**Chemical Security Training Grant (CST)**

**Application Form for Remote Engagements**

CRDF Global, on behalf of the U.S. Department of State’s Chemical Security Program (CSP), is pleased to offer grants for alumni of prior CSP trainings to implement local chemical security best practices trainings in a virtual setting. These trainings seek to promote international best practices for secure chemicals management to scientists, technicians, engineers, and academics. Due to the impact of COVID-19, we are primarily looking for creative and effective applications for chemical security trainings thatcan be **conducted in an online format** for the safety of all participants and can **engage a variety of people from chemical industry and academia.**

A successful CST grant application will consist of chemical security-focused training materials, a sustainability plan, a detailed training agenda or course list, completed budget, and timeline.

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| Application Deadline: | Ongoing |
| How to Apply: | Send completed application materials to: [cst@crdfglobal.org](mailto:cst@crdfglobal.org) |
| Award Amounts: | Up to $10,000 |
| Award Duration: | Up to four months |

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| **Application Process** |
| To be considered for a CST grant, applicants must submit the following materials:   1. Completed training application form; 2. Completed training budget form, including a budget description; 3. Curriculum vitae (CV)/resume **and** Passport or National ID copy for trainers and any additional staff members; 4. Detailed training agenda **or** a list of training courses with a brief description for each course; 5. Detailed CST sustainability plan; 6. Training materials, including presentations, handouts, or assessments, if they already exist (if not, please submit a one-paragraph description of the materials). |
| **Proposal Evaluation Criteria** |
| CSP will evaluate CST Grant proposals based on the following criteria:   1. Chemical security impact[[1]](#footnote-2); 2. Clarity, accuracy, and detail of the training proposal; and 3. Sustainability plan and local support for the training.   A CST **sustainability plan** can include any of the following initiatives:   * Developing a plan for an in-person chemical security training to go into further detail on topics; * Obtaining long term financial support from your institution for future chemical security projects; * Outlining long term goals after the training that are financially supported by your institution; * Raising chemical security awareness by engaging other chemists and/or institutions, such as universities, ministries, laboratories, or institutional leadership in your training; * Adopting, implementing, enforcing, and/or regularly updating chemical security regulations and policies at your institution; * Conducting chemical security vulnerability assessments at your institution and updating your policies according to the identified security gaps; * Demonstrating interest in diversifying future funding for independent chemical security initiatives in your home country to include other, non-CSP affiliated funders; and/or * Volunteering unpaid time to develop and implement the training. |
| **Proposal Review Process** |
| Upon receipt of a completed training application form and all the requested supporting documentation outlined above, proposals will be submitted to CSP for a funding decision. **Applicants will be notified within one month of submission of CSP’s final funding decision.**  All applicants selected for funding should expect modest modifications to any/all portions of their training budgets. **CSP reserves the right to make modifications to any/all portions of the proposed training budgets during the proposal funding process.**  Please note that CST Grants are very competitive and repeated funding for the same individuals is limited. |
| **Information for Grantees** |
| Applicants selected for funding will receive an agreement from CRDF Global describing the terms and conditions of the grant. The applicant will be required to submit financial documentation, participant registration forms and evaluations, and a narrative report following the training.  **Please submit completed applications and related questions to:** [**cst@crdfglobal.org**](mailto:cst@crdfglobal.org)**.** Applications are reviewed on a rolling basis. Applicants will be notified of their application status within one month of submission. |
| **Instructions** |
| All sections of the application listed below should be **completed in full**. CRDF Global will accept applications in any language.   1. Title of the Training 2. Applicant Information 3. Previous CSP Funding 4. Lead Trainer Information 5. Other Trainers or Administrative Staff 6. Information on the Applicant’s Institution 7. Expected Support for this Project from Host Institution and/or other Non-CSP Sources 8. Requested Dates of Training 9. Training Description 10. Contribution to Chemical Security 11. Sustainability 12. Supporting Materials |

**How to Format an Online Training:**

When organizing an online training, you have many options in how you want to structure it. If you have never designed an online training before, you may request assistance from the CRDF Global CST team, who will guide you on how on items such as length of time to record a course, what platform to upload your course, how to design a live session, etc.

