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| Procedure: | **Research and Grants Committee** |
| Number: | SOP-308 |
| Authority: | SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees |
| Reference: | SSCA By-Laws Section 14: Committees |
| Effective Date: | July 21, 2021 |
| Revises Previous Date: | July 19, 2006 |

The Research and Grants Committee, appointed by the President, shall consist of a minimum of

eight members representing various states and a variety of fields in the criminal justice system.

At least one of the appointed members will also be appointed to serve on the Program Committee to assist in locating financial grants to offset the cost of program expenses to the

Association.

The purpose of this committee is two-fold. They are as follows:

1. One purpose is to explore and locate available financial grants or inexpensive training,

training aids and equipment that can be used by members in their respective states or by the

Southern States Correctional Association.

a. This information can be derived from other members, organizations, government agencies, universities, or private citizens.

b. It will be made available to the SSCA membership through publication in the Southern

Concourse.

c. It will be made available to the Program Committee through the appointed Research and Grants Committee member serving on the Program Committee.

d. Upon the Executive Board’s request for information regarding trainers/speakers for

special training sessions, all possible financial aid resources will be provided.

e. Contact information will be maintained by the Research and Grants Committee in

order for there to be a single source of information available to members.

2. The second purpose of the committee is to publish and distribute information regarding various correctional issues, programs and concerns. The combined knowledge and experience

of the SSCA membership will be the source of this information.

a. This can be accomplished by research done by the committee itself or by working with universities or governmental agencies.

b. The SSCA Executive Board must approve any contracts with outside research staff.

Additional duties and responsibilities include:

1. The Committee, at a minimum, will convene as a whole at each SSCA Conference.

2. The Committee chair will review with members the Committee’s action plan, discuss progress and ensure compatibility with SSCA’s visions and goals as set by the President.

3. At each SSCA Conference, the Committee chair (or representative) will report the

progress of the Committee to the Executive Board.

4. The Committee will annually request technical assistance from the National Institute of Corrections for the SSCA Conference.

1. Go to <https://nicic.gov/request-technical-assistance-form>.
2. Prepare an Affirmation Letter using the Sample provided.
3. Submit the request the beginning of the host year.
4. Provide the required information for the request.
   1. Communicate with the SSCA Program Committee chair
   2. Communicate with the NIC Correctional Program Specialist

SAMPLE AFFIRMATION

Agency letterhead with name, address, city, state, and zip code.

Date

Current Director’s Name

National Institute of Corrections

US Department of Justice

320 First Street Northwest

Washington, DC 20534

RE Technical Assistance Grant

Dear Director’s Name:

The Name of agency hosting conference is hosting the # of conference Annual Conference for the Southern States Correctional Association Dates of Conference. We expect # of participants expected Correctional and Law Enforcement professional from across the southern part of the United States to be in attendance.

I am respectfully requesting a Technical Assistance Grant in providing training regarding Subject/Topic Focus.

The Southern States Correctional Association has been established for many decades, and has been providing training at each annual conference. The National Institute of Corrections ahs been a valuable partner to the Southern States Correctional Association by providing assistance for these training.

Should you need any additional information please do not hesitate to contact Person of Contact at Phone Number and possibly email (Research and Grants Committee Chair or Program Chair).

Sincerely,

Name

Title (Director, Commissioner, Secretary, Assistant/Deputy Director)