The W. M. Keck Foundation Research Program's Phase I is a limited application process. Eligible institutions may submit one application to each of the Science & Engineering and Medical Research grant areas. Please see our [website](#) for eligibility criteria.

Applications must be submitted through the Foundation's portal by an applicant institution's [Designated Liaison](#). Individual investigators or other personnel **may not** submit applications. Please contact research@wmkeck.org with any questions.

Phase I application submissions are due by 4:30pm PT on the [deadline date](#). If a deadline date falls on a weekend, the application must be submitted by 4:30pm PT the next business day. Early submission is encouraged, and late applications will not be accepted.

<u>The following information and documents will be required for the application:</u>

- Applicant info
  - Applicant Institution Legal Name
  - Applicant Institution EIN
  - Payee Organization Legal Name *(if different from Applicant Institution)*
  - Payee Organization EIN *(if different from Applicant Institution)*
  - Project Title
  - Project Time Period
  - Requested Amount
  - Total Project Cost
  - President, CEO, or Director of Institution Contact Info
  - Principal Investigator Contact Info
  - Co-PI(s) Contact Info *(if applicable)*
  - Liaison Contact Info
- Project Summary **(instructions below)**
- Project Description **(instructions below)**
- Budget **(instructions below)**
- Suggested Referees – Five knowledgeable experts who can review the project
- Governing Board – Concise list of members for the payee organization

Project Summary

The Project Summary should not exceed <u>one page</u> and must comply with all formatting requirements. Applications that do not comply with these requirements will not be accepted. Please note that the Project Summary will be shared with potential referees.

<u>Formatting Requirements:</u>

- Single spaced on 8.5"x11" paper with 1" margins
- At least 12-point type, Time New Roman or Helvetica font families preferred
- Figure text and captions must be at least 9-point type
- Citations must be contained within the text in the format: (Journal Vol: page, year or DOI)
- Footnotes and links to other supporting information such as videos or external websites are <u>not allowed</u>.

<u>Include the following sections with bolded headings:</u>

Title: Provide the title of the project.

Abstract: Provide a summary of the project for a well-educated lay audience. Include the overall goals, methodology, and significance.

Impact: Describe the potential scientific impact if the project is successful.

Key Personnel: Include the first and last name of the principal investigator (PI) and their primary departmental and institutional affiliation. Also include the first and last names of key personnel, their departmental and institutional affiliations (if different from the PI), describe their expertise, and role in this project. Key personnel include faculty or faculty equivalents; please do not include graduate students, postdoctoral researchers, or other trainees.

Budget: State the project's total cost, amount requested from the W. M. Keck Foundation, and the amount of institutional support. Describe how funds requested from the W. M. Keck Foundation will be allocated among personnel, equipment, and operations. (See budget instructions for allowed expenses)

Justification for W. M. Keck Foundation Support: Justify the need for WMKF support by explaining why this project cannot be funded by other sources. If this or a related project has been declined by another granting organization, indicate which one(s) and their rationale.

Project Description

The Project Description should not exceed <u>two pages</u> and must comply with the formatting requirements. Applications that do not comply with these requirements will not be accepted.

<u>Formatting Requirements:</u>

- Single spaced on 8.5"x11" paper with 1" margins
- At least 12-point type, Time New Roman or Helvetica font families preferred
- Figure text and captions must be at least 9-point type
- Citations must be contained within the text in the format: (Journal Vol: page, year or DOI)
- Footnotes and links to other supporting information such as videos or external websites are <u>not allowed</u>.

<u>Include the following sections with bolded headings:</u>

Context: Provide an overview of this field and how this work will fit into it. Explain the potential impact of this project. Why is it timely?

Novelty: What makes this project novel? Is there an inherent risk of failure? If so, please describe.

Peer Groups: Name others that are pursuing comparable or related work and explain how this project differs from their work. If none, please explain.

Goals and Methodology: State the project's major goals and summarize the methodologies and timeframe to achieve them.

Other Funding: Describe what other funding has been committed to this project to date, including institutional funding. Cite pending proposals, amounts requested, sources, and expected notification dates. If no other external support has been sought for this project, please explain why.

Project Budget

The Project Budget <u>must</u> use the template available [here](#).

<u>Formatting Requirements:</u>

- At least 9-point type, Time New Roman or Helvetica font families preferred
- Budget must display and print in landscape mode
- One page maximum for one-to-three-year projects
- Two page maximum for projects over three years

<u>Content Requirements:</u>

- Requested amount must be a multiple of $100,000
- 'Total Project Budget' and 'Amount Requested' must be consistent throughout the application
- The W. M. Keck Foundation <u>will not</u> support:
    - Indirect costs/overhead. These should be included in the 'Other Sources' columns of the budget as an institutional cost
    - Student tuition
    - Support for more than 10% of each tenured or tenure track faculty member's academic year salary
    - Renovations in excess of 10% of the WMKF request
    - Moneys spent outside the US in excess of 10% of the WMKF request

Confidentiality and the use of AI tools

The W. M. Keck Foundation is committed to keeping the information in your application in confidence. During the review process, the Foundation may use artificial intelligence (AI) tools to analyze proposals, extract keywords for tracking purposes, generate project summaries, and other business purposes. The Foundation has strict guidelines regarding the responsible use of AI. WMKF employees, reviewers, and consultants are prohibited from sharing your data with artificial intelligence tools that harvest data for algorithmic, large language model, or other training purposes.