

**Full Grant Proposal
Library Services and Technology Act FFY 2010**

This form is available for download on our web site via:

<http://www.oregon.gov/OSL/LD/grantmainalt.shtml>. Use 12 point Times New Roman, with one inch margins. The deadline for receipt of the Project Proposal is **5:00 pm on Friday August 14, 2009**.

Part I: General Information

1. **Project title:** ___ Cooperative Library Instruction Project_2_____
2. **Applicant:** ___ Western Oregon University_____
3. **Address:** ___ 345 N. Monmouth Ave., Monmouth OR 97361_____
4. **Contact Person:** ___ Allen McKiel_____ Phone: ___ 503-838-8886_____
- Email:** ___ mckiela@wou.edu_____
5. **Project URL (if any):** ___ <http://clip-il.wetpaint.com/>_____
6. **U.S. Congressional District:** ___ Oregon District 5_____
7. **List geographic target area to be served by the project:**

Students participating in the Associate of Arts Transfer Degree Program in Oregon (AA/OT) are the immediate group that the grant will serve. However, use of the tutorials in the AA/OT provides incentive to the broader academic community to use the tutorials as a baseline of information literacy. The use of standardized content for the first two years of college avoids redundancy of instructional efforts between institutions and within an institution between lower and the upper divisions. Four year institutions that use the tutorials to synchronize their information literacy efforts for their lower division students with community colleges will be able to teach information literacy skills to their upper division courses that are of primary relevance to their individual courses of study. The basics will have been covered by everyone in their lower division courses. The larger arena of students potentially served by the grant will include those from institutions participating in the Orbis Cascade Alliance, the broader community of students in higher education, and students of information literacy efforts in high schools. The tutorials and assessment materials will be open access and be available via the Internet to any information literacy effort anywhere in the world.

8. Estimated number of persons benefiting from the project:

The immediate focus populations for this grant are the community college students in the state of Oregon that will utilize the AA/OT. In the 2007/8 academic year, 2,104 students graduated with the AA/OT degree. Additionally, the approximately 91,000 students of the four institutions of higher education participating in the grant (Western Oregon University, Oregon State University, Willamette University, and Chemeketa Community College) will be beneficiaries. The 36 college and university members of the Orbis Cascade Alliance that are the target institutions for the expansion of the instruction cooperative, have a combined student count of approximately 211,000 full-time-equivalent students (FTE = Total Enrollment Credit Hours/12). Beyond the

Alliance any institution serving the information literacy needs of students or citizens could benefit by using the tutorials and/or participating in the cooperative production of them. This would include information literacy efforts aimed at elementary and high school students and public libraries. Given the open access nature of the tutorials, a reliable estimate of the number of libraries that might participate in the cooperative or promote use of the tutorials is not predictable.

9. Description of persons benefiting from the project:

College students from a community college, a private liberal arts university, a large multi-campus public Research I university, and comprehensive public universities within Oregon will be the beneficiaries of the project. As the tutorials become available openly on the Internet, students of additional colleges and universities within the Orbis Cascade Alliance and without will be beneficiaries. The cooperatively-produced, open access tutorials will also be available to students of school districts and patrons of public libraries.

10. Participating libraries and other partners (if any). Note that all participating organizations must also sign section IV.

Western Oregon University (WOU)	Allen	McKiel	mckiela@wou.edu	(503) 838-8886
Chemeketa Community College (CCC)	Natalie	Beach	nbeach@chemeketa.edu	(503) 399-5105
Willamette University (WU)	Deborah	Dancik	ddancik@willamette.edu	(503) 370-6561
Oregon State University (OSU)	Karyle	Butcher	karyle.butcher@oregonstate.edu	(541) 737-7300
Orbis Cascade Alliance (Alliance)	John	Helmer	jhelmer@uoregon.edu	(541) 346-1835

11. Project abstract (one paragraph):

CLIP 2 will produce a set of open access, unbranded information literacy tutorials and associated assessment materials that address the 29 information literacy proficiencies put forward to the Oregon Council of Instructional Administrators (CIA) by the Information Literacy Advisory Group of Oregon (ILAGO) in conjunction with Oregon Writing and English Advisory Committee (OWEAC) as the basis for information literacy requirements in the Associate of Arts Oregon Transfer degree (AA/OT). The CLIP project will also produce training materials and tutorials in the use of the CLIP tutorials, assessments and related materials for instruction. The project will also produce training materials for how to contribute to the ongoing development of CLIP tutorials, assessments and related materials. The project will develop and implement a series of workshops for librarians and instructional faculty at various locations across the state to plan, create, and distribute curricula, activities, and assessments with the purpose of developing an ongoing process of participation. It will also develop procedural and communication mechanisms within the ongoing CLIP project for the continued participation of librarians and instructional faculty in the development of curricula

12. List the text of the single most relevant goal and high-level outcome from the *Five-Year State Plan 2008-2012* that will be addressed by the grant project.

