



THE HERB SOCIETY OF AMERICA, INC.
INSTRUCTIONS FOR COMPLETION OF The GRANT APPLICATION:

July 2004, Amended June 2014, Reviewed August 2017, Reviewed June 2022

HSA Research Grant applications may be submitted as of Jan 1 in any calendar year and must be received by Jan 31 to be considered. To ensure that your proposal will be competitive, it is advised that you review the list of successful past research grants.

Format: Use a 12-pt font, single-spaced with a 1-inch margin on all 4 sides. Only .pdf files may be submitted. URLs may be included but must not be necessary for the review of the grant.

Applicant Profile: Applicants should provide a current CV of no more than 2 pages for each PI.

Sections of the HSA Research Grant:

Project Title: up to 120 characters

Specific Aims: In a few sentences, provide a clear, concise summary of the major problem being addressed by this study. What specific questions are you asking and how will you attempt to answer them? What is the potential overall impact of this work on the mission of the HSA?

Background and Significance: Summarize important results outlined by others in the same field, critically evaluating existing knowledge. Identify gaps in the knowledge that this project is intended to fill. (Citations should be included in the text as (author, date); not to exceed 500 words)

Preliminary Studies: Describe concisely previous work by the applicant related to proposed research that will help to establish the experience or competence of the investigator to pursue the proposed project. If none, state none. (Not to exceed 500 words)

Research Design and Methods: (Not to exceed 2000 words) A description of proposed tests, methods or procedures should be explicit, sufficiently detailed and well-defined to allow adequate evaluation of the approach to the problem. Discuss potential difficulties or limitations of the proposed procedures. Describe any involvement of students in the project.

Budget and Budget Justification: Provide a listing of all costs to be covered by this grant. Show how you calculated the cost of the budget item.

- Allowable costs include:
 - Compensation for investigators

- Professional and technical assistance
- Research supplies and materials
- Non-allowable costs include:
 - Purchase or maintenance of durable equipment including but not limited to computer, laboratory, or office equipment
 - Expenses related to tuition, textbooks, or conference attendance
 - Private garden development
 - Travel to and/or from research site(s)
 - All other indirect costs including institutional indirect costs **Applications which include indirect costs will not be considered by the committee**

Project timeline

- The Research Grant Program is intended to support small, self-contained research projects that can be completed within one calendar year
- Include the mid and final reports in your timeline

Dissemination of results: Provide your plan for sharing the results. Note that you will be required to provide a report for an HSA publication consisting of at least an introduction, methods, results, and discussion and write an 800-word blog post.

Citations: see Author instructions in the HSA publication, The Herbarist.