



## Funding Guidelines

The Executive Committee of the AALS Section on Clinical Legal Education (the "Section") has a fund designed to promote and support clinical legal education. In the past, this fund was used to augment regional and subject matter clinical conferences as a way to energize and support an extended community of clinicians in their work as teachers, scholars and advocates. As the nature of legal education is changing so too are the many ways in which our support can be utilized. Funding is available to communicate interests and activities relating to clinical legal education among its members. The Section also works to support member scholarship and mentoring, and build on deep-rooted pedagogical and community values that include a focus on social injustice and the promotion of the status of clinics and externships within the broader legal academy. In order to guide the Section on the expenditure of funds, the Section promulgates the following guidelines for funding applications:

### I. PURPOSE, STANDARDS, AND DETERMINATIONS FOR FUNDING

- A. Statement of Purpose: The Section will endeavor to provide financial support to the following:
1. *Regional, Externship, or Subject Specific Clinical Conferences* that are designed to support or advance clinicians' work as teachers, scholars, and advocates and/or encourage them to collaborate, build community, share experiences and/or mentor one another as clinical legal educators.
  2. *Initiatives Designed to Support Clinical Legal Education* are requests for funding for projects or ideas that would promote and support the advancement of clinical legal education. Such initiatives might include a request to fund a one-time project.
  3. *The International Clinician Network Program* provides financial support for international clinicians to attend the annual Clinical Conference. Grants can cover eligible expenses such as travel (e.g. flights and hotel) and conference registration fees. Applicants can request up to \$1500, unless there are exceptional circumstances that justify asking for a larger amount.
  4. *Emerging Clinicians Award* provides financial support for new clinicians employed at schools that do not pay for applicants' conference travel to attend

the annual Clinical Conference. Clinicians with any status are eligible to apply, including fellows and adjunct faculty members. Grants can cover eligible expenses such as travel (e.g. flights and hotel) and conference registration fees. Applicants can request up to \$750, unless there are exceptional circumstances that justify asking for a larger amount. A clinician can only receive this award once. The Section Executive Committee (EC) shall be responsible for selecting recipient(s) of the Emerging Clinician Award each year; the EC may delegate this duty to a subcommittee of the section of they so choose. Priority shall be given to clinicians from communities underrepresented in the legal academy.

B. Standards for Funding: The Section will apply the following criteria to funding applications for regional or subject specific clinical conferences and initiatives designed to support clinical legal education. All applications must support or advance the work of clinical legal education, but priority will be given based upon the following:

1. Applications that reach the greatest number of people from the largest number of schools;
2. Applications that reach and support clinicians that are traditionally underserved or underrepresented; and
3. Applications that present novel, unique, important, or timely opportunities.

C. Factors to Determine Funding Amount:

1. The Section Executive Committee retains the discretion to determine the amount of funding, if any, to be provided to support a particular conference, initiative, or international or emerging clinician. In determining the amount of funding to be awarded, the Section Executive Committee will consider, among other things:
  - a. The availability of funds in the Section budget;
  - b. The number of requests for funding made each year;
  - c. The anticipated number of individuals that will be reached through or otherwise impacted by the conference, initiative, or international or emerging clinician;
  - d. The number of schools whose faculty will be reached through the conference or initiative;
  - e. The importance, timeliness, and/or novelty of the conference or initiative;
  - f. The extent to which the applicant has exhausted other modes of funding;
  - g. The extent to which a law school can offer financial support for the conference, initiative, or international or emerging clinician;
  - h. The extent to which the program or clinician applicant's participation will address or otherwise enhance issues of diversity, equity and inclusion.

Priority is placed on proposals or applicants that incorporate a race-conscious and intersectional lens to experiential teaching and that will promote broader DEI goals and/or anti-oppression pedagogy in experiential programs.

2. *Amount of Funding for regional or subject specific clinical conferences and initiatives designed to support clinical legal education:* Funding can be provided up to \$5000 per request, but typically awards will be in the \$2000-\$3000 range.

