

## **NY/NJ Chapter of MLA Research Grant Application Information**

### **General Information**

The NY/NJ Chapter of the Medical Library Association provides modest support for research projects. The purpose of these grants is to provide members with the opportunity to promote excellence in the field of health science librarianship and the information sciences. Grants may be as large as \$1000, and more than one grant may be offered in a year.

### **Eligibility**

1. All applicants must hold a graduate degree in library science.
2. All applicants must be practicing medical librarians with at least one year of professional experience.
3. All applicants must be members of the NY/NJ Chapter of MLA.

### **Terms**

1. All applicants must submit a completed application form to the Chairman of the Research Committee by September 15.
2. The scope and nature of the proposed project should give evidence of an established methodology and a viable research design.
3. The application should show how the proposed project would contribute conceptually and practically to the health science library community.
4. The research grant is not to be utilized for the sole purpose of travel expenses.
5. Grantees must submit a final summary report to the Chapter's Executive Board by the expected completion date on the application. If the research project extends past the expected completion date, then a summary report of progress-to-date must be submitted, followed by the final report at the project's completion.
6. If the research results are published, recognition of Chapter support must be given. Upon acceptance for publication, grantees must inform the Editor of the *Newsletter* so members may be notified.
7. More than one grant may be offered in a year, depending on the amount available for the grant, and the number and cost of approved applications. The grants will be announced at the annual Fall Meeting of the Chapter, and checks presented at that time.
8. Depending on the quality of the applications, the Research Committee may recommend that no grants be presented in a given year.

## Research Grant Application

The completed research grant application, project design, and appropriate appendices must be received by the Chairman of the Research Committee no later than **September 15**. Please supply **four** copies of the completed application packet.

Parts I through Part IV of this application should be completed by **each** person in a jointly authored project. **NOTE:** If a résumé or curriculum vitae contains all of the information needed for Parts I through IV, that may be substituted.

### **Part I: Applicant Information**

1. Name and title
2. Institution and address
3. Telephone

### **Part II: Education**

4. List in reverse chronological order all colleges, universities, and professional schools attended. Include degrees received and their year as well as pending degrees.

### **Part III: Experience**

5. List the professional employment you have held, starting with the most recent. Include dates and a brief description of the nature of your duties.

### **Part IV: Other Accomplishments**

6. Honors, scholarships, or prizes you have received.
7. Membership in honor societies and in learned and professional organizations.
8. Papers you have published or have submitted for publication.

**Part V: Project Design**

Provide the following information concerning the project. Begin each section on a separate page and type the applicant's last name in the upper right hand corner of each page.

**9. Rationale and Assessment of Needs**

Explain fully the needs, problems, deficiencies, or other stimuli that prompted this grant request. Discuss the results of any feasibility studies, surveys, or questionnaires that influenced the decision to submit this grant application.

**10. Methodology**

Describe the general strategies to be employed in implementing this project. Analyze the specific tasks necessary for carrying out this project and prepare a timetable defining the individual steps to be accomplished and the time for completion.

**11. Budget**

Provide a budgetary breakdown for **all** expenses related to the project. Indicate those expenses for which you are seeking assistance from the NY/NJ Chapter.

**12. Appendices**

Attach examples of any questionnaires or user surveys. Attach a bibliography of publications relevant to the proposed project and any discussion pertinent to the proposed project.

**13. Time period**

State for what period the grant will be used and the expected date of completion of the project.