

# Robert B. Bradley Library Research Grants

## Guidelines and Application Instructions (2024-2025)

*Application Deadline: 5 p.m. Wednesday, October 2, 2024*

The Faculty Senate Library Committee is pleased to invite applications for Robert B. Bradley Library Research Grants. The primary purpose of the Bradley Grant is to support the research and creative work of tenure-earning or tenured faculty through the acquisition of new library materials that enhance the FSU Libraries collections. All materials must be available for the entire FSU community. These mini-grants are typically in the range of \$500-10,000 but larger grants will be considered if there is demonstrated impact for multiple units and/or if cost sharing is offered. The goal of the Committee is to fund a breadth of applications from across campus. The committee will prioritize the funding of applications that focus on how the materials will enhance specific research programs and creative activities of faculty members. Applications focused primarily on the use of materials for instructional purposes or general collection development are welcomed; however, funding of non-research/creative applications will be of secondary priority.

### *Eligible Materials*

Among items that are eligible are monographs and scholarly books; rare or out-of-print books; microform and microfilm collections, video, DVD, and other current electronic media formats. Databases or streaming media products are also eligible, provided licensing access is available for the FSU community and can be obtained as a one-time purchase or on a short-term basis without recurring expenses.

Not eligible for funding are single years of print periodical subscriptions, databases or data sets that are limited to a single user or small group of users, or digital databases and materials that have significant hosting requirements and/or access restrictions. If your product may be in one of these categories, please consult with your subject liaison as soon as possible to determine whether the product may be eligible.

Salary, equipment purchases, and/or travel expenses are also ineligible.

The ability to purchase materials, particularly databases or rare books, may be contingent upon the availability of the materials and/or the ability to successfully negotiate a license that adheres to FSU licensing policies and Data and Security Standards (<https://fla.st/ITS-ISPO-Addendum>). An initial review of the contract at the time of proposal submission will only determine the feasibility of obtaining a product, with some products requiring significant negotiations and Legal Counsel review before a purchase can be completed. If a Bradley Grant is awarded and these guidelines cannot be met, the Libraries will consult with the applicant to try to find a suitable alternative product within the allocated amount.

The library and the mini-grant program cannot guarantee the availability of subscription-based databases beyond the agreed-upon period of use accepted in the individual grant. However, if a project demands access to a database for an extended period of time, and no alternative form of support is available, applicants may apply for a Bradley grant for renewal in consecutive application cycles. Keep in mind that applications for previously unfunded materials may receive a higher priority than applications for successive years of funding for databases.

We encourage every applicant to bundle multiple items in a single application, provided they all serve the same purpose of furthering a particular faculty research or creative program. Applicants must prioritize individual items, in the event that the Library Committee is unable to fully fund the requested materials. Keep in mind that it may be necessary for the Library Committee to ask applicants making a larger request if there are ways to reduce costs so the committee can at least partially meet applicants' needs.

## ***Library Assistance***

Applicants are encouraged to consult with their library representative or subject liaison early in the application process to assist with identifying products and determining the eligibility or feasibility of the needed materials. In the case of materials that require review by a specialist, such as electronic resource contracts or rare book acquisitions, the subject liaison will coordinate correspondence with relevant library personnel.

Applicants are required to obtain their library representative or subject liaison's letter of support at least three weeks before the deadline (i.e., no later than February 21st)

Find your liaison here: <https://www.lib.fsu.edu/help/subject-librarians>

## ***Matching Funds***

The committee strongly encourages faculty members with access to matching funds (through their units or other sources) to provide information about such funds in their application. Matching funds may improve the chances of funding through this mini-grant program if the committee receives more applications than it can approve with the funds available. Please note that "matching funds" also include internal library binding costs and the maintenance of library platforms for e-resources. Consult your library representative or liaison about this.

## ***Screening Criteria***

*The following must be fulfilled for an application to receive full consideration:*

- The application must be complete (e.g., all requested information is provided on the cover sheet and relevant attachments, including librarian letter of support).
- The materials are not currently available for ongoing use through the FSU Libraries or extended loan through the Center for Research Libraries (CRL): <http://www.crl.edu/>.
- The materials are not readily available or adequately usable on free and open access websites.
- The application does not request the previously mentioned ineligible materials.
- The application, where appropriate, prioritizes items according to their scholarly or creative importance.

*The following are the principal criteria the committee will use to evaluate applications:*

- Scholarly coherence of the application (e.g., does the applicant justify the value of the proposed materials for a specific research or creative undertaking?).
- Likelihood that requested material will facilitate original scholarship and creative projects.
- Likelihood that the requested materials will facilitate future scholarly or creative undertakings by faculty, graduate students, undergraduates, and other members of the University community.
- The requested materials should strengthen FSU's holdings in a particular field.
- The material must be able to be located within the library or its servers and accessible to others in the wider FSU community.

- The requested materials are not procurable through other active grants.
- The application is supported with matching funds.
- The application meets the requirements stipulated in the “Eligible Materials” above.

*Because funds for these research-oriented grants are limited, the Library Committee will give priority to applications from faculty in the order that follows:*

1. Untenured, Tenure-Track Assistant Professors
2. Associate and Full Professors
3. Specialized Faculty

### *Application Instructions*

#### **Applications must include the following items:**

1. A completed application cover sheet (available online at the Library Committee’s website): <http://facsenate.fsu.edu/Robert-B.-Bradley-Library-Research-Grants/>
2. A **narrative of no more than two pages**, in a typeface no smaller than 10 pt., that explains the relevance of the requested materials to the applicant’s specific scholarly or creative project. Please note how these materials enhance collections as per the criteria above.
3. A **letter of support** from your library representative (for many applicants this would be your department's library liaison). You must request this letter three weeks before the deadline. If you do not know who this individual would be, please consult this webpage: <https://www.lib.fsu.edu/help/subject-librarians>. This statement should include:
  - a. A statement that the librarian has reviewed and endorses the proposal;
  - b. **For digital resources, a statement** from the Electronic Resources Librarian indicating the feasibility of licensing the materials;
  - c. **For rare books or items related to Special Collections**, a statement from a representative of Special Collections & Archives;
  - d. **For large applications**, work with the librarian collect statements from others who could benefit from these materials.
4. Any **licensing agreements** (if applicable) should be provided by the applicant and must be in English.

Note: If you have a simple, informative ad that succinctly describes the materials you are requesting, you may include it with your application.

Please submit all application materials **by 5 p.m. on Wednesday, October 2<sup>nd</sup>, 2024** as a single PDF file (note that most departmental staff can readily convert word and other documents to PDFs) to the Faculty Senate Coordinator via email ([Fac-SenCoordinator@fsu.edu](mailto:Fac-SenCoordinator@fsu.edu)).

**The Faculty Senate Library Committee expects to announce awards the week of November 11<sup>th</sup>, 2024.**