

---

---

**Whitehall Foundation, Inc.**  
**Research Grants and Grants-in-Aid**

[www.whitehall.org](http://www.whitehall.org)

---

The following are general guidelines for this agency. Please see **Notice of Grant Award for specific terms & conditions**. The Principal Investigator is responsible for ensuring that all requirements are met. The Office of Research Services will assist the Principal Investigator in accomplishing this.

**General:**

The Whitehall Foundation, through its program of grants and grants-in-aid, assists scholarly research in the life sciences. It is the Foundation's policy to assist those dynamic areas of basic biological research that are not heavily supported by Federal agencies or other foundations with specialized missions. In order to respond to the changing environment, the Whitehall Foundation periodically reassesses the need for financial support by the various fields of biological research. Research Grants of up to three years will be provided normally ranging from \$30,000 to \$75,000 per year.

---

**Applying for Funding:**

There are general guidelines for applying for Whitehall Foundation's funding that can be found at: (<http://www.whitehall.org/applying/>). The first step in the proposal process is the submission of a letter of intent. Grant application materials will be sent to those applicants whose proposed projects are considered to be the most meritorious and consistent with the Foundation's current funding interests.

The applicant must submit all requested materials according to the Foundation's set deadline. The calendar dates can be found at: (<http://www.whitehall.org/budget/>).

---

**Renewals:**

Two-year grant renewals are available to the Principal Investigator. Renewal application requests may be made during the final six months of the grant funding period. Additional information can be found in the Whitehall Grant Administration Information which is sent with the cover letter of each check.

---

**Special Considerations:**

Please refer to the terms and conditions of the award.

---

**Budget Considerations & No Cost Extensions:**

- Any budget changes must be requested in writing and submitted via e-mail for Whitehall's approval.
  - The unobligated balance at the end of a budget period may be carried forward and applied to the same budget category during the next budget period.
  - A single, one-year no cost extension will be granted upon request. All reporting requirements will remain the same.
- 

**Other Administrative Actions:**

- If the Principal Investigator is changing institutions, he/she must coordinate with Whitehall the transfer of the unexpended balance and all equipment and supplies purchased with Whitehall funds. All parties must be notified prior to the move.
  - Whitehall must be notified of any Federal grant funds awarded to the Principal Investigator that are based upon, or result from the Foundation's support. The Foundation will not withdraw funding if an award is received from a Federal Agency.
- 
-

**Specific Cost Sharing Requirements :**

N/A

---

**Carryforward:**

Funds not expended during any given year may be carried forward and applied to the same budget category during the next award year. Whitehall requests that the Principal Investigator send a short letter via e-mail explaining the carry forward to the Foundation for approval.

---

**Other:****Funding:**

A single check is mailed on the 15<sup>th</sup> of the month at the beginning of each annual funding period. The check and cover letter are sent directly to the Principal Investigator with a copy of the cover letter to the Grants Administration Office.

---

**Invoicing Requirements :**

No invoicing required.

---

**Financial Reporting Requirements :**

A one-page report comparing the budget approved with the actual expenditures should be submitted annually with a final report at the end of the project. All reports should be submitted via e-mail to [Email@Whitehall.org](mailto:Email@Whitehall.org)

---

**Non-Financial Reporting Requirements:**

The Principal Investigator must submit a one page progress report (in lay terms) at the end of every funding year. All reports should be submitted via e-mail to [Email@Whitehall.org](mailto:Email@Whitehall.org)

---

**Non-Financial Closeout:**

---

Last Updated: 11/12/03

---