

CLIMATE + HEALTH EXCELLENCE CENTERS (CHEX)

Full Proposal Instructions

December 4, 2025 (3:00 pm EST)

KEY DATES

Invitation to submit a full proposal	October 24, 2025
Full proposal due	December 4, 2025 by 3:00pm EST
Finalist Interviews	March 2026
Notice of award	May 31, 2026
Award start date	August 1, 2026
Award end date	July 31, 2031

START EARLY AND PLAN AHEAD!

- Applications for the upcoming deadline will not be accepted after 3:00 pm EST on the deadline date.
The online application system shuts down automatically at the deadline and the SUBMIT button will not process a submission.
- Applications **will require** a signature from the institutional signing official from the institution where the award will occur. The signatory official will receive an email once their contact information is added to the proposal. The candidate should ideally follow up with the signing official and provide instructions. The signing official must “sign off” by the application deadline at 3:00 pm.
- A completed proposal consists of data entry fields submitted through the online module plus a series of PDF attachments and approval from the institution’s signing official. All elements must be loaded onto Proposal Central before the SUBMIT command will run.
- All attachments must be uploaded as Adobe Portable Document Format (PDF) files.
- **NO EXCEPTIONS OR EXTENSIONS WILL BE GRANTED.** After the 3pm deadline, applicants with incomplete proposals and those not adhering to instructions will be disqualified. Only applications submitted through the BWF online application website will be accepted.

GETTING STARTED ON THE FULL PROPOSAL

Overview of Full Proposal Elements

1. Proposal Information
2. Applicant Information
3. Applicant Demographics
4. Institution Information
5. Partner Information (if applicable)
6. Abstract
7. Mission, Vision, Resources, Connections, Facilities, and Unique Opportunities
8. Budget and Budget Justification
9. Signature of Institution's Signing Official

To upload to the application as a PDF

1. Biosketch of Primary Applicant
2. Biosketch of Partner/Collaborator(s) (if applicable)

3. Static, one-page visual abstract
4. Research Plan (7-page limit)
5. Bibliography (2-page limit)
6. Published Institutional Materials or Media
7. Institutional Letter of Support
8. Partner Letter(s) of Support (combined into single PDF)
9. US IRS Letter of Determination showing non-profit status

Be certain to add the signing official to your online application early in the process. This will allow the signing official ample time to review the proposal and complete the approval process.

Please only provide one biosketch for each partner (limit of 5 partners).

STEPS TO THE APPLICATION PROCESS

1. Log in to the application website (below) using the ID and password you used to create your Letter of Intent. The application may be accessed and changed multiple times as needed prior to submission.
<https://proposalcentral.com>
Only invited applicants can access the full proposal application. Click on Proposals tab in the menu to view a list of applications. A copy of the full proposal application should be available. Click on the "edit" button to access the application. You should be able to locate the application with both the LOI and Proposal Name in the Title column.
2. Revisit the various sections to verify information and provide additional information. All responses provided on the LOI should remain as-is and not be updated.
3. Add the Institutional Signing Official of the Applying Institution to the Nominating Institution page. Reach out to the signing official to confirm that they are able to serve as the signing official and provide instructions.
4. Complete the remainder of the application noting each of the proposal elements outlined in the section below. Be sure to upload requested documents.
5. Validate and Submit your proposal once the signing official has provided the appropriate signature.

FULL PROPOSAL ELEMENTS

All proposals must be completed through the ProposalCentral site. The following pages and proposal elements must be completed prior to submissions. All fields with a red asterisk in the system are required.

Title Page

Enter the project title to begin the application (limited to 150 characters). Click save to be able to return to the proposal later. Answer additional questions on this page.

Download Templates and Instructions

Here candidates can download the instructions for completing the application.

Enable Other Users to Access this Proposal

This section allows applicants to grant access to others that would like to have access to the proposal such as the collaborators/partners. An applicant may grant three levels of access: View only, Edit (cannot submit), and Administrator (edit and submit). Only registered ProposalCentral users can be given access to the system.

Signing officials will automatically be given administrator access to the proposal.

Applicant Information

In this section, information is pre-populated with information from your professional profile. The following information must be completed in the professional profile (and it will populate in the Applicant/PI section):

- **Institution:** This is the institution where the candidate currently holds a position. It is possible that the institution already has a profile on the system. If the institution does not have a profile, contact technical support for assistance.
- **Contact Information:** Position Title, Department, Address, City, State, Zip, Country, Email, Work, Mobile
- **Degree Information:** Baccalaureate Degree, and Post Baccalaureate Degree (if applicable)
- **Upload a current NIH style Biosketch**

Applicant Demographics

On this page, please complete the demographic questions.

Nominating Institution and Contacts (including Signatory Official)

The institution is where the proposed work will be performed during the award and the institution where the Principal Investigator holds an appointment. The institution for the proposal may not be changed.

Applications will need to be approved by an official responsible for sponsored programs, generally from the institution's grants and contract's office, office of research, or sponsored program's office at a degree-granting institution; at other non-profits in the US and Canada, this is typically the executive director. The institutional or signing official should be added in this section. An email will be generated to the institutional officer/signing official notifying that an application is in progress. The institutional/signing official will need to certify your eligibility for the award, that the institution approves the application submission, and that the institution is eligible to receive the award.

It is the responsibility of the applicant to follow up with the signing official with instructions. The proposal may NOT be submitted without the signature of the signing official. By adding the official to the application, you are granting access to the application.

Partners

Up to five collaborators may be added to the proposal. Add the collaborator's contact information with the role of "Collaborator." An NIH style Biosketch must be added for each collaborator.

Abstract

In this section, complete both a lay abstract (3000 character limit) and answer the following three questions (3000 character limit total, bullet points encouraged): 1) How is your proposed project especially collaborative? 2) What is your plan for the training element of this grant? 3) What is your plan for the education or communication (outward focus) component of your project?

