

# The Ohio State University Libraries

## GUIDELINES FOR ALLOCATING LIBRARIES RESEARCH FUNDS

**Responsible Committee:** ACR

**History:** 1/18/80; rev.1/10/85; rev.3/87; rev.8/93; rev.6/98; rev.3/99; rev.7/07

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### I. General Statement

Funds for support of faculty research are provided by the Director of Libraries. The following guidelines are intended to assure the fair apportioning of these funds, which are administered by the Director of Libraries on the recommendations of the Advisory Committee on Research.

### II. Objectives

Funds are awarded to support research activities. The research should be designed for publication and/or other forms of dissemination of results in mind. ACR seeks to support all meritorious projects as fully as possible.

### III. Eligibility

Proposals may be submitted by any member of the regular faculty except those who will be terminating their affiliation with the Libraries within the current fiscal year. Proposals for projects connected with completion of degree requirements will ordinarily not be considered. Members of the Advisory Committee on Research are eligible for grants but must absent themselves from the review process.

Funding for research is awarded on a project basis. Most research projects are funded only once. Normally, an individual will not receive additional research project funding within twelve months.

Overseas Travel Support (contingent upon matching support from the Director of Libraries) is available for individuals invited to present papers at significant research conferences. Travel in the U.S., Mexico, or Canada is not covered in this program. An individual is eligible for overseas travel support once every two years from the date of the previous trip.<sup>1</sup>

### IV. Grant Size

Funding will be recommended and approved based on merit of the project, influence of its outcomes, and/or external support of the project. Grants already received from non-University Libraries sources will strengthen requests for large sums of money.

### V. Appropriate Uses

The funds are intended solely for research purposes. Possible uses include: grant proposal preparation, interlibrary loan, purchase of research materials, research assistance (statistical, student, etc.), postage, supplies, copying, computer programming, on-line searching, typing, travel expenses,<sup>2</sup> etc.

In some cases, materials purchased for research may be appropriate for addition to OSUL collections. A list of the material purchased must be included with the final report submitted to the chair of ACR. On completion of the research, these materials will be added to the Libraries' collections if appropriate. If the material is not added to the collections, an alternative disposition should be suggested by the purchaser and the appropriate collection manager. The determination of the future of material purchased should be made in consultation with the Assistant Director for Collections. All research materials purchased with ACR funds are the property of OSUL.

#### VI. Application Procedure

Faculty members must fill out the "Application for Library Research Funds" available from the Human Resources Office. It is necessary for faculty members to provide an assessment of the total cost of the project together with a full disclosure of outside funding. The completed form should be forwarded to the current chairperson of the Committee.

Applications will be accepted throughout the year.

#### VII. Review Mechanism

Recommendations are made by the Advisory Committee on Research to the Director of Libraries, based on the objectives stated in Paragraph II. The Director then makes the final decision.

A final report (summary of project) must be submitted to the Director of University Libraries and the Chair of ACR within one month after completion of the project.

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<sup>1</sup>The usual interval between grants for international research travel is twenty-four months. Because of adjustments that affect the scheduling of international meetings, eligibility may, in particular instances, begin twenty months after the date of a previously funded trip.

<sup>2</sup>Conference attendance and professional development are supported by Faculty Development Funds administered by the Committee on Faculty Benefits, Privileges, and Responsibilities.