

## **Guidelines for proposal preparation for Botany In Action**

The Abstract. Each proposal should contain TWO abstracts (250 WORD LIMIT EACH) of the proposed work. One abstract should be written for the non-specialist and convey the general importance of the work so that it can be understood by those who do not have a strong botanical or scientific background. The other abstract should be a scientifically based abstract that would normally accompany any grant proposal.

The body of the proposal. The body of the proposal should clearly outline the objectives, questions and/or hypotheses that will be addressed by the proposed research. The proposal should make a compelling case for the scientific, conservation, or ethnobotanical importance of the research. In addition, the proposal should convince reviewers that the applicant has both an understanding of the relevant literature and an understanding of the appropriate methodologies to successfully complete the proposed work and publish the results. The proposal should briefly describe the broader implications of the proposed work in terms that a layperson could understand and appreciate (e.g., conservation importance, importance for medicinal botany, etc.). **THE BODY OF THE PROPOSAL MUST BE LIMITED TO 5 DOUBLE-SPACED PAGES.**

Literature Cited. A bibliography should immediately follow the body of the proposal. Use names NOT numbers when citing in the proposal (e.g. Smith 2000).

A Curriculum Vitae. The CV should include all the relevant information including education, research, publications, grants received or pending, presentations, etc.

Late proposals. Proposals received after Jan 15<sup>th</sup> will not be considered.

Mode of submission. The proposal and all supporting documents must be submitted as pdf attachments to a single email message to [mradebaugh@phipps.conservatory.org](mailto:mradebaugh@phipps.conservatory.org). All pdf file names must start with the last name of the applicant.

### **Proposal Review Process and Research Priorities**

Your proposal will be reviewed by participants in the Education and Research Committee of the Phipps Conservatory. Reviewers are made up of both active scientists as well as laypersons who have a strong interest in botany and plant conservation. Priority is given to Ph.D. students and students fluent in English. BIA is particularly interested in funding research in ethnobotany, medicinal botany, tropical ecology, conservation biology, and the plant ecology and botany relevant to our region. Some years a more specific area of focus will be targeted. This will be announced on the BIA website.

The reviewers who are scientists come primarily from the Department of Biological Sciences of the University of Pittsburgh or the Section of Botany at the

Carnegie Museum of Natural History. These scientists maintain active and well-funded research programs and have extensive experience reviewing grant proposals for both state and federal agencies. The goal of BIA is to fund the best science that meets the goals and interests of Phipps Conservatory and Botanic Gardens.