

## **Guidelines for the 2003 CUL Internal Grants Program**

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### **1. Important Dates to Remember:**

- **December 12, 2002 -- Internal Grants Brown Bag lunch (informational session about the Internal Grants Program), 703 Olin, 12:00-1:00 PM**
- **February 10, 2003-- Short Letter of Intent to [Susan Pickett](#).**
- **March 17, 2003-- Full proposals due in 201 Olin by 5:00 PM**
- **April 30, 2003-- Award announcements made**

### **2. Focus of the Program**

The intent of the Internal Grants Program is to encourage innovation and collaboration, advance the goals of the CUL Master Plan, stimulate new services, and support grass-roots ideas that might not otherwise be possible to implement.

Grants will be funded generally at the \$3,000-\$5,000 level, but proposals requesting up to \$25,000 will be considered. Projects may be funded fully or in part, depending on the amount requested, the relative strength of the proposal, and available funds. Collaborative projects, where two libraries or departments may pool ideas and resources to submit a joint proposal, are highly encouraged. In such cases, two separate supervisory reporting entities submit a joint proposal. The same submission criteria apply.

This funding opportunity is intended to be a competitive process. All applicants should clearly define the scope of their project, explain its importance within the context of their given unit or

library, and submit a coherent and defensible budget. The proposal evaluations and awards will be made upon these basic criteria.

Please note that the internal grants process seeks to give a diverse group of CUL staff the opportunity to learn about the grants process. It also seeks to allow a wide range of projects to be funded. To ensure that as many interested staff as possible have the opportunity to receive funding, those who have been principal investigators on projects funded during the previous year **will not** be eligible for funding this year. Past recipients may apply for funding again in the next round.

### 3. Letter of Intent and Required CUL forms

The letter of intent may be brief, and should be accompanied by a completed Preliminary Proposal Notification Form (found online at: [http://www.library.cornell.edu/grants/Internal\\_Grant\\_Approval\\_doc.html](http://www.library.cornell.edu/grants/Internal_Grant_Approval_doc.html).) No other forms are required. Designate "CUL Internal Grants 2003" as the desired sponsor/donor, and omit the University Librarian's signature. For the approximate amounts requested from the program and total cost of the project, provide your best estimate. Also estimate the length of time you anticipate the project will require. If you need to revise your budget and/or time estimates significantly between the submission of the letter of intent and the final proposal, submit a revised Notification Form with the final proposal.

***Important note: You must supply both your supervisor's (or supervisors') signature(s) and that (those) of the appropriate AUL(s).*** No proposal will be considered without these signatures. The signatures are required to ensure that appropriate managers and administrators are aware of your proposed project and approve of your working on it.

### 4. Successful submissions

In general, successful submissions will be those that follow the grant award guidelines completely and contain these key ingredients. The proposal must:

- Identify a discrete task or project whose successful completion is of importance to the library or unit itself or to the community of users.
- Make a clear case explaining why the submitting library, unit or individual is qualified to accomplish the defined task and effectively describe the benefits which will accrue from its completion.
- Provide a clear and defensible budget.
- Match the specific criteria and goals of this program.

The key to success lies in the effort made in thinking through and describing a doable project and then presenting it coherently in a well-written proposal. Proposed projects should be completed within a six to twelve month period; extensions will only be granted after formal review. Proposals should not attempt to resolve general operating budget shortfalls.

Successful proposals from past internal grants competitions include:

- **Kristine Alpi and Kathy Chiang** (Weill Medical Library/Mann), "Library Support for Bioinformatics and Genomics Initiatives at Cornell University" (2002)
- **CUL Instruction Working Group (Kornelia Tancheva, et al.)**, "Evaluation of Library Instruction Services and Resources" (2002)
- **Thomas Hahn, et al.** (Wason/DLIT/CTS), "Photographs and Sketches of Willard D. Straight During His Stay in Korea, 1904-1905" (2002)
- **Angela Horne** (Management), "Promotion and Preservation of Cornell University's Intellectual Capital" (2001)
- **Terry Kristensen** (Vet), "[Building a Digitized Video Collection to Meet Curricular Needs](#)" (2001)
- **Greg Lawrence, Phil Dankert and Pat Viele** (Mann/ILR/Physical Sciences), "Mining Grey Literature" (2002)
- **Katie Margolis and Constance Finlay** (Hotel), "DLA: A Comparison of Manual and Digital Collection Management Practices" (2001)
- **Joy Paulson** (Mann), "Scanning and OCRing Complex Serials" (2001)
- **Personalized Electronic Services Working Group ((PESWG); Angela Horne, Chair)**, "Garnering User Feedback about MyLibrary" (2001)
- **Katherine Reagan and David Jones** (RMC/CIDC), "Global Access to Cornell's Medieval Manuscript Illuminations" (2002)
- **Patrick Stevens, Jennifer Conklin** (RMC), "Icelandic and Faeroese photographs of Frederick W.W. Howell" (2001)
- **Team for Injury Prevention (Marijo Wilson, et al.)** "CUL Ergonomic Resources Lending Library" (2002)

- **Elaine Westbrook and Adam Chandler** (Mann/CTS), "Enhancing Access to Cornell University Geospatial Information Repository (CUGIR)" (2001)

In addition to supporting the goals of the CUL Master Plan, the Internal Grants Program provides an opportunity for staff to formulate fundable ideas and describe those ideas coherently in a formal proposal. The form of the proposal -- its clarity, internal logic, and project articulation -- is as important as the creativity or potential impact of the project itself. Applicants should consult and be guided by CUL policy and guidelines articulated on the CUL External Funding and Grant Support Web Page (<http://www.library.cornell.edu/grants/home.html>).

## 5. Content of Proposal

All proposals should be submitted on standard 8.5" x 11" paper, printed on one side of the page only. The narrative should be no more than five pages in length. (For joint submissions only, the narrative may be expanded to seven pages.) Appendices may be included when they are deemed necessary to clarify some aspect of the proposal. Applicants should, however, exercise judgment when deciding whether to include appendices, especially if they are lengthy.

### Proposals must include the following:

#### 1. Cover page

The cover page must include the following information:

- Project title
- Project coordinators/submitters
- Library or unit submitting proposal
- Contact information, including phone numbers and e-mail addresses.

#### 2. Project summary

The proposal must contain an executive summary of 120 words or less on a separate sheet of paper. The summary should be a concise abstract of the overall goals and relevance of the proposed project.

#### 3. Project narrative

The narrative must include the following sections under specified and separate headings:

- *Introduction:* a clear statement of the goal(s) and objective(s) of the project.

- *Rationale and significance:* substantiate the need for the proposed project. Describe the impact of the project on the end user. Describe why you, your group or your unit are/is qualified to do this project.
- *Objectives and approach:* briefly discuss the specific objectives to be accomplished under this project, describe the expected results, and note possible problems/limitations.
- *Plan of Work:* a clear plan of work is an essential part of the proposal and must include the following:
  - *Timetable*
  - *Activities to be carried out*
  - *Personnel/vendors involved*
  - *Contributions of time by staff*
  - *Other impacts on resources or space*
  - *Supplied and materials needed*
- *Evaluation:* provide a clear, cogent method for assessing and evaluating the accomplishments of the stated objectives of your proposal.
- *Budget:* submit an itemized budget (on a single page) accompanied by a budget narrative (on separate pages) listing and then describing each entry. Include the following as applicable:
  - *Salary needs:* describe who will work on this project and what they will be doing. Include also a percentage of effort for each staff member involved in the project. For example, if completing this project requires the help of a student employee and some of your time to supervise them, give the percentage of time the student and you will dedicate to this project over its duration.
  - *Equipment purchases:* specify each item and its cost. Be prepared to defend your specific choice of equipment, particularly if the cost of such equipment is high or would seem to duplicate equipment already available.
  - *Collection purchases:* provide the cost of the collection material purchased, and in the budget narrative describe how it was identified and will be acquired.
  - *Estimated cost of services:* provide verbal or written quotes for services engaged for the project. For instance, if you hire Media Services to do a web-related project, provide a written or verbal quote of services rendered.

- *Materials and supplies:* give overall description and estimated cost of supplies, including software if applicable.
- *Publication costs:* if applicable, give estimated costs for any publication arising from the project (for instance, finding aids or brochures.)
- *Miscellaneous costs:* provide the estimated costs and a brief description of any unique consulting fees, purchases, services or expenditures.

#### **4. Essential Forms**

The Preliminary Proposal Notification Form, submitted with the letter of intent, is required for all proposals. See the guidelines under [Letter of Intent](#) for further details.

#### **5. Post-Award Report**

A final report must be submitted on completion of the project to Susan Pickett, 201 Olin Library.

#### **6. Proposal Submission**

Submit one original copy of your proposal (with signed CUL forms if there have been significant changes from the forms submitted with the letter of intent) along with 1 electronic copy to Susan Pickett (slp23@cornell.edu), 201 Olin by 5 p.m., March 17, 2003. Submissions delivered after this date will not be considered. Be aware that your supervisor may want to approve or read your proposal before you submit it to the committee. Allow time for such contingencies. No late submissions will be considered.

An e-mail message will be sent out to you within 5 working days acknowledging receipt of the proposal. The University Librarian will make award announcements on or before April 30, 2003. The Library Accounting Office will handle the allocation of funds and assist with project management.

