

The Ohio State University Libraries  
Advisory Committee on Research

SPECIAL RESEARCH ASSIGNMENT (S.R.A.) APPLICATION

**Note: Please review S.R.A. and Faculty Professional Leave (F.P.L.) guidelines to determine which benefit is appropriate for your situation:**

S.R.A. - <http://oaa.osu.edu/documents/Handbook2009Vol2.pdf>, see pages 75-76  
F.P.L. - <http://oaa.osu.edu/documents/Handbook2009Vol2.pdf>, see pages 72-75

**Complete this application and submit an electronic copy with supporting documentation to the chair of Advisory Committee on Research. Applications should generally be submitted one quarter in advance of anticipated S.R.A. starting date. The chair will confirm receipt of application within 2 working days.**

**Reviews of S.R.A. applications will take place monthly. *The A.C.R. Committee recommends that you inform your supervisor of your application. You will be contacted by the chair of A.C.R. shortly after the review is completed. If the committee approves your application, the chair will recommend it to the Director of Libraries. According to university rules, the Director has the final review of the application.***

Name \_\_\_\_\_ Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Mo. Day Yr.

Rank \_\_\_\_\_ # Years in Faculty rank \_\_\_\_\_

Tenured? [ ] Yes [ ] No E-mail address \_\_\_\_\_

Library Department \_\_\_\_\_ Campus phone # \_\_\_\_\_

1. Dates for this S.R.A. project: \_\_\_\_\_
2. Title and/or topic of S.R.A. project:  
\_\_\_\_\_  
\_\_\_\_\_
3. Attach a description (no more than 600 words) of your project that also answers the following:
  - What are your objectives and how do you propose to use your time to meet your objectives?
  - Describe research methodology that you will use.
  - Describe the work that you have already done on this project.  
- attach outline of project, sample pages if possible, evidence of literature search
  - Is this project related to work that you have completed previously?
  - Please explain how an S.R.A. will benefit you beyond the use of U.P.T.
  - What portion of your project will you complete during this S.R.A.?
  - Describe any financial support that you have received for this project.
4. Please indicate possible opportunities for publishing your project.
5. Please attach the following:
  - A list of dates and projects from previous S.R.A.s and F.P.L.s
  - A short (no more than 3 pages) CV that includes major publications, presentations, and research awards

6. A final report (summary of S.R.A.) must be submitted to the Chair of A.C.R. and the Director of University Libraries within two months after completion of the S.R.A.