

**LAUC Research & Professional Development (R&PD)  
Mini Grant  
Application Form**

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**NOTE:** Grant proposals are confidential until funding decisions are made.

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**INSTRUCTIONS:**

- A. Email PDF copies of the following item(s) to your local campus R&PD Chair:
- 1) A completed copy of this application form (be sure to retain the fillable fields);
    - File should be named: [Last Name]\_[Campus]\_[Mini\_Form]\_[Academic Year]
    - Example: Green\_UCLA\_Mini\_Form\_2020-2021
  - 2) If the grant funds will help cover a workshop or training, and if attending the workshop or training will require time away from your ordinary responsibilities, include evidence of approved release time (signed memo, copy of an email, etc.);
    - File should be named: [Last Name]\_[Campus]\_[Mini\_Release]\_[Academic Year]
  - 3) If your project involves the use of UC Library facilities or other site(s) requiring prior approval, include evidence of such approval (signed memo, copy of an email, etc.);
    - File should be named: [Last Name]\_[Campus]\_[Mini\_Facility]\_[Academic Year]
  - 4) If your project involves the use of human subjects, include the appropriate university form.
    - File should be named: [Last Name]\_[Campus]\_[Mini\_IRB]\_[Academic Year]
    - The process of obtaining IRB approval or a determination of exemption from subject protection regulations does not have to be completed prior to submitting your grant proposal. However, the grant cannot be awarded without evidence that the approval or exemption has been obtained.
- B. Under the Proposal section:
- 1) Review the [Grant Guidelines](#) thoroughly. Pay particular attention to the Grant Proposal Scoring Sheet that identifies criteria by which the Committee evaluates your application.
  - 2) In addition to describing the project/activity itself, be sure to highlight its value to the UC, to the library profession, and/or to your own professional development as a researcher, being as clear as possible in order to appeal to general librarian readers who are not otherwise familiar with your subject area.
- C. Do not modify this form other than filling in the provided fields.
- D. Do not attach additional pages without an exception from the LAUC R&PD Chair.

**Applicant**

Name:

Title:

Campus:

Telephone Number:

Email Address:

Represented  or Non-Represented

Academic Rank (Assistant, Associate, Librarian):

Do you owe any outstanding reports from previous LAUC grants? Yes  No

Will you need release time for the project/activity described in this proposal? Yes  No

Will you use UC Library facilities or other site(s) requiring prior approval? Yes  No

Will your project involve the use of human subjects? Yes  No

**Application**

Date of Submission:

Total Amount Requested from LAUC (\$500 maximum): \$

**Proposal**

Project Title:

Summary and Current Status of the Research Project/Activity:  
(1500-character limit)

Description of the Specific Activities to be Funded:  
(1500-character limit)

Timetable for the Activities to be Funded:  
(1000-character limit)

**Budget Summary**

\$      Transportation (describe):

\$      Workshop or Training Registration

\$      Hotel (      day(s) at \$      per day)

\$      Meals (      day(s) at \$      per day)

\$      Other Expenses (describe):

**\$      Total Expenses**

\$      Total Amount Requested from LAUC funds (\$500 maximum)

*Note: round your requested amount to the nearest whole dollar*

\$      Other Funding Obtained or Expected (amount and source)

LAUC Research & Professional Development Committee

Last revised 10/2021 reg