LSTA Goal 2 - Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks

Oregon LSTA GOAL # 2 – Developing Information Literacy Skills

All Oregonians have the information literacy skills they need to find, evaluate, and use the information resources that they need to succeed.

High Level Outcome

- Information literacy skills are improved through the development and implementation of a unified/coordinated pre-kindergarten through graduate school “curriculum” for information literacy

13. Briefly describe how the LSTA project will continue after the grant ends, especially noting local support:

Continuation of the project rests upon the production of useful tutorials that provide incentive for ongoing participation in their production. The creation of tutorials and assessments for the 29 specific proficiencies articulated through the efforts of the participants of ILAGO provides the closest approximation of consensus available in Oregon over information literacy content. CLIP 2 production of actual usable content promotes cooperation in their ongoing production and maintenance to the degree that the tutorials are useful. CLIP 2 builds upon the cooperative work of ILAGO, OWEAC, and the CIA. It will extend the cooperative effort through a series of workshops and will provide a procedural framework for continued cooperation and agreement on content development, pedagogical methodologies, and technical standards. It will provide an ongoing framework of responsibility for cooperation as well as vehicles for communication (e.g. meetings, blogs, websites, list serves, wikis). CLIP 2 will also build upon the agreement among four initial and diverse institutions (a research institution (OSU), a private university (WU), a public comprehensive university (WOU), and a community college (CCC)) to continue cooperative production of information literacy resources. The Orbis Cascade Alliance may eventually provide the established institutional, administrative, and financial mechanisms for continuance of the project. The Alliance has identified information literacy as an area of interest for cooperation. Exploration of Alliance support for CLIP has begun as part of the 2009 CLIP project and will continue under CLIP 2.

14. List letters of support for the project (name, affiliation) that are attached to this application. Do not include letters from project partners listed in #10.

OWEAC – Oregon Writing and English Advisory Committee

Chair: Kate Sullivan (Lane CC) (541) 463-3256 [sullivank@lanecc.edu]

Instruction Librarian at Linn Benton Community College

Contact: Bryan Miyagishima (541) 917-4646 [Bryan.Miyagishima@linnbenton.edu]

PAIL – Portland Area Information Literacy Group

Contact: Robert Schroeder (503) 725-4519 [schroedr@pdx.edu]

Linfield College

Contact: Susan Barnes Whyte (503) 883-2517 [swhyte@linfield.edu]

world. The student body of about 4500 undergraduates and 400 graduates enjoys a vibrant and close-knit intellectual community comparable to the environment in a small liberal arts college. The University administers an annual budget of \$47.5 million.

The grant will be administered under the Dean of the Hamersly Library. The library includes six full-time faculty librarians, eleven staff members, and approximately 50 student workers. The library currently administers an annual budget of just over \$2 million.

B. Detailed statement of problem

The need for information literacy curricula is strong and intensifying as the Internet expands in complexity and breadth. Providing comprehensive information literacy curriculum content and instruction is beyond the means of many libraries. And the complexity of possibilities with respect to instructional content, methodologies, and technologies is a significant barrier to cooperation in the production of tutorials.

The librarians that make up the CLIP project have been coordinating their efforts with other librarians in the state in response to an opportunity to articulate information literacy objectives into the institutions of higher education. The *Guidelines for the Associate of Arts Oregon Transfer Degree (AA/OT)* for Oregon Community College students transferring to Oregon University System institutions is currently under revision and expected to be articulated beginning fall 2010. The guidelines are being revised through the Council of Instructional Administrators (CIA) as directed by the Joint Boards of Education.

