The **HERB SOCIETY** of **AMERICA**

INSTRUCTIONS FOR COMPLETION OF HSA RESEARCH GRANT APPLICATION

To ensure that your proposal will be competitive, it is advised that you review the list of successful past research grant recipients. Please read and follow these instructions carefully.

Questions? mailto:grants@herbsociety.org

Application Format: A fillable PDF of the application cover sheet is provided. If the applicant does not choose to use the fillable form, please follow the following format: Use a 12-point font, single-spaced with a 1-inch margin on all four sides and include all information, in order, that is included on the application cover sheet. When formatting the application, follow the same format.

After completing the cover sheet and the application, convert all documents into non-editable PDF documents. Only .pdf files of the application and attachments are acceptable. URLS may be included but must not be necessary for the review of the grant.

Applicant Profile: Complete the profile providing your contact information as well as your co-investigator(s), references, contract negotiator, and fiscal agent contact information.

Sections of the HSA Research Application:

    Project Title

    Specific Aims (3-5 sentences): Provide clear, concise summary of the major problem(s) 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 (Not to exceed 500 words): 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.

    Preliminary Studies (Not to exceed 500 words): 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.

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.

> **Reminder:** Non-allowable costs include: 1) equipment, including but not limited to computer, laboratory or office equipment; 2) tuition, textbooks, or conference attendance; 3) private garden development; 4) travel to and/or from research sites.

Project 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. You will also be asked to write an 800-word blog article and can opt to present a live presentation at our educational conference.

Additional Information

Biographical Sketches of co-investigators: Prepare a single document containing biographical sketches for all investigators and co-investigators. The page limit is two pages per person. It should include the following:

> **Name**
> **Email address**
> **Education/training:** include all degrees, honors
> **Positions/Employment**

Alternative and Overlapping Funding: List all active and pending research project support available to you for funding this project.

Publications: If you have more citations than space allows, include only the most relevant to this project.

Attachments: Additional information (Graphs, pictures, etc.
> Note they should not be critical for reviewing the proposal