



Come Transform Research™

1. Program Overview. The Society for Laboratory Automation and Screening (“SLAS”) is an Illinois not-for-profit corporation organized and operated exclusively for charitable, educational, and scientific purposes under §501(c)(3) of the Internal Revenue Code (“IRC”). In particular, the SLAS’s exempt purpose is to advance laboratory science and technology through education, scientific research, and to serve as a public forum for the exchange of information related to laboratory science and technology (“Exempt Purpose”).

In furtherance of its Exempt Purpose, SLAS created the SLAS Education Fund to support educational programs and activities. Among the programs and activities supported by the SLAS Education Fund is the SLAS Graduate Education Fellowship Grant Program (“Program”).

The Program’s objective is to support the education of students seeking graduate degrees related to quantitative biosciences and/or life sciences research (“Program Objectives”). Only educational organizations providing graduate degree programs related to quantitative biosciences and/or life sciences research are eligible to apply for SLAS Graduate Education Fellowship Grants (“Grant(s)”). The graduate student benefiting from a Grant (i.e., a “Student”) must: (i) be in a graduate degree program related to quantitative biosciences and/or life sciences research administered by the educational organization; (ii) as part of the graduate degree program conduct research related to quantitative biosciences and/or life sciences research; and (iii) produce, and provide to the SLAS, an original paper based on the Student’s graduate degree research suitable for publication in one of “SLAS’s Journals” (i.e., Journal of Laboratory Automation (“JALA”) and/or Journal of Biomolecular Screening (“JBS”)). Students may not apply for Grants.

An educational organization may apply for a Grant of up to fifty thousand and 00/100 U.S. Dollars (\$50,000.00 USD) per year, per Student, for two (2) consecutive years. If awarded a Grant, an educational organization must: (i) pay at least seventy percent (70%) of the Grant to the Student as a stipend; (ii) pay the Student the stipend in equal monthly installments; (iii) use no more than thirty percent (30%) of the Grant for a cost-of-education allowance, which may be used to cover such non-tuition fees as student health insurance, activity and service fees; and (iv) for each year covered by the Grant, exempt the Student from paying tuition and other fees normally charged to students enrolled in similar graduate degree programs at the educational organization, unless the tuition and other fees are optional or will be refunded.

Interested educational organizations may apply online at <http://www.slas.org/resources/awards-and-grants/slas-graduate-education-fellowship-grant/> by completing and submitting an SLAS Graduate Education Fellowship Grant Application (“Application”). Applications are reviewed by the SLAS Graduate Education Fellowship Grant Panel (“GEFGP”) and Grants awarded by the SLAS Awards and Grants Advisory Committee (“AGAC”). Grants are awarded based on what the GEFGP and the AGAC determine is the most effective way to advance SLAS’s Exempt Purpose and the Program’s Objectives.

2. Minimum Eligibility Criteria. “Applicant Minimum Criteria,” “Fellowship Minimum Criteria,” and “Student Minimum Criteria,” defined in this Section 2, are collectively referred to as the, “Minimum Eligibility Criteria.”

2.1. Applicant Minimum Criteria. To apply for a Grant, an educational organization must:

2.1.1. Be a legally formed entity, under the laws of the United States, or a foreign country;

2.1.2. Be an educational organization, providing graduate degree programs related to quantitative biosciences and/or life sciences research;

2.1.3. Certify that: (i) the educational organization, (ii) the Student; and (iii) all persons responsible for overseeing the use of the Grant (if awarded) for the applicant are in compliance with all laws, statutes, and regulations restricting U.S. persons from dealing with any individuals, entities or groups subject to Office of Foreign Assets Control (“OFAC”) sanctions and do not deal with any individuals, entities, or groups subject to OFAC sanctions, or any other persons known to support terrorism, or to have violated OFAC sanctions;

2.1.4. Demonstrate the ability to advance the Program’s Objectives, if awarded a Grant;

2.1.5. Demonstrate the ability to protect the Grant from diversion to purposes other than funding the Student’s graduate degree tuition, stipend, and research; and

2.1.6. Agree that the educational organization will execute a, “Fellowship Grant Agreement,” in the form specified by SLAS, if awarded a Grant.

Educational organizations that meet the foregoing criteria are hereinafter referred to as “Eligible Organizations.” There is no limitation on the number of Grants for which an otherwise eligible organization may apply and be awarded.