The revision of the guidelines for the AA/OT provides an opportunity to advance Oregon LSTA GOAL # 2—Developing Information Literacy Skills. It particularly addresses the High Level Outcome of improving information literacy through the development and implementation of a unified/coordinated pre-kindergarten through graduate school “curriculum” for information literacy. The inclusion of information literacy requirements for the transfer degree is a step toward articulating information literacy instruction cooperatively and comprehensively into the educational institutions of the State.

The CIA requested the submission of information literacy objectives and proficiencies from the Information Literacy Advisory Group of Oregon (ILAGO)—a group comprised of librarians and other faculty from community colleges, colleges, and universities. ILAGO has articulated 8 overarching information literacy proficiencies, which outline 29 specific proficiencies to meet the CIA request. These proficiencies have consequently become the focus of attention more broadly in Oregon’s academic community as a basic information literacy curriculum model. One of the groups at the forefront of the effort working with ILAGO and the CIA to identify AA/OT curriculum is OWEAC (Oregon Writing and English Advisory Committee).

Many of the community colleges that will receive the assessable mandate and many of the colleges and universities that may want to synchronize their efforts with the requirements do not have the curriculum materials or trained faculty to prepare and teach the curriculum. The effort to produce materials for instruction and assessment is beyond the resources available for many of the colleges and universities.

The focus of the CLIP 2 project will be the production of curriculum materials—tutorials, exercises, and assessment materials for all 29 specific ILAGO information literacy proficiencies.

They will be openly available for use for any information literacy instruction. The project will also provide a series of workshops for librarians and instructional faculties at various locations across the state. The workshops will be designed to facilitate efforts of librarians and content area faculty to integrate instruction in IL competencies into individual courses at their respective institutions. The CLIP 2 grant will provide training materials and tutorials for faculty and librarians in the use of the tutorials and associated materials. The grant will also develop procedural and communication mechanisms within the CLIP 2 project for the continued participation of librarians and instructional faculty in the ongoing development and maintenance of the tutorials and assessments associated with the 29 specific information literacy proficiencies.

Continuation of the project rests upon the production of useful tutorials that provide incentive for ongoing participation in their production. The creation of tutorials and assessments for the 29 specific proficiencies articulated through the efforts of the participants of ILAGO provides the closest approximation of consensus available in Oregon over information literacy content. CLIP 2 production of actual usable content promotes cooperation in their ongoing production and maintenance to the degree that the tutorials are useful. CLIP 2 builds upon the cooperative work of ILAGO, OWEAC, and the CIA. It will extend the cooperative effort through a series of workshops and will provide a procedural framework for continued cooperation and agreement on content development, pedagogical methodologies, and technical standards. It will provide an ongoing framework of responsibility for cooperation as well as vehicles for communication (e.g. meetings, blogs, websites, list serves, wikis). CLIP 2 will also build upon the agreement among four initial and diverse institutions (a research institution (OSU), a private university (WU), a public regional university (WOU), and a community college (CCC)). The Orbis Cascade Alliance may eventually provide the established institutional, administrative, and financial mechanisms for continuance of the project. The Alliance has articulated information literacy as an area of interest for cooperation. Exploration of Alliance support for CLIP will occur as part of the 2009 CLIP project.

C. Goal, quantified objectives, and activities to address problem (include timeline)

Goal:

The goal of the CLIP 2 project will be the production of curriculum materials for all 29 specific ILAGO information literacy proficiencies that will be used as the basis for the AA/OT. The 29 specific proficiencies are categorized under the following overarching proficiencies.

The 8 Overarching Information Literacy Proficiencies Presented to the CIA by ILAGO

Students who are ready to begin upper-division coursework can...

- 1. Identify gaps in their knowledge and recognize when they need information.*
- 2. Find information efficiently and effectively, using appropriate research tools and search strategies.*
- 3. Evaluate and select information using appropriate criteria.*
- 4. Treat research as a multi-stage, recursive learning process.*
- 5. Ethically and legally use information and information technologies.*
- 6. Recognize safety issues involved with information sharing and information technologies.*
- 7. Manipulate and manage information, using appropriate tools and technologies.*

8. *Create, produce, and communicate understanding of a subject through synthesis of relevant information.*

(The 29 specific proficiencies can be viewed at <http://ilago.wordpress.com/resources/> under the link 'IL Poster PDF Version')

The project will also plan and coordinate a series of workshops for participating librarians and instructional faculties at various locations across the state. The purpose of the workshops will be to assist librarians and faculty responsible for information literacy, particularly those involved with instruction of information literacy associated with the AA/OT, in how to use the CLIP resources. The workshops will be used to assist librarians and content area faculty to integrate these IL competencies within individual courses at their respective institutions. The workshops will also facilitate a wider participation for an ongoing evolution of cooperation in the production of information literacy curricula.

