**Chemical Security Training Grant (CST)**

**Application Form**

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 academic and industrial settings. These trainings seek to promote international best practices for secure chemicals management to scientists, technicians, engineers, and academics.

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

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| Competition Opens: | **[Insert Date]** |
| Application Deadline: | Ongoing |
| How to Apply: | Send completed application materials to: cst@crdfglobal.org  |
| Award Amounts: | Up to $10,000 |
| Award Duration: | Up to four months |
| Announcement and Application: | <http://www.csp-state.net/> |

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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. Host institution approval;
3. Completed training budget form including budget description;
4. Curriculum vitae (CV)/resume and passport/national ID copy for trainers and any additional staff members;
5. Training agenda;
6. Training material (if it exists already; if not, please submit a one-paragraph description of the material).
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| **Proposal Evaluation Criteria** |
| CSP will evaluate CST Grant proposals based on the following criteria:1. Chemical security impact[[1]](#footnote-1);
2. Clarity, accuracy, and detail of training proposal; and
3. Sustainability plan and local support for the training.

A CST sustainability plan can include any of the following initiatives:* 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.
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| **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****. Applications are reviewed on a rolling basis.**  |
| **Instructions** |
| All sections of the application listed below should be **completed in full**. CRDF Global will accept grant applications in languages other than English. 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
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1. **Application**

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| 1. **Title of the Training**

Please be descriptive. For example, “Training for Chemical Technicians from ABC University on Chemical Security Best Practices”. |
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| 1. **Applicant Information**
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| 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**
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| 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 other 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**
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| 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 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.
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| Name | Role in CST | 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.
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| Institution Name |  |
| Division or Department |  |
| Title & Name of Head/Chairman (Authorizing) |  |
| Town/City |  |
| Country |  |
| Postal Code |  |
| Email and Website |  |
| Will the training be conducted at the Applicant’s Institution? | **Yes** [ ]  **No** [ ]  |
| If No, where will the training be conducted? |  |
| 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.
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| 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. |
| **PLEASE PROVIDE THE REQUESTED SIGNATURES BELOW:** |
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| **Applicant** | **Department Head** |
| 1. **Requested Dates of Training:** Please propose training dates 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
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| What dates do you propose for the training? |  |
| Alternate dates for the training: |  |
| 1. **Training Description:** Please provide detailed information on your training proposal by answering the questions in the boxes below.
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| 1. What **three** main objectives of your training relate to chemical security?
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| 1. Please describe the support your institution will provide for this training. The support can be financial or in-kind (materials, venue, computers, software, furniture, storage space, mail services, etc.)
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| 1. What are the professional backgrounds of the participants and which institutions do they represent?
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| 1. How many participants will you invite to your training?
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| 1. How many days is your training?
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| 1. **Contribution to Chemical Security:** Please answer the questions in the boxes below.
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| 1. What are the current chemical security measures within the participants’ institutions?
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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 or in your community?
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| 1. How will your proposed training improve chemical security best practices at your institution or within your country?
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| 1. **Sustainability:** Please answer the questions in the boxes below.
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| 1. How will the participants benefit from your training?
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| 1. How will trainees share their knowledge with their colleagues to improve chemical security in their laboratory facilities?
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| 1. How will you follow up with the trainees 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.
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| Document | Mark X once complete |
| Completed application form |  |
| Host Institute approval |  |
| Budget (with commentary) |  |
| Trainer(s) and administrative staff CVs and passport copies |  |
| Training agenda |  |
| 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 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-1)