

## WM Keck Foundation Research Program Phase I Application Information

WM Keck Foundation provides an outline of the Research Program Phase I application process [HERE](#).

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. Robert Twilley.

The table below outlines the application components.

<i><b>Keck Phase 1 Application Components</b></i>	<i><b>Comments</b></i>
Cover Page Data Entry	Data entry done by OSP specialist using data obtained from GeauxGrants and confirmed by PI, as appropriate.
Project Summary and Project Description	PI to provide to OSP specialist in <b>WORD</b> format. OSP specialist will then load into Keck application portal. Instructions are available <a href="#">HERE</a> .
References	PI to provide to OSP specialist in <b>WORD</b> format. OSP specialist will then load into Keck application portal. Instructions are available <a href="#">HERE</a> .
Institutional Priority of Request (Attachments tab)	OSP and ORED will coordinate obtaining the signature of LSU's President. Most current blank form is available <a href="#">HERE</a> . Must be loaded as a <b>PDF</b> .
Project Budget Form (Attachments tab)	ORA will provide budget template to the PI for completion. PI to provide completed budget to OSP specialist in <b>EXCEL</b> format. OSP specialist will review & approve and then load into Keck application portal.
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 <a href="#">HERE</a> .
Financial Statements (Attachments tab)	OSP Specialist will load the full current year financial statement available <a href="#">HERE</a> .
IRS determination Letter	OSP specialist will load the current letter available <a href="#">HERE</a> .
Governing Board	OSP specialist will print as <b>PDF</b> and load the current governing board listed <a href="#">HERE</a> .
Fact Sheet	OSP specialist will print as <b>PDF</b> and load the current fall facts provided <a href="#">HERE</a> .

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.