

# Robert B. Bradley Library Research Grants

## Guidelines and Application Instructions (2023-2024)

*Application Deadline: 5 p.m. Wednesday, October 4, 2023*

The Faculty Senate Library Committee is pleased to invite applications for Robert B. Bradley Library Research Grants. These mini-grants (typically in the range of \$500-10,000) are designed to, first and foremost, facilitate original research through the acquisition of library materials to strengthen FSU's resources. The goal of the Committee is to fund a breadth of applications from across campus.

The primary purpose of the Bradley Grant is to support the research and creative work of tenure earning or tenured faculty with new library acquisitions accessible for the whole FSU community. 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 as well as video, DVD, CD-ROMs, and other electronic media. Databases are also eligible, provided licensing access is available for the FSU community and can be obtained on a short-term basis, or otherwise obtained without recurring expenses.

The library and the mini-grant program cannot guarantee the availability of subscription-based databases beyond the agreed upon period of use provided for by individual grants. 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 will receive a higher priority than applications for successive years of funding for databases. In general database subscriptions require an extra layer of clearance and a longer period of research time for our library liaisons because they need to consult with our licensing and digital specialists in determining the hidden costs and feasibility of hosting the database in question. See deadline details for digital database subscription.

Not eligible for funding are salary, equipment purchase, or travel expenses, as well as bibliographies (and other such finding aids), current periodicals, and items already being purchased or subscribed to as monographs or serials.

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' need.

Applicants are required to obtain their library representative or liaison's letter of support at least three weeks before the deadline (i.e., no later than September 13). In addition, for digital data or database subscriptions, applicants are required to consult with the library liaison three weeks before the deadline to begin initial review of feasibility for licensing and/or hosting of the data. Applicants must consult with the

liaison about what items may or may not be eligible, or whether or not items can be acquired through the funding mechanisms provided for by the Bradley Grants.

The ability to purchase materials, particularly databases, data sets, 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 contracts will only determine the feasibility of obtaining a product, with some products requiring advanced 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 following library faculty are available to help with consultation and questions on your grant applications:

- For general questions and consultation, your library representative or liaison can serve as a contact. Find your liaison here: <https://www.lib.fsu.edu/help/subject-librarians>
- For information on databases, electronic resources, and the technological viability of hosting requested e-materials, contact Electronic Resources Librarian Scott Schmucker (645-8180 or [sschmucker@fsu.edu](mailto:sschmucker@fsu.edu)).
- For rare book materials or items which may be housed in the Libraries' Special Collections, contact Rachel Duke (644-1967 or [rachel.duke@fsu.edu](mailto:rachel.duke@fsu.edu))

### ***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-sources. 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).
- 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 above disallowed 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 on-line 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.
3. A brief **statement of support** from your library representative (for many applicants this would be your department's library liaison). 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 essentially state that the librarian has reviewed and endorses the proposal. You must obtain this letter **three weeks** before the deadline.
4. A **one-line email** from the digital specialist (for digital data or database subscriptions) indicating the feasibility for licensing and/or hosting of the data. Please consult with them at least **three weeks** before the deadline.
5. 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 4, 2023** 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 13, 2023.**