

## ACLCP Policy Statement 004

### Research, Program Design, and Publication Grants

#### Section 1: Purpose

1. ACLCP recognizes research, program design and publication as ways that librarians and library staff members can advance their profession.
2. The ACLCP Governing Board has established this program whereby research and publication grants for up to \$1000 per individual are awarded for costs incurred related to the work of the applicant and the goals of ACLCP.
3. The maximum amount of funding available for the grants program in any given year is \$4000. There is no limit to the number of individual awards made per institution.

#### Section 2: Criteria

1. The applicant must be an employee of an ACLCP member institution and apply outlining the purpose of the research or publication.
2. The application must include the endorsement of the applicant's library director.
3. Research and publication grants are intended for direct support of scholarly research. There is the expectation that research will result in publication, performance, or appearance in some other peer reviewed forum.
4. Grants may also be used to support conference participation (including travel) where the applicant is presenting or commenting on a paper, chairing a session, or participating in the conference in an official capacity. Please provide appropriate documentation to demonstrate in what capacity you will serve.
5. Grants may also be used to support program design that could be replicated at the ACLCP institutions.
6. The grant must be used within 12 months of its award. At least one year must pass between the receipt of one grant and the next by any individual.
7. Grants are only awarded for future activities; no retroactive grants will be considered.
8. Those who have received the maximum allotment in any given year may have a lower priority in the current funding year.

#### Section 3: Application Process

1. Applications for grants must be submitted to the Executive Committee by email at [grants@aclcp.org](mailto:grants@aclcp.org) for consideration twice a year.
  - **Spring Cycle – May 1** is the deadline for all applications.  
*Applicants will be notified of decisions before June 1.*
  - **Fall Cycle - November 1** is the deadline for all applications.  
*Applicants will be notified of decisions before December 1.*
2. The review process will be a "blind" one. The Secretary will separate the cover sheet from the rest of the request so that the Executive Committee will not know the originator of the request.
3. Awards are made at the discretion of the Executive Committee. Preference will be given to requests that benefit ACLCP.
4. The Executive Committee Secretary will maintain the records of all awards for four years.

#### Section 4: Post Award

1. Each recipient will be required to prepare a brief report of his or her experience for posting on the ACLCP Web site.
2. The recipient must submit the paid invoices and/or receipts to the Treasurer for reimbursement.
3. No reimbursement will occur unless the grant report is submitted to the ACLCP Secretary.

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