

# APPLICATION

ACADEMIC LAW LIBRARY SIS GRANT FOR RESEARCH AND SCHOLARSHIP

## INSTRUCTIONS

### Eligibility

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- Applicants must be members in good standing of AALL and ALL-SIS, and be employed by an academic law library.
- Preference will be given to applicants who have not previously received an ALL-SIS research grant.
- Consideration of applications shall not be denied to any applicant or abridged on account of race, color, religion, gender, age, national origin, disability or sexual orientation.

### Application Process

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**Project proposals** must:

1. Demonstrate significance and originality in the context of existing literature and research;
2. Propose appropriate strategies for conducting the research based on the topic or issue selected;
3. Show feasibility to be completed within the established time frame and budget;
4. Be in support of innovative research that is expected to result in publication in a scholarly form, such as a journal, conference, book, or other form that is approved by the ALL-SIS Research and Scholarship Committee.

**Criteria** for selection include:

1. The pertinence of the research question, the appropriateness of the research, and the feasibility of the work plan;
2. The intellectual significance of the project, including its potential contribution to scholarship in librarianship, law librarianship, or legal fields;
3. The qualification, expertise, and level of commitment of the grant recipients;
4. The potential for success of the project.

**Funds.** A total amount of \$2,000 is available to be awarded at the discretion of the committee to one or more eligible recipients. Each grant awarded will be for a minimum of \$250.

**How to submit.** Send complete applications as attachments via e-mail to the Co-Chairs of the Committee: LeighAnne Thompson, thompsol@seattleu.edu; Sarah Slinger, sslinger@law.miami.edu.

**Deadline: March 4, 2019.** Applicants will be notified of the decision by March 26, 2019.

## Required Documents

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In order to be considered, applications must be complete and on time. Complete applications include five sets of documents:

1. Signed application cover sheet
2. Current Résumé(s)
3. Project Proposal
4. Project Time-line, in graphic form, with tasks and estimated completion dates
5. Proposed budget, specifying all sources of funding and a detailed description of how funds will be spent

## Selection Process

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- The ALL-SIS Research and Scholarship Committee will designate a subcommittee of its members to review applications.
- The subcommittee will evaluate eligible applications using a blind review process and recommend grant awards to the Committee. The subcommittee may consult with subject experts in making its decision.
- The Committee will forward the subcommittee's recommendations to the ALL-SIS Executive Board. The Executive Board will either approve the subcommittee recommendations, decline to make awards, or return the applications to the subcommittee for further consideration.

## Grant Conditions

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1. The project should be completed within one year of receipt of the grant. Extensions of the deadline must be approved by the Co-Chairs of the ALL-SIS Research and Scholarship Committee, in consultation with the Committee.
2. After a grant has been awarded, a check for 75% of the amount of the award will be issued to recipient. Upon completion of the project and approval of a final report and a final product, 15% of the grant will be issued. The final 10% will be issued upon submission of the final product for publication.
3. Modifications to accepted projects must be approved by the Chair of the ALL-SIS Research and Scholarship Committee, in consultation with the Committee.
4. Reimbursement of all grant monies may be required for any project that is not satisfactorily completed within the agreed upon time period.
5. Although the research may be conducted in a language other than English, grant recipients must furnish a copy of the final report in English to the Chair of the ALL-SIS Research and Scholarship Committee.
6. The allocation of these funds is at the discretion of the ALL Research and Scholarship Committee. The decisions of the Committee are final. The Committee reserves the right to make no award.
7. Any unused grant funds must be returned at the end of the research project.

## Budget

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1. The budget should include all costs that can be specifically identified in the proposal. Applicants should indicate the type and amount of contribution they expect from their institution, including in-kind allocation of time and resources, and any other funders. No specific financial commitments by the institution are required but, if submitted, those commitments will be weighed in the evaluation of the proposal. If the applicant is to be given leave for the research project, this should be noted.

Institutional overhead is not an acceptable budget item within the parameters of the AALL grant, nor should overhead be listed as institutional support.

Possible expense categories are:

- a. Salaries and wages (e.g. salaries and/or fringe benefits for support staff or other salaried personnel, not salaries or honorarium for principal grant winners);
  - b. Consultant services;
  - c. Travel costs for work on the project, including presentation of draft scholarship in a workshop setting;
  - d. Supplies and materials;
  - e. Other (including such costs as rental of space and/or equipment, communications, and technology support and services).
2. Requests for modification of the budget must be approved by the Chair of the ALL-SIS Research and Scholarship Committee, in consultation with the Committee. Requests for modification of the budget must be accompanied by a revised budget.

## GRANT APPLICATION COVER SHEET

### Project Information

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Project Title

Primary Contact

Address

City, State, Zip

E-mail Address

Phone Number

Fax Number

Project Host *if applicable*

Host Address

Host City, State, Zip

Host Phone Number

### Certification

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By submitting this proposal, I accept and will abide by the terms of the ALL-SIS Research Grant Program. I understand that, if awarded an ALL-SIS Research Grant, I must finish the research project within the agreed-upon time period. I further understand that my failure to adhere to the terms of the ALL-SIS Research Grant may result in no further disbursement of funds and/or the reimbursement to AALL of monies awarded, as determined by the ALL-SIS Research and Scholarship Committee.

Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_