



ACADEMIC LAW LIBRARIES  
SPECIAL INTEREST SECTION



## ALL-SIS RESEARCH AND SCHOLARSHIP GRANT APPLICATION

### ELIGIBILITY

- Applicants must be members in good standing of AALL and ALL-SIS. The scholarship grant benefits ALL-SIS by providing a source of funding for its members to develop their innovative ideas, and thus supports the mission of ALL-SIS to provide a forum for an exchange in ideas and information on academic law librarianship.
- 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

**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 \$2,500 is available to be awarded at the discretion of the committee to one or more eligible recipients. The minimum grant amount awarded will be \$250.

**How to submit.** Send complete applications as attachments via e-mail to the Chair and Vice Chair of the Committee: Anne Klinefelter, [klinefel@email.unc.edu](mailto:klinefel@email.unc.edu); Scott Dewey, [shdewey@umn.edu](mailto:shdewey@umn.edu)

**Deadline: January 17, 2021.** Applicants will be notified of the decision by March 1, 2021.

Instructions ALL-SIS Grant Application – Research & Scholarship



## REQUIRED DOCUMENTS

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
5. Proposed budget, specifying all sources of funding and a detailed description of how funds will be spent

## SELECTION PROCESS

- 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

1. The project should be completed within one year of receipt of the grant.
2. The recipient must notify the committee as soon as possible if the recipient is unable to complete the project, unable to complete the project within one year, or must modify the project.
3. Within thirteen months of receiving the grant, the recipient must submit to the ALL-SIS Research and Scholarship Committee the following documentation:
  - a. The completed project; and
  - b. Information on where the project has been published or submitted for publication; and
  - c. An explanation of how the grant funds were spent. The recipient must return any unused grant funds and, upon the committee's request, must provide the committee with receipts or other reasonable documentation of how the grant funds were spent.
4. If the recipient notifies the committee that the project cannot be completed as originally planned or fails to submit satisfactory documentation within thirteen months of receiving the grant, the



committee may:

- a. Approve an extension of the deadline; and/or
  - b. Approve a modification of the project; and/or
  - c. Require the recipient to reimburse all or part of the grant; and/or
  - d. Waive completion of the project, if funds have been expended for legitimate purposes related to the project but the recipient is unable to complete the project.
5. The allocation of these funds is at the discretion of the AALL Research and Scholarship Committee. The decisions of the Committee are final. The Committee reserves the right to make no award.

## BUDGET

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 such as *Bluebooking* assistants or other salaried personnel, not salaries or honorarium for principal grant winners);
  - b. Consultant services (e.g. translation services)
  - c. Conference/Webinar registration fees
  - d. Travel costs for work on the project, including presentation of draft scholarship in a workshop setting;
  - e. Supplies and materials (e.g. licensing journals or databases)
  - f. 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.



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## GRANT APPLICATION COVER SHEET

Project Information:

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

By submitting this proposal, I accept and will abide by the grant conditions. 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 if I fail to adhere to the grant conditions I may be required to reimburse the grant monies awarded, as determined by the ALL-SIS Research and Scholarship Committee.

Date:

Applicant Signature: