

3.14 RESEARCH COMMITTEE

COMMITTEE CHARGE:

The Research Committee has the responsibility for administering the annual research awards program. The Committee will also monitor the research support needs of the membership and make recommendations for programs and/or continuing education courses that develop skills needed for doing research. The Committee will cooperate with the MLA Research Section to help foster research-related skills and to promote interest in research among MLGSCA members.

The Chair of the Research Committee is appointed by the President of MLGSCA. The Chair selects other committee members from those expressing interest via the Committee Interest Forms. The total committee membership should be a maximum of five (5) members.

PURPOSE:

MLGSCA recognizes the need for research that focuses on topics and issues in health sciences librarianship. Of particular interest to MLGSCA are research projects that are practical in nature so that results can easily be put to use in other libraries. In addition to original research proposals, demonstration or replicated research proposals are considered acceptable. Group proposals are also encouraged. \$1500 has been set aside for the awards program for the July-June fiscal year with \$500 being the maximum amount per award. In addition to the requirements listed below, all successful recipients of an award must share the results of the research project with the membership. Such sharing may take the form of an article in *MLGSCA Link*, a presentation at an MLGSCA program or joint meeting, or a poster session at an MLGSCA program or joint meeting. Awards may be used for expenses such as the following:

equipment	software	postage
computer time	photocopying	
telephone/fax costs	consulting services	
literature searching	travel related to research	

Salary, benefits and tuition/course fees are not supported under this awards program.

ELIGIBILITY:

All applicants must hold current membership in MLGSCA. Student members of MLGSCA will be required to identify a practicing medical librarian or a library school faculty member as a sponsor for their research project. Sponsors do not have to be members of MLGSCA. In exceptional cases, consideration may be given to outstanding research proposals submitted by individuals who do not meet these eligibility requirements.

REQUIREMENTS:

All applicants must submit a completed research proposal to the Chair of the MLGSCA Research Committee. The first call for proposals will go out in the July *MLGSCA Link* with a due date of September 15th. If needed, a second call for proposals will go out in the January issue with a due date of March 15.

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- b) A current curriculum vita must be included with the application.
- c) If the proposal is a group project, a principal investigator must be identified in the application. The person identified is responsible for the research project and reporting.
- d) If a student member of MLGSCA, a sponsor must be identified in the application (see eligibility section).
- e) If the research results are published, recognition of Chapter support must be given.
- f) Research results must be shared with the membership within one year of completion of the project.

PROPOSAL GUIDELINES:

Grant proposals should be brief, but complete. The following must be included:

Part 1: Project design

- a. title of the project
- b. name(s) of participants in the project including identification of principal investigator. Students should list their sponsor in this section.
- c. rationale and assessment of needs including an explanation of the value of the research. This may include a summary of recent literature. (suggested length 1-2 pages).
- d. methodology - describe the general strategies to be employed in implementing this project. If this is a group project, it is important to identify the roles individuals will have in the project. If replicating another research project, indicate which project and if there is any variation in your proposal. Analyze the specific tasks necessary for carrying out this project and prepare a timetable for the completion of the project (suggested length: 2-3 pages).
- e. budget - provide a detailed budget for all expenses related to the research proposal. Indicate which expenses for which you are seeking to cover with the MLGSCA grant.
- f. sharing with members - indicate plans for sharing results of the research project with members of MLGSCA

Part 2: Curriculum vita that includes:

- applicant's name
- current working title
- institution name and address
- telephone and fax number (if available)
- education
- recent (5-10 years) work experience

Judging:

Each research proposal will be reviewed by members of the MLGSCA Research Committee and a review ballot will be completed by committee members. Official notification will be sent to recipients and non-recipients after the Advisory Council meets and reviews the final list submitted by the Research Committee. Normally, this would be 30-45 days after the due date of the grant application. Depending on the quality of the applications, the Research Committee may recommend that no grants be presented in a given year.

I. CHAIR RESPONSIBILITIES:

1. Requesting annual funding for the awards program.
2. Submitting a call for research proposal at least once per year. First call due date: November 15. A second call would be made if monies continued to be available. Second call due date:

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March 15.

3. Submit list of research award proposals to the MLGSCA Advisory Council. Review research proposals and recommend winning proposals.
4. Submit list of research award proposals to the President of MLGSCA for approval.
5. Contact primary investigators for all proposals to let them know if their proposals were funded.
6. Submit a Newsletter announcement about the projects that were funded.
7. Maintain a file/database of research project awards, investigators, and the research project calendar.
8. Follow up on funded research projects to ensure that the project is being completed and the requirement of sharing results with the membership is being fulfilled.
9. Identify courses, classes and workshops that foster the development of research skills and work closely with the MLGSCA Continuing Education/Program Committee so that such courses are offered to Chapter members.
10. If possible, assign a committee member to attend the Library Research Section meeting(s) and program(s) at the MLA Annual Meeting.
11. Submit pertinent articles to the *MLGSCA Link* Research Column that will help to foster research and develop research skills among members.
12. Create certificate(s) and present them to Research Award recipients for the year at the Spring meeting.
13. Submit annual report of committee activities: one copy to MLGSCA president and one copy to MLGSCA secretary.

II. REPORTS

1. Prepare oral reports on committee activities, issues and recommendations for each Advisory Council meeting.
2. Prepare oral reports on committee activities and items of importance for the Business meetings held at the Fall and Spring meetings of MLGSCA.
3. Prepare and submit an Annual Report of activities and recommendations. Two copies are sent to the President and one if retained for the committee files.

II. BUDGET

1. Prepare an estimate of expenses to submit to the Treasurer for current year based on the previous year's expenditures.
2. Forward copy of estimated budget to President.

III. MEETINGS

1. Hold meetings of the committee as needed for the administration of the research awards program.

IV. OTHER

1. At the end of the year the chair of the Committee should send thank you letters to each of the

committee members.

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