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## GENERAL INFORMATION

### Purpose

The purpose of the grant is to support chemical research by members of the chemistry faculty, and to provide an opportunity for students to study chemistry in a less structured way.

### Eligibility

Applications are restricted to colleges and universities that offer undergraduate degree programs in chemistry, biochemistry or chemical engineering and are located within the state of Texas. The colleges and universities should also be listed as an 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 by 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 Foundation's award letter and all terms and conditions stated in these Departmental Grant 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.

Proposals being submitted should cover a three-year period.

### Proposal Review

The Scientific Advisory Board will review all proposals and will make funding recommendations to the 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 proposalCENTRAL website (<https://proposalCENTRAL.com>)

***Deadline to submit an application is 1:00 PM EST on September 15.***

### 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 departmental grant application will appear. Click the "Apply Now" link to begin your application.

If you have difficulties registering, logging in or creating your application, contact proposalCENTRAL

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 proposalCENTRAL" 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.* Complete the required information for the applicant. You can edit your Professional Profile from here to complete the required data.
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.
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 fiscal year start date of June 1 and an ending fiscal year date of May 31 of each period. You must complete all three periods for the budget. These are shown as Period 1, Period 2 and Period 3 and are separated in different windows. The total annual expenditures should be submitted for the annual grant amounts offered in your invitation letter. Funds may be utilized for direct expenditures in accordance with the following:

- a. Stipends, Fellowships and Scholarships – Faculty summer research stipends shall not exceed the monthly academic salary rate and the total of the faculty summer research stipend 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 \$2,500 per grant year.
  - g. 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:
    - i. General office supplies, equipment or expenses.
    - ii. Building construction, alteration, renovation, rent or utilities.
    - iii. Personnel expenses other than fellowships and scholarships as detailed above.
    - iv. Consultant fees and/or related expenditures.
    - v. Student tuition or fees.
    - vi. Membership dues.
    - vii. 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 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. Research 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 everyone whether they participated on the grant or not.
  - 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.
  - d. Faculty Biosketch – A biosketch should be uploaded for each faculty member and must be limited to one page per person.
  - e. Signature Page(s) – This page will be automatically generated as part of your application. It will have to be printed, signed and uploaded by the appropriate Sponsored Projects or similar office at your institution.
12. *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.
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 have clicked 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 “unsubmitting” your application.

## 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. A recipient-signed appointment/acceptance letter must be retained on file at the grantee institution for examination when required.

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 1st.

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

1. **Progress Report** (proposalCENTRAL 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 elements:
  - a. Grant Objective – Enter your brief grant objective in the block provided. You are limited to 500 characters including spaces.
  - b. 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.
  - c. 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.
  - d. Chemistry/Biochemistry Graduates – You will enter the number of undergraduate students who have graduated over the past grant year and have gone on to postbaccalaureat work, industry or other areas after graduation. The following categories are to be used: Chemistry; Biochemistry, Chemical Engineering, Medicine, Other Allied Sciences, Industry or Other areas. (Example: Chemistry-4, Medicine-2, Total-6)
  - e. 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.
  - f. 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.
  - g. Upload – Upload the completed template containing two listings. One of all Chemistry Faculty in the department (list those who participated in the grant, all others in the department, and any vacant positions) and the listing of Student Participants during the last grant year. Please be sure to fill in all fields for each person on both lists.
  - 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. Electronic Signatures – Both the department chair 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. **Expenditures** (Financial Statement) (proposalCENTRAL 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 load 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.
- 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 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 proposalCENTRAL 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** (proposalCENTRAL Template). Take the amount of carry forward shown in your prior year budget expenditures (total is shown in the Balance column under Total Cost) and distribute the funds into the anticipated spending categories in the carry forward column in the following grant period. An unexpended balance carry forward of more than \$10,000 must have a letter submitted from the grantee institution explaining the circumstances and the need.

**Note:** Input for both expenditures and carry forward are found in the “Budget” area of proposalCENTRAL grant record.

### **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.

### **Documentation**

As a condition of a grant, all documents in connection with a grant must be signed by persons authorized by the institution to sign such documents. In addition, all documents in connection with a grant may be signed in multiple counterparts and delivered by facsimile, email, U.S. mail, or otherwise, each of which signatures shall be deemed an original.