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

1. CST Grant Funding and Administration
2. CST Grant Application Content
3. CST Grant Application Review Process
4. Implementing an Approved CST Grant
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 also administers the CST grants that CSP approves for funding.

1. **CST Grant Application Content**

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

Download the application materials provided. Email the completed application and supporting documents to [cst@crdfglobal.org](mailto: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;
4. A curriculum vitae (CV) or resume **and** passport or national ID copy for every person requiring funds (i.e., trainers, speakers, administrative staff);
5. A detailed agenda for the training; and
6. 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. A CRDF Global staff member will reach out to you to retrieve missing documents if you submit an incomplete application.***

**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 security and chemical safety?**

**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 CSTgrant 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 estimate at least four months before you can conduct your training if your application is 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**](mailto:cst@crdfglobal.org)**?**

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

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

In total, the 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. CRDF Global also reviews your application for its strength and comprehensiveness and may reach out to you to for clarification purposes. When you have sent in missing documents and answered any questions posed by CRDF Global, 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](mailto: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 detail on next steps, which include establishing a contract between yourself/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 the 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 do 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 implement my CST?**

Please plan to implement 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.

**Am I required to use resources provided by CSP for my CST?**

Although you are not required to use any specific materials, CSP encourages trainers to use the training modules focused on chemical security, available at [www.csp-state.net](http://www.csp-state.net). These materials may be used directly or modified to better fit your specific needs.

**Where can I find the CSP training materials?**

You can download CSP’s chemical security presentations, lectures, and other resource materials on the [CSP website](https://chemsecurity.sandia.gov/), under the tab [“Resources.”](https://chemsecurity.sandia.gov/resources) There you will find training materials specifically targeted to an industry or academic audience, as well as CST Reference Documents under the heading “Categories”.

You can tailor these materials for your specific CST grant as necessary, but the most competitive proposals will use the chemical security modules as a basis. Please note that both safety and security topics are presented in the training materials, and 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](mailto:csig@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) through the following website:* [*www.csp-state.net*](http://www.csp-state.net)*.*