



UNIVERSITY LIBRARIES



Innovation Fund Application

Innovative Leadership:

establish the Libraries as a national leader in the integration of intellectual content and services within the larger world of ideas and knowledge.

Please fill in all boxes. The objective of this fund is to facilitate projects that advance innovative ideas and services that produce high value for users and support the strategic objectives of the OSU Libraries.

Project Name

Amount requested

Project start and end dates

Applicant name

Department(s)

Phone

Email

Co-Applicant name (if any)

Department(s)

Phone

Email

Select your role from the list below

Faculty

Staff

Other

1. Project proposal

Outline the proposal. Note how the project responds to a core user need. In addition, identify how the proposal specifically supports the Libraries' strategic plan.

2. Outcomes

What are the desired outcomes of the project and how will you evaluate the results to determine success?

3. Budgetary expenses

Please provide a breakdown of the amount requested – give details of how the money will be spent. Please also provide details of any funding or resources coming from other sources. (For projects over \$5,000, itemize budget and indicate one-time vs. recurring costs).

4. Project ownership, timetable & milestones

Give details of project ownership, how will owner(s) manage the project, identify the key milestones and metrics, and include a timetable.

5. Resources

Who is involved in the project? Give details of University Libraries and non Libraries contributors, their roles, and any other resources that are needed paying particular attention to any IT requirements.

Please attach any quotes, estimates or other documentation as applicable.

Applications over \$5,000, require additional documentation including an itemized budget, identification of one time vs. recurring costs and more robust articulation of milestones, deliverables and timetables.

Signatures required for approval

Applicant (or lead applicant for group submission)

Date

Supervisor

Date

Assistant/Associate Director

Date

Director's signature for applications over \$5,000

Director

Date