

WM Keck Foundation Research Program Phase I Application Information

WM Keck Foundation provides an outline of the Research Program Phase I application process as well as the blank forms on their website at <http://wmkeck.org/grant-programs/research/application-process-14030/222-grantprograms/medicalresearch/1090-phase-i-application>.

Applications are submitted through the Keck Foundation’s on-line submission portal by LSU’s official liaison. The Keck Foundation has requested that all communication with it be through the Institutional Liaison, Dr. Sam Bentley.

The table below outlines the application components.

<i>Keck Phase 1 Application Components</i>	<i>Comments</i>
Cover Page Data Entry	Data entry done by OSP specialist using data obtained from SPS and confirmed by PI, as appropriate.
Project Summary and Project Description	PI to provide to OSP specialist in WORD format. OSP specialist will then load into Keck application portal. Instructions are available HERE .
References	PI to provide to OSP specialist in WORD format. OSP specialist will then load into Keck application portal. Instructions are available HERE .
Institutional Priority of Request (Attachments tab)	OSP and ORED will coordinate obtaining the signature of LSU’s President. Blank form is available HERE under the header of “Requirements.” Must be loaded as a PDF
Project Budget Form (Attachments tab)	PI to provide to OSP specialist in EXCEL format. OSP specialist will review & approve and then load into Keck application portal. Instructions are available HERE . Blank Budget form is available HERE under the header of “Requirements.”
Fundraising History Form (Attachments tab)	LSU Foundation (LSUF) will provided the completed form. OSP specialist will coordinate with LSUF to provide. Blank form is available HERE .
Financial Statements (Attachments tab)	OSP Specialist will load the full current year financial statement available HERE
IRS determination Letter	OSP specialist will load the current letter available HERE
Governing Board	OSP specialist will print as PDF and load the current governing board listed HERE .
Fact Sheet	OSP specialist will print as PDF and load the current fall facts provided HERE

The Keck Phase 1 application portal provides a feature that allows the OSP specialist to email the application loaded in the submission portal to the PI/grant coordinator for confirmation before submission. The OSP specialist will coordinate with the institutional liaison to submit the application.