Instructions for Completing the 2024 INPS Research Grant Application Form

Download the Application Form 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 on the website as either a Microsoft Word document or in PDF format. Please rename the Application Form as First_Last_2024_Grant_Application where First and Last are the first and last names of the Principal Investigator (PI).

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 and in the INPS newsletter *The Harbinger*, if project is awarded. Avoid giving specific locations of listed species.

2. Submitted by: This person is the Principal Investigator [PI], the main contact and recipient of the contract. The PI is the recipient of any stipend request; 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 your advisor), faculty, citizen scientist, independent researcher, or other (explain)

   Address and contact information for the PI

3. Co-Principal Investigator (Co-PI), if applicable

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

5. Fill in the amount of funding you are requesting directly from the INPS Research Grant Program. **This number should match # 10 in the budget form.** 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 in the second column of your budget**.**

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. Discuss how the results will 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 hypothesis/objectives specific to the project. Include a brief description of the publications and/or other deliverables that will be provided at the end of the project (in addition to the final 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 in the optional matching funds section, 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 in #14 (Attachments) of the application form 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 $3000. Note that salaries for the PI or, Co-PI, or 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). If contractors are included in the budget, a maximum of $1000 is allowed for combined stipend and contractual funds.

However, funds apart from the stipend or stipend/contractual maximum can be allocated for project assistants such as interns.

The PI is responsible for distributing any funds requested for the Co-PI, contractors or assistants.

List the dollar amounts of any of the listed budget items that apply to your grant request.

For Mileage (rates based on State of Illinois Office of Budget and Management), just enter the estimated total mileage and the form will calculate the total cost at $0.655/mile. (this is the 2023 rate; the 2024 rate has not been established, therefore 2023 will be used).

Lodging:

All IL counties not listed below: $107/night
Suburban Cook and Lake: $146/night (Jan, Feb., March); $216/night (April, May and June); $213/night (July and August); $233 for September
Chicago: use Federal rate for Chicago Metro area (www.gsa.gov);
Outside of Illinois: $110.
DuPage: $114/night
Will: $113/night
St. Clair: $150/night

Per Diem: Cook and Lake: $74; St. Clair, DuPage & Will: $59; all other counties, $54; outside of Illinois, $50.

For hotel and per diem, combine in a lump sum the number of hotel stays and per diem. Enter the number of days and places in the left column.

Contractual funds must be itemized for travel, supplies, or time allotted. Contractor travel should be a lump sum to include mileage and hotel. Combined stipend and contractual funds cannot 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 lines. Supplies may not include seed, plants, or 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 $150 in value, enter it on the equipment 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. This is optional, but you will receive extra consideration if you have a funding match. Other grants for the same project may be used as a match. Institutional indirect costs or in-kind work (grantee or contractor salaries, volunteer hours) are NOT considered as matches. List each match and the amounts separately. The form will calculate the Subtotal for this section.

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

13. Mark any applicable items with an X.

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, if applicable

4) Map(s) of project area, if applicable

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

15. Submit!