

GENERAL INFORMATION

Purpose

The purpose of the WelchX pilot grant program is to stimulate collaborations in significant emerging areas of chemistry, to foster lasting connections among the participants, and to increase the density of research ties across Texas to spur the growth of basic research.

Eligibility

Applications are restricted to the collaborative groups that were formed at the Welch eXperimental Collaboration Retreat.

The principal investigator and any co-principal investigators must be a full-time regular faculty member with tenure or on the tenure track.

Only one proposal may be submitted by a principal investigator or co-principal investigator.

Applications

Applications must be submitted between June 12 and June 26 at 5:00 PM CDT to be considered for the next grant year, August 1 - July 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 WelchX Pilot 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 will disqualify the application.

Proposals should describe work that encompasses a one-year period, with reference to follow-on work.

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 applications in August.

APPLICATION INSTRUCTIONS

APPLICATIONS ARE DUE BY 5:00 PM CST ON JUNE 26

Proposal Central Website:

<https://proposalcentral.com/>

Proposal Central Customer Support:

Contact if you have any difficulties registering, logging in, or creating your application.

1-800-875-2562

pcsupport@altum.com

8:30am – 5:00pm EST (M-F)

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. Login 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.

1. *Title Page*. Enter the title of the research project. The title is limited to 150 characters (including spaces). 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” if you have submitted the same application to any other agencies. Click “Yes” or “No” for the question “Are you a full-time, tenure or tenure-track professor?” Finally, click “Yes” or “No” for the question “Are you submitting your application from an institution located within the state of Texas?” 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, completed, and then converted to a PDF file and uploaded back into Section 10. (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-PI 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, if not all of the required data, however, you can edit your Professional Profile from here to complete any required fields.
5. *Co-PI*. Enter information regarding any Co-PIs on this project.
6. *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.
7. *Project Summary and Collaboration Description*. Enter a brief summary of the proposed research project and cover the nature of the collaboration and how it will benefit the proposed research. This summary is limited to 3,500 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*. For review purposes, applications should contain an integrated budget from both PIs for one-year at \$100,000. We realize subawards may be utilized by the institution. Funds may be utilized for direct expenditures in accordance with the following:
 - a. Personnel Costs — Principal Investigators and Co-Principal Investigators are not allowed to take salary or fringe. Postdoctoral fellowships, graduate fellowships, undergraduate scholarships, research technicians and research Scientists can be supported on this grant.
 - b. Fringe Benefits — Amounts may be paid for individuals receiving salary, fellowships or scholarships at rates approved by the institution.
 - c. Expendable Scientific Items, Services and Equipment Maintenance — The grantee institution must maintain a record of actual expenditures, by category, for inclusion in the financial statements.
 - d. Travel — Foreign or domestic travel expenses, including registration fees, by the principal investigator, co-principal investigators, research technicians, research scientists, and current fellowship or scholarship recipients under the grant. Travel must be relevant to the research. Total expenditures may not exceed \$7,500 per grant year.

Note: 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 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. *Application Attachments.* Prepare and upload the following documents into your application in PDF format:
- a. Project Description – Cover the background and the approach of the research proposal of the principal investigator. 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. PI/Co-PI Biosketch – The PI and Co-PI should upload an NIH-style biosketch limited to two pages including publications.
11. *PI Data Sheet.* This section contains a few items from the PI’s professional profile and lists a limited amount of PI demographic information.
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. *Electronic Signatures.* Signatures on applications will be handled digitally within the application. You no longer have to print, sign, and upload a signature page into the application. Both the principal investigator and a university authorized representative should independently sign this document. Any Co-PIs and their respective university authorized representative must also 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.
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 & 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

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.

Re-Budgeting

Grant recipients are allowed the latitude to re-budget within and between budget categories to meet unanticipated needs and to make other types of post-award changes. Changes may be made at the PI's discretion if they are within the limits established in the award letter and the guidelines for this grant.

Grant Payments

Grant funds normally will be paid by the Foundation on an annual basis. Annual payments will normally be remitted in August for the current grant year.

Absence of Principal Investigator

If a principal investigator expects to be away from the grantee institution for an appreciable period of time, the Foundation must be informed in advance. The grantee institution must submit a written notice stating which co-principal investigator will be taking control of the grant and demonstrating that the grant will remain under the full control of the grantee institution.

Transfer of Principal Investigator

If a principal investigator or co-principal investigator transfers out of the grantee institution to another eligible institution in Texas, the status of the PI or Co-PI concerning their participation on this grant will be considered on a case by case basis. If a principal investigator or co-principal investigator transfer out of the grantee institution to an institution outside of Texas, the continuation of this grant will be considered on a case by case basis

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

1. **Progress Report** (Proposal Central Webform). Report the progress of the research during the grant year (August 1 – July 31). This report is a webform with the following elements:
 - a. *Questions* – Complete the listed questions.
 - i. Research Objective
 - ii. Report the overall progress of your research this year.
 - iii. Describe how this collaboration has benefitted the research.
 - iv. Describe any challenges with the collaboration.
 - v. List any new (non-Welch) grant applications that have been or will be submitted as a result of this grant, along with any awarded funding.
 - b. *Upload* – Upload the completed deliverable template titled “WelchX Personnel Template.” Please be sure to fill in all fields.
 - c. *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 (August 1 – July 31). This section is completed by adding publication entries from your ProposalCentral 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.
 - d. *Electronic Signatures* – Both the principal investigator and a university authorized representative should independently sign this document. Any Co-PIs and their respective university authorized

representative must also 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** (Proposal Central Award Budget Webform). Report expenditures during the most recent grant year (August 1 – July 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. *Expendable Scientific Items* – If expendable items or services have been purchased, add lines for each category of expendables purchased and note the expense in the expenditure column.
 - c. *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.
 - d. *Other Changes - Welch Internal Use Only* – Do not use this line.
 - e. *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, principal investigators and university officials should be entering only expenditures and carry forward balance into the next grant year. As with the progress report, both the principal investigator and a university authorized representative should independently sign award budget/expenditures. Any Co-PIs and their respective university authorized representative should also 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. Input for expenditures are found in the “Budget” area of Proposal Central grant record. Populating approved carry forward amounts will be handled by Welch.

3. **Carry Forward** (Proposal Central Award Budget Webform). An unexpended balance can only be carried forward if a no-cost extension is 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.

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.

No-Cost Extensions

Principal Investigators may request a no-cost extension for a WelchX pilot grant for up to 5 months. Requests must be submitted to The Welch Foundation prior to the current termination date using the

'deliverable template' for no-cost extensions and submitted via the correspondence section 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. 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.