2025 INPS Survey Grant: Instructions for Completing the Application Form

The application form is a PDF fillable document. You can fill in the cells after each question. Be sure to adhere to word limits.

1. **Project Title** - Give an informative title for the project; include the species to be surveyed.

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 requested from the INPS Research Grant Program (maximum $5,000). This amount should match the amount in #10 of the budget form.

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 should 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 each EO presence or absence, potential recovery recommendations, and other deliverables/ or results anticipated. A listing of species to be surveyed, their status (E/T/CC), sites, landowners and counties may be added as a separate attachment with the application form, if this information does not fit within the word limits of the project objectives. (Limit 500 words)

8. Project Methodology - Describe your 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 roles and activities of the PI and Co-PI. (Limit 500 words)

9. Project Assistants - Provide names (or positions) of any paid assistants and/or volunteers and their roles in the project. Funds apart from the stipend can be allocated for qualified project assistants. The PI is responsible for distributing any funds requested for the Co-PI or for assistants

10. Budget: INPS Survey Grant Program Funds Requested, not to exceed $5000.

Travel: Mileage: Rates come from the State of Illinois Office of Budget and Management. Enter the estimated total mileage and calculate the total cost at $0.67mile (this is the 2024 rate; the 2025 rate has not been established, therefore 2024 is used).

Travel: Lodging

For both lodging and per diem, combine in a lump sum the number of hotel stays and per diem expenses only for days spent on the project where hotel stays are needed.

All Illinois counties not listed below **and** outside of Illinois: $107/night
Cook and Lake: $213/night
DuPage: $114/night
Will: $113/night
St. Clair: $150/night

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

Stipend/Institutional Salary: 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 combined salary/stipend options is $2000.

Institutional Indirect Costs: Optional, only if required by Institution - up to 10% of grant funds, not to exceed $450.

Labor: include funds for any additional project assistants, as described in # 9.

Supplies: Combine all office, lab or field supply items in the Supplies line. Include a listing of all of the supply items below on separate lines.

10 Subtotal: Calculate the totals from each line item. **This number must match the figure entered in item #5 above.**

11. Matching funds, such as grants for the same project**,** are not required, but will be considered positively in evaluating your application. PI/Co-PI salary or additional indirect costs are not considered matching funds. List each match and the amount separately and calculate the Subtotal for this section.

Total Cost of Project. Calculate the total from # 10 and # 11.   Your numbers will be checked.

12. Enter X before all applicable items.

13. Enter X before which required documents, such as permits or permit applications, CVs, and any optional documents to be included.

When you have completed the Application Form, save the PDF document, entitled: Last_First_2025 Survey Grant Application, where last and first are the PI's Last and First names.

Create a second PDF to include all required and optional documents you specified, entitled: Last_First_2025 Survey Grant Application_Attachments

15. B**y February 1, 2025, submit your Application PDF and Attachments PDF to: inpsgrants@gmail.com**