2010 - 2011 Mini Grant Program Guidelines

The Library Mini Grant Program is open to all staff from the George Smathers Libraries. This program has been designed to provide a supportive environment for those who wish to gain experience conceptualizing, writing, and administering grant projects. Successful grant projects are competitively selected and are funded and administered by the University of Florida Libraries Grant Management Committee. The Mini Grant Program is intended to replicate, as much as possible, the process of writing and submitting grant proposals to outside funding agencies. The application deadline is Friday, October 1, 2010.

Emerging Technologies (ET) Guidelines and application for this program are available for the February 1, 2011 deadline. For more information on ET mission and goals, click here.

Contact Person: Bess de Farber, Grants Manager, (553 Library West; bdefarber@ufl.edu, 273-2519) or any member of the Grant Management Committee. The Grants Management Committee encourages you to contact Bess, for assistance in developing your project idea, proposal, and budget.

A list of “Frequently Asked Questions” and answers has been posted at FAQ.

2010 - 2011 Application Requirements:

1. The Mini Grant Program is an annual library grant writing competition. It offers funding for creative and innovative programs and services that enhance and support the mission and goals of the Smathers Libraries. All proposal submissions will be reviewed and scored by a judging panel. Proposals endorsed by the Grants Management Committee will be reviewed by the Dean of Libraries, who will ultimately determine if funding is approved. To create a strong proposal, applicants should closely follow the requirements stated here and should familiarize themselves with the “Judging Criteria” (below). Applicants may also wish to browse a winning submission from Spring 2009 for an example of how to formulate a proposal: Library Instruction How-to Videos / Creating a National Juried Selection Process for an Artists’ Book Collection / Catalog of Digital Historical Newspapers / Solar cycle Diaries: The Story of a Solar Journey for Change / The Smartphone in Medicine / Digital Military Newspaper Library / University of Florida Institutional History Project (EAC-CPF)

2. Rules of Eligibility: This competition is open to all library staff (except OPS). Preference will be given to proposals from applicants who have limited grant writing experience. Please note: individuals, regardless of previous grant-writing experience, or those who have previously received a Mini Grant award as a principal investigator on a project are eligible to be the PI on future Mini Grant applications.

3. Collaboration on grant proposals is encouraged; however, one person must be designated as the principal investigator (PI) for the grant.

4. Awards will have a maximum dollar limit of $5,000.

5. The duration of the award period is a maximum of 12 months from date of award.

6. Use of library resources: Please follow instructions on the cover sheet and application form for use of library resources.

7. There is a 10% cost share requirement for the Mini Grant Program. To encourage collaboration, principal investigators on a project cannot use their own salaried time towards meeting the 10% cost share matching requirement; but, must include their projected cost share effort in the budget.

8. There will be no indirect cost (overhead expenses) obligation.

9. Proposals with strong letters of support are more likely to be awarded than those without. Applicants are encouraged to ask other librarians, researchers, or teaching faculty to write in support of their proposed project.

10. As with all external proposals, applicants are required to work in partnership with the Library Grants Manager prior to submission.

Judging Criteria:

The judging panel will consist of the membership of the Grants Management Committee. Each proposal will be evaluated according to the same criteria:
1. The proposal’s support for library professional activities that enhance access to and academic use of information, or that support the instructional, research and public service endeavors of the libraries and the university; and, the degree to which the proposal justifies a specific need for the project.

2. The presentation and completeness of the proposal and how well the budget request matches with specific activities proposed (including costs for equipment, supplies, personnel, etc.).

3. The potential for long-term benefit to the library and university (including the potential to attract additional funding), such as: new directions of investigation, enhancement of services and activities, improved access to information, or professional development.

4. The degree to which the proposed project is innovative in terms of being the first or one of the first such projects in the country. Emphasis will be given to evidence which compares the proposed project to other similar projects at other academic libraries.

For projects intended to continue beyond the 12-month scope of the Mini Grant, applicants should explain to the judging panel how they will sustain the project after grant funds are expended. Applicants may wish to frame their proposals as “seed grant” proposals—projects with a limited scope, worthwhile in themselves, that also have the potential to attract more funding or to develop into major projects.

In cases where applicants are requesting travel funds, they should first investigate whether these funds can be obtained as part of official library business or as part of the library’s development initiative. Grant budgets should include travel expenses only if the travel is an essential part of a project and can not be funded by other means.

