

To: LAUC members

From: Keri S. Botello, Chair, LAUC Research and Professional Development (R&PD) Committee

RE: Call for Research Proposals, 2011/2012

I am pleased to forward the Call for Research Proposals for the University-wide Research Grants for Librarians program for 2011/2012. The detailed calendar below indicates dates for submission and evaluation of proposals.

The purpose of the grants is to support research and professional activities by LAUC members. We are again offering two newer grants: the Mini-Grant and the Presentation Grant. The aim of these grants is to encourage librarians to develop research ideas or to provide travel funds to present a paper for poster. Members of LAUC may apply for one, two or all three types of grants. The amount of funding for the LAUC Research Grant varies, depending upon the decisions of the Office of the President, based upon the recommendations of the Statewide LAUC R&PD Committee. However, the funding for both the Mini-Grant and the Presentation Grant is \$500.00 maximum. The priority for funding of these is as follows: 1) Research Grants, 2) Mini-grants, 3) Presentation Grants.

Research funds allow University of California librarians a unique opportunity to engage in scholarly research and creative activity that enhances our contributions to the University and our profession. Assistance in preparing a grant and lists of previously funded projects are available from your divisional research committees, who are always willing to help in the development of new research projects. The "Research and Professional Development Committee" page on the LAUC website features several helpful documents:

The complete Guidelines and documentation are available here:

<http://www.ucop.edu/lauc/committees/rpd/resguide-rev.html>

The R&PD page on the LAUC website features additional helpful background documentation:

- What Types Of Research And Research-Related Projects Has LAUC/UCOP Funded Or Not Funded In The Past?
http://www.ucop.edu/lauc/committees/rpd/resguide-rev.html#Appendix_A
- Complete list of previously funded projects, with pre-2011 proposals linked as examples
<http://www.ucop.edu/lauc/committees/rpd/recipients/recipients.php>

Please note that **one** paper copy (with the required signatures) **AND** an email copy of your proposal must be submitted to the Chair of your divisional research committee by **January 13, 2012**.

The R&PD Committee may send reminders of impending deadlines during the 2011-12 review cycle, but we urge any LAUC member who is considering a research project to become familiar with the timetable and to adhere to the deadlines listed below.

See the following documents and forms for important additional information:

- Proposal Checklist and Evaluation Worksheet
http://www.ucop.edu/lauc/committees/rpd/resguide-rev.html#Appendix_B
- Research Grants for Librarians Program Cover Sheet
<http://www.ucop.edu/lauc/committees/rpd/rescover.doc>
- Supplemental Budget Information Sheet (There is also a sample version of this document available on the Web showing how to fill in this form)
http://www.ucop.edu/lauc/committees/rpd/supplemental_budget_info.doc
- LAUC Mini-Grants and Presentation Grants Program information
<http://www.ucop.edu/lauc/committees/rpd/LAUC%20Minigrants%20Program.doc>

NOTE: Be sure to download the cover sheet, guidelines and checklist.

Funding for projects approved by the R&PD Committee and the Office of the President will be available **July 1, 2012**. Projects should be planned for implementation after that date.

Remember that you may request funds to cover the cost of a replacement so that you may take time off to do your research. The level and length of this replacement is negotiated individually on a case-by-case basis. If your proposal includes replacement funding, this must be discussed with your immediate supervisor, AUL and University Librarian prior to the submission of the request, and the University Librarian must sign on the paper copy of the cover sheet to approve release time. [Affiliated librarians not reporting to a University Librarian should follow these procedures with their equivalent administrators.]

LAUC Research and Professional Development Calendar 2011/2012

By Date	Action	Who
Oct. 20, 2011	Call for proposals distributed	LAUC R&PD Chair
Periodically (bi-weekly) set milestone weeks	Reminders sent to local divisions During this time, Divisional Committees consult, advise, and encourage proposals	Divisional Committee members and/or Divisional Committee Chair
Nov. 21, 2011	Final call for proposals distributed	LAUC R&PD Chair
Periodically (bi-weekly or monthly) set milestone weeks	Reminders sent to local divisions During this time, Divisional Committees consult, advise, and encourage proposals	Divisional Committee members and/or Divisional Committee Chair
Jan. 13, 2012	Proposals due to Divisional Committee Chairs	Grant Applicants
Jan. 13 - 30, 2012	Divisional Committees review proposals	Divisional Committees

	from their campuses. Provide feedback, mentoring and informal assistance; get revised proposals from applicants	Grant Applicants
By Feb 1, 2012	Divisional Committee Chairs mail 1 paper copy of each proposal (with signatures), and emails another copy (as attachment) to LAUC R&PD Chair	Divisional Committee Chairs
By Feb. 2, 2012	Statewide R&PD Chair emails proposals from all campuses to all Divisional Committee chairs	LAUC R&PD Chair
Week of Feb 20, 2012 (estimated)	LAUC R&PD Committee "meets" for first review of proposals	LAUC R&PD Committee
By Mar. 5, 2012 (estimated)	Questions (clarifications, additions to proposals) e-mailed to applicants	LAUC R&PD Committee Chair
March 28, 2012	Email copy of revised proposal submitted to LAUC R&PD Committee Chair	Grant Applicants
By March 30, 2012(estimated)	LAUC R&PD Committee Chair emails revised proposals to LAUC R&PD Committee members	LAUC R&PD Committee Chair
Week of April 13, 2012	LAUC R&PD Committee makes final decision on all proposals (via conference call)	LAUC R&PD Committee
April. 23, 2012	Final recommendations to UCOP	LAUC R&PD Committee Chair
May 23, 2012 (estimated)	UCOP notifies Statewide committee chair of their decisions	UCOP
May 27, 2012(estimated)	Grant recipients announced	LAUC R&PD Committee Chair
June 1, 2012	Grant recipients receive official notification of grant awards	LAUC R&PD Committee Chair
July 1, 2012	Grants funded	UCOP/local campus business offices

On behalf of the Research & Professional Development Committee, I encourage you to consider applying for a grant through this program, and we look forward to reading your work.

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