



## THE HERB SOCIETY OF AMERICA, INC. RESEARCH GRANT PROGRAM

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

The purpose of the Research Grant Program is to further the knowledge and use of herbs. This grant supports the research of the horticultural, scientific, and/or medicinal use of herbs throughout history. Research must define an herb as historically useful for flavoring, medicine, economic, industrial, or cosmetic purposes and have the potential to significantly increase the knowledge of the field. **The total amount of grant funding is \$10,000 annually.** This grant is intended to support small, self-contained research projects over a short period of time. **Applications may be submitted after Jan 1 of the grant award year and must be submitted by Feb 14, 2025 to be considered.**

### Who can submit a grant:

- Students, professionals, and individuals engaged in research on horticultural, scientific, and/or social applications or uses of herbs throughout history are eligible to apply for a research grant.
- The applicant's work and/or proposed project must be based upon The Herb Society of America's (HSA) definition of an herb (above)
- Grants are limited to individuals within the United States

### Restrictions:

- The grant is for specific research on herbal projects, it will not be awarded for financial aid to individuals.
- The goal of the grant is to fund new research, not dissemination of work that has already been funded.
- The grant award recipient has to be affiliated with a non-profit organization that can act as a fiscal agent.

### Application Procedures:

- Research proposals must be emailed to: [research.grants@herbsociety.org](mailto:research.grants@herbsociety.org) no later than January 31st to be considered for the current year.
- The Primary Investigator and all other co-investigators should include a no longer than 2-page CV.
  - Specific Aims (several sentences)
  - Background and Significance (up to 500 words)
    - Preliminary Studies (if available- up to 500 words)
  - Research Design and Methods (up to 2,000 words)
- A proposed budget with specific budget items listed
  - 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**
- All grant applicants must submit a timeline for their project
  - The Research Grant Program is intended to support small, self-contained research projects that can be completed within one calendar year
  - Submission of progress reports (to be sent to the attention of the chair of the Research Grant Committee) should be included in this timeline
    - Midterm report is due to [research.grants@herbsociety.org](mailto:research.grants@herbsociety.org) 6 months from receipt of grant funding
    - Final report is due 12 month from receipt of initial grant funding consisting of at least an introduction, methods, results, and discussion. **Failure to submit by this deadline will result in loss of final payment of grant funds**
      - Unpublished research will be considered confidential.
    - You will also be asked to write an 800-word HSA blog article
    - You can opt to present a live presentation to HSA membership.
- Potential Applicants are encouraged to review previous grant recipients.
- Applications will be reviewed by the Research Grant Committee
  - Finalists may be interviewed
  - **Decisions of the committee are final**
- Announcement of the grant recipient(s) will be made no later than May 1 of the current year
- Grant recipients will receive and are required to sign a Grant Acceptance contract Form that states all of the terms and conditions of the grant.
- The annual grant monies may be split between projects and more than one grant offered if the grant committee so deems.
- No grant monies need to be awarded in any given year

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**Contract highlights:**

1. The grant is for a period of work not to exceed one year. 50% of the grant funds will be paid upon signing the contract, 25% will be paid following the midterm report, 25% following the final report.
2. Progress reports are required and are to be sent to the attention of the chair of the Research Grant Committee [research.grants@herbsociety.org](mailto:research.grants@herbsociety.org) before grant payments will be made.
3. If significant departures are made from the originally approved grant application or if the grantee cancels the project, immediate written notification must be sent to the Research Grants Committee chair. Based on this information or in the absence of an adequate final report, The Society reserves the right to terminate the grant and request a return of any portion of the grant not used for the intended purpose.
4. At the termination of the project and before the final payment can be made, The Herb Society of America requires:
  - a. A final report as described above for HSA's library and archives
  - b. A summary of the work that may be published in The Society's annual journal *The Herbarist* or other HSA publications
  - c. An 800-word HSA blog article

5. Support from HSA should not be used to promote or sell any book or product, but acknowledgement of any support from HSA should be given. However, HSA reserves the right to reject or accept credit in any publication resulting from the grant.

6. The recipient(s) may be invited to attend the Educational Conference and/or the Annual Meeting of Members to present the results of their research.