

Library Acquisition Grants Program

Office of the Vice President for Research

The Office of the Vice President for Research is pleased to announce the Library Acquisition Grants Program for the 2011-2012 academic year. This program is designed to provide University resources to fund library acquisitions in support of the research and scholarly endeavors at the University of Notre Dame. Materials requested may be in print, digital, electronic or other formats.

PROGRAM PURPOSE

The Library Acquisition Grants Program is intended to augment library acquisitions in:

- areas that are relatively weak and need to be brought up to basic levels for a research university;
- areas where acquisitions of unique materials could boost research in key areas of scholarship to a higher level; or
- unique situations in which previously unavailable library materials will provide major new primary resources that will significantly augment research capabilities at Notre Dame.

This program is not meant to replace or be a substitute for the normal means of enhancing the library's collections, but to provide a means of responding to unique opportunities. The funds available are currently modest and not all requests can be supported. It is expected that requests will normally be in the range between \$25,000 and \$150,000. Cost share with other units is desirable.

ELIGIBILITY

- Notre Dame faculty (including teaching and research faculty, research faculty, library faculty and special professional faculty) who have not received an award for library acquisitions under the previous Equipment Restoration and Renewal Program or the Library Acquisition Grants Program in the past five years may submit a proposal.
- Each College or School will screen the proposals submitted by its departments and submit a ranked list to the Office of the Vice President for Research.
- Centers and Institutes not reporting through a College or School may submit one proposal through their normal proposal approval process; either to the Provost or Vice President for Research.

GRANT PERIOD

Funds will be available at the start of the spring 2012 semester and must be expended by May 31, 2013. Funds not expended by that date will be withdrawn unless an extension is requested and granted.

ACCEPTANCE CONDITIONS

All materials purchased under this program remain the property of the University of Notre Dame in accordance with current University policies.

PROPOSAL SUBMISSION

- Each proposal is limited to four (4) pages, including all attachments except CVs. The cover page is not included in the page limit.
- Proposal should be written for the non-expert reviewer.
- CVs must be abbreviated to two pages each for faculty leadership of the proposal and should highlight recent publications/awards/exhibits in the areas of research and scholarship for which the library acquisition is requested. CVs for participating faculty leaders should be submitted, but one must be designated as the project's principal contact.
- Proposals must be endorsed by the relevant department chair(s) and the relevant library faculty member (e.g., subject librarian or Associate Director for Resources and Collection Services. Evidence of endorsement includes a letter of support from the library staff.
- The deadline for receipt of all proposals to the relevant office is **Nov. 11, 2011**. This deadline includes proposals being submitted through a Department and to the appropriate College or School office as well as proposals being submitted from Centers and Institutes not reporting through a College to the Provost or to OVPR.
- The Provost's office, the Vice President for Research office, and each College and School will rank submitted proposals and forward the ranked proposals to the Office of the Vice President for Research. Deadline for receipt of ranked proposals from the Colleges and Schools to the Office of the Vice President for Research is **Friday, December 2, 2011**.
- Submission is via email to Research Development Program Director, Heather H. Boyd hboyd@nd.edu. Please attach your proposal materials to the email and copy your Chair and Dean. ***Your proposal will only be accepted if the appropriate Chair and Dean are both copied.*** (If your appointment is within a Center, please also copy the Director and the Dean or Provost as appropriate).

PROPOSAL FORMAT

- Cover page with following information: Principal Contact name, Department/Center/Institute affiliation, Phone, Email, and Proposal Title.
- The four-page (maximum) proposal should demonstrate the following:
 - Proposals for library collections must demonstrate that there is a weakness in the library's current holdings in the field or that important new materials would significantly enhance existing collections. This may be done through a comparison of Notre Dame's collections with peer institutions through the OCLC Collection Analysis, or other means of assessment. The library can assist in conducting the Collection Analysis.

- For acquisitions in fields where the library holdings are already relatively strong, the applicants must demonstrate that the new material to be acquired constitutes an addition of major new primary resources that will significantly augment research capabilities for Notre Dame faculty and draw outside scholars to Notre Dame's collections.
- Applicants must demonstrate that they have worked with the appropriate library staff in preparing the proposal and that the library has the resources and staff available for processing and cataloguing the materials.
- If the request is for books that are no longer in print and must be purchased through used book dealers as they become available, provide a plan for working with book dealers and library staff in order to ensure that Notre Dame is able to buy the books as soon as they come on the market.
- The specific kinds of materials to be acquired (e.g. reference materials, electronic databases, retrospective journal purchases, out-of-print manuscripts, etc.) should be identified. If the proposal is for an existing collection that has come on the market, a listing of the kinds of materials in the collection should be provided. Materials requested may be in print, digital, electronic or other formats.
- Please provide a budget and timeline for expenditure of funds.
- Provide information regarding sources where funds have previously been sought to fund the acquisition including name of potential funder, dates and outcome of the efforts.
- Abbreviated current two-page curriculum vita for the leadership of the proposal.

PROPOSAL EVALUATION

Review will be by a committee convened by the Vice President for Research of knowledgeable individuals that have no potential conflict of interest. All of the following criteria (listed in priority order) will be used in the proposal review:

- Potential for this acquisition to provide significant impact to the University's research and scholarship programs. This is the primary criterion.
- Level and range of involvement of faculty, graduate and undergraduate students in the project.
- Condition of materials currently in use.
- Capacity and infrastructure to complete the acquisition according to the proposed timeline.
- Ability of library to curate, preserve and store requested materials.