

THE WELCH FOUNDATION  
DEPARTMENTAL RESEARCH GRANT GUIDELINES  
EFFECTIVE JUNE 1, 2010

## PURPOSE

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

## GRANT APPLICATIONS

Applications are restricted to universities and colleges located within the state of Texas. 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 Research Grant Guidelines.

The application should include one original of the following information on 8 1/2" x 11" paper (single-sided preferred):

1. Cover page (Foundation Proposal form).
2. Biographical sketches for each department faculty member, limited to one page per person.
3. Additional information. The proposal must be clear, readily legible, and conform to the following requirements: (a) the font size must be 11 points or larger, (b) line spacing must be at least single-spaced, and (c) margins must be at least an inch in all directions. This section should be no more than five pages including any exhibits. References are not included in the five page limitation. These guidelines establish the minimums required. Departments are advised that readability is of paramount importance and not being in compliance with these guidelines may be grounds to return the proposal without review.
4. Budget Request (Foundation form). The initial grant amount should be the amount per year as indicated in the invitation letter.

## EXPENDITURES

Funds may be utilized for direct expenditures in accordance with the following:

### 1. STIPENDS, FELLOWSHIPS, AND SCHOLARSHIPS

- a. Faculty summer research stipend, amount per month shall not exceed the monthly academic salary rate. The total of the faculty summer research stipends and fringe benefits combined must not exceed 20% of the annual grant amount per year.
- b. Undergraduate scholarships, at a level set by the grantee institution. Appointments must cover at least one meaningful period such as an academic year, semester, quarter, or summer.
- c. Graduate fellowships, at a level set by the grantee institution. Appointments must cover at least one meaningful period such as an academic year, semester, quarter, or summer.

### 2. FRINGE BENEFITS

Amounts may be paid for individuals receiving stipends, fellowships, or scholarships.

### 3. PERMANENT SCIENTIFIC EQUIPMENT

Items with at least one year useful life expectancy and costing a minimum of \$5,000.

### 4. 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.

## 5. PUBLICATION EXPENSES

Expenses for publishing the results of research accomplished under the grant.

## 6. TRAVEL

Travel expenses, including registration fees, by faculty members and the fellowship or scholarship recipients under the grant. Total expenditures may not exceed \$1,500 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. 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 stipends, fellowships, and scholarships as detailed above.
4. Consultant fees and/or related expenditures.
5. Student tuition or fees.
6. Membership Dues.
7. Overhead.

## 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 the proper operation and maintenance of all equipment in research activities and for the safe disposal of any hazardous waste materials.

## GRANT PAYMENTS

Grant funds will normally be paid by the Foundation at the beginning of the grant year which is June 1st.

## 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 acceptance copy of the appointment 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.

## YEAR-END REPORTS (due by July 31 of each year)

1. Progress Report (Foundation form) to include the following:
  - a. Grant objective for the current grant year.
  - b. Statement of the how the grant impacted the program during the current grant year.
  - c. All department faculty members. (Indicate those who participated on the grant during the current grant year.)
  - d. Students who participated on the grant during the current grant year.
  - e. List the number of chemistry graduates over the past year.
  - f. List of publications, in which faculty and/or students are the author or co-author.  
Section 6A. – Refereed articles as they appeared when published. Articles reported in this section must have appeared in print, have acknowledged Welch Foundation support including the grant number, and have not previously been reported to the Foundation in this section. One copy of each article must be enclosed with the report.  
Section 6B. – Refereed “In Press” Articles. Articles reported in this section are refereed articles that are either in press, submitted, or accepted for publication. These articles should acknowledge Welch Foundation support, have not been previously reported to the Foundation, and should be reported in Section 6A in the grant year they appear in print. Copies of these articles should only be sent when listed in Section 6A.  
Section 7. – Other published articles or patents. Articles reported in this section should include conference or symposium proceedings, books, or other invited articles with original material. Also include any patent applications filed on any inventions made with the assistance of The Welch Foundation. Articles listed in this section must have appeared in print, have acknowledged Welch Foundation support, and have not previously been reported to the Foundation.
  - g. Report on how the grant funds were used and what effect the funds may have had on the department or the students. This report including any exhibits or attachments should be no more than five pages.
2. Financial Statement (Foundation form) covering the most recent grant year (June 1 - May 31). All amounts should be reported on a cash basis. A financial statement which has an unexpended balance carry forward and/or a change in category of more than \$10,000 must be accompanied by a letter explaining the circumstances and the need.
3. Amended Budget Request (Foundation form) is required when an unexpended balance from a preceding year is carried forward to the following grant year. An unexpended balance carry forward and/or a change in category of more than \$10,000 must be accompanied by a letter from the grantee institution explaining the circumstances and the need.

## 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 can no longer be made for permanent scientific equipment. In addition, any expenses for expendable scientific items must only be for items that will be utilized during the remainder of the grant term.

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

1. Final Progress Report. (Foundation form)
2. Final Financial Statement. (Foundation form)

A refund of any unexpended balance will be requested after the Final Financial Statement has been approved.

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