

Illinois Native Plant Society 2023 Survey Grant: Instructions for Completing the Application Form

The application 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 to the website as either a Microsoft Word document or PDF. Please rename the Application Form as First_Last_2023_Grant_Application where First and Last are your first and last names.

1. Project Title - Give a descriptive title for the project; include the species involved. Be sure to indicate in the boxes provided if the project is an Existence Survey, a Recovery Survey or both.

1A. Project Description. 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 naming specific locations of listed species.

2.-4. Enter names and requested information for PI and Co-PI.

5. Enter dollar amount of funding request, maximum \$5000.

6. Project Justification - Demonstrate need for the project, including status of species proposed for survey(s), EO history, gaps in available data, known threats to populations, etc. Applicants may include their professional experience with the chosen species or with similar searches. (Limit 500 words)

7. Project Objectives - Describe goals of project, including confirmation of EO existence or non-existence, potential recovery recommendations, and other deliverables/ or results anticipated. (Limit 500 words)

8. Project Methodology - Describe plans to gather pre-survey information about survey species, such as EO records, herbarium database searches, consultation with field botanists, or literature searches. Describe field survey methods. Exploration of habitats appropriate for potential new locations may be pertinent. If a Co-PI is included, describe the different roles and activities of the PI and Co-PI. (Limit 500 words)

9. Project Assistants - Provide names (or positions) of paid assistants and/or volunteers and their roles in the project.

10. Budget – 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 \$0.625/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; \$134/night for suburban Cook County. Federal rate for Chicago Metro area (www.gsa.gov); outside of Illinois, \$110. Per diem, \$28; outside of Illinois, \$32.

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

If the option for institutional **salary compensation** is used instead of the stipend option, complete that section of the form only. If salary is requested for only one applicant (PI or Co-PI), enter that option for one and stipend for the other. Total amount allowed for these combined salary/stipend options is \$2000.

Matching funds are not required, but will be considered in evaluating your application. PI/Co-PI salary or additional indirect costs are not considered matching funds.

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