

# ARSC

## Grants Committee Description

### 1 Committee Type

The Grants Committee is a Special Committee of ARSC.

### 2 Mission

The Grants Committee's mission is to award ARSC Research Grants.

### 3 Objectives

The Grants Committee shall:

- Annually award ARSC Research Grants
- Promote ARSC Research Grants

### 4 Functions

The Grants Committee shall:

- Prepare and issue call for proposals
- Correspond with prospective applicants, as necessary
- Receive proposals from applicants and distribute to committee members for review
- Facilitate review of proposals by committee and selection of recipients
- Notify recipients and communicate requirements of grant
- Notify unsuccessful applicants
- Prepare announcement of recipients for publication on website and email to membership
- Facilitate reimbursement of expenses to recipients from treasurer
- Edit grant reports and send to *ARSC Newsletter* editor for publication
- Maintain digital records of successful proposals, related correspondence, and accounting
- Deposit committee records in ARSC Archives
- Write and submit a *Grants Committee Report* prior to each regular ARSC Board Meeting (Spring and Fall)
- Appoint additional Grants Committee Members, whenever appropriate
- Work with the ARSC Web Manager to maintain and update the committee webpage as necessary
- Update the *Grants Committee Description* as needed

### 5 Effort

The Grants Committee may expect to exert the following effort, annually:

- Solicit and review proposals: 3 to 6 hours.
- Facilitate review of proposals by committee: 3 to 6 hours.
- Correspond with applicants and recipients: 3 to 6 hours.

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- Manage accounting: 3 to 6 hours
- Committee management (appoint members, communicate with members, write and submit reports, update webpage): 3 to 6 hours.

### **6 Budget**

The Grants Committee shall submit any Annual Committee Budget Requests (for the following calendar year) to the ARSC Board, prior to the Fall Board Meeting.