

# **InULA Staff Professional Development Award**

## **Purpose**

The purpose of the Award is to assist staff in their professional development by providing competitive financial aid.

## **Eligibility Guidelines**

1. Full-time employees of the IU Libraries system-wide who are current InULA members (as a friend or associate) are invited to submit applications for the InULA Professional Development Award. Please see the InULA website for membership details:  
[http://www.indiana.edu/~inula/wp\\_2012/membership/](http://www.indiana.edu/~inula/wp_2012/membership/)
2. All IU Libraries full-time staff on all campuses in service, support, and PA positions are eligible to apply for this award.
3. Applicants should submit the Proposal Form (see below) and resume.
4. Applicants should include at least one letter of support from individuals who are knowledgeable about their research project and/or how the activity will be of benefit, and any other supporting documentation.
5. IUL Faculty and ILS Faculty are not eligible to apply for the InULA Professional Development Award.

## **Categories of Support**

1. Funding for research and research-related activities, including travel, research materials or equipment, publications subsidies, etc.
2. Attendance at conferences, seminars, workshops and other educational activities sponsored by a professional association or organization for which funds might not otherwise be available.

Please note: Support and service staff (but not PA staff) must use personal time to attend a conference, seminar, workshop, and/or work on research activities. For example, if a conference, seminar, or workshop is schedule during a staff member's regular work schedule, prior approval from their supervisor must be obtained and they must use vacation time to cover the absence or make up the time missed during the same workweek.

## **Operational Guidelines**

1. The InULA Grants and Scholarships Committee, in consultation with the InULA Executive Board, shall have responsibility for awarding one scholarship of up to \$500.
2. The Board invites applicants to submit application materials by April 15th. The grant is to be awarded on or before May 31st.
3. Responsibility for publicity will be shared by the InULA Scholarship and Grants Committee and the InULA Executive Board.

4. Applications MUST be submitted electronically to the Chair of the InULA Scholarship and Grants Committee.

### **Proposal Form**

Please submit a proposal of no more than two pages which includes the following:

- Name
- Email
- Telephone
- Position title and staff classification
- Department
- Description of the professional development activity and its potential benefit(s) to the recipient (no more than 300 words)
  - May include potential benefits to the applicant's
    - current position or future goals
    - immediate library community through increased or improved services
    - the library system through the development of new or streamlined procedures, implementation of new technologies, or other productivity or service factors
- Funding request/budget: Provide an itemized budget and specify which portions should be considered for funding from the InULA Professional Development Award.
- References (Please list name, title, address, and telephone number of person who will be supplying a supporting letter.)
- Supervisor's Name:

A complete application will consist of this form, a resume, and at least one letter of reference. It MUST be sent electronically to the Chair of the Scholarship and Grants Committee.

Recipients are required to submit a one-page summary describing the use of these funds. The final report will appear in *InULA Notes*.

Application Deadline: April 15<sup>th</sup>