2.2. Fellowship Minimum Criteria. In order for an Eligible Organization to be considered for a Grant, the Eligible Organization must agree it will: ((i) pay at least seventy percent (70%) of the Grant to the Student as a stipend; (ii) pay the Student the stipend in equal monthly installments; (iii) use no more than thirty percent (30%) of the Grant for a cost-of-education allowance, which may be used to cover such non-tuition fees as student health insurance, activity and service fees; and (iv) for each year covered by the Grant, exempt the Student from paying tuition and other fees normally charged to students enrolled in similar graduate degree programs at the educational organization, unless the tuition and other fees are optional or will be refunded.

2.3. Student Minimum Criteria. In order for an Eligible Organization to be considered for a Grant, the Student must: (i) be enrolled in a graduate degree program related to quantitative biosciences and/or life sciences research administered by the educational organization; (ii) as part of the graduate degree program conduct research, at the Eligible Organization or another organization engaged in research, related to quantitative biosciences and/or life sciences research; and (iii) produce, and provide to the SLAS, an original paper based on the Student’s

graduate degree research suitable for publication in one of SLAS's Journals. While an Eligible Organization may submit multiple Applications for a single student, typically once an Eligible Organization has been awarded a Grant for a particular student, the Eligible Organization will not be awarded a second Grant for that same student.

3. Annual Program Review. Annually, the SLAS staff, GEFGP, and AGAC shall make a budget request for the Program as part of SLAS's annual budget process. The SLAS Board shall set the Program's budget for the upcoming fiscal year as part of the SLAS budget. In any year, the total of all Grant Award disbursements payable during the year may not exceed the budget established by the SLAS Board for the Program for that year.

4. Grant Cycle Schedule. Annually, GEFGP shall establish a "Grant Cycle Schedule" for the Program, which shall generally be consistent with the following:

- **Late July/Early August** - Application published and Application "Submission Period" opens;
- **Late October/Early November** - Application "Submission Period" closes;
- **Early April** - Grant Awards announced;
- **Early May** - Students Acceptance deadline; and
- **June/July** - 1st/2nd Grant Award Installments disbursed for upcoming academic year.

5. Application.

5.1. Form. Applicants must apply for Grants online at <http://www.slas.org/resources/awards-and-grants/slas-graduate-education-fellowship-grant/> using the approved Application for the grant cycle and in accordance with the Application directions. Without limitation, the Application directions shall provide that except as provided in the Application, the total length of all of the Applicant's responses to the Application's questions may not exceed the equivalent of five (5) single spaced, 8 ½" x 11" pages with one (1) inch margins. In addition, the Applicant's responses must be in 11 point Calibri font. The directions shall also provide that the Application must be signed and returned to SLAS along with the Applicant's responses and any permitted addendum, which should be attached to the signed Application.

5.2. Submission Period. For each grant cycle, SLAS shall accept Applications during the Submission Period established by AGAC for the grant cycle.

6. Application Review.

6.1. Administrative Review. SLAS's staff shall review each Application submitted to determine if it is timely, complete, and complies with the other Application requirements. Applications that are not timely, complete, or fail to comply with the other Application requirements, shall be administratively denied. SLAS's staff shall send a letter to each administratively denied applicant identifying the particular reason(s) for the administrative denial.

6.2. Anti-Terrorism Due Diligence. SLAS may not provide grants to individuals or organizations engaged in terrorism. "Terrorism," is defined by 31 CFR 594.311 as, "... an activity that (1) involves a violent act or an act dangerous to human life, property, or infrastructure; and

(2) appears to be intended (A) to intimidate or coerce a civilian population; (B) to influence the policy of a government by intimidation or coercion; or (C) to affect the conduct of a government by mass destruction, assassination, kidnapping or hostage taking.” SLAS may only make Grants to educational organizations with which SLAS is familiar and is confident will ensure the Grants are only used consistent with the Program’s Objectives and the purposes for which the Grant is awarded. Compliance with this policy is the combined responsibility of the SLAS staff, GEFGP and AGAC.