The four institutions of the initial CLIP project (OSU, Willamette, Chemeketa, and WOU) as well as representatives from ILAGO, OWEAC, and a broad range of educators working on information literacy will participate in this project. The grant will be administered by WOU under the Dean of the Hamersly Library. WOU has been instrumental in initiating the CLIP project and is well positioned to play the coordinating roll in this effort to provide information literacy curriculum for the AA/OT. The initial CLIP project has the broader focus of coordinated integration of IL across K-graduate education in which the AA/OT standards will play a pivotal roll. As this central piece of the curriculum for IL evolves, it will inform the efforts of high school and the four year colleges and universities in their information literacy efforts.

CLIP 2 is not a continuation of last year's CLIP grant. It is a separate grant that uses the framework established from the first grant to accomplish the following objectives.

Objectives:

1. Production of a set of open access, unbranded information literacy tutorials and associated assessment materials that address the 29 information literacy proficiencies put forward to the Oregon Council of Instructional Administrators (CIA) by the Information Literacy Advisory Group of Oregon (ILAGO) in conjunction with Oregon English and Writing Advisory Committee (OWEAC) as the basis for information literacy requirements in the Associate of Arts Oregon Transfer degree
2. Produce training materials and tutorials in the use of the CLIP tutorials, assessments and related materials for instruction; and produce training materials for how to contribute to the ongoing development of CLIP tutorials, assessments and related materials
3. Plan, develop, and implement a series of workshops for librarians and instructional faculty at various locations across the state to plan, create, and distribute curricula, activities, and assessments with the purpose of developing an ongoing process of participation
4. Develop procedural and communication mechanisms within the ongoing CLIP project for the continued participation of librarians and instructional faculty in the development of curricula

Activities:

Hire a Grant Librarian to produce the modules and facilitate the series of workshops. It is hoped that the librarian who has been hired under the 2009 LSTA CLIP project will be available for the

CLIP 2 project. The knowledge and skills developed through the implementation of the 2009 grant would be directly applicable to the implementation of CLIP 2. If this is not the case, another librarian will need to be hired.

Produce tutorials and assessments. (Responsible persons—Allen McKiel, LSTA Grant Librarian, 4 librarians from participating libraries (1 from each participating institution))

- Create Modules
 - Script tutorial content
 - Design tutorials
 - Produce tutorials – visual & auditory content
 - Review
 - Publish to open access repository
- Create Assessments

Produce training materials for librarians and faculty for use of the tutorials and assessments and for participation in the ongoing production and evolution of the information literacy curricula.

- Create Modules
 - Script tutorial content
 - Design tutorials
 - Produce tutorials – visual & auditory content
 - Review
 - Publish to open access repository
- Create related materials for presentation (e.g. PowerPoint presentations, handouts)

Implement a series of workshops (Responsible persons—Allen McKiel, LSTA Grant Librarian, 4 librarians from participating libraries (1 from each participating institution))

- Plan the workshops
- Develop the presentation materials
- Implement

Create the infrastructure for ongoing participation

- Procedures (methods for establishing ongoing responsibility)
- Vehicles (e.g. meetings, blogs, websites, list serves, wikis)

Timeline:

<i>Time</i>	<i>Activity</i>	<i>Outcomes</i>	<i>Executor</i>
2-2010	Write job description and requirements for Grant Librarian; publicize position; set up meetings for screening candidates; schedule interviews candidates	Schedule of interviews	Grant Administrator
2-2010 thru	Interview candidates for	Hired Grant Librarian	*Operational

