UF UNIVERSITY of FLORIDA

**George A. Smathers Libraries**
Grant Management Committee

**535** Library West
PO Box 117001
Gainesville, FL 32611-7001

Haiyun Cao
Cataloging and Metadata Department
George A. Smathers Libraries

October 27, 2006

Dear Haiyun:

On behalf of the Library's Grant Management Committee (GMC), we want to thank you for participating in this year's Mini Grant program. We are pleased to inform you that the Grant Management Committee was unanimous in its praise of your application "Joint Digitization Project with University of Botswana" and recommended it for full funding. The Directors concurred and every member of the GMC plans to support you as fully as we can while you pursue the activities outlined in your mini grant proposal. There will be two reports due on the project, a mid term report due in the middle of April 2007 and the final report due in the middle of November, also 2007. Details regarding what kinds of data to include in these reports will be forthcoming.

While we were unanimous in our support of your application, we had several comments on your proposal:

We had some concern that there was not a letter from someone in the Library or in the Government of Botswana lending their support to the project. We assume that will arrive soon. Until that arrives, we will hold off on the release of funds. Grace Strawn will also require a letter signed by John Ingram giving explicit permission to send the computer equipment overseas.

Finally, in the budget, we had a question about the allocation of $1,200 for per diem expenses, in addition to allocations for food, hotel and rental car. You will need to clarify your travel costs and rework that section of the application.

Please schedule a meeting with Grace Strawn in the Budget office once you have the two letters and the clarified budget. She can work with you, and Erich Kesse if need be, to release the funds from the Bryant endowment to purchase the necessary equipment.

Congratulations on your grant and please do not hesitate to call on any of us for help and assistance.

Sincerely,

The Grant Management Committee

Cathy Martyniak, Chair
Erich Kesse
Jan Swanbeck
Peter McKay
Grace Strawn
Kelley Cunningham, Grant Officer
Jim Cusick
Jane Anne Carey