

## INSTRUCTIONS FOR COMPLETING THE 2021 INPS RESEARCH GRANT APPLICATION FORM

Download the Application Form document provided on the INPS website. The form is a Microsoft Word fillable document. You can simply tab from field to field or click in the fields to fill in. When you complete the application, upload at the website as either a Microsoft Word document or in PDF format. Please rename the Application Form as First\_Last\_2021\_Grant\_Application where First and Last are your first and last names.

1. Project Title: Write a short title for the project you are proposing

1A. Write a 250 word abstract describing your project, suitable for publication on the INPS website, if project is awarded, and in the INPS newsletter, *The Harbinger*. Avoid giving specific locations of listed species.

2. Submitted by: (This person is the Principal Investigator [PI], who is the main contact and recipient of the contract. The PI is the recipient of any stipend requested, however the stipend may be shared with a Co-PI)

Affiliation: The name of the institution, organization, business, etc. with which the applicant is affiliated

Affiliation Type: Use the dropdown list to choose Educational Institution, Non-profit, Government, For-profit, None (private researcher), or Other. If Other, give a brief explanation in the box provided.

Your position in the project: Use the dropdown list to choose student (if student, identify advisor), faculty, citizen scientist, independent researcher, or other (explain)

Address and contact information for the PI

3. Co-Principal Investigator (Co-PI), if applicable; Co-PI is eligible to share the stipend

4. Co-Principal Investigator's daytime phone number and email address

5. Fill in the amount of funding you are requesting directly from the INPS Research Grant Program. Check the box whether you are willing to accept partial funding, if INPS is unable to fund your proposal in full. If you would consider partial funding, indicate priority items on your budget. **This number should match # 10 in the budget form.**

6. Project Justification: Identify the research issue being addressed by the project and demonstrate the need for accomplishing the objective(s). Include a brief review of any previous study on the topic. Discuss the benefits expected from the project. How will the results contribute to our knowledge of Illinois native plants, their conservation and the mission of the Illinois Native Plant Society? (Limit 500 words)

7. Project Objectives: Identify the hypotheses/objectives specific to the project. Include a brief description of the publications and/or other products that will be provided at the end of the project (in addition to the report to INPS). (Limit 300 words)

8. Project Methodology: Describe in detail the methods and materials that will be used to achieve each objective. Include the scientific protocols for data collection and data analysis. If an outside contractor is included describe the contractor's role. Mention any problems that are anticipated. (Limit 300 words)

8A. Volunteers: Estimate the number of volunteers, volunteer hours and the specific duties of any volunteers involved in the project, or enter NA. Volunteer hours cannot to be used as monetary match but will be given extra consideration in evaluating the project.

9. Project Location: Identify the location of the study (county, city, site name(s) or laboratory. If applicable, submit map(s) of the area showing the acreage or approximate size of the study area and the geographic context such as roads, town names, etc.

### **Budget Section**

10. INPS Research Grant Program Funds Requested, not to exceed \$2500. Note that salaries for the PI, Co-PI, the PI's employer or institutional indirect costs may not be paid through grant funds; however a stipend of up to \$1000 is allowed for the PI (which can be shared with a Co-PI), or a maximum of \$1000 for combined stipend and contractual funds. The PI is responsible for distributing any funds requested for the Co-PI, assistants or contractors.

List the dollar amounts of any of the listed budget items that apply to your grant request. For Mileage, just enter the estimated total mileage and the form will calculate the total cost at \$0.575/mile. Lodging: \$75/night for downstate counties not listed below; \$85/night for Champaign, Kankakee, LaSalle, McLean, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, Winnebago Counties; \$95/night for DuPage, Kane, Lake, McHenry, Will Counties; \$125/night for suburban Cook County. Federal rate for Chicago Metro area ([www.gsa.gov](http://www.gsa.gov)); outside of Illinois, \$90. Per diem, \$28; outside of Illinois, \$32.

For travel and per diem, combine the number of hotel stays and per diem only for days spent on the project where hotel stays are needed.

Contractual funds must be itemized for travel, supplies, or time allotted. Contractor travel can be a lump sum to include mileage and hotel. Combined stipend and contractual funds not to exceed \$1000.

Combine all office, lab or field supply items that are individually under \$100 in value in the first Supplies line. Include a listing of all of the supply items on the next line. Supplies may not include seed, plants, restoration supplies or equipment unless they are directly related to and necessary for the research project. If you are requesting funds for a supply (or equipment) item greater than \$100 in value, enter it on the separate line provided and describe the item.

The form will calculate the Subtotal. **This number must match the figure entered in item 5 above.**

11. Funds You Will Provide. You will receive extra consideration if you have a funding match. Other grants for the same project may be used as a match. In-kind work (grantee or contractor salaries, volunteer hours) or institutional indirect costs will NOT be considered as a match. The form will calculate the Subtotal.

12. Total Cost of Project. The form will calculate this total.

13. Complete any necessary permit applications as appropriate. Upload these permit applications with your Application as Word or PDF files.

14. Indicate which documents will be uploaded with the Application.

**Required attachments**

1) Permit applications or permits already in hand for the specific project

2) Curriculum Vitae or Resume for PI and, if applicable, Co-PI

3) Curriculum Vitae or Resume of contractor, or equivalent contractual firm description outlining qualifications for the project

3) Map(s) of project area (if applicable)

4) Documents related to the project or referenced in #6 above (Project Justification). For example, graphs, illustrations, publications, etc.