FULL PROPOSAL ELEMENTS – CONTINUED

Mission, Vision, Resources, Connections, Facilities, and Unique Opportunities

What resources are uniquely available to your institution or consortium that make you particularly well-suited for this grant? (1500 character limit)

Budget Period Detail

Enter the budget for your proposed project (up to \$2,000,000 each year for 5 years). The proposed budget may be used for consumable supplies, equipment, travel expenses, administrative personnel, student stipends, salaries and benefits, and other appropriate expenses related to the proposed research and outward-focused activities. Graduate student tuition is an allowed expense.

No indirect costs or institutional overhead can be charged to this grant.

The project periods for this grant will run August 1 – July 31 annually.

Budget Summary

At the bottom of the Budget Summary page, provide justification for each expense and category.

Attached Documents

Applicants should provide:

- **Applicant and/or Partner Biosketches** if not uploaded previously
- **Static one-page visual abstract.** The same visual abstract submitted with the LOI or a new visual abstract that reflects evolution in the applicants' thinking may be submitted. Visual abstracts will be displayed as pdfs with no links. QR codes should not be included in visual abstracts.
- **Research Plan (7-page limit):** In no more than seven pages (including figures, tables, graphs, and images), describe the Research Plan. It should be a complete, cohesive, and coherent scientific document that is easy to read. In the order listed below, the plan should describe:
 - Specific aims
 - Background and significance
 - Interdisciplinary experimental methods, approaches to discovery, and collaborative plan

- Other support, including support not yet in hand: If the applicant has received or applied to other sources for extended support to cover research in the area of this proposal, explain in detail how the research to be supported by BWF's award will differ from or enhance the research supported by the other sources.
- Future directions: what would applicants aim to build in 10 or 20 years after using this grant as a catalyst of interdisciplinary collaboration? This question is asking, beyond the period of the award, what doors do you believe the proposed support can open for your group's work on climate and health, for taking on other "wicked problems," for interdisciplinary collaboration and polydisciplinary education, and for relating to communities beyond academia.
- Use standard 11- or 12-point font for the text, and no smaller than a 9 to 10-point font for figures, legends, and tables. This requirement will be strictly enforced. Text must be single-spaced, with one-half inch or larger margins on all sides. Number the pages of the research plan. Do not include a table of contents or appendices. A bibliography is a separate required attachment and is not considered part of the seven-page limit.

- **Bibliography** (2-page limit)
- **Published Institutional Materials or Media:** Please provide up to three examples of materials or media (e.g., annual reports or launch statements for moving your institution in this direction) published by the university which demonstrate that work supported by this grant would fit the strategic direction of the institution.
- **Institutional Letter of Support from Applying Institution:** The Institutional Letter of Support should be written on behalf of the applicant's institution by the top-level (provost, chancellor, president, president of the university system (for system-wide projects), etc.) official who can best communicate the institution's commitment to the proposed project's fit within the institution's plans and ambitions. This statement of the institution's investment in and

FULL PROPOSAL ELEMENTS – CONTINUED

commitment to the proposed work is a critical part of a successful application. Letters that lack detail, specificity, or clear enthusiasm for the project can undermine an otherwise competitive proposal.

- **Partner Letters of Support:** Please provide Letters of support from each major institution/organization on your team. These should be letters from senior officials at each organization about why the proposed work is important to the institution and how it fits into their strategic plan. All letters should be combined into one PDF and uploaded as a single document.
- **US IRS Letter of Determination showing non-profit status**

Validate

Applicants must click the “Validate” link to check for any missing required information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

Sign and Print

The applicant and signing official are required to certify that the application is complete and true. The following is required prior to submission and the application deadline.

- Applicant Signature (required)
- Institutional Signing Official Signature (required)

The institutional signing official should be added to the application in the “Nominating Institution” section. This individual will automatically be given edit privileges to the proposal. The person is required to log in to ProposalCentral, edit the proposal, visit the Sign and Print section, and add their signature prior to the application deadline.

Applications cannot be submitted without both signatures. Signatures must be obtained prior to the application deadline. Extensions will not be given.

SUBMISSION PROCESS

Once the application is complete, proceed with the following steps:

- Click “Validate” on the sidebar to see if any errors are identified. All information must be provided prior to application submission.
- If there are no missing items in the application, click on the SUBMIT link on the sidebar. Click the blue SUBMIT button. The application is NOT submitted until you complete this step.
- Full Proposal submissions must occur prior to December 4, 2025 at 3:00 pm (EST). The submit button will disappear after that time. Applicants should receive a confirmation email once your application is submitted. If you do not receive this email, please reach out to BWF.

Proposals will not be accepted after 3:00 pm Eastern Time on December 4, 2025. **Plan to submit your application well in advance of the grant deadline to allow adequate time for signatory official approval and to troubleshoot any issues.** No exceptions will be granted for missing documents or signatures. Only grant proposals submitted through ProposalCentral will be accepted.

After the deadline, applicants with incomplete proposals and those not adhering to instructions will be disqualified without prior notice. Do not include a cover letter or supplemental materials. If extra materials are included, the application will be rejected out of fairness to all applicants.

Questions?

You can find additional information on Climate + Health Excellence Centers grants [here](#).

Questions should be directed in advance to BWF program staff by contacting:

Victoria McGovern, Ph.D., Senior Program Officer
vmcgovern@bwfund.org

Darcy Lewandowski, Program Associate
dlewandowski@bwfund.org

Technical questions regarding use of the ProposalCentral system should be directed to:

ProposalCentral Support

1-800-875-2562

(8:30am to 5:00 pm ET M-F, except holidays)

pcsupport@altum.com