GRANTS SCHEME RULES

The ALT Grants Scheme is administered by the Grants Sub-committee.

1. (i) The ALT Grants Scheme, hereinafter called 'the Scheme', shall comprise a sum of money identified annually by the trustees as the amount available for distribution in the following academic year under the Scheme. That amount must include any sums donated to the ALT specifically for such purposes.

(ii) Nothing in these Rules shall be taken to authorise the use of the Scheme fund or any part thereof for purposes not in conformity with the charitable objects of the ALT.

2. For the purposes of distributing such sums as may be held by the Scheme there shall be a standing sub-committee of the ALT to be known as the 'Grants Sub-committee', hereinafter called 'the Sub-committee'. The Sub-committee shall consist of a minimum of three members, of whom the majority must be trustees, with the remainder drawn from the Executive Committee. It is not necessary for every member of the Sub-committee to be involved in each step of the decision making process. Trustees and members of the Executive Committee may apply to the Scheme, but members of the Sub-committee may not.

3. (i) Every year the trustees shall appoint to the Sub-committee sufficient members to fill any vacancies on the Sub-committee, each to serve for three years from the first day of October next following their appointment.

(ii) On the occasion of any appointment to the Sub-committee (other than an appointment to fill a casual vacancy) the trustees shall appoint or reappoint one of the trustee members of the Sub-committee to act as its chairperson.

4. It shall be the duty of the Sub-committee to administer the ALT Grant Scheme in accordance with these rules.

5. (i) Members of the ALT shall be entitled to make application to the Sub-committee for an award out of the Scheme for the purpose of assisting them in their research, provided that the subject matter of the research activity falls within the field of legal education. The field of legal education includes all doctrinal, theoretical, empirical, comparative approaches in the context of, for example, the public and private lives of law schools, innovation in learning and teaching, the student experience, and the use and impact of technology.

(ii) Any question as to whether an application is admissible under Rule 5(i) is to be determined by the Sub-committee, whose decision is final.

6. (i) Applications for grants from the Scheme must meet the following procedural requirements:

(a) Applications must be made in writing using the standard form as published by the ALT from time to time;
(b) Applications must reach the chairperson of the Sub-committee by email before the published deadline in each year ("the deadline");
(c) Applicants must be affiliated to a higher or further education institution which must agree to administer any grant awarded;
(d) Applications must be accompanied by a letter from the institution at which the applicant is based confirming that the institution is willing to administer the grant.

(ii) No extensions of time will be granted and no late applications will be considered.

7. The Sub-committee shall consider applications and, having considered all the applications received, shall determine in the exercise of its discretion what awards should be made. In considering an application the Sub-committee shall always have regard to such assistance, financial or otherwise, as the applicant may have obtained or may be able to obtain from other sources. Grants will not normally exceed the amount stated for a single project in the annual call for applications, but applicants may state a case why funds in excess of that amount are required, and the Sub-committee may exercise its discretion to award a higher amount. The Sub-committee may also award less than the amount applied for. If a Sub-committee member has a conflict of interest with respect to an application then they shall withdraw while a decision is made about that application.

8. Without prejudice to the exercise of its general discretion, in coming to its decisions the Sub-committee shall take the following matters into account:

(i) The extent to which the research is intended to make an empirical and/or theoretical contribution to the field of legal education, particularly addressing current challenges or gaps in the field.
(ii) The aim and rationale of the research should be clearly articulated and significant.
(iii) The methodology and methods should be appropriate and robust for realising the aim of the research. Innovative approaches and methods are encouraged where appropriate.
(iv) The research must be achievable within the funding period.
(v) The application must offer good value for money by demonstrating appropriate budgeting and ensuring all items budgeted clearly contribute to the design and delivery of the research.
(vi) Grants may be used to support the implementation of learning and teaching ideas at the applicant's own institution but applications should make clear

how the research will be evaluated and its findings disseminated**,** and whether the research has the potential for scalability or adaptation by other institutions.

(vii) Applicants should give thought to the accessibility of the research and how they can encourage wide participation. Where possible, research should facilitate engagement and participation from students, postgraduate researchers, early career researchers, employers and other sometimes underrepresented stakeholders in the legal education community.

(viii) The extent to which the research aims to benefit a wide range of learners, particularly underrepresented groups.

9. Subject to its duty to respect the priorities affecting any special fund entrusted to it, and subject to rule 10, in determining the priorities of competing claims, the Sub-committee shall have regard to the following guidelines:

(i) Grants will not normally cover conference attendance or activities which are concerned only with dissemination.

(ii) Among applications for assistance with research, priority shall be determined by the degree to which the proposed research is innovative and the degree to which it is likely to be hindered if the requested assistance is not forthcoming.

(iii) Early career members of the ALT shall normally take priority over those whose research careers are well established.

(iv) Members who have received no assistance from the Scheme in recent years, shall normally take priority over those who have received such assistance.

(v) Requests for awards which clearly state the nature of the project and the amount of assistance sought, and which disclose the facts relevant to the application of these guidelines, shall take priority over those which do not.

(vi) Given the easy availability of meeting recording and transcription technology, grants will not normally be paid for transcription costs only.

10. In considering any application from a member who is currently a postgraduate research student, the Sub-committee shall have regard to the general principle that the Scheme is not designed either to meet or contribute towards the normal costs associated with undertaking postgraduate research. These should ordinarily be resolved by the individual and the institution concerned, in conjunction with the relevant funding body where appropriate.

11. (i) It shall be the duty of the chairperson of the Sub-committee to inform the ALT Treasurer in writing of the awards made in accordance with Rule 7, and the Treasurer shall thereupon arrange for their payment.

(ii) Provided that the total amount of the grants do not exceed the amount standing to the credit of the Scheme, the written notification from the chairperson of the Sub-committee shall constitute authority to the Treasurer to make the payments set out therein.

(iii) Research funded by the Scheme should normally be completed, and the awards paid, within one year of the award.

12. Each successful applicant shall supply a short summary of their proposed project for inclusion on the ALT website after the award is made and also a report of their findings which could alternatively take the form of a blog or other media output (such as a video or podcast) within three months of completing the project.

13. The Sub-committee shall render an annual report to the trustees to be received by them at their meeting held on the occasion of the ALT Annual General Meeting, such report to include a brief account of the purposes for which each award was made and the number of applications received but not the names of unsuccessful applicants.

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