Phase I Application Page

- Link to submit a NEW Phase I application in the Research Program can be found by going to the program’s Phase I application page and clicking on “Apply Here”
- The Phase I application page provides deadlines, notification guidelines and lists all the items needed to complete a Phase I application online

Sign In

- New applicants are prompted to create a password and will receive a welcome email that contains a link to access the newly created account portal
- Log in with your E-mail and Password
- Returning users can access their in progress or submitted requests by:
  - Clicking on the link: https://www.grantrequest.com/SID_5667/default.asp?SA=AM
  - Going to the program’s Phase I application page and clicking on the link provided under the “Returning Users” section at the bottom of the page
Tab 1: Application Process, Guidelines and Overview

General rules, helpful hints, notification and requirements are listed on this page.

The W. M. Keck Foundation employs a two-phase application process. Applicants must follow the process carefully and completely to qualify. Grants are awarded twice annually, in June and December. Only applications that reflect institutional priorities as certified by the applicant’s President/Chief Executive Officer will be considered.

General Rules

Applicants* may submit one application per grant cycle to each of the following areas for which they are eligible: Medical Research, Science and Engineering Research, Undergraduate Education and Southern California.

Phase I application submissions are due by 4:30pm PT in order to be considered on deadline days. If a deadline falls on a Saturday or Sunday, the deadline is 4:30pm PT on the following Monday. Applicants will not be able to submit Phase I applications after the deadline. We appreciate early submissions. Click here to see the Grant Cycle Timeline.

At any phase of the application process, an institution may request a withdrawal of its application without prejudice to future requests.

* Applicant means "Applicant/Applying Institution"

Helpful Hints

- Log into your account portal at https://www.GrantRequest.com/SID_5667?SA=AM to access saved and submitted requests.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.
- Limit your use of bullets and other formatting.
- There is a 25 MB maximum for each attachment upload.
- The system does not "auto save".
- Click on ‘save and finish later’ to ensure your work is saved.

Notification

Applicants will receive an email receipt from the Foundation confirming an application has been submitted and received. The Foundation will formally acknowledge eligibility of Phase I applications within four weeks. Completed applications are then carefully reviewed, and the Foundation will notify those applicants that are invited to submit a Phase II proposal. No inquiries regarding applications will be entertained in the interim.
Tab 2: Cover Page

- *Red asterisks* throughout the application indicate required fields and required attachments
- Enter all fields about the project and contact information for the President/CEO/Director of Institution, the Project Leader and the Liaison

**December 2018 Grant Cycle**

- *Area of Emphasis
  - [Select One] *

- *Applicant Institution
  - [Enter Name]*

- *Project Title
  - [Enter Title]*

- *Project Time Period From
  - [Enter Date]*

- *Project Time Period To
  - [Enter Date]*

- *Amount Requested
  - [Enter Amount]* (Must be a multiple of $100,000)

- *Total Cost of Project
  - [Enter Amount]* (Total Cost of Budget and Amount Requested must be consistent across the application)

**President, CEO or Director of Institution**

(Not of the fundraising foundation)

- *Prefix
  - [Select One]*

- *First Name
  - [Enter Name]*

- *Last Name
  - [Enter Name]*

- *Position Title
  - [Enter Title]*

- *Office Address
  - [Enter Address]*

- *City
  - [Enter City]*

- *State
  - [Select One]*

- *ZIP Code
  - [Enter ZIP Code]*

- *Phone
  - [Enter Phone]*

- *Extension
  - [Enter Extension]*

- *E-mail
  - [Enter E-mail]*
Tab 3: Project Summary and Project Description

- Make sure to read the formatting requirements
- Upload the *Project Summary and Project Description* as one attachment
- Must be uploaded as a Microsoft Office Word document (.doc, .docx)

**Format Requirements**

*Files that do not comply with the following requirements will not be accepted:*

- Re-state bolded headings and subheadings and respond to each item within the stated page limitations
- Single-spaced on 8.5” x 11” paper with 1” margins
- Use at least 12 point type, Times New Roman font
- Captions must be at least 9 point type
- Citations must be contained within the text in the following format (Journal Vol: page, year)
- No footnotes permitted

**Project Summary** *(One page maximum)*

- **Abstract:** Provide an executive summary of the project, including overall goal, methodology and significance, for a well-educated lay audience.
- **Unique Aspects:** Describe unique or distinctive aspects of the project.
- **Key Personnel:** Name the key personnel and describe their expertise, role in this project and any collaborations/partnerships.
- **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 capital, personnel, equipment and other.
- **Justification for W. M. Keck Foundation support:** Explain why support from the W. M. Keck Foundation is essential for this project. If this or a related project has been declined, indicate sources approached and rationale for the decline.

