



Hunt Institute for Botanical Documentation
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
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About the Institute

The Hunt Institute for Botanical Documentation, a research division of Carnegie Mellon University, specializes in the history of botany and all aspects of plant science and serves the international scientific community through research and documentation. To this end, the Institute acquires and maintains authoritative collections of books, plant images, manuscripts, portraits and data files, and provides publications and other modes of information service. The Institute meets the reference needs of botanists, biologists, historians, conservationists, librarians, bibliographers and the public at large, especially those concerned with any aspect of the North American flora.

Hunt Institute was dedicated in 1961 as the Rachel McMasters Miller Hunt Botanical Library, an international center for bibliographical research and service in the interests of botany and horticulture, as well as a center for the study of all aspects of the history of the plant sciences. By 1971 the Library's activities had so diversified that the name was changed to Hunt Institute for Botanical Documentation. Growth in collections and research projects led to the establishment of four programmatic departments: Archives, Art, Bibliography and the Library.

THE NEW YORK BOTANICAL GARDEN
BRONX • NEW YORK 10458  LU 4-8500

May 3, 1965

Mrs. Ida Langman
Department of Biology
University of Pennsylvania
Philadelphia, Penna 19104

Dear Ida:

I had intended to write you before this to congratulate you on the publication of your "Guide to the Literature on the Flowering Plants of Mexico" but am now precipitated into it by the very nice review of it in the current issue of Science by Joe Ewan. Joe certainly has a talent for saying the right thing in the right way.

I was sorry to read in the same issue of Science that Faustino Miranda had died in December.


Sincerely yours,

Bill

William C. Steere
Director

WCS/gd

P. S. Although in this day of xerox, extra copies are not as useful as they once were, I am still sending a clipping of the review in case you would like it.

THE NEW YORK BOTANICAL GARDEN
BRONX • NEW YORK 10458  LU 4-8500

September 11, 1964

Mrs. Ida K. Langman
248 Harvey Street
Philadelphia 44, Penna.

Dear Ida:

Thank you for your note of September 3 and for sending me the copy of your Curriculum Vitae.

My warmest congratulations to you on finally getting your bibliography into print, although I do not envy you the job of reading such detailed material in page proof.

I will be glad to keep you in mind if something turns up for which your qualifications would be appropriate. Actually, we are looking for a librarian right here at The New York Botanical Garden, and if you would be interested in talking about it, we would be glad to discuss it with you. Your experience is such that reference work and answering questions from the public might be relatively easy, even though you do not have formal library training. You will see our ad in several of the scientific journals that reach botanists. Even though I express some question about your training, your experience is such that we would still be glad to consider an application, if you wish to submit one-- or to come and talk to us. We are very fortunate to have the help of Mr. Mulford Martin, who for many years ran the library of New York University, not only in helping us find new staff but also to tide us over in an acting capacity.

Sincerely yours,

Bill

William C. Steere
Director

WCS/gd

cc: Mr. Martin

NATIONAL SCIENCE FOUNDATION
WASHINGTON 25, D. C.

January 28, 1955

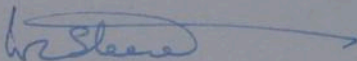
Mrs. Ida K. Langman
The Academy of Natural Sciences
Nineteenth and The Parkway
Philadelphia 3, Pennsylvania

Dear Mrs. Langman:

I shall be very happy indeed to talk to you while I am at the University of Pennsylvania on February 22. I shall arrive there sometime around the middle of the day and will be glad to talk to you at any time that is satisfactory to those who are arranging my time for me--Dr. Goddard and Dr. Cantino.

In the meantime, we are sending you herewith a copy of our guide for the preparation of research proposals.

Sincerely yours,



William C. Steere
Program Director for
Systematic Biology

2.30

NATIONAL SCIENCE FOUNDATION
Washington 25, D. C.

GRANTS FOR SCIENTIFIC RESEARCH

A Guide for the
Submission of Research Proposals

December 1951

NATIONAL SCIENCE FOUNDATION
Washington 25, D. C.

GRANTS FOR SCIENTIFIC RESEARCH

A Guide for the
Submission of Research Proposals

Introduction

The National Science Foundation, established by the National Science Foundation Act of 1950, is authorized to support basic scientific research in the mathematical, physical, medical, biological and engineering sciences, by making grants for such research to educational, industrial, governmental, or other institutions, or individuals. The policy of the Foundation ordinarily is to award grants to institutions for research by specified individuals.

Proposals

The Foundation is now in a position to evaluate proposals for basic research grants and to make grants within the limits of available funds. Proposals are usually initiated by the scientist interested in carrying out the work. He may submit a proposal at once, or he may first choose to discuss the project informally, either by letter or in person, with an appropriate staff member of the Foundation. In the latter case a proposal will usually follow the preliminary discussion. Emphasis in the review of proposals is placed by the Foundation on the scientific merit of the suggested research, including the competence of the investigator.

