Committee on Research and Scholarly Activities  
2003-2004 Annual Report

The committee members for 2003-2004 included: Holly Mercer, Rich Ring, Ken Lohrentz, and Vickie Doll. The committee divided the workflow at the beginning of the year:
   Holly Mercer (secretary)
   Ken Lohrentz (GRF, LRF contact)
   Rich Ring (program)
   Vickie Doll (Chair, GRF and LRF bookkeeping, and webmaster)

The committee had several meetings besides email work sessions on Library Research Fund issues and the General Research Fund regulations, deadlines, and awards. We were given five charges in August 2003, and they are listed below together with the work we did:

Charge 1:

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.

Library Research Fund:

- CRSA revised the Library Research Fund guidelines to allow the application deadline to correspond to the General Research Fund deadline, as recommended. The LRF deadline was revised to March for the grant to be spent by the end of next fiscal year. In the past, the Library Research Fund was administrated from fall to spring of the same fiscal year. The revised LRF deadline is now in conjunction with the General Research Fund deadline. The LRF deadline changes allow awardees to have the entire summer included in their research time frame. Changes were in effect by March of 2004.
- The $3,500 Library Research Fund was allocated by the Dean in July 2003. There were five Library Research Fund requests funded for a total of $3,680. (Appendix I http://www2.lib.ukans.edu/~lfa/crsa/lrf2004%20Bud%20report%206-30-04.pdf) Even at the current level of funding ($3,500) that the Dean supports, the actual total expenditures did not exceed the allocation. About 26% of the allocated amount was not spent by the end of June, since two projects were under-spent. We believe many colleagues have continuing research interests, but may not have time for research while working a 12-month schedule. Currently, the need (additional funding) has not demonstrated more than the allocation.

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<tr>
<td>Allocated</td>
<td>$3,500.00</td>
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<tr>
<td>Requested</td>
<td>$3,680.00</td>
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<td>Expenditures</td>
<td>$2,582.72</td>
<td>(73.79%)</td>
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<td>Unused</td>
<td>$917.28</td>
<td>(26.2%)</td>
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General Research Fund:

- The Libraries were allocated $6,715 by KUCR for FY2005.
- CRSA approved two GRF awards for FY05: Rhonda Houser and Ken Lohrentz for a total of $4,630. (69% were requested).
- Similar to the Library Research Fund, GRF requests did not exceed the current year allocation, with 31% not requested.
- A FY 2004 (03-04) awarded research project was reported “unable to spend” due to busy work responsibilities.
Charge 2:

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.

- Worked with Library Administration accountant Jo Nell Proctor to determine the LRF account balance. Kept track of each award and amount to compare with Jo Nell Proctor’s report of how much was actually spent. Jo Nell has produced a monthly CRSA report of account balance.
- Contacted previous years and current LRF and GRF awardees in spring semester to follow-up on fund usage, project progress, and completeness/result. If award was not spent by mid-spring, made sure the awardees had plans to complete the project. See CRSA web page of GRF 03-05 recipients (http://www2.lib.ukans.edu/~Elfa/CRSA/GRFrecipients.htm)
- Kept an updated GRF three-year report. The report includes “Research Achievements” of the covered period. Requested outcome reports from awardees in late spring and added them to the 3-year report. The next GRF 3 years report covers FY03-05 (Appendix II http://www2.lib.ukans.edu/~Elfa/CRSA/GRF Three Year FY03-05 Report Sup.xls)

Charge 3:

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

FY03 and FY04 funded projects are now accessible at the CRSA home page:

- Libraries Research Fund Information <http://www2.lib.ukans.edu/~lfa/crsa/lrf.htm> with FY03 and FY04 funded projects added
- General Research Fund (GRF) Information <http://www2.lib.ukans.edu/~Elfa/CRSA/GRF2005guide.htm>
- General Research Fund (GRF) Recipients <http://www2.lib.ukans.edu/~Elfa/CRSA/GRFrecipients.htm>

Charge 4:

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

- Request for research interest was sent out twice via KULIB-L as well as to each individual. The Directory contains 23 entries at report time. Updated Research Interests Directory is at:
  - LFA Research Interests Directory <http://www2.lib.ukans.edu/~lfa/crsa/researchinterests.htm>
- The committee did not fulfill the charge to work with the Mentoring Committee to utilize it’s survey information. The new committee may follow up on this charge.

Charge 5:

Consider organizing additional brown bag workshops on research topics. Suggestions are:

What have been successful and unsuccessful collaborative research experiences; How and where research materials and sources are located; Open session on current research projects.

We discussed organizing research topics to work with other committees such as the Staff Development, Research Roundtable, etc. but at the end, we didn’t complete work on the program as hoped. We recommend the next year committee work on the suggested programs.
Standing Charge:

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.

The Committee web page was re-designed at the beginning of the year. The following are web pages that have been kept up-to-date, expanded, or created in FY04:

- Annual Reports <http://www2.lib.ukans.edu/~lfa/crsa/annualreports.htm>
- Committee Members <http://www2.lib.ukans.edu/~lfa/crsa/members.htm>
- General Research Fund (GRF) Information <http://www2.lib.ukans.edu/~lfa/crsa/GRF2004guide.htm>
- LFA Research Interests Directory <http://www2.lib.ukans.edu/~lfa/crsa/researchinterests.htm>
- Libraries' Requirements for Research and Scholarly Activities <http://www2.lib.ukans.edu/~lfa/crsa/requirements.htm>
- Libraries Research Fund Information <http://www2.lib.ukans.edu/~lfa/crsa/lrf.htm>
- Minutes <http://www2.lib.ukans.edu/~lfa/CRSA/minutes.htm>
- Other Sources of Research Funding and Information <http://www2.lib.ukans.edu/~lfa/CRSA/funding.htm>
- Standing Charges <http://www2.lib.ukans.edu/~lfa/crsa/charges.htm>; Special Charges for FY2003 <http://www2.lib.ukans.edu/~lfa/crsa/specialcharges2003.htm>

Recommendations:

1. Keep all CRSA committee files and grant awards information at the web page location: http://www2.lib.ku.edu/~lfa/crsa
   New web master needs to contact Charles Hughes to gain access to CRSA page at: U:\HTDOCS\staff\Committees\Lfa\CRSA
   - Keep the GRF and LRF recipients and project titles current on the CRSA web page. Contact previous years GRF and LRF awardees for grant outcome reports. Link all successful grant applications (exclude the budget information) and outcome reports on the CRSA web page under either GRF or the LRF page.
   - Recommend creating a simple Access database to keep all GRF and LRF recipients, project title, award outcomes for future record keeping and report query.
2. Update annually the LFA Research Interests Directory at the beginning of fall semester.
3. Work with the SDC, Research Roundtable, and the Mentoring Program Committee on possible research topic programs.
4. Promote ways to encourage applications for the GRF and LRF.
5. Continue to work with Jo Nell Proctor to monitor and obtain monthly report of CRSA fund balance. Communicate with LRF awardees to ensure they meet their award spending timetable, and request LRF completion or condition report at the end of spring semester.

Submitted by

Vickie Doll,
CRSA Chair, 2003-04