Appendix E – Full Application

3-2010	Grant Librarian		Group
2-2010 thru 2-2011	Produce Tutorials: <ul style="list-style-type: none"> ▪ Script tutorial content ▪ Design tutorials ▪ Produce tutorials – visual & audible content ▪ Review ▪ Publish to open access repository Create Assessments	Open Access Tutorials and Assessments	*Operational Group
2-2010 thru 2-2011	Produce training materials <ul style="list-style-type: none"> ▪ Script tutorial content ▪ Design tutorials ▪ Produce tutorials – visual & audible content ▪ Review ▪ Publish to open access repository 	Training materials and instructional tutorials designed to assist librarians and faculty	*Operational Group
2-2010 thru 2-2011	<ul style="list-style-type: none"> ▪ Plan the workshops ▪ Develop the presentation materials ▪ Implement 	<p>Established framework for ongoing cooperation.</p> <p>Librarians and faculty interested in using the tutorials and assessments</p> <ul style="list-style-type: none"> ▪ learn how to use them ▪ evaluate them ▪ provide direction for continuing development 	*Operational Group
2-2010 thru 2-2011	Develop <ul style="list-style-type: none"> ▪ Procedures ▪ Vehicles 	<p>Establish methods for establishing ongoing responsibility</p> <p>Establish meetings, blogs, websites, list serve, wiki)</p>	*Operational Group
2-2011	Evaluation of project and report	Report to granting agency	Grant Administrator

**Operational Group* - The librarians from the four participating libraries, the Grant Librarian (continuing as Grant Librarian from the first CLIP project), and the Grant Administrator – WOU Library Dean

D. Budget narrative**Personnel**

The primary cost associated with this grant proposal is for the grant librarian for one year who will produce the tutorials and assessments for the 29 information literacy proficiencies articulated by ILAGO and play a central role in the planning and implementation of the 6 workshops. The production of content is the heart of the project. The CLIP modules will provide a method for accomplishing information literacy. They will also provide an incentive for ongoing cooperative production of materials for information literacy in the State. The utility of the tutorials for the institutions participating in the AA/OT provides the greatly increased incentive for cooperation in the ongoing production of curricula.

The coordinating institution (WOU) will provide .1 FTE of an administrative position (Dean of the Library) for the coordination of the grant. Each of the four participating institutions will provide .1 FTE of librarian for participation in the creation of the content for ongoing evolution of the technical and procedural standards, for participation in the implementation of the workshops, and for ongoing promotion of cooperation with librarians and educators involved in information literacy particularly those involved in ILAGO and OWEAC.

Workshops

The grant will provide the travel expenses and lunches for the six workshops. The workshops will include an average of 30 librarians and educators per workshop (180 Total) who are expected to travel an average of 50 miles one way to the workshops. The workshops will begin mid morning and end late afternoon and include a working lunch. The amount has been increased from \$2,000 in the Brief Grant Request to \$10,800 in response to the curtailment of travel funds for higher education that has occurred because of the State's budget shortfall. This increases the grant request by \$8,800. Concerns for limited participation because of college budget shortfalls were brought up by individuals working with ILAGO and OWEAC. The initial thought was to provide lunch and have participant institutions provide for travel expenses.

The proposal also includes Indirect Costs of \$5,379 that were not submitted as part of the Brief Proposal. There has been a change in policy at WOU concerning indirect costs that requires that grants be submitted with indirect costs.

Local In-Kind Contribution**Personnel**

- WOU Grant Administrator: (.1 FTE) = \$10,000
- WOU Instruction Librarian: (.1 FTE) = \$5,496*
- OSU Instruction Librarian: (.1 FTE) = \$5,496*
- Willamette Instruction Librarian: (.1 FTE) = \$5,496*
- Chemeketa CC Instruction Librarian: (.1 FTE) = \$5,496*

Personnel Subtotal = \$31,984

Benefits

- WOU Grant Administrator: (.1 FTE) = \$3,500

- WOU Instruction Librarian: (.1 FTE) = \$1,484**
 - OSU Instruction Librarian: (.1 FTE) = \$1,484**
 - Willamette Instruction Librarian: (.1 FTE) = \$1,484**
 - Chemeketa CC Instruction Librarian: (.1 FTE) = \$1,484**
- Benefits Subtotal = \$9,436

*Average Academic Librarian Salary from *APA Report Shows Librarian Salary Rise*. American Libraries, 00029769, Mar2008, Vol. 39, Issue 3

**OPE is 27 percent

Local In-Kind Contributions Subtotal = \$41,420

LSTA Contribution

Personnel

- Grant Librarian's Salary: (1 FTE) = \$51,000

Benefits

- Grant Librarian' Benefits: (1 FTE) = \$27,850

Workshops

- Six workshops with an average of 30 participants – 180 participants
- Travel with an average of 50 miles one way - \$.50 * (180 *100) = \$9000
- Lunch 180 * \$10 = \$1,800

Workshops - Subtotal = \$10,800

Indirect Costs = \$5,379

LSTA Contribution Subtotal = \$95,029

Budget

- \$41,420 (In-Kind)
- \$92,710 (LSTA)

Total \$136,449

E. Evaluation method

Success of the project will be measured through evidence of the production of tutorials and their use. Participation of librarians and faculty in the workshops along with participant surveys and tutorial usage statistics will be used as evidence of the success of the workshops.

Production and Use of Open Access Tutorials

Evidence

- Existence of a website providing access to open access tutorials covering the 29 information literacy tutorial
- Existence of accompanying assessment materials
- Usage statistics.

Production of Training Materials

Evidence

- Existence and online availability of training materials
- Usage statistics.

Workshops

Evidence

- Documentation of participants
- Participant surveys
- Usage statistics

Ongoing Participation

Evidence

- Established procedures
- List serve, wiki, blog, meeting dates

▪ **Part IV: Certification of Application**

1. Documentation of project participation (signatures below for each participating library and other partner listed under Part I, number 9 above):

I HAVE READ THE PROPOSAL PRESENTED ON THE PRECEDING PAGES. I AM AWARE OF THE OBLIGATIONS THAT PARTICIPATION IN THE PROPOSED PROJECT WOULD ENTAIL. BY MY SIGNATURE I CERTIFY MY LIBRARY'S COMMITMENT TO PARTICIPATE IN THE PROPOSED PROJECT AS DESCRIBED IN THE PRECEDING PAGES.

Name *Library/Agency* *Date*

Allen McKiel	Hamersly Library Western Oregon University 345 N. Monmouth Ave. Monmouth, OR 97361	
Natalie Beach	Library Chemeketa Community College 4000 Lancaster Drive NE Salem, OR 97309	
Deborah Dancik	Mark O. Hatfield Library Willamette University 900 State Street Salem, OR 97301	
Karyle Butcher	Oregon State University 121 The Valley Library Corvallis, OR 97331-4501	
John F. Helmer	Orbis Cascade Alliance Executive Director 541.346.1835 jhelmer@uoregon.edu	

Certification of the fiscal agent

Fiscal Agent (if different from applicant):

Name and address: Western Oregon University, 345 N. Monmouth Ave., Monmouth OR 97361

Contact person: Ella L. Taylor, Ph.D. Phone: 503-838-8589

Email: taylor@wou.edu

- a. I affirm that the jurisdiction or agency (henceforth, AGENCY) is the designated fiscal agent for the project described in this application and is empowered to receive and expend funds for the conduct of the proposed grant project.
- b. I affirm that the information contained in this application is true and correct and that the AGENCY for which I am an official has authorized me to submit this application for LSTA grant funds.
- c. I affirm that if this application were to result in the AGENCY being awarded grant funds to carry out the project described in this application, that the AGENCY would comply with all of the requirements for the administration of LSTA grants described in Appendix D of the General Information and Grant Application Guidelines, Library Services and Technology Act.

Ella L. Taylor, Ph.D.

Name of official authorized to enter into contractual agreements for the AGENCY

Director of Sponsored Projects

Title

Signature

Date

3. Certification for Children’s Internet Protection Act
 Public and public school library applicants, and consortia with public or school members **must** check one of the options below (a, b, or c).

a.	The applicant public or public school library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
b.	<i>(for consortia only)</i> Prior to using any LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or a public school library, the applicant consortium or group will collect and retain a duly completed Internet Safety Certification from every constituent public library or public school library in accordance with requirements of Section 9134(f) of the Library Services and Technology Act.
c.	The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

_____ Ella L. Taylor, Ph.D. _____
 Name of official authorized to enter into contractual agreements for the AGENCY

_____ Director of Sponsored Projects _____
 Title

 Signature Date

This form must be received at the State Library no later than 5:00 p.m. on Friday, August 14, 2009.

Faxed copies will not be accepted. There are no exceptions. If requesting indirect costs, attach appropriate sections of a federally approved indirect cost plan.

Mail or deliver **one copy** of your application to:

Library Development Services
Oregon State Library
250 Winter St., NE
Salem, OR 97301-3950

As a courtesy, the State Library asks that you email an electronic copy of your proposal, without letters of recommendation and appendixes, to *ann.reed@state.or.us*. This does not substitute for the signed, mailed copy.