*Submitted by: Marcy Rosenkrantz 1/09/03*

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*12/03/02, vwb*

*1/09/03, mer*

[CUL Staff Web Site](#) | [Grant Support and External Funding Web-site](#)



## Cornell University Library StaffWeb

### About the Library

- Library Organizational Chart
- Library Statistics
- Library Fact Sheet
- Library Policies and Procedures
- Library Staff Directory
- Library Hours
- CUL Public Wiki
- Library All Staff Meetings

### From the University Librarian

- Take One**
- CUL Budget Planning Information Site
- UL Annual Report to Provost (07/08)
- Spring 2008 All Staff Meeting -- Anne Kenney (pdf) and Lee Cartmill (pdf)
- CUL Annual Reports

### Library Newsletters

- Kaleidoscope
- Inside CUL
- Olin and Uris Libraries News
- Backstory:** Cornell University Library Technical Services
- ASTech News Blog:** Associated Science and Technology Libraries
- Mannifest:** Mann Library
- The Primary Source:** Cornell Law Library
- Wason Update:** Wason Collection on East Asia
- Ask a Librarian
- Business @ Mann
- Catherwood Library @ ILR
- Nestlé Library Blog - Hospitality Insight



## People & Resources

- [Academic Assembly](#)
- [Committees and Policy Groups](#)
- [Staff Directory](#)
- [Library Email Lists](#)
- [Forms for Staff Use](#)
- **[Library Units and Departments](#)**
- [Individual Libraries](#)
- [Special Collections](#)
- [Scholarly Communications](#)
- [VIVO](#)
- [Library Catalog](#)
- [Ask a Librarian](#)
- [CUL Labs](#)
- [LibeCast](#)
- [MyLibrary](#)
- [CUL Library Store](#)

## Learning Opportunities

- [Training Opportunities](#)
- [Library Tours](#)
- [SkillSoft](#)
- [CUL Mentoring Program](#)

## News & Events

- [Library News](#)
- [Academic Calendar](#)
- [Staff Holidays](#)
- [Library Events Calendar](#)
- [Library Workshops](#)
- [Cornell University Events Calendar](#)
- [Gateway Announcements](#)
- [Digital Sign in Olin Library](#)
- [Library Salons](#)

## Current Topics

- [Strategic Alignment Group \(SAG\) Report 2008 \(PDF\)](#)
- [Highlights of the 2008 CUL ClimateQUAL Findings](#)
- [ClimateQUAL Reports Produced by the Maryland ClimateQUAL Team](#)
- **[Reorganization](#)** (pdf) (new org chart)
- **[Olin Library Renovation](#)**
- [CUL Data Working Group Report](#)
- [Report on Cross-Campus Access to Library Resources](#)
- [CUL Strategic Goals 2007-2010](#)
- [CUL's initial input into Cornell's Information Technologies \(IT\) strategic planning process 2008](#)
- [CUL Institutional Repository Task Force Report -- "eCommons@Cornell: A Vision for a Dynamic](#)

## How do I...

- [Reserve a OKU Library meeting room?](#)
- [Reserve a meeting room on campus](#)

Institutional Repository"

## CU Systems and Services

- [Webmail](#)
- [UPortal](#)
- [eCommons](#)
- [Oracle Calendar on the web](#)
- [Confluence Wiki](#)
- [Campus Store - Library items](#)
- [Cornell Electronic Directory](#)
- [Online Travel Reimbursement](#)
- [Employee Essentials](#)
- [View Paycheck](#)
- [Who I Am](#)
- [Wellness Program](#)
- [Gannett Health Services](#)
- [Cornell Fitness Center](#)
- [CUinfo](#)

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# Grant Support and External Funding Web-site

Welcome to the Cornell University Library grant support and external funding home page. The purpose of this page is to assist all library personnel involved in external funding initiatives to better understand the process at Cornell University and to enhance the success rate of submissions.

Cornell University Library encourages librarians to investigate and pursue outside sources of income in the form of grants, gifts, contracts and cooperative agreements that support its mission.

The guidelines, procedures and resources listed below will facilitate the preparation of proposals. By following these procedures you will insure that the best possible proposal is submitted, that the impact of your proposal on the Library is clearly understood, and that the proposal meets current library and university policies.

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- [Overview](#)
  - [Getting Started](#)
  - [Impact](#)
  - [Identifying Potential Sponsors](#)
  - [Preparing and Submitting a Proposal](#)  
(A step by step guide)
  - [Forms and Organizational Profile](#)
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Updated: January 12, 2004

URL: <http://www.library.cornell.edu/grants/home.html>