Establishing the Amount of the Grant

In considering the budget for a grant the Foundation recognizes that substantial contributions are made by the grantee in such forms as space, equipment, library facilities, and, in many cases, in payment of the salary of the principal investigator. The Foundation will normally provide sufficient funds in the grant for such items as the salaries of personnel, materials, equipment, necessary travel, publication, and other direct costs. In addition, the grant will normally be sufficient to cover indirect costs up to 15% of the total direct costs by the grant.

Payment of the Award

Payments will be made in advance on a quarterly, semi-annual, or annual basis depending on the relative size of the total grant.

Equipment

The Foundation will not normally require that title to equipment purchased with granted funds vest in the Government; such equipment may thus be retained by the grantee. No accounting for equipment will be necessary.

Reporting

The Foundation desires to be kept adequately informed of the progress of work covered by the grant and of the use of funds made available thereby. Normally this policy would be satisfied by filing of an annual progress report and a final report on the research work, and quarterly or semi-annual financial reports. Publication of research papers is encouraged as appropriate, and may take the place of progress or final reports.

Security

In cases where there is a reasonable chance that information may be developed that should be classified in the interest of the national security, clearance may be required for investigators on the project. When, in the judgment of the principal investigator, information is developed that should be classified, he should notify the Foundation immediately.

Express Conditions

The typical grant instrument will contain express conditions which, upon acceptance of the grant, will bind the grantee. These conditions relate to the nature and scope of the research, revocation of the grant, return of unused funds, and patent rights. The nature of these conditions may be observed by an examination of the typical grant instrument appended to this paper.

Suggestions for Preparing a Research Proposal

The Foundation does not recommend any specific form for proposals at this time. The handling of proposals is facilitated, however, if they are submitted in 15 copies on letter size paper to the National Science Foundation, Washington 25, D. C. It is also suggested that proposals cover the following points insofar as they may be applicable:

1. Name and address of institution.
2. Name of principal investigator.
3. Title of proposed research.
4. Description of proposed research. A description of the work to be undertaken, its objectives and its relation to the present state of knowledge in the field and to comparable work in progress elsewhere, together with pertinent literature citations should be included.

5. Procedure. This should consist of an outline of the general plan of the work, including design of experiments to be undertaken, if any, and the procedure to be followed.
6. Facilities. Facilities and major items of permanent equipment that are available should be described.
7. Personnel. A short biographical sketch and a bibliography of the principal investigator and other professional personnel should be included.
8. Budget. The budget should comprise an estimate of the total cost of the project and a statement of its proposed duration, with a breakdown of costs for each year. Funds requested from the Foundation should be indicated for each of the categories listed below. If there are contributions from other sources, itemize in similar categories.
 - (a) Salaries. Itemize positions, giving names of professional personnel, if selected.
 - (b) Permanent equipment. Itemize major pieces of equipment required.
 - (c) Expendable equipment and supplies.
 - (d) Travel.
 - (e) Other direct costs. Itemize other direct costs not included in (a) through (d) above, such as costs of publication and of physical facilities.
 - (f) Indirect costs. Not to exceed 15% of the total of funds for direct costs requested of the Foundation, (a) through (e) above.
9. Approval. One copy of the proposal should be signed by the principal investigator, by the department head, and by an official authorized to sign for the institution.

NATIONAL SCIENCE FOUNDATION
Washington 25, D.C.

_____, 19__

(Name and address of
the institution, i.e.,
grantee)

Research Grant NSF-____

I am pleased to inform you that the sum of \$ _____ is granted by the National Science Foundation to _____ (name of institution) for the support of research on _____ (title of proposed research) under the direction of _____ (name of principal investigator) for a period of approximately _____ year(s).

Until further notice this grant will be paid as follows: \$ _____ on or about _____, 19__; \$ _____ on or about _____, 19__ and such sums on _____, 19__, and on _____, 19__, as are mutually agreed to be necessary to complete the work contemplated under this grant.

It is a condition of this grant that it may be revoked in whole or in part by the Foundation after consultation with the principal investigator and the grantee, except that a revocation shall not affect any commitment which, in the judgment of the Foundation and the grantee, had become firm prior to the effective date of the revocation; and that funds not committed by the grantee prior to the conclusion of the work contemplated under this grant shall be returned to the Foundation.

It is a further condition of this grant that disposition of domestic patent and other rights in any inventions made or conceived during the research shall be the responsibility of the grantee; that disposition of foreign patent and other rights to any such invention shall be determined by the United States Government; that the grantee shall give the Foundation reasonable notice of application by the grantee or other person or institution for a foreign or domestic patent on any such invention; and that upon issue of a domestic patent on any such invention, the patentee shall grant the Government a royalty-free, non-exclusive license for use of such invention for governmental purposes.

The Foundation desires that this grant be administered in general accordance with the Foundation's policies for research grants as stated in "Grants for Scientific Research," December 1951, and in conformity with the other understandings reached between the Foundation and the Grantee relating to this grant.

Please acknowledge receipt at your earliest convenience.

Sincerely yours,

Alan T. Waterman
Director