

The University Libraries of Notre Dame

Grantsmanship Initiatives Group: Charge

COMPOSITION:

The Grantsmanship Initiatives Group will be composed of four (4) members: the library advancement officer (ex officio), one representative from the humanities, business, social sciences, or engineering/science; and two unaffiliated with any specific discipline or workflow. All members will be appointed by the director of libraries on the recommendation of the Library Executive Committee for terms of two (2) years, beginning July 1, and may serve no more than two consecutive terms. The terms will be staggered. The library advancement officer will serve as chairperson, with recorder duties shared on a rotational basis.

CHARGE:

The Grantsmanship Initiatives Group will be responsible for ensuring that the Libraries:

- * maintain an ongoing awareness of external funding possibilities
- * create and maintain information-gathering, sharing, and decision-making processes conducive and enabling to institutional grants seeking and management
- * generate an ongoing flow of grant proposals to external grantors [conceivably, once the group has studied the grantseeking environment in relation to the University Libraries, a "minimum number per annum" might be incorporated into the charge]

RESPONSIBILITIES:

The Grantsmanship Initiatives Group will develop and implement:

- * an appropriate methodology for receiving information on grant possibilities from the federal, private, and corporate sectors, and for evaluating their compatibility with University Libraries' goals and objectives
- * an appropriate methodology for institutional decision making regarding specific grantseeking initiatives to which to commit to at any given time
- * an appropriate methodology for grantwriter identification and recruitment
- * appropriate support systems for librarians and administrative personnel engaged in the grantwriting process
- * an appropriate reporting structure for its activities
- * appropriate tools to evaluate its efforts

COORDINATION:

The Grantsmanship Initiatives Group will maintain close coordination with the Library Executive

Committee, the Manager, Budget and Facilities Services, the Library Administrators and Managers Group, and the Library Faculty and Staff.

INTERNAL PROCEDURES:

The Group will establish a workable meeting schedule. Minutes of meetings will be kept, posted, and distributed in a prescribed manner. An annual report will be submitted to the director of libraries.