current termination date using the "deliverable template" for no-cost extensions and uploaded as a deliverable in Proposal Central. The request must explain the need for the extension beyond the established end date, include an estimate of the unexpended balance at the grant's end date, and describe how the balance will be used. Anticipating an unexpended balance when the grant expires is not a sufficient justification for an extension. The Foundation, in its sole discretion, will ascertain the need and length for an extension based on the details provided in the request.

The rules for terminating grants apply to any granted extension. Expenditures may no longer be made for permanent scientific equipment or expendable scientific items that cannot be utilized during the remainder of the grant, and no new trainee appointments may be made to the grant. If part of the justification for the extension is to support postdoctoral fellows, graduate students, or undergraduate students, these individuals must already be appointed and receiving support by the Welch grant. **Extension requests will NOT be considered after the grant has expired.**

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.