**Project Description** *(Two pages maximum)*

- **Overview:** Provide an overview of this field and the need for this project.
- **Relevant Efforts:** Describe past and current efforts at your institution that are relevant to this project, including institutional resources that will support the work.
- **Peer Groups:** Name other groups 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 be used for achieving them.
- **Impact:** Describe the potential impacts of achieving these goals.
- **Fundraising:** Describe what amounts of funding have 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 will be sought for this project, please explain.

**Project Summary and Project Description** *(Three pages maximum combined)*

[File upload interface]

- Upload

[Submit button]
Tab 4: References

- Make sure to read all required information
- Upload the References as one attachment
- Must be uploaded as a Microsoft Office Word document (.doc, .docx)

By submitting a Phase I Application, your organization and project personnel each consent to such reviews from experts chosen from this list or otherwise by the Foundation.

References

List of five knowledgeable experts in the field who can review the request and provide opinions regarding:
- Potential value of the project
- Ability of the applicant to successfully complete it
- For each reference, provide:
  - Name, title, address, telephone, email
  - One sentence describing why this reference was chosen (the chosen references should not have any conflict of interest)
- List the name and title of any other potential reviewers who you believe may be biased against your application
Tab 5: Attachments

- Upload the file type listed (e.g., Excel, Word, PDF)
- There is a 25 MB maximum for each attachment
- If a Foundation form is required, click on the link provided within each section to access the required form
- Click on “Review & Submit”
Attachments (continued)

- Organizations located in California **must** submit their CA FTB form

**Organizational Requirements**

_Note: All tax-exempt documentation and audited financial statements must be in the same, current and full name of the qualifying organization._

If the institution is a government unit or part of a group exemption, please refer to the Foundation’s website for instructions.

**Financial Statements**

Copy of the institution’s current full, certified, audited financial statements prepared annually in conformity with generally accepted accounting principles. An accountant’s review or compilation does not suffice. Organizations in existence less than five years should be able to provide full certified, audited financial statements for the most recent two fiscal years. Please contact the Foundation for direction.

(must be uploaded as a PDF file)

**IRS Determination Letter**

Copy of the institution’s determination letter(s) from the United States Internal Revenue Service stating that the institution is exempt from federal taxation as defined by Section 501(c)(3) of the Internal Revenue Code and be designated as a public charity (and not a private foundation) as defined by Section 509(a)(1) or 509(a)(2) or 170(b)(1)(A)(vi) of the Internal Revenue Code: or an exempt operating foundation as defined by Section 4940(d)(2). If the institution is a government unit or part of a group exemption, please refer to the Foundation’s website for instructions and upload the Declaration of Status here.

(must be uploaded as a PDF file)

**California Tax Documentation**

_Are you in California?_  
Yes

If the institution is located in the State of California, a copy of the confirmation letter from the State of California Franchise Tax Board stating that the institution is exempt from California State Franchise or Income Tax under Section 23701(d) of the Revenue and Taxation Code. If the institution is a government unit or part of a group exemption, please click on ‘government unit/group’ above.

(must be uploaded as a PDF file)

**Governing Board**

Contact list of members of the institution’s governing board including their business, professional and/or community affiliations. Do not list personal information such as home address and telephone numbers.

(must be uploaded as a PDF file)

**Fact Sheet**

Fact sheet or annual report containing key data about the institution.

(must be uploaded as a PDF file)
Tab 6: Review My Application

- After clicking on “Review & Submit”, applicant is given the chance to review the information provided on the Review My Application tab and make changes before submitting.
- Any missing information will be flagged in red.
- Once you submit your application, you will receive an email receipt from the Foundation confirming an application has been submitted and received, along with a tracking number and a copy of the contents of your application.
- Submitted applications cannot be retrieved or edited.