

CARLI



Consortium of Academic and
Research Libraries in Illinois

COLLECTIONS ENHANCEMENT AWARDS PROGRAM PROPOSAL PROCESS

October 2006

Who may submit proposals?

Projects must be collaborative: any two or more libraries within the Consortium of Academic and Research Libraries in Illinois may submit proposals for collaborative collections projects.

Does the FY 2008 Collections Enhancement Awards Program have a theme?

Yes, the theme for this year's program is, "Access and Collections that Keep Pace with Curriculum and Technology."

What is the proposal process?

The process has been reviewed and updated to encourage thoughtful well-developed proposals. Process steps follow:

1. All project directors must notify CARLI by December 1 that they intend to apply for a CARLI Collections Award. The statement of intent to apply form may be found on the CARLI website at: <http://www.carli.illinois.edu/training/061206ws/>. The form may be submitted to CARLI between **November 6, 2006 and December 1, 2006**.
2. A representative of each proposed award project must attend a workshop in December 2006. There will be a choice of two workshops offered: one in Chicago at the Illini Center and one in Normal at Heartland Community College.
3. All proposals should be submitted to the CARLI Director of Collections Services by **March 14, 2007**.

The proposal format will be reviewed at the mandatory December 2006 workshops. The format includes a completed cover sheet, a proposal not to exceed 15 pages and supporting attachments not to exceed 10 pages. Each proposal should include page numbers and font size should not be smaller than 11.

Each participating institution must have a signature sheet from the library director/designee to indicate agreement with the terms of the proposal and compliance with institutional requirements. This signature sheet should be submitted as a separate document from the main proposal.

One ELECTRONIC document of the cover sheet, proposal, and supporting attachments in Adobe Acrobat PDF should be submitted to support@carli.illinois.edu by March 14, 2007. The CARLI Request Tracker system receives the email message and creates a ticket with a unique number. An email reply will be automatically generated to the submitter. After receipt and review of the documents, an acknowledgement will be emailed to the submitter.

For additional questions regarding submission of proposals, contact Elizabeth Clarage at (815) 753-9168 or the CARLI office at (866) 904-5843.

The ELECTRONIC COPY will be considered the official copy. If a proposal is funded, a copy of the proposal will be made public on the consortium's website.

4. Any statistics provided must be fully documented so that the analyses may be verified by proposal reviewers.
5. The proposals will be scored, ranked, and discussed by the Program's governing body, the CARLI Collections Working Group as well as the CARLI Board of Directors and library directors who have volunteered to assist. The Working Group makes a recommendation to the CARLI Board of Directors for final funding based on its judgment of how well the proposal has met the aims of the guiding principles of the program.
5. Proposing libraries may be asked to revise and expand a proposal for reconsideration in response to feedback from the Collections Working Group. In addition, more details may be requested in specific areas such as funding and plan of operation.
6. Upon request, proposing libraries may receive additional feedback on proposals that were not accepted. These libraries are encouraged to submit revised proposals in the following fiscal year.
7. For the FY 2008 award year, CARLI will be adhering to the principles as articulated in the document, "Principles for Collection Partnerships" and "Last Copy Guidelines." These documents may be found on the consortium's website: <http://www.carli.illinois.edu/mem-serv/coll-man/ccdev.html>
8. The contact person for each successful proposal must submit a project summation that includes an overview and review of the project, and if applicable, the materials purchased including the purchase price by August 31, 2008. The contact person is also to submit a final report for the entire project that includes an overall evaluation and assessment of the project by June 30, 2009. Incomplete final reports that do not include an evaluation will be noted when considering future proposals for funding.

What are the criteria by which proposals will be judged?

Following are the required criteria by which proposals for collaborative projects will be judged:

1. *Benefit:* Who will benefit from the project? How many persons? How will they benefit? How does this project strengthen the statewide collection? How does the proposal address the theme? **(25% of score)**

2. *Cost and Funding Plan*: What is the cost of the project (divided into one-time and continuing costs)? Costs should be as exact as possible. How do the libraries propose to meet the costs? How much, if anything, is being requested in external funding? How much is proposed as cost-sharing, both on the part of the proposing libraries and all libraries in the Consortium? Is there a plan for reverting to local funding after a start-up period? **(20% of score)**
3. *Quality of Plan of Operation*: Is the plan likely to succeed? Are there sufficient guarantees that commitments will be maintained--for example, via a formal written agreement? How will participants coordinate plan of operation? In particular, is the plan for providing service for the entire Consortium likely to be effective? **(25% of score)**
4. *Expandability, Adaptability*: Might the project, if successful, be expanded to a wider area or adapted by others? What is its value as a pilot project? **(10% of score)**
5. *Quality of Plan for Evaluation & Plan for Reporting on Progress*: How will project effectiveness be evaluated? What is the plan for review and evaluation? **(20% of score)**

PROJECTED TIMELINE

December 1, 2006	“Statement of Intent to Apply” due to CARLI Office
March 14, 2007	Proposals due to CARLI Office
March - April 2007	Scoring of proposals
April 2007	CARLI Collections Working Group reviews proposals
May 18, 2007	CARLI Board reviews award recommendations
July 2007	Announcement of FY08 funded projects
July – October 2007	Disbursement of funds
June 30, 2008	Deadline for expenditure of funds
August 31, 2008	Project summation reports for FY08 projects due to CARLI
June 30, 2009	Final reports for FY08 projects due to CARLI

CONSORTIUM OF ACADEMIC & RESEARCH LIBRARIES IN ILLINOIS

**PROPOSAL COVER SHEET
FY 2008**

PROJECT: _____

AMOUNT OF MONEY REQUESTED: _____

HOST LIBRARY: _____

HOST LIBRARY INFORMATION:

Contact Person: _____

Address: _____

City: _____ State: _____, Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Director of Host Library: _____

PARTICIPATING LIBRARIES, CONTACT PERSONS, & FULL CONTACT INFORMATION:
(Include the **name, title, full U.S. Postal address, phone number, and e-mail address** of a contact person at each participating library.)

Please use additional sheets of paper if necessary.