

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.

The following information and documents will be required for the application:

- 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 Start and End Dates (*Projects must start on January 1 or July 1*)
 - Amount Requested from Keck
 - Total Project Cost
 - President, Chancellor, CEO, or Director of Institution Contact Info
 - Vice President or Director of the Office of Research Contact Info
 - Principal Investigator Contact Info
 - Co-PI(s) Contact Info (*if applicable*)
 - Liaison Contact Info
- Project Description (**instructions below**)
- Budget (**instructions below**)
- Biographical Sketches for all key personnel
- Suggested Referees – Five knowledgeable experts who can review the project
- Governing Board – Concise list of members for the payee organization

Formatting Requirements for Proposal Documents:

- Body text should be single spaced on 8.5"x11" paper with 1" margins
- No more than 6 lines of type within a vertical space of 1"
- 12-point Times New Roman or Helvetica fonts, no narrow fonts
- Figure text and captions must be at least 9-point font
- Citations must be contained in the text as (Journal Vol: page, year) or (DOI)
- No footnotes or links to other supporting information
- Pages must be numbered

Project Description

The Project Description should not exceed three pages and must comply with the formatting requirements. *Applications that do not comply with these requirements will not be reviewed.* Please note that your Project Description may be shared with potential external reviewers who have agreed to maintain confidentiality.

Include the following sections with bolded headings:

Title: Provide the title of the project.

Abstract: Provide a lay summary of not more than 2500 characters (including spaces). This public-facing summary should be broadly accessible to a well-educated lay audience. It should clearly define the scientific questions the proposed work addresses and describe its potential impact on the field. Please avoid jargon and do not include any proprietary information.

Overview and Objectives: Briefly describe the knowledge gaps in the field and define the project objectives. What specific scientific questions will be answered by the project?

Context: Describe how this work relates to ongoing efforts of the PI and collaborators on the project. Also include how this project relates to research by other groups.

Impact: If successful, what will be learned or enabled? Who will benefit?

Methods: Describe the methods that will be used to accomplish each aim. Discuss potential technical problems and how you will address them. Include any unique assets or facilities that will be used in the project (do not include standard laboratory instrumentation).

Innovation: How is the proposed work distinctive and innovative? Why will it represent a breakthrough in the field? Describe any inherent risks of failure.

Key Personnel: Include the first and last names, primary departmental and institutional affiliations for the principal investigator (PI) and any co-PIs or key personnel. Describe their expertise and role in this project. Please do not include graduate students, postdoctoral researchers, or other trainees as key personnel.

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

Budget: Provide the total project budget and the amount requested from the W. M. Keck Foundation. Describe how funds requested from the W. M. Keck Foundation will be allocated among personnel, equipment, and operations. See budget instructions for allowed expenses.

Other Funding: Describe all other funding with amounts and sources for all key personnel, including institutional or startup funding, and how the proposed work is different. List pending proposals related to this work with amounts, sources, and expected notification dates. Why will Keck funding make a difference? If applicable, why has no other external support has been sought for this project, and where may it be submitted in the future?

Biographical Sketches

Provide biographical sketches using a currently approved [SciENcv](#) format for NSF/NIH biosketches for all key personnel. Key personnel include faculty or faculty equivalents; please do not include graduate students, postdoctoral researchers, or other trainees. All biosketches must be combined into a single PDF.

Project Budget

The Project Budget must use the W. M. Keck Foundation (WMKF) template available [here](#) and comply with our Project Budget Formatting and Content Requirements:

- Use 9-point Times New Roman font
- Budget must display and print in landscape mode on one page
- Budget must be submitted in both PDF and excel format
- Sub-awards should be submitted as discrete one-page budgets
- Amount requested from Keck must be a multiple of \$100,000
- Key personnel may budget up to 10% of their 12-month salary & benefits
 - Total salary & benefits for all key personnel may not exceed 20% of the WMKF request
- Student tuition may be budgeted up to \$25k per student per year
 - Total tuition for all students may not exceed 10% of the WMKF request
 - Shortfall on student tuition and fees must be matched as an in-kind contribution by the institution (not the PIs)
- The W. M. Keck Foundation will not support:
 - Indirect costs/overhead. These should be included in the 'Other Sources' columns of the budget as an institutional cost
 - Renovations in excess of 10% of the WMKF request
 - Funds to support research 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 consult external experts who committed to our confidentiality and artificial intelligence policies. 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.