



**Council of Atlantic
Academic Libraries**
**Conseil des bibliothèques
postsecondaires de l'Atlantique**

CAAL-CBPA Research Grant Committee Terms of Reference

Approved by Board: February 22, 2022

Introduction

The Council of Atlantic University Libraries / Conseil des bibliothèques universitaires de l'Atlantique (CAAL-CBPA) Research Grant is intended to support new or established librarians and staff working in a CAAL-CBPA member institution, who are, or aspire to be, actively engaged in scholarly research in areas relevant to the goals and objectives of CAAL-CBPA and its member libraries.

Mandate And Role

The Committee focuses on advancing CAAL-CBPA's strategic goal related to Member Knowledge and Skills Development through its role in administering the CAAL-CBPA Research Grant.

Authority

The CAAL-CBPA Research Grants Committee receives its authority from the CAAL-CBPA Board of Directors, as per section 7.3 of the CAAL-CBPA By-Laws.

Responsibilities

The Research Grant Committee will:

1. Review grant submissions through a single-blind process;
2. Award the CAAL-CBPA Grants to suitable candidates;
3. Inform the CAAL-CBPA Executive Director of the grant recipient(s) so that the appropriate announcements and financial procedures can be executed; and
4. Strive to provide research learning opportunities at the APLA conference annually.

Membership

The Research Grant Committee is composed of the CAAL-CBPA Past Chair, a CAAL-CBPA member-at-large, and a previous winner. In the event that no past winner is available to serve, a second member-at-large is appointed. The CAAL-CBPA Past Chair serves as committee chair. The CAAL-CBPA Executive Director sits on the Committee ex-officio.

Term of Membership

The Past Chair serves a two (2) year term. The member-at-large and past winner serve one (1) year terms. The Committee will be constituted annually at the Fall Board of Directors meeting.

Meetings

The Research Grant Committee meets in early November, annually, to review Research Grant submissions. Committee meetings are normally via virtual modes.

Reporting

The Research Grant Committee reports grant recipients to the Board of Directors at the Spring Board Meeting. The Committee Chair is responsible for preparing a written report on behalf of the Committee for submission to the Board prior to each Board Meeting. Additional reports may be submitted upon completion of a specific activity.

Communication

The Committee communicates using the CAAL-CBPA teleconference system and the CAAL-CBPA Research Grant Committee mailing list, researchgrant.committee@caal-cbpa.ca.

Collaboration

The Research Grant Committee will collaborate with other CAAL-CBPA committees on relevant projects.

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