**Library Endowment Grant Program**

A fund established by the NDSU Foundation Trustees

**Grant Application Process and Timeline**

The Library Endowment was established to support requests from any academic unit on campus for materials which would enhance the collections and/or operations of the University libraries. Total grant funds available to award in 2023 are $5,990.

Prior to submitting your application, you must electronically route a proposal internally at NDSU through [Novelution](https://www.ndsu.edu/research/for_researchers/novelution/).  Allow at least three business days for Sponsored Programs to receive and approve your proposal through Novelution.  Once your proposal is complete in Novelution, you will be able to generate a signed cover letter through the system.  The signed cover letter must be included with your application. Applications will not be accepted without a copy of the signed cover letter.

Send application with one-page vitae (as the last page) in one PDF attachment and the Sponsored Programs cover letter as a separate PDF attachment to: [janna.swanson@ndsufoundation.com](mailto:janna.swanson@ndsufoundation.com). The completed application form and signed cover letter must be received by the Foundation office by 4:30 p.m. on March 14, 2023.

Applicants will be notified of funding decisions by May 15, 2023. Grants provided to successful applicants must be expended within 18 months of award notification.

**Library Endowment Grant Application**

|  |  |
| --- | --- |
| Applicant Name: | Date Submitted: |
|  |  |
| Position Title: | College/Department: |
|  |  |
| Campus | Campus |
| Address: | Telephone Number: |
| Email Address:  Proposal Title: |  |

1) Briefly describe the specific activity for which you are requesting funds. Please include the date(s) of the activity.

2) How will the proposed activity enhance your effectiveness and the academic priorities of NDSU?

3) Please indicate below how you will use the funds.

|  |  |
| --- | --- |
| Explanation | Amount |
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Total Amount Requested $

4) Due to limited funds available for distribution, the selection committee may consider partial funding grants. To ensure the success of your project, please complete the following:

To what other funding sources have you applied for support of your project?

|  |  |  |
| --- | --- | --- |
| Agency | Amount Requested | Status of Request |
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**A vitae of no more than one page may be attached if desired.**

**Only one page of submitted vitae materials will be forwarded to the selection committee.**