

CACTUS AND SUCCULENT SOCIETY OF AMERICA
RESEARCH GRANTS PROGRAM

Grant Application Packet

This packet includes:

- **BACKGROUND INFORMATION ON THE CSSA RESEARCH GRANTS PROGRAM**
- **OBLIGATIONS AND EXPECTATIONS OF THE GRANTEE**
- **GUIDELINES FOR SUBMITTING GRANT PROPOSALS**
- **RESEARCH GRANT APPLICATION COVER PAGE**

Application deadlines: February 1 and July 1 of each calendar year.

All correspondence, including grant applications, should be directed to the co-chair of the Research Committee:

**Thomas Glavich
CSSA Research Committee
1979 Skyview
Altadena, CA 91001
U.S.A.**

Phone: 626-798-2430

e-mail: tglavich@sbcglobal.net

To assure the timely review of your grant application, please carefully read and comply with all materials contained within this application packet.

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BACKGROUND INFORMATION ON THE CSSA RESEARCH GRANTS PROGRAM

The Cactus and Succulent Society of America, Inc. (CSSA) has a Research Grants Program that provides small facilitation grants in support of research on succulent plants. Typical awards range up to \$1200 - 3000 U.S. The Research Grants Program is administered by the CSSA Research Committee, which is overseen by the CSSA Board of Directors.

The Research Grants Program is funded entirely from donations made to CSSA and dedicated to this program. Donors include individuals, organizations, and businesses. Substantial funding is derived from the Rare Plant Auction held every two years at the CSSA Convention.

Because the membership of the Cactus and Succulent Society of America is composed primarily of hobbyists, and because research funds are donated primarily by hobbyists, many of the grants funded by the Society are for research that increases the level of knowledge and understanding of the members about succulent plants. General types of research supported by the CSSA include, but are not limited to, studies

- to discover new species or forms;
- of ecological associations;
- to increase knowledge of taxonomy, nomenclature, and biogeography;
- relating to all aspects of cultivation, artificial propagation and mass production;
- relating to conservation of threatened or endangered species;
- of basic biology, such as morphology and physiology, especially as these relate to the needs and interests of hobbyists.

Who may apply? Grant applications will be reviewed on the basis of merit of the proposal and the competence of the investigator(s) to conduct the proposed research. The CSSA Research Grants Program is open to all applicants, without respect to gender, age, nationality, or affiliation.

The CSSA Research Committee and/or the Board of Directors has the right to reject any application.

Confidentiality. The CSSA Research Committee will consider all proposals as confidential correspondence and will not release proposals to third parties. An annual report summarizing funded projects will appear in the *Cactus and Succulent Journal*; information reported will consist of project titles, names and affiliations of investigators, and amounts of awards.

OBLIGATIONS AND EXPECTATIONS OF THE GRANTEE

Principle investigators (including co-investigators) receiving CSSA grants are obligated to adhere to the following guidelines.

- All correspondence and reports must be typed or printed in English.
- All grant funds must be used for the purposes stipulated in the application.
- A brief (3 page maximum) progress report must be submitted to the Research Committee Chair within one year after the award. The report must be presented as an MS Word document attached to an email addressed to the Committee co-chair.
- The final report must be submitted within two years after the award, using the same submission method as described for the progress report.
- It is mandatory that results be published in at least one of the following two publications of the Cactus and Succulent Society of America:
 - < *Cactus and Succulent Journal* (our primary publication, issued bimonthly);
 - < *Haseltonia* (our research publication, issued annually).

Manuscripts, including illustrations, should be sent directly to the editor of the appropriate publication; also send one copy to the chair of the Research Committee. Contact the editor of the target publication before writing the manuscript. Editors' names and addresses are located in current issues of the publications; this information can also be requested from the Research Committee Chair. Additional manuscripts resulting from CSSA-funded research may also be submitted to other journals.

Failure to comply with this obligation may jeopardize future awards.

- The assistance of the Cactus and Succulent Society of America is to be credited in every article resulting from this work, whether published in CSSA journals or elsewhere. The credit should read: "This work was supported by a grant from the Research Fund of the Cactus and Succulent Society of America."
- It is expected that investigators, when conducting field studies, will do so in a manner consistent with CSSA conservation policies, so that the research does not threaten or endanger the populations of the plants being studied or other components of their living environment. CSSA grant recipients are expected to carry out their studies in a manner consistent with the applicable laws of the country or countries where the studies are conducted.