6.3. OFAC Compliance. SLAS’s staff, as part of the administrative review of an Application, shall cause a search for: (i) the applicant; (ii) the Student; and (iii) all persons responsible for overseeing the use of the Grant (if awarded) for the applicant in the OFAC master list of Specially Designated Nationals (“SDN List”), maintained on the OFAC website at: www.treas.gov/offices/enforcement/ofac/sdn. If a possible match appears on the list, SLAS’s staff shall minimally take the due diligence steps outlined on OFAC’s website at: <http://www.treasury.gov/resourcecenter/faqs/Sanctions/Pages/answer.aspx> #hotline. SLAS shall report the due diligence results to the GEFGP and AGAC. SLAS may not award a Grant to a person appearing in the SDN List.

6.4. GEFGP Review. Applications which SLAS’s staff determine are timely, complete, and in compliance with all other Application requirements shall be distributed to the GEFGP for review. It is the responsibility of each GEFGP member to review each Application in its entirety and to evaluate it based on the following Mandatory Factors:

6.4.1. Mandatory Factors. Each of the following factors must be met before an applicant may be recommended for a Grant by the GEFGP:

- The Application is timely, complete, and complies with the other Application requirements;
- The applicant, the Student, and all persons responsible for overseeing the use of Grant (if awarded) for the applicant do not appear in the SDN List;
- The applicant is a legally formed entity under the laws of the United States, or a foreign country;
- The applicant is an educational organization providing graduate degree programs related to quantitative biosciences and/or life sciences research;
- If awarded a Grant, the applicant agrees it must: (i) pay at least seventy percent (70%) of the Grant to the Student as a stipend; (ii) pay the Student the stipend in equal monthly installments; (iii) use no more than thirty percent (30%) of the Grant for a cost-of-education allowance, which may be used to cover such non-tuition fees as student health insurance, activity and service fees; and (iv) for each year covered by the Grant, exempt the Student from paying tuition and other fees normally charged to students enrolled in similar graduate degree programs at the educational organization, unless the tuition and other fees are optional or will be refunded;

- The graduate student who would benefit from the Grant, if awarded, (i.e., the “Student”) will:
 - be in a graduate degree program related to quantitative biosciences and/or life sciences research administered by the applicant;
 - as part of the graduate degree program conduct research, at the applicant or another organization engaged in research, related to quantitative biosciences and/or life sciences research; and
 - produce, and provide to the SLAS, an original paper based on the Student’s graduate degree research suitable for publication in one of SLAS’s Journals and a license and publicity release acceptable to SLAS.
- The applicant demonstrates the ability to advance the Program’s Objectives, if awarded a Grant;
- The applicant demonstrates the ability to protect the Grant from diversion to purposes other than funding the Student’s graduate degree tuition, stipend, and research;
- Awarding the applicant a Grant advances the Exempt Purpose of the SLAS and the Program’s Objectives;
- The applicant certifies that: (i) the applicant; (ii) the Student; and (iii) all persons responsible for overseeing the use of the Grant (if awarded) for the applicant presently, and in the future, will comply with all laws, statutes, and regulations restricting U.S. persons from dealing with any individuals, entities or groups subject to OFAC sanctions, and do not deal with any individuals, entities, or groups subject to OFAC sanctions, or any other persons known to support terrorism, or to have violated OFAC sanctions;
- SLAS staff, GEFGP, and AGAC are familiar with the applicant and are confident the applicant is not involved in terrorism and the applicant will ensure a Grant, (if awarded), will only be used consistent with the Program’s Objectives and the purposes for which the Grant is awarded; and
- The applicant agrees it will execute a Fellowship Grant Agreement in the form specified by SLAS, if awarded a Grant.

6.4.2. Additional Factors. In deciding which applicant(s) to recommend to the AGAC for a Grant cycle, the GEFGP shall consider: (i) SLAS’s Exempt Purpose; (ii) the Program’s Objectives; (iii) the information provided in the applicant’s Application; (iv) the number of Grants available for the grant cycle; (v) the quality of the Applicant’s graduate education program based on graduation rates; (vi) the applicant’s historical involvement with SLAS; and (vi) such other information as the GEFGP determines to be relevant in making its recommendations. Based on the foregoing and subject to the approval of the AGAC and Board of Directors, the GEFGP shall develop scoring criteria to be used by GEFGP in evaluating each application. Using the approved scoring criteria, GEFGP will identify the applicant(s), which it believes should be awarded Grant(s) given the Program’s Objectives and SLAS’s Exempt Purpose.