CRDF Global encourages for you to think creatively in how you can structure a chemical security training in an online format. The strongest applications will be those that can clearly describe how the training team will engage participants in chemical security topics virtually.

**Example Online Training:**

You and your training team design three recorded 1-hour courses on three chemical security topics. Participants watch the recorded courses and after each one, complete an assessment that is submitted to the team. After watching each of the three courses, participants attend a 2-hour live session where the training team leads a discussion on the chemical security topics demonstrated in the recorded courses.

**Application**

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| 1. **Title of the Training**   Please be descriptive. For example, “Remote Training for Chemical Technicians from ABC University on Chemical Security Best Practices”. | | | | | | | | | | |
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| 1. **Applicant Information** | | | | | | | | | | |
| Title and Position | | | |  | | | | | | |
| First Name (as it appears in passport) | | | |  | | | | | | |
| Last Name (as it appears in passport) | | | |  | | | | | | |
| Country of Citizenship | | | |  | | | | | | |
| Passport or National ID Number | | | |  | | | | | | |
| Name of Applicant’s Institution | | | |  | | | | | | |
| Division or Department | | | |  | | | | | | |
| Address of Institution | | | |  | | | | | | |
| Phone Number | | | |  | | | | | | |
| Email and Website | | | |  | | | | | | |
| 1. **Previous CSP Funding** | | | | | | | | | | |
| Has the applicant previously been awarded a CST grant?  **(Please check the correct box)** | | | | | | | | **Yes**  **No** | | |
| If Yes, please write the date that the grant was awarded. | | | | | | | |  | | |
| Has the applicant previously received funding from CSP or participated in a CSP training?  **(Please check the correct box)** | | | | | | | | **Yes**  **No** | | |
| If Yes, please write the number of times you received funding or participated in training. | | | | | | | |  | | |
| If Yes, please write the type and date of the training/funding. | | | | | | | |  | | |
| Please describe how you heard about CSP and/or CST Grants. | | | | | | | |  | | |
| 1. **Lead Trainer Information** | | | | | | | | | | |
| Do you have CSP alumnus who will be your trainer(s)? | | | | | | | | **Yes**  **No** | | |
| If Yes, please list below the CSP Grant or Workshop that the trainer or applicant participated in (location, month, and year) in the table below. You may add additional rows if necessary. | | | | | | | | | | |
| **CSP Workshop Name** | | | | | **Location** | | | | **Date and Year** | |
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| **Lead Trainer’s Job Title and Position** (If same as applicant, please skip this section) | | | | | | | | | | |
| Title and Position | | | |  | | | | | | |
| First Name (as it appears in passport) | | | |  | | | | | | |
| Last Name (as it appears in passport) | | | |  | | | | | | |
| Country of Citizenship | | | |  | | | | | | |
| Passport or National ID Number | | | |  | | | | | | |
| Name of Applicant’s Institution | | | |  | | | | | | |
| Division or Department | | | |  | | | | | | |
| Address of Institution | | | |  | | | | | | |
| Phone Number | | | |  | | | | | | |
| Email and Website | | | |  | | | | | | |
| 1. **Other Trainers or Administrative Staff:** You may add additional rows if necessary. | | | | | | | | | | |
| Name | | Role in Training | | | | | Home Institution and Job Title/Position | | | |
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| 1. **Information on the Applicant’s Institution**   Applicants will be required to submit a letter from their institution acknowledging submission of this application and detailing any support being provided for the training along with this application. | | | | | | | | | | |
| Name | | | | | |  | | | | |
| Division or Department | | | | | |  | | | | |
| Title & Name of Head/Chairman (Authorizing) | | | | | |  | | | | |
| Town/City | | | | | |  | | | | |
| Country | | | | | |  | | | | |
| Postal Code | | | | | |  | | | | |
| Email and Website | | | | | |  | | | | |
| Who will be responsible for receiving and managing grant funds provided by CRDF Global? | | | | | | **Applicant**  **Applicant’s Institution** | | | | |
| 1. **Expected Support for this Project from Host Institution and/or other Non-CSP Sources:** Add additional rows if necessary. | | | | | | | | | | |
| Source of Support | | |  | | | | | | | |
| Amount of Support | IN KIND\* | |  | | | | | | | |
| CASH | |  | | | | | | | |
| \*In-Kind contributions are contributions of goods or services, not cash – i.e. computers, software, furniture, storage space, mail services, etc. | | | | | | | | | | |
| 1. **Requested Dates of Training:** If you are planning to host live online session(s) for your chemical security training, please do so **no sooner than four months** from the date of submission to allow enough time for funding decisions and internal procedures to authorize and process training funds.   If you are planning torecord your training courses and provide access to participants without hosting a live session, please skip this section. | | | | | | | | | | |
