

# LAUC-SD Research & Professional Development Committee

## Research Project, Presentation or Poster Support Request

INSTRUCTIONS: The Research Project, Presentation, or Poster Support Request application consists of the 3-page cover sheet and 1-page budget sheet. (The final allocation sheet is an example for your review.) Save and print the completed form to obtain the necessary signatures, then email to the Chair of the LAUC-SD R&PD Committee.

This request is for (select one):

Date:

Name of applicant:

Program of applicant:

Email:

Phone:

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Name of co-applicant (if applicable):

Library of co-applicant:

Email:

Phone:

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Research Project, Presentation or Poster Title:

Expected length of Project (for Research Proposals only):

Use of human subjects?

If yes, please attach the appropriate university form. IRB information can be found at <https://irb.ucsd.edu/Home.FWx>  
The process of obtaining IRB approval or exemption from subject protection regulations should be completed prior to submitting your grant proposal.

Name of Applicant:

**Research Project, Presentation or Poster Abstract (brief description of project).**

Please write 1 paragraph for a Presentation or Poster proposal, and 2-3 paragraphs for a Research Project proposal:

(For presentations and posters: please include conference, location, and date.)

Name of Applicant:

**Complete this page for Research Project proposals only.**

Research Objectives:

Methodology:

List **title**, **date of completion** and **funding amount** for previous grant proposals from LAUC-SD R&PD (include divisional and system-wide) that have been awarded to the applicants:

Name of Applicant: \_\_\_\_\_

**Detailed Statement of Budget**

Student Assistance (Salaries):

Materials and Supplies:

Offsite Photocopying,  
Reproduction, or Printing:

Graphics or  
Graphical Support:

Travel and Transportation:

Lodging:

Meals:

Registration:

Publishing Fee:

Other (list description and amount):

Other Total:

Subtotal:

Additional Funding Sources (list):

Total Amount Received from Other Sources:

Total Funds Requested:

**\*Please attach:**

1. Documentation demonstrating that you have already exhausted any other professional development funds. (See example of documentation on page 5 of this application.)
2. TFR for any travel associated with this grant (if applicable)

\*\*\*\*\* Approvals \*\*\*\*\*

**"I approve the release time needed to complete this project."**

(If not applicable, write N/A.)

Signature: \_\_\_\_\_

**"I support this application."**

\_\_\_\_\_  
Approved, Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved, LAUC-SD R&PD Committee Chair

\_\_\_\_\_  
Date

# Allocation of Professional Development Funds

Please refer to the breakdown below for anticipated 16/17 Professional Development expenses.

CARL membership: \$40

**Subtotal memberships: \$40.00**

Association of College and Research Libraries Conference, Baltimore, MD

Registration: \$390

Airfare: \$510

Hotel: \$925

M&IE: \$200

Ground: \$50

**Subtotal ACRL Conference: \$2075.00**

**Total Anticipated PD Expenses, fy 16/17: \$3369.00**

Allocations/Expenses Summary:

PD Allocation: \$2,000

LAUC Supplement (if available): \$100

Total Allocation: \$2,100

**\$2,100 - \$3,369 = -\$1,269.00**