

# Application for Stillinger Herbarium Expedition Funds

Form Must be Typed

## COVER SHEET

### PRINCIPAL INVESTIGATOR:

Name:

Title:

Department:

Email:

### CO-INVESTIGATORS: (Student applicants must have a faculty member as a co-investigator)

Name:

Title:

Department:

Email:

Name:

Title:

Department:

Email:

Amount Requested:

Project Begin Date:

Project End Date:

Proposal Title:

### PROPOSAL CHECKLIST:

- Cover sheet (this page)
- Project Summary (not to exceed 200 words)
- Budget worksheet, not to exceed \$15,000 \*

\*Typical expedition awards range from \$1,000 to \$10,000, but awards of up to \$15,000 will be considered, based on the availability of funds. Projects that present a strong argument for additional funding in support of larger expeditions or long-term continuing projects will be considered on a case-by-case basis.

- Regulatory oversight checklist and any required evidence
- Project Narrative (not to exceed 2 pages, see details after budget worksheet)
- 2 page CV/NSF style biographical sketch for PI and all co-PIs

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**Project Summary:** (not to exceed 200 words) - Must include relevance to the current Herbarium Mission Statement and plant acquisition objectives as established by the Herbarium Director.

## Regulatory oversight:

Some research activity, by regulation or policy, requires additional approvals and oversight. If you indicate yes to any of the following questions, evidence of compliance with any additional oversight must be demonstrated prior to the release of awarded funds.

### Yes or No?

- Y  N Is a permit required to transport samples related to this expedition?  
Explain:
  
- Y  N Does this project / proposal include work being performed outside the U.S.?
  
- Y  N Is there potential for intellectual property or copyrightable information to be generated through this project?

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**BUDGET Worksheet:** All budget items must relate directly to the proposed project, be itemized and well justified.

<b>Salaries – Student and Temporary Help ONLY. Faculty salaries <u>not</u> allowable.</b>	\$
<b>Payroll (Fringe) Benefits</b> (Student=3.6%; IH Not on PERSI=8.7%; All other employees=42.0%):	\$
<b>Travel</b> (NOTE: Travel to professional meetings is <b>not</b> allowed.)	\$
<b>Other Expenses</b>	\$
<b>Total Amount Requested:</b>	\$

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## Proposal Narrative:

- Please use separate pages, and type in 12 point font using *Arial*, *Courier New* or *Times new Roman*.
  - Narrative not to exceed two (2) single spaced pages
  - Project timeline (1 page).
  - Page limit does not apply to literature citations, nor to the CV/Biosketch (see details on the cover sheet under Proposal Checklist).
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