(Obligations and Expectations of the Grantee continued of following page.)

- Whenever possible, CSSA encourages the legal and environmentally sound collection of plant material (such as seeds or cuttings) for propagation for the benefit of the hobby. Seeds or other propagules of known and documented provenance should be provided to the Huntington Botanical Gardens, where they will be propagated for distribution through International Succulent Introductions (ISI). Please send material to

John Trager
Huntington Botanic Gardens
1151 Oxford Road
San Marino, CA 91108
U.S.A.

Detailed information (including quantities and collection data) regarding the deposition of such propagules should be included in the progress and final reports submitted to the Research Committee. Note that the acquisition of such material is not mandatory for this award.

The CSSA Research Committee also encourages deposition of plant material at other appropriate botanical gardens; such gardens should be contacted prior to plant collection.

GUIDELINES FOR SUBMITTING GRANT PROPOSALS

GENERAL INFORMATION

All grant proposals will be reviewed by the membership of the CSSA Research Committee. Proposals that are favorably reviewed by the Research Committee will be submitted to the CSSA Board of Directors, which must give final approval.

There will be two grant cycles each calendar year. The grant cycles are scheduled to allow the grant review process to be completed in time to conform to the annual meeting schedule of the Board. **Proposal deadlines are July 1 and February 1 of each calendar year. Proposals not received by these deadlines will be included in the proposal pool for the subsequent grant cycle.** Successful proposals submitted by July 1 will be conveyed to the Board for approval at the annual September meeting. Successful proposals submitted by February 1 will be conveyed to the Board for approval at the April meeting.

All proposals must be written in English and submitted in a format that can be copied directly onto 8.5 x 11 inch paper. If possible, the proposal should be submitted as a Microsoft Word document attached to an email addressed to tglavich@sbcglobal.net. If it is necessary to submit paper copies, send six (6) copies to the address listed on the front of this packet. If you are mailing your submission, the abstract (as on the cover page form) must be submitted by email.

Preproposals.

The Research Committee Co-Chair will accept a preproposal for preliminary evaluation of appropriateness of the concept of the proposed research. Such preproposals should be submitted no later than one month prior to the deadline of the subsequent grant cycle. Such preproposals should be short (no longer than one-half page) and may be submitted by mail or e-mail. Note that preproposals are not required. Approval of the concept stated in the preproposal does not guarantee funding of the final proposal.

COMPONENTS OF THE PROPOSAL

Each grant proposal must consist of the following major sections:

- Cover Page (as supplied in this application packet).
- Proposal Narrative (maximum of 4 pages for all subsections combined, excluding Literature Cited)
 - ✓ Background
 - ✓ Objectives
 - ✓ Approach (Methods)
 - ✓ Time frame
 - ✓ Justification
 - ✓ Literature Cited
- Budget and Budget Narrative
- Résumé of Each Investigator
- List of Professional References

GUIDELINES FOR DEVELOPING A COMPLETE PROPOSAL

A fully completed application will assure the timely review of your proposal. If information is missing, the Research Committee Chair may return your application and request the missing information. This may delay the processing of your proposal until the subsequent grant cycle.

Cover Page Form. Download this MS Word document from our website, fill in the information using the following instructions, and electronically attach it as the first (cover) page of your grant application. (The following numbered items correspond to the numbered blocks on the Cover Page form.)

