

GENERAL INFORMATION

Purpose

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

Eligibility

Applications are restricted to universities, colleges or other educational institutions located within the state of Texas and also listed as an educational institution by the Texas Higher Education Coordinating Board.

A principal investigator applying for a research grant must be a full-time regular faculty member with tenure or on tenure track. Any Co-PI must meet the same eligibility standards as the principal investigator.

Only one proposal per year may be submitted by a principal investigator. In addition, any principal investigator with other Welch funding is not normally eligible to apply for any additional Welch funding during the grant period.

Grant Applications

Applications must be submitted between November 1 and by the last business day of January 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 Research 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 normally 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 April.

APPLICATION INSTRUCTIONS

Applicants should be full-time regular faculty members with tenure or on tenure track.

The proposalCENTRAL website (<https://proposalCENTRAL.altum.com>)

Deadline to submit an application is 1:00 PM EST on the last business day of January.

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". The research grants 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: 8:30am – 5:00pm Eastern Time (Monday thru 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 the title of the research project. The title is limited to 150 characters (including spaces). Click “Yes” or “No” if you are submitting the same application you have submitted before. If “Yes”, list the date of previous submission in the corresponding field. Then 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. Input your current Welch grant number if you have one in the corresponding field. Finally, click “Yes” or “No” for the question “Are you submitting your application from an institution located within the state of Texas”.
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 12.
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 a Co-PI to give them the necessary access to your application.
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 for your institution.
6. *Co-PI (if applicable)*. Enter information regarding any Co-PIs on this project. If there aren't any Co-PIs, leave this section blank.
7. *Scientific Summary*. Enter a brief summary of the proposed project. 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. Uninvited proposals should complete a three-year budget for \$65,000 per year. Invited proposals should submit for the annual grant amounts offered in their invitation letters. Funds may be utilized for direct expenditures in accordance with the following:
 - a. Fellowships and Scholarships — Postdoctoral fellowship appointments normally should be for 12 months but not less than three consecutive months. Graduate fellowship appointments must cover a meaningful period that is not less than three consecutive months. Undergraduate scholarship appointments must cover a meaningful period such as an academic year, semester, or a minimum of two (2) consecutive months if during the summer.
 - b. Fringe Benefits — Amounts may be paid for individuals receiving 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 principal investigator 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.

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 fellowships and scholarships as 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. *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. *Publications.* List all of the papers published by the principal investigator in refereed journals within the last 24 months. You may also add up to five additional papers published in the last 25-60 months most pertinent to the proposed project. **Publications should be added in reverse chronological order (newest to oldest).** Any publications added to the application 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 “Publications” 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 Publication” 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 publications, check the box on the original page of this section that says “No Publications to Report”.
 12. *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. Principal Investigator’s Biosketch – The biosketch should be limited to two pages. Reminder... A biosketch in PDF form also must be uploaded for a Co-PI.

- c. Tenure Letter – A letter from the grantee institution stating that the principal investigator is a full-time faculty member with tenure or is on tenure track. If there is a Co-PI, there must be a letter for them as well.
 - d. 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. Note: the PI, Co-PI (if any), and institutional representative must sign this page.
13. *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.
 14. *Signature Page(s)*. After successfully passing the validation check, click “Print Signature Pages and Attached PDF Files” to preview your application.
 15. *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 “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 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 appointment/acceptance 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 or equivalent 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.

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 normally will be paid by the Foundation on a quarterly basis. Equal payments will be made on the first day of June, September, December, and March.

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 eligible Texas educational institution to which a principal investigator has transferred.

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

1. **Progress Report** (proposalCENTRAL Webform). Report the progress of the research and list publications authored and submitted during the grant year (June 1 – May 31). This report is a webform with the following elements:
 - a. Research Objective – Enter your brief research objective in the block provided. You are limited to 500 characters including spaces.
 - b. 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.
 - 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 principal investigator 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** (proposalCENTRAL Award Budget Webform). 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, 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, add lines for each category of expendables purchased and note the expense in the expenditure column.
 - d. Publication Expenses – If publication expenses were budgeted, list the expenditure in the same line. If they were not budgeted, add a line showing just the expenditure.

- e. Travel – If travel expenses were budgeted, list the expenditure in the same line. If they were not budgeted, you will need to add a line showing just the expenditure.
- f. 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. 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 Award Budget Webform). 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 \$30,000 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 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 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.