

[Sample] Call for LAUC Mini-Grants and Presentation Grants

The LAUC Committee on Research and Professional Development (R&PD) is pleased to issue the call for LAUC Mini-Grant and Presentation Grant fund requests in **May 2008**.

Goals

This program is designed to encourage librarians to develop research ideas or provide travel funds by awarding up to \$500 for each proposal.

Description

Mini-grants

This program is designed as an adjunct to the statewide Research Grants program. As such, it is expected that awards may be used to assist librarians in the preparation of full-scale research proposals or that will assist them in bringing projects to completion (for example, expenses for statisticians, printers, consultants, etc). Mini-Grants will be considered for projects that need not be solely limited to librarianship or information science; scholarly projects related to a librarian's area of expertise will also be eligible. Generally speaking, these projects would be of a type and nature appropriate for inclusion under the category of Research and Other Creative Activity in the review criteria for the University of California Librarian Series. Examples might include research into the recruitment of medical librarians; research into how librarians keep up with new developments, technologies, and trends; work on an annotated bibliography of Armenian folk literature; or coverage of release time to complete final edits to a book.

Mini-Grants are a lower priority than Research Grants. Mini-grants may not receive funding, or may be only partially funded in any give year, if the R&PD Committee has awarded all of the available funds for Research Grants.

Presentation Grants

Presentation Grants are awarded specifically to fund the cost of presenting completed research in areas not normally covered by a Research Grant. These costs include (but are not limited to) printing and travel expenses associated with presenting a paper or poster based on the librarian's professional research. Presentation Grants are a lower priority than either Research or Mini-Grants. They may not receive funding, or may be only partially funded in any give year, if the R&PD Committee has awarded all of the available funds for Research Grants.

Application and Review Procedures

Mini-Grants and Presentation Grants do not require the formal application that Research Grants do. However, applicants are urged to review the application guidelines for the types of information generally supplied. The LAUC R&PD Committee requires the following information in order to evaluate applications for Mini-Grants and Presentation Grants:

- a. Summary and current status of the research project/activity
- b. Description of and timetable for the activities to be funded by the Mini-Grant or Presentation Grant. If release time is required, please provide a simple signed memo from your department head or supervisor.
- c. Summary of the budget. There should be one line for each item in the budget.
- d. Indicate whether the applicant is a member of the bargaining unit represented by the UC-AFT (applicant may be a member of the bargaining unit and not a member of the union) or a non-represented librarian.

Applications for Presentation Grants to fund travel to conferences should also include:

- e. Abstract of the paper or poster accepted for presentation.
- f. Name and sponsoring organization(s) (if applicable) of the conference.
- g. Description(s) of any funds that have been requested from other sources.

The applicant submits a proposal to the Chair of the R&PD Committee at your campus. The application may be in the form of a letter and should include all of the information listed above.

The deadline for submitting proposals is the same as the deadline for Research Grant proposals (look up the current calendar at <http://www.ucop.edu/lauc/committees/rpd/>).

Proposals will be considered by the Committee, and a decision will be communicated in writing to each applicant. Recipients will be announced after approval by the UC Office of the President. Funds are available on July 1 and must be spent by June 30 of the following year.

Depending upon the number of applicants, and the funding available, it is possible that not all Mini-Grant proposals can be funded. If funding permits, a second call may be issued later in the year. Please submit your proposals by **Saturday, May 31, 2008**.

If you have any questions about a proposal prior to applying, please contact the R&PD Chair at your campus.