Committee on Research and Scholarly Activities
Annual Report, 2002-2003

Members: Fran Devlin, 2001-2003
Vickie Doll, 2002-2004
Judith Emde, 2001-2003 (Chair, 2002-2003)
Rich Ring, 2002-2004

Activities associated with the standing charges:

1. Shall encourage, promote, and support research and scholarly activities
   a. Faculty and unclassified professionals were reminded via e-mail several times during
      the year of grant funding available through the Libraries Research Fund (LRF) and
      the General Research Fund (GRF).
   b. A brown bag workshop was co-sponsored with the Mentoring Committee and the
      Staff Development Committee on research and grant opportunities on May 14th in the
      Johnson Room of the Spencer Research Library. A panel of library faculty addressed
      the questions of developing a research topic, searching for applicable grants, and
      reporting research results.

2. Shall establish and review guidelines for the disbursal of funds, shall allocate these funds,
   shall administer the funds for both the LRF and GRF
   a. Guidelines and application for the LRF were reviewed and several sections were
      updated. The University’s guidelines and form for the GRF were mounted on the
      Committee’s Web site.
   b. The allocation for the Libraries Research Fund for FY03 was $3500. This was the
      first year in which the awards were to be spent within the same fiscal year. To
      accommodate this change, the recipients of awards granted in FY02 were grand
      fathered into FY03 without having to reapply. Four applications were reviewed and
      approved with one librarian withdrawing the request later in the year. Funds were
      granted to support the following individuals:

      William Crowe – Photocopying charges and some travel expenses to support
      sabbatical research on Verner W. Clapp

      Ken Lohrentz – Photocopying and publication charges for research on Northeast
      African émigrés in the USA and Canada since 1980

      Michiko Ito – Photocopying and travel expenses for research on Japanese pop
      culture icons

   c. The allocation for the Libraries from the General Research Fund for FY03 was $2831.
      Applications were reviewed and recommendations were forwarded to the KU Center for
      Research. Funds were granted to support the following individuals:

      Brad Schaffner & Brian Baird – Travel expenses to evaluate the condition of
      materials held in the National Library of the Czech Republic in Prague
Karen Cook – Travel and photocopying expenses to support research on a historical investigation of the technology of map production for photomechanical reproduction

3. Shall compile and maintain documentation on the Libraries’ requirements for scholarly activities.

A requirement from the Faculty Senate Research Committee was to compile a three-year summary of information on the impact of the GRF on our unit. This activity was previously completed by the grants coordinator and is now a responsibility of the Committee. A copy of the report is attached.

**Activities associated with the FY02-03 special charges**

1. Maintain and keep the CRSA web site current and include information about SDC programs and activities as well as meeting agendas and minutes, annual reports, and links to relevant sites.

   Vickie Doll updated the CRSA web site ([http://www2.lib.ukans.edu/~lfa/CRSA/index.htm](http://www2.lib.ukans.edu/~lfa/CRSA/index.htm)) with current information including committee minutes, charges to the committee, recipients of awards, links to research funding, and application guidelines.

2. Since there is no grants coordinator position for 2002-2003, CRSA will need to decide how to take over the responsibilities from that position.

   To maintain a consistent contact with KU’s Center for Research, the Dean appointed Shannon Royer as the libraries’ liaison in place of the grants/research coordinator. Shannon will notify the Committee regarding any communication from KUCR. As to the current awareness responsibility, the Committee will send announcements, organize workshops, and/or maintain links to relevant information on grant opportunities. The Committee recommended a code change to LFA Exec to delete any reference to the coordinator in Sections 3.3.10.4 and 3.3.10.5.

3. The Committee will work with Shannon Royer and Jo Nell Proctor to change the LRF guidelines and procedures for awarding and tracking LRF money and to make sure the bylaws are correct for the new procedures.

   a. The Committee requested accounting reports from Jo Nell several times during the year to track the amounts charged to the fund. Notices were sent to awardees reminding them of the new requirement to spend the awards within the year allocated. Written guidelines were updated.

   b. After consulting with the Dean of the Libraries, the Committee recommends adjusting the timeline for applications to the Libraries Research Fund to match the General Research Fund. Applications for both funds would be due on the same date, usually in March, and the awards would be expended the following fiscal year. This change allows for a longer planning period and will fill in funding gaps if the GRF amount allocated to the libraries falls short of the amounts actually requested. As with the GRF, a statement needs to be included that awards are dependant on the availability of funds. But the purpose of LRF is
also to provide assistance for photocopying, posters, etc. Therefore, a specified amount of money should still be set aside to allocate during the fiscal year.

**Recommendations for Future CRSA Action**

a. Establish procedures to accept applications for the Libraries Research Fund in conjunction with the General Research Fund for awards to be spent in FY05. Determine a reserve amount to allocate during FY05 for incidental expenses. Consult with the Dean of the Libraries about the potential for additional funding if qualified proposals exceed funds available.

b. Determine how to request updates from awardees on status of research funded with the GRF and possibly LRF. This information will be helpful to complete the next 3-year summary.

c. Mount the successful applications on the Web site without the accounting data to provide a history of requests.

d. Request research interest information from the librarians and unclassified professionals to update the Research Interests Directory. Utilize the information from surveys conducted by the Mentoring Committee.

e. Consider organizing additional brown bag workshops on research topics. Suggestions are: Successful and unsuccessful collaborative research experiences; How and where research materials and sources are located; Open session on current research projects.

CRSA Annual report submitted by Judith Emde, chair.
July 18, 2003