1. *Project Title.* A short descriptive title of the project.
2. *Name and Affiliation of Principle Investigator (PI).* Name of person submitting proposal and who will be responsible for completing the research. If the PI is affiliated with an institution, agency, or organization under the auspices of which the research is being conducted, name that entity. If the researcher will be working as a private individual, state "Private". Note that formal affiliation is not a requirement for funding.
3. *Mailing Address of PI.* Provide the mailing address of the principle investigator, in the format **as if you were addressing an envelope.**
4. *Telephone, FAX, and e-mail.* Provide telephone and FAX numbers including country, city, and area codes as appropriate.
5. *Submission Date.* Date that application was submitted.
6. *Duration of Project.* State the duration of the entire project. If CSSA funds are to support a discrete component of a larger project, provide the dates for the component.
7. *Amount Requested from CSSA and Total Project Budget.* State in U.S. dollars.
8. *Is PI a student...? AND Expected completion date.* Self explanatory. Provide anticipated date of completion of all requirements of the degree.
9. *Name(s) and Affiliation(s) of Co-Investigators.* If appropriate, list additional co-investigators. Do not provide addresses on cover page. **Note: the major professor or advisor of a student who is project PI must be listed as first co-investigator.**
10. *Abstract of Project.* Briefly summarize the work to be completed and its importance. Limit the abstract to 200 words.
11. *Check should be made out to whom?* Name of agency, institution, organization, or individual to whom check will be payable.
- 11a. *U.S. Social Security #.* **NOTE: checks made payable to U.S. citizens or organizations that are not non-profit, or sent to U.S. addresses, must be reported by CSSA to the IRS and may be considered taxable income. In such cases, please provide your U. S. Social Security number.**
12. *Check should be mailed to whom?* Name and address where check should be

mailed.

13. *Signature of P.I. AND Date.* Signature of P.I. indicates that the investigator has read the Guidelines for CSSA Research Grants and agrees to abide by these guidelines.

14. *Signature of Advisor (if P.I. is a student) AND Date.* (Only for student P.I.'s.) Signature of advisor indicates knowledge and approval of the student's research and this grant application. It further indicates that the advisor will provide appropriate support and guidance so that the student completes the project in a professional and timely manner.

Proposal Narrative.

The Proposal Narrative should be a maximum of four pages in length, excluding the Literature Cited section. Address each of the following, using the subsection titles as headings.

Background. Provide sufficient background information so that the reviewers understand the context of the proposed research. If appropriate, you may provide literature citations so that reviewers can judge your familiarity with the work relating to your project.

Objectives. Briefly list the objective(s) of the proposed research.

Approach (Methods). Provide sufficient detail about your methods so that reviewers will be able to judge the probable success of your research.

Time frame. Indicate the schedule of events that will lead to the successful completion of this project. If the purpose of the application is primarily to fund field travel, indicate the date(s) of the planned trip(s), as well as the anticipated completion of the entire project.

Justification. Why is this research important? Remember that CSSA research funds primarily originate from contributions from our members, who are primarily hobbyists. What are the anticipated benefits to the cactus and succulent community? What are the anticipated benefits to science?

Literature Cited. List the references used in the Proposal Narrative.

Budget and Budget Narrative

Provide budget details on a separate page as follows. Give all budget amounts in U.S. dollars.

Total Amount Requested from CSSA. Self explanatory.

Itemized Budget. Indicate how the funds will be spent. Appropriate categories include salaries, travel, equipment (items over \$1000 U.S.), supplies, and miscellaneous.

Budget Narrative. Give a brief explanation of any requests that may be unclear or unusual.

Additional Funding. Indicate the amounts and sources of other funds used in support of this research project.

Résumé of Each Investigator

Each investigator will provide a professional résumé not to exceed two pages. Supply name, affiliation, address, telephone, FAX, and e-mail, if available. In the case of multiple investigators, follow the address information with a short statement as to the role of this investigator in the proposed project. This can be followed with

additional appropriate résumé information, such as summary of publications, professional memberships, etc.

List of Professional References

Provide the name, address, telephone, FAX, and e-mail address of no more than four professional references who are familiar with the work of the investigator(s).

**CSSA RESEARCH COMMITTEE
RESEARCH GRANT APPLICATION COVER PAGE**

¹ Project Title	
² Name and Affiliation of Principal Investigator (PI)	⁵ Submission Date
	⁶ Duration of Project. From: To:
³ Mailing Address of PI	⁷ Amount requested from CSSA (US dollars): Total project budget (US dollars):
	⁸ Is PI a student enrolled in an advanced degree program? YES <input type="checkbox"/> NO <input type="checkbox"/> Expected completion date:
⁴ Telephone: FAX: e-mail address:	⁹ Name and Affiliation of Co-Investigators
¹⁰ Abstract of Project (limit to 200 words)	
¹¹ Check should be made out to whom?	¹² Check should be mailed to whom?
^{11a} U.S. Social Security #	
¹³ Signature of PI Date	¹⁴ Signature of Advisor (if PI is a student) Date