**Approval Process:**

Each proposal is reviewed by members of the Grants Management Committee (GMC) based on criteria listed above. Members will develop a list of questions for applicants to clarify within about a week of submission. The GMC Chair and Library Grants Manager will meet with applicants to review questions and obtain responses that will then inform GMC’s funding recommendations to the Dean of the Libraries, who makes the final determination of awards and declinations.

**2010 - 2011 Mini Grant Deadlines:**

1. Applications are due to Suchitra Yellapantula, in the grants office, LW 552, or they can be sent electronically to lib-grants@ad.ufl.edu by 5:00PM, Friday, October 1, 2010. The Grants Management Committee will review proposals during October.
2. Notification of awards and release of funds will be made by the end of October for a grant starting date of November 1, 2010.
3. All grant projects receiving awards must expend awarded funds by September 30, 2011 and the projects must be completed by and final reports due on October 31, 2011.

**For Internet Archive Digital Projects, please use the following information when creating your budget.**

**Internet Archive (IA) Budget Guidelines and Digitization Capabilities for UF**

**University of Florida specifics** (http://www.archive.org/details/univ_florida_smathers)

- Staff in the Preservation Department will coordinate all IA scanning operations.
- All materials to be sent to IA for scanning and online access must have an Aleph bibliographic record available.
- All materials to be sent to IA for scanning and online access must either be out of copyright or have explicit permission granted by the copyright holder to scan and place the materials on the Internet.
- Materials going to IA may be brittle and, in some cases, can be unbound.
Minimum number of pages per volume is approximately 200. Collections with smaller average page counts can be digitized after consultation with Preservation and IA staff. Individual items with less than 200 pages may be sent to IA.

COSTS: 10 cents each bound page, approximately 12 cents each loose page and $2 per fold out.

Minimum required margin is ¼ inch.

All materials scanned by IA shall be made available freely on the Internet on the IA web site. See http://www.archive.org/details/militarymeatdair00unitrich

URL’s resulting from all UF scanning at IA shall be added to the Aleph record and available in the OPAC. See http://uf.catalog.fcla.edu/uf.jsp?Ntt=UF000618045&Ntk=Number&Nty=1&N=20&I=0&V=D

Some materials scanned at IA may also be available via the UFDC and may be archived at the Florida Digital Archive, the Florida Center for Library Automation dark archiving service.

Monographs & Serials (example: http://is.gd/vGtp)

- Internet Archive is able to digitize a variety of bound materials in full color.
- The size range currently in use on IA Scribes is: 8.75” (h) x 5.5” (w) at 500 PPI, up to 16” (h) x 9.25” (w) at 300 PPI.

Right-to-Left Capability (example: http://is.gd/wFHt)

- IA can digitize and present materials online that are traditionally read in a right-to-left fashion, for example Japanese, Chinese, Arabic, Yiddish and Korean.

Foldouts & Maps (example: http://is.gd/vH4X - leaves 573-589)

- Foldouts and maps are digitized in full color and can be inserted seamlessly into the leaf images of any digitized item.
- To preserve acceptable resolution, foldouts should be no larger than: 30” (w) x 20” (h).
- For items larger than 30” x 20”, the foldout is also shot in sections at a higher PPI in order to supplement the single, lower resolution shot of the entire foldout.
- The maximum size foldout allowable is 41” (w) x 27” (h) and a single reference image is shot at a reduced resolution of 107 PPI.

Folios (example: http://is.gd/vGEi)

- IA is able to digitize bound, single-sided, folio-sized books, for example, a large art folio. In order to retain acceptable resolution, the ideal maximum size for a folio would be 18” (h) x 12” (w) and a thickness of about 150 pages. It is recommended that a test scan be conducted first.

Archival Materials (example: http://is.gd/vGz2)

- IA is able to accommodate special digitization needs, such as those arising from collections of papers or ephemera. IA can receive materials consisting of loose sheets, postcards, single letters and similar items. IA can work with the special needs of a collection and ask only that the materials are flat and do not contain staples or clasps that must be removed in order to digitize. The partner library should perform any collation or organization necessary.

Microfilm (example: http://is.gd/vGpU)

- IA can accommodate standard 35mm and 16mm microfilm.