## **II. PROCESS TO APPLY FOR INTERNATIONAL CLINICIAN NETWORK PROGRAM AND EMERGING CLINICIANS AWARD**

- A. Timing of Application: Applications should be made by February 1st.
- B. Where to Apply: Applicants should email the application form to the Section Treasurer. The application must be accompanied by a budget. Eligible expenses are travel (e.g. flights and hotel) and conference registration fees. Contact information for the Section Treasurer can be found at <http://www.aals.org/services/sections> then click on clinical legal education. Currently, the Section Treasurer is Susan Hazeldean ([susan.hazeldean@brooklaw.edu](mailto:susan.hazeldean@brooklaw.edu)). Winners of the Emerging Clinicians Award or International Clinician Network Program funding will be notified by April 1st via email.
- C. Process for Requesting Reimbursement: Winners of the Emerging Clinicians Award or International Clinician Network Program funding must submit requests for reimbursement of approved expenses to the Section Treasurer within 30 days of the close of the AALS Clinical Conference they were funded to attend. Applicants are advised that expenditures that are not processed by the AALS for reimbursement prior to the close of the fiscal year (June 30) in which the expenses were approved and incurred will not be reimbursed.

## **III. PROCESS TO APPLY FOR FUNDING TO SUPPORT REGIONAL OR SUBJECT SPECIFIC CLINICAL CONFERENCE AND INITIATIVES DESIGNED TO SUPPORT CLINICAL LEGAL EDUCATION, ELIGIBLE EXPENSES, AND SCOPE OF REIMBURSEMENT**

- A. Process to Apply for Funding:
  - 1. *Timing of Application:* All applications and supporting materials must be submitted sixty days prior to the event or expenditure, whichever occurs earlier. Applicants should submit their applications as early as possible because Section funds available for support are limited and applications will be considered in the order received.

2. *Submission Requirements.* Applications for funding may only be made by individuals who are current, dues-paying members of the AALS Section on Clinical Legal Education and who are affiliated with an AALS member school. Annual dues are only \$15 per person and may be paid via the AALS website.
3. *Where to Apply:* Applicants must utilize the application form and email the application to the Section Treasurer. The application must be accompanied by a conference or project budget, described below. If available, copies of or web links to any conference promotional or educational materials and any non-AALS speaker bios should also be provided. For initiatives, any supporting materials should also be provided. Contact information for the Section Treasurer can be found at <http://www.aals.org/services/sections> then click on clinical legal education. Currently, the Section Treasurer is Susan Hazeldean ([susan.hazeldean@brooklaw.edu](mailto:susan.hazeldean@brooklaw.edu)).
4. *Budget Submission:*
  - a. For conferences, applications must be accompanied by a detailed budget reflecting anticipated conference income (e.g. registration fees, cash grants from law schools or grants from other entities), itemized conference expenses (identifying which expenses will be “in kind” and which will be “out of pocket”), and a clear statement identifying those expenses for which funding is sought. A sample budget is attached.
  - b. “In Kind” Expenses: In order to provide the AALS with an accurate picture of the allocation of conference expenses between the host institution and the Section, care should be given to include in conference budgets the value of those budget items which are provided “in kind” by the host institution (which might include, for example, room usage fees, tech support, A/V equipment rental, costs associated with rental of tables and chairs, duplicating expenses, and web hosting).
  - c. For initiatives, applications must be accompanied by a detailed budget detailing the costs associated with the initiative.

B. Eligible Expenses: Expenses eligible for subsidy by the Section include:

1. *Eligible Conference Related Expenses Include:* audiovisual equipment; administrative expenses associated with conferences; mailing expenses associated with conferences; meals; non-law faculty speaker travel;

receptions; and ground transportation during conferences.

2. For non-AALS speaker travel, please include biographical information regarding the speaker and information regarding the distance and means of the speaker's travel.
3. Under certain circumstances, the following expenses may also