
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 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.altum.com>)

Deadline to submit an application is 6:00 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
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.* 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 entered into your Professional Profile. If you have not done so at this point, you can click on “Edit Professional Profile” and add the information. Once entered into your profile, you can then go back to Section 10 and click “Add New Entry”. If the data is already in your Professional Profile, you may simply click “Add New Entry” and select the applicable records. If you do not have any additional support, click “Add New Entry” and select “N/A”.
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 validate 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). Reminder emails will be sent prior to the deadline.
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. Reminder emails will be sent prior to the deadline.
3. **Carry Forward** (Amended Budget Request) (proposalCentral Template). Take amount of carry forward created by your expenditures and report the anticipated categories the carry forward will be moved to in the following grant period. An unexpended balance carry forward of more than \$10,000 must be accompanied by a letter 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 can no longer be made for permanent scientific equipment. In addition, any expenses for expendable scientific items must 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.
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.