6.4.3. Recommendation. The GEFGP shall complete its review and forward its recommendations to the AGAC in accordance with the Grant Cycle Schedule. For each applicant recommended for a Grant award, the GEFGP's recommendations shall be in writing, confirm the recommended applicant(s) meet the Mandatory Factors, and provide a brief summary of why the GEFGP recommends the applicant for a Grant. If the GEFGP determines that no Grant awards should be made for a given Grant cycle the GEFGP shall forward this as its recommendation to the AGAC for the Grant cycle.

7. Grant Award Determination. The Application(s) recommended by the GEFGP, if any, shall be considered at an AGAC meeting in accordance with the Grant Cycle Schedule. At the AGAC meeting, the AGAC shall consider: (i) SLAS's Exempt Purpose; (ii) the Program's Objectives; (iii) the information provided in the applicant's Application; (iv) the number of Grants available for the grant cycle; (v) the quality of the applicant's graduate education program; (vi) the applicant's historical involvement with SLAS; (vii) the GEFGP's recommendations; and (viii) such other information as the AGAC determines to be relevant in considering the merits of the Application. Based on the foregoing considerations, the AGAC shall determine, in its discretion, whether an applicant should be awarded a Grant, and the amount of the Grant award, subject to the Program's budget established by the SLAS Board for the grant cycle. The decision of the AGAC shall be reflected in the minutes of the meeting, at which the Application is considered. The AGAC's decision shall be final. If the AGAC determines that none the applications submitted for a Grant cycle merit a Grant award, then the AGAC may decide not to make any Grant awards for the Grant cycle.

8. Applicant Notification. Following the AGAC meeting, at which a final decision is made regarding an Application, the SLAS staff shall inform the applicant of the AGAC's decision. If the applicant is awarded a Grant, the notification shall include:

- A letter conveying the following information:
 - The Application and Student on which the Grant is awarded;
 - The amount of the Grant award ("Grant Award");
 - The manner in which the Grant Award will be disbursed; and
 - The requirement that the applicant execute and return the Fellowship Grant Agreement included with the letter.
- The Fellowship Grant Agreement to be executed and returned by the successful applicant.

9. Grant Award Disbursements. Following receipt of the properly executed Fellowship Grant Agreement, SLAS's Chief Executive Officer ("CEO") is authorized to disburse the 1st Installment of the Grant Award to the applicant. Following the timely receipt of the 1st Installment Report from the applicant, required by the Fellowship Grant Agreement, SLAS's CEO is authorized to disburse the 2nd Installment of the Grant Award to the applicant, if the 1st Installment Report demonstrates the 1st Installment of the Grant Award was utilized by the applicant in accordance with the terms and conditions of the Fellowship Grant Agreement. All Grant Award installments shall be disbursed to the applicant by wire transfer or check.

10. Administration of the Grant Award and the Agreement. SLAS staff is responsible for ensuring each Grant Award is administered in accordance with these policies and procedures, and the Fellowship Grant Agreement. SLAS staff is responsible for monitoring each successful applicant's compliance with the applicable Fellowship Grant Agreement, and advising the AGAC of any Fellowship Grant Agreement breach by an applicant.

11. 2nd Installment Report, Student's Research Paper, and Grant Award Reconciliation Report.

Each Fellowship Grant Agreement requires that the applicant, no later than thirty (30) days after the "Fellowship Completion Date" specified in the Fellowship Grant Agreement, provide SLAS with a 2nd Installment Report: (i) detailing how the entire Grant Award was actually used; and (ii) summarizing the Student's research. Within this same time-period, the applicant is also required to provide SLAS with: (i) the Student's original research paper based on the Student's degree program research suitable for publication in an SLAS Journal ("Research Paper"); (ii) a license from the Student, acceptable to SLAS, granting SLAS the right to publish the Research Paper in an SLAS Journal ("License"); and (iii) a publicity release from the Student in a form acceptable to SLAS ("Publicity Release"). SLAS staff shall review the applicant's 2nd Installment Report to determine whether the entire Grant Award was used in accordance with the Fellowship Grant Agreement. SLAS staff shall also review the Student's Research Paper, License, and Publicity Release to determine if they meet the requirements of the Fellowship Grant Agreement. SLAS staff shall prepare a reconciliation report memorializing their findings for consideration by the GEFGP, AGAC, and SLAS Board.