| When do you anticipate the live session will occur? | | | | | | |  | | | |
| Alternate dates for the live session: | | | | | | |  | | | |
| 1. **Training Description:** Please provide detailed information on your training proposal by answering the questions in the boxes below. | | | | | | | | | | |
| 1. What are the **three** main objectives of your online training that relate to chemical security? | | | | | | | | | | |
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| 1. Please describe any support your institution will provide for this training. The support can be financial or in-kind (materials, computers, software, mail services, etc.) | | | | | | | | | | |
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| 1. Describe your target audience. What are the professional backgrounds of your participants? What kinds of institutions will they represent? | | | | | | | | | | |
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| 1. How many participants will you invite to your online training? | | | | | | | | | | |
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| 1. What is the format of your online training? How many chemical security topics/courses do you plan to record? If you plan to conduct live sessions, how long will they be, and what content will they consist of? Will you be requesting CRDF Global assistance in how to structure your online training? | | | | | | | | | | |
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| 1. **Contribution to Chemical Security:** Please answer the questions in the boxes below. | | | | | | | | | | |
| 1. What are the current chemical security measures within the types of institutions from which you plan on inviting participants? What are the current typical chemical security measures within chemical industry/academia in your country? | | | | | | | | | | |
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| 1. What are the perceived security vulnerabilities, chemical security threats, and areas for improvement (related to chemical security) at your institution, sector, or in your country? | | | | | | | | | | |
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| 1. How will your proposed online training help to improve chemical security best practices at either your institution or within your country? | | | | | | | | | | |
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| 1. **Sustainability:** Please answer the questions in the boxes below. | | | | | | | | | | |
| 1. How will participants benefit from attending your online training? | | | | | | | | | | |
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| 1. How will the participants share their knowledge with their colleagues to improve chemical security in their institutions and/or laboratory facilities? | | | | | | | | | | |
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| 1. How will you follow up with the participants after the training? Please focus on specific, measurable benefits. For example, “I will follow up with a questionnaire one month and six months after the training” or “Trainees will complete a plan of action to implement within their own laboratory.” | | | | | | | | | | |
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| 1. Have you received the long-term institutional support and buy-in required to sustain the impact of your project? If so, what support have you received? | | | | | | | | | | |
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| 1. **Supporting Materials Checklist:** Please attach all required supported documents listed below. | | | | | | | | | | |
| Document | | | | | | | | | | Mark X once complete |
| Completed application form | | | | | | | | | |  |
| Host Institute approval | | | | | | | | | |  |
| Budget (with commentary) | | | | | | | | | |  |
| Trainer(s) and administrative staff CVs and passport/national ID copies | | | | | | | | | |  |
| Training agenda **or** list of training courses | | | | | | | | | |  |
| Training materials (or a 1-paragraph description) | | | | | | | | | |  |
| **Before you submit this application, please check to see that you have attached all six (6) required documents. Please note that CSP will not make a funding decision on your application unless all of the documents requested above are provided. Providing all documents in the original application will significantly expedite the decision process time. Thank you for submitting this remote CST Grant Application!** | | | | | | | | | | |

1. What is the difference between chemical safety and chemical security?

   **Chemical safety** refers to protecting people from health hazards, such as laboratory personnel utilizing personal protective equipment (goggles, proper ventilation, gloves, etc.).

   **Chemical security** refers to reducing the potential for hazardous, dual-use, and toxic industrial chemicals to be stolen or misused in order to harm people (i.e., reducing theft or misuse of combustibles, compressed gases, flammables, or unstable chemicals, etc.). [↑](#footnote-ref-2)