**Chemical Security Training (CST) Grants Frequently Asked Questions**

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5. **CST Grant Funding and Administration**

**Who funds CST Grants?**

**The U.S. Department of State’s Chemical Security Program (CSP)** selects and funds CST grants.

CSP promotes chemical security in academic, governmental and industrial sectors, and implements scientific engagement and capacity-building projects to deter the misuse of dual-use, hazardous and toxic industrial chemicals. CSP activities focus on raising awareness on global chemical threats by providing financial and technical assistance to improve chemical security best practices and facilitating collaboration with CSP partners’ local chemical industries.

**Who administers CST grants?**

CRDF Global collects CST grant applications and conducts application reviews for CSP. CRDF Global administers the CST grants that CSP approves for funding.

**Who is eligible to apply for a CST grant?**

You are eligible to apply for a CST if you are an alumnus of a CSP engagement. If you are not an alumnus of a CSP engagement, you may send an inquiry to cst@crdfglobal.org to determine your status of eligibility. Please note that US institutions are **not** eligible to apply for CSTs.

1. **CST Grant Application Content**

**How do I apply for a CST Grant?**

* *Step One:* Download the application materials from the CSP website.
* *Step Two:* Email the completed application and supporting documents to cst@crdfglobal.org.

**What supporting documents should I submit with my application?**

1. The completed application form;
2. Host institute approval letter;
3. The completed budget form (Appendix A of the application form);
4. A curriculum vitae (CV) or resume and passport copy for every person requiring funds (i.e., trainers, speakers, administrative staff);
5. A detailed agenda for the training;
6. Participant CVs (if not available, please list the number of people and the institutions they represent); and
7. Training materials (if they exist already) or a description of the materials you will use.

***Please note that your application will not be submitted for review until you send all the required documents.***

**Should the training focus on chemical safety, chemical security or both?**

The proposal will be evaluated on how it will contribute to chemical security. Chemical safety can be included in the training, but the most competitive applications will focus on chemical security. The project’s contribution to chemical security will be the primary consideration.

**What is the difference between chemical safety and chemical security?**

**Chemical security** refers to reducing the potential for dual-use, hazardous, or 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.). In particular, CSP is interested in securing dual-use chemicals from theft and diversion.

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

1. **CST Grant Application Review Process**

**How long will it take?**

There are two steps to the **CST** grant process. During both steps, you may be asked to provide additional information and clarification.

1. First, your application is considered and reviewed. It can take up to eight weeks to receive the funding decision.
2. If your grant is approved, it can take another eight weeks to complete the grant paperwork.

**Please, therefore, estimate at least four months before you can conduct your event, if approved**. You can speed up the process by submitting a complete, accurate, and clear application, as well as responding to any CRDF Global emails as soon as possible.

**Where does my application go after I submit it to** **cst@crdfglobal.org****?**

Your application goes to CRDF Global, who reviews your application for completeness. If your application is complete, CRDF Global submits it for preliminary decision to CSP.

**What are the steps in the application review and decision process?**

In total, an average review process will take 45-60 days:

1. After you submit your application, CRDF Global will notify you that it has been received by the next business day.
2. CRDF Global reviews the application for completeness.
3. If necessary, CRDF Global emails you to request missing documents. When you have sent these documents, CRDF Global forwards the complete application to CSP for consideration.
4. CSP reviews the application and notifies CRDF Global of their funding decision.
	1. If CSP asks additional clarifying questions regarding the application, CRDF Global will work with you to respond to CSP.
	2. CSP considers this additional information and notifies CRDF Global of their final decision.
5. CRDF Global will notify you of CSP’s decision within one business day of receipt.

**What if I don’t receive a decision within 30 days of submitting my complete application?**

To check on the status of your application, please email cst@crdfglobal.org.

**What happens after my proposal is approved?**

In total, the process required to complete all paperwork to begin an approved grant will take 45-60 days.

1. In your notice of approval, CRDF Global will provide specific additional detail on next steps, which include establishing a contract between your organization and CRDF Global. The agreement will outline CRDF Global regulations, the terms and conditions of your contractual relationship with CRDF Global, your Scope of Work, the project budget and timeline.
2. CRDF Global will finalize a Scope of Work and budget with you, with the final version to be approved by CSP.
3. CRDF Global will prepare a grant contract with the host organization or lead trainer.
4. After you sign and return the grant contract, CRDF Global will issue the grant. At this time, you may request an advance of training funds.

**Why was my application rejected? Can I re-apply for a CST grant?**

Unfortunately, there are limited funds available for all CSP grants, including the training grants, with many applicants making the process competitive.

We encourage you to re-apply for CST grants. The following suggestions can make your proposal more competitive:

1. Underlining the chemical security relevance of your project. The project’s contribution to chemical security will be the primary consideration. In your proposal, please keep in mind the difference between chemical safety and security outlined above.
2. Emphasizing the sustainability of your project. Do you have the support of your institution? How will you make sure the message conveyed in the training is applied by participants? Will you follow up with them in person, or by site visits, to make sure they are implementing improved security procedures? Will the participants hold their own trainings to raise awareness of their colleagues at their home institutions?
3. Your proposal should include all requested documentation mentioned above.
4. **Implementing an Approved CST Grant.**

**When can I hold my CST?**

Please plan to hold your CST at the earliest 8 weeks after the day you receive your approval email (or 10 weeks after if you will need to request funds in advance). This will allow enough time to complete the grant agreement and prepare the logistics for your event.

**Can I begin to incur costs as soon as CRDF Global informs me that my application was approved?**

**No**. ***Applicants should not incur any costs without a formal grant agreement.*** Do not incur costs until you receive an official email from CRDF Global with the fully signed grant agreement. This email will clearly state that you are now authorized to incur costs.

**I have been working on this training and would like to be paid as part of the advance. Is this possible?**

Please note that the advance can only cover direct training costs, such as venue advance payment, supplies, etc. and cannot cover labor. Labor costs will be paid after successful completion of the training. CRDF Global will provide instruction on advance payments and general grant administration in the award approval email and conference calls with the lead trainer as necessary.

Please note the CST grant applications that are most likely to obtain funding will emphasize the security-based modules rather than the safety-based ones. Please feel free to contact cst@crdfglobal.org to clarify the difference between safety and security modules if necessary.

*Thank you for your interest in Chemical Security Training Grants. Please reference other CSP grant opportunities, including Chemical Security Professional Development Grants and Chemical Security Improvement Grants (CSIGs) located on the CSP website.*