12. Grant Award Recovery. Any portion of a Grant Award not utilized in accordance with the Fellowship Grant Agreement must be returned by the applicant to SLAS. SLAS staff shall demand that the applicant return the portion of the Grant Award not utilized in accordance with the Application to SLAS. Likewise, if the applicant fails to provide the 1st Installment Report, the 2nd Installment Report, and the Student's Research Paper, License, and/or Publicity Release, SLAS staff shall demand that the applicant return the entire Grant Award. If an applicant refuses to return funds to SLAS, SLAS shall exercise its business judgment in determining what steps should be taken in an effort to recover the funds.

13. Grant Program Report. Except as may otherwise be specified in a resolution adopted by SLAS's Board for a given year, SLAS staff shall prepare and present a written report on the Program to the GEFGP, AGAC, Americas Council (AC) and the SLAS Board of Directors ("Program Report"). The Program Report shall:

- Identify the total number of Applications received during the grant cycle;
- Identify the number of Applications administratively denied for the grant cycle and the reason for each administrative denial;
- Identify the total number and amount of Grant Awards made during the grant cycle;
- List each applicant receiving a Grant Award during the grant cycle, the amount of each Grant Award, and the Student supported by the Grant Award;
- Identify any applicant, which did not use Grant Awards in accordance with the applicable Agreement during the grant cycle, the circumstances surrounding such failings, the amount in question, the efforts made to resolve the situation, the current status of the situation, and recommendations regarding what steps should be taken to resolve the situation;
- Identify any applicant, which failed to provide: (i) an executed Fellowship Grant Agreement; (ii) 1st Installment Report; (iii) 2nd Installment Report; or (iv) the Student's Research Paper, License, and/ or Publicity Release. For each applicant identified, the Program Report shall explain the circumstances surrounding such failings, the efforts made to resolve the situation, the current status of the situation, and recommendations regarding what steps should be taken to resolve the situation;

- Assess the effectiveness of the Program in advancing SLAS's Exempt Purpose and the Program's Objectives during the grant cycle;
- Recommend steps (if any) that could be taken to improve the Program and these policies and procedures;
- Recommend the number and amount(s) of the Grants for the next grant cycle;
- Recommend the Application for the next grant cycle; and
- Recommend the Agreement for the next grant cycle.

14. Record Keeping.

14.1. Grant Cycle. Subject to SLAS's record retention and destruction policies and procedures, for each grant cycle SLAS shall maintain the following records:

- The Program's policies and procedures, Application, and Agreement effective during the grant cycle;
- Copies of all Applications received during the grant cycle; and
- Copies of all notifications sent to unsuccessful applicants.

14.2. Grant Awards. Subject to SLAS's record retention and destruction policies and procedures, for each Grant Award, SLAS shall maintain the following records:

- The Application submitted by the applicant;
- All documentation related to the administrative review of the Application;
- Minutes from the GEFGP meeting recommending the applicant be given a Grant Award as well as the GEFGP's Recommendation(s);
- Minutes from the AGAC meeting approving the Grant Award;
- Copies of the notification sent to the successful applicant;
- The original executed Agreement;
- All Grant Award disbursement wire transfer receipts;
- The applicant's 1st and 2nd Installment Report(s);
- The Student's Research Paper, License, and Publicity Release;
- The Reconciliation Report; and
- Copies of any applicant checks or wire transfers returning all or part of the Grant Award.

15. Conflicts of Interest and Confidentiality.

15.1. Conflicts of Interest. All staff and volunteers involved in the Program are required to abide by SLAS's Conflict of Interest Policy.

15.2. Confidentiality and Non-disclosure. All staff and volunteers involved in the Program are required to treat as confidential, all information the staff or volunteer learns through the Program ("Program Confidential Information") including information related to applicants, applications, and the Program. Staff and volunteers involved in the Program may only use Program Confidential Information to the extent necessary: (i) to evaluate an application; or (ii) as otherwise contemplated by this Policy ("Permitted Use"). Any use, which includes disclosures made to other persons, of Program Confidential Information, other than a Permitted Use, is strictly prohibited. Volunteers and staff may be required to execute and return to SLAS a Confidentiality and non-disclosure agreement as a condition of being permitted to be involved in the Program.

16. Effective Date. This Policy was adopted and approved by the SLAS Board of Directors on February 7, 2015 and became effective on February 7, 2015.