

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

PURPOSE

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

GRANT APPLICATIONS

Applications are restricted to universities, colleges, or other educational institutions located within the state of Texas. Research under a grant should be conducted under the leadership of a principal investigator who is a full-time regular faculty member with tenure or is on tenure track. Applications for up to two years of support must be received by February 1 to be considered for the next grant year, June 1 - May 31. Only one proposal per year may be submitted by a principal investigator. In addition, any principal investigator with a Welch research grant is not normally eligible for any additional Welch funding during the grant period.

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 Research Grant Program Guidelines.

The application should include one original of the following items on 8 1/2" x 11" paper (single-sided preferred). 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 1.5-spaced but no more than five (5) lines of text per vertical inch, and (c) margins must be at least an inch in all directions. Foundation forms must not be modified from their original appearance. These guidelines establish the minimums required. Principal investigators 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:

1. Cover page with scientific summary (Foundation form).
2. Description of the project. 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.
3. Principal investigator's biographical sketch, limited to two pages.
4. Bibliography of the principal investigator. List all of the papers published by the principal investigator in refereed journals within the last 24 months and selected papers published within the last five years most pertinent to the proposed project.
5. A letter from the grantee institution stating that the principal investigator is a full-time faculty member with tenure or is on tenure track.
6. Budget. The initial grant amount should normally be \$50,000 per year for two (2) years (Foundation form).

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

1. FELLOWSHIPS AND SCHOLARSHIPS

- a. Postdoctoral fellowships, at a level set by the grantee institution. Appointments should normally be for 12 months, but ordinarily and initially for not less than three months.
- b. 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.
- c. 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.

2. FRINGE BENEFITS

Amounts may be paid for individuals receiving 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 with the grant.

6. TRAVEL

Travel expenses, foreign or domestic, including registration fees, by the principal investigator and the fellowship or scholarship recipients under the grant. Travel must be relevant to the research. 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 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 on a quarterly basis. Equal payments will be made on the first day of June, September, December, and March.

APPOINTMENTS

The purpose of postdoctoral and graduate fellowships and undergraduate scholarships is education and training in chemistry through research. All postdoctoral and graduate fellowships and undergraduate scholarships 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. Joint appointments may be made with other external funding but at least 50 percent of the individual's external support must be from the Welch grant. Postdoctoral fellows may receive funding for a total of five years in a postdoctoral position. This may be five consecutive years or a cumulative sum equal to five years. However, the postdoctoral fellow may not receive Welch Foundation support for more than three years.

There shall not be any employer-employee relationship between the Foundation and the principal investigators or recipients of appointments under Foundation grants.

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 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.

TRANSFER OF PRINCIPAL INVESTIGATOR

If a principal investigator transfers from the grantee institution, normal closeout procedures should be carried out at the grantee institution with respect to the grant. A new grant proposal may be submitted by any Texas educational institution to which a principal investigator has transferred.

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) must include the following:
 - a. Statement of the research objective for the current grant year.
 - b. Brief report of the progress of the research for the current grant year.
 - c. List of publications, in which the principal investigator is the author or co-author.
 - Section 3A. – 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 3B. – 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 3A in the grant year they appear in print. Copies of these articles should only be sent when listed in Section 3A.
 - Section 4. – 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.
2. Financial Statement (Foundation form) reporting 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 satisfactorily being made or if the grantee institution or the principal investigator is not in compliance with the terms and conditions of the award letter. Once the principal investigator 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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