

Instructions for Completing the 2025 INPS Research Grant Application Form:
DUE JANUARY 15, 2025, TWO WEEKS EARLIER THAN IN 2024

Download and complete the Application Form provided on the INPS website. The form is a PDF fillable document. Enter a response in the cell after each question. Be sure to adhere to word limits.

1. Project Title: Write a short informative 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: Educational Institution, Non-profit, Government, For-profit, Independent Researcher), or Other. If Other, give a brief explanation.

Your position in the project: 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.** Enter X on the line if 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 the budget form with a P.

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. Describe the role of the

Co-PI, if applicable. If an outside contractor is used, describe the contractor's role. Mention any problems that are anticipated. (Limit 300 words)

8A. Volunteers (optional): 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 as an Attachment an overview map and a detailed map of the study area(s) of the application form showing the acreage or approximate size of the study area and the geographic context such as roads, town names, etc. See # 14 on Application form.

Budget Section

10. INPS Research Grant Program Funds Requested, not to exceed \$3000.

List the dollar amounts of any of the budget items that apply to your grant **request**. Calculate each line item as directed and then calculate the request subtotal in #10.

Calculate the Matching Funds you will Provide in # 11, if applicable.

Calculate the total cost of the project from # 10 and #11. Your numbers will be checked for accuracy.

Travel

Mileage (rates based on Illinois Department of Central Management Services), enter the estimated total mileage and calculate the total cost \$0.67/mile (this is the 2024 rate; the 2025 rate has not been published, therefore 2024 will be used).

Lodging

All IL counties not listed below: \$107/night

Cook and Lake: \$213/night

DuPage: \$114/night

Will: \$113/night

St. Clair: \$150/night

Outside of Illinois: \$107.

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

Stipend

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, who will be included under **Labor** in the form.

Contractual funds must also be itemized for travel, supplies, and time allotted. Contractor travel should be a lump sum to include mileage, per diem and hotel. Combined stipend and contractual funds cannot exceed \$1000.

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

Supplies

Combine the total cost of all office, lab or field supply items that are individually under \$150 in value in the first Supplies line. Enter a listing of all of the supply items and their individual costs on the next lines. Supplies may not include seeds, plants, or restoration supplies or equipment unless they are directly related to and necessary for the research project.

Equipment

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.

Calculate the Subtotal. **This number must match the figure entered in item #5 above.**

11. **Matching Funds You Will Provide.** This is optional, but a funding match shows evidence of other support for your project. 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. Calculate the Subtotal for this section.

12. Calculate the total Cost of Project by adding # 10 and # 11.

13. Enter X before for all applicable items.

14. Enter X for which required documents you will submit with the Application.

Create a PDF document of your Application through # 14.

Rename the Application Form as Last_First_2025 Research Grant Application, where Last and First are the last and first names of the Principal Investigator (PI).

Required attachments:

Create a second PDF document to include all your marked attachments combined. Name the document as Last_First_2025 Research Grant Application_ Attachments.

15. **By January 15, 2025, submit your Application PDF and Attachments PDF to:**
inpsgrants@gmail.com