

Guidelines for Disbursing the Librarians' Support Grant Funds

Approved by the Bloomington Library Faculty Council: March 19, 1990

Amended by BLFC: December 4, 1991; July 14, 1993; August 14, 1996; July 3, 2000; April 3, 2002

1. Operational Guidelines

- a. The Bloomington members of the IULFC Sabbatical Leaves Committee shall constitute a Research Leave and Support Grant Funds Committee having responsibility for recommending awards from the Librarians Support Grant funds. Awards shall support research, professional development, and/or service. Teaching will not normally be supported, as tuition-producing courses are supported by the unit receiving the tuition income.
- b. The term of service on this committee shall be the same as the term for the Sabbatical Leaves Committee. The Libraries' Fiscal Officer shall be advisory to the Committee.
- c. Each year that there are funds to allocate, the Ruth Lilly University Dean of University Libraries shall inform the Committee of the amount of money available. The Committee shall invite librarians to prepare proposals for the use of this money and establish a deadline for receiving proposals and a calendar for reviewing them (hereinafter referred to as a funding cycle). Depending on the availability of funds, there may be more than one funding cycle in a calendar year. Currently there are four funding cycles, with deadlines September 15, December 15, March 15, and June 15.
- d. The Committee shall review each proposal received and shall make recommendations for the amount of funding to be authorized. It is possible for the Committee to recommend partial funding for a proposal. The recommendations shall be delivered to the Ruth Lilly University Dean of University Libraries for implementation. Currently, the maximum award is \$750.00.
- e. The Committee shall be responsible for monitoring and reviewing the use made of funds awarded in previous years, asking for reports and documentation, as needed. The Committee shall notify the recipient of the deadline date, two years from the date of the award, by which the grant money must be spent. The Committee shall prepare an annual report and evaluation for BLFC.
- f. Use of the grant money is restricted to the purpose(s) for which the Committee awarded it. The Committee shall follow all University rules and regulations regarding the allocation of these funds and the disposition of equipment as stated in the latest edition of the University's Research Policy Manual.
- g. Any Committee member who plans to submit a proposal for funding may not serve as a Committee member during that particular funding cycle.
- h. Applicants shall be notified within one month of the funding-cycle deadline regarding the disposition of their application. Whenever possible, applicants should submit a proposal far enough in advance to allow them adequate time to make plans dependent on the outcome of the grant. Applicants should attempt to avoid applying for grants that are needed within one month of the funding-cycle deadline.

2. Eligibility Guidelines

- a. Only tenured/tenure-track librarians in libraries on budgets administered by the Ruth Lilly University Dean of University Libraries are eligible to apply for support grant funds.

- b. When appropriate, applicants should demonstrate that other available funding sources have been considered and/or approached.
- c. Applicants should fill out the Librarians' Support Grant Form. This form requires a description of the project, a detailed budget, a statement of the project for which funding is requested, and other supporting information, including reports for past librarians' support grants.
- d. Applicants may include letters of support from individuals who are knowledgeable about their project and/or other supporting documentation. They should also demonstrate that their proposal has the support of the appropriate supervisor if it requires a special commitment of resources from the department or unit where the applicant works.
- e. Upon completion of a grant, a librarian is expected to provide a brief report, copies of which should be sent to the Ruth Lilly University Dean of University Libraries, the Libraries Human Resources Officer, and the Chair of the Research Leave Committee.

3. Categories of Support

- a. Seed support to develop a larger proposal.
- b. Equipment or materials.
- c. Travel, including grants for: a) research, b) attendance to one-time workshops or institutes, and c) presentation of papers.
- d. Publication subsidies.
- e. Library acquisitions needed to support the project.
- f. Other needs not defined above, such as copying, secretarial services, preparation of graphics for publications, computing services, registration fees for workshops, interlibrary loan costs, postage, and telephone.

4. Priorities for Awarding Librarians' Support Grant Funds

The highest priority shall go to requests for grants that serve as seed money to generate larger-scale grants, awards, or fellowships; that assist librarians to establish their reputations; that are career-oriented in character; and/or that help the Libraries improve services. Multiple submissions within the same fiscal year will be accepted, but the second application must be made during the last funding cycle, i.e., for the May 15 deadline. If a second application is for an additional funding for a previous grant, it is important to indicate exactly what progress has been made in the meantime.