Committee Progress Report
NOTE: ** = Required Field

**Type of report being submitted: Committee Progress Report

**Date: April 2, 2013

**Committee Name: Professional Development Grant

**Supervising Board Member:
Megan Hodge

**Chair, Co-Chairs, Assistant Chairs:
Cheryl Lee, chair, **lcherylc@gmail.com**

**Committee members:

Carrie Allmendinger	carrieallmendinger@gmail.com
Julie Higbee	Jahigbee@northgeorgia.edu
Melanie Kowalski	Melanie.t.kowalski@gmail.com
Nicole Tekulve	Nicole.tekulve@gmail.com

 **Activity in Current Reporting Period
   a) **Projects completed (For example, any procedures, tip sheets, checklists, etc. created during this period):**
   The committee has completed the following tasks:

   - Update "Email Blast- Applicants sought for NMRT Professional Development Grant"
   - Update the NMRT Professional Development webpage: http://www.ala.org/nmrt/initiatives/applyforfunds/3mawardinformation with the new updated information for the grant.
   - Update our Wiki webpage - http://wikis.ala.org/nmrt/index.php/NMRT_Professional_Development_Grant_Committee_(Standing)#Publicity_Needs on a word document to show the revised timeline, funders, and list of tasks.

- Update file named "Librarian Listservs" see attachment and find/seek librarian listservs to post the email blast document.

We are still waiting for applicants to apply for the award.

   b) **Projects in progress but not yet completed:**
   - Select a winner.
   - Notify winner.
   - Notify NMRT Board, Chairs, etc.
   - Announce winner
   - Press release
   - Change the "Current/Past Winners webpage

**Action Items/Issues To Be Resolved (What is left to do, based on your Planning Report? Have there been any substantial changes in plans since then? What items, if any, have been deferred until next year?):

Due to funding issues for the NMRT Professional Development Grant, we proposed the following timeline:
February 5-22- Compose and finalize award application wording (it should be the same as last year's except for the date deadline and funding)
February 22- March 31- Advertise award to various librarian groups/librarians and librarians will send in their applications (I have a draft list from another committee).
March 31- Deadline to receive applications by 5 pm pacific time
April 1-4- I will send all applications to the committee
April 4-21- Committee members review all applications, rank and score. Then send rankings/scores to me.
April 22-30- I will compile all scores and send them back to the committee. That should determine the top 3. I might also schedule a conference call just to over the top 10 applicants.
May 1- Notify Janel (NMRT President and NMRT VP, Leadership Director, ALA/NMRT Liaison and Footnotes Editor) of the results.
May 4- Notify winner once I receive approval from NMRT leaders (President, leadership director, VP etc....)
May 4-15- Notify applicants that applied who didn't win.
May 15-until Annual in June- Correspond with winner regarding any appearances at Annual that they need to attend. Also answer any questions that they might have before/during the conference.

However, we had a few hiccups with the website form which delayed the process for getting the word out about the award.

Financial Report Section:

Your budget appropriation (see budget)	a. 0
Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c. 0
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. 0
Difference between budgeted amount and total expenses from above (a-d)	e. 0

**Report submitted by: Cheryl Lee

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