



H.W. Wilson Foundation Research Grant Application / Proposal Form

Project Information:

Project Title: _____

Project Description: _____

Planned product(s) of project: _____

Beginning and Completion Dates:

_____ through _____

Amount of Support Requested: _____

Project Coordinator:

Address 1: _____

Address 2: _____

City: _____

State/Province: _____

Post Code: _____

Phone: _____

Fax: _____

Email: _____

Other Participants & Contact Information:

Please attach the following:

- Prospectus describing the project's purpose and scope, addressing such points as the intended audience and the need it will fill. The prospectus should identify existing projects or publications that are similar to and/or complement the proposed product.
- If the product is to take the form of a publication include sample entries or citations or portions of the text that illustrate the format and content IF POSSIBLE.
- If the product is in electronic format, such as video, videodisk or electronic database, specify the nature of the format and the hardware required to run the product, and illustrate the form and content of the product with examples or mock-ups IF POSSIBLE.
- Methodology, consisting of description of the research process(es) and work flow to be utilized; this should also include specifications of computer hardware and software to be utilized, if pertinent.
- Timetable indicating phases of work, when travel will occur, and projected completion date for the project.
- Resume(s) for principal participant(s) indicating experience and qualifications pertinent to the successful completion of the research.
- Budget including a breakdown by types of expenses with specific dollar amounts attached (e.g. photocopying, postage, supplies, telephone/fax, clerical assistance including hourly rate, publications to be purchased, travel, etc.); in the case of TRAVEL expenses, the following information should be listed: destination and duration of each trip, plus estimated costs for transportation, lodging, and other.
- Indicate other funding sources (including in-kind support and/or services) applied for, whether successful or not. NOTE: ARLIS/NA funding is not predicated directly on additional funding support such as matching funds; if a project's successful completion is clearly not feasible without additional financial and/or in-kind support, however, this will be taken into account in the grant review process.
- The names of at least three references with their addresses and telephone numbers should be included. One or two letters supporting or endorsing the project are recommended but optional.

Nominations and accompanying material must be postmarked by January 15, 2008.

Mail to:

Hannah Bennett
Public Services Librarian
Yale University
Interim Assistant Director
270 Crown Street
P.O. Box 208242
New Haven, CT 06520-8242
Phone: (203) 436-8052

Alan Michelson
Head, Architecture and Urban Planning Library
University of Washington, Seattle
Box 355730
Seattle, WA 98195-5730
Phone: (206) 543-7091

Proposals submitted by FAX are normally not acceptable, but applicants who reside outside of North America may also FAX a duplicate copy if concerned about delays in postal delivery. Electronic versions of any submission are **strongly encouraged** so as to better facilitate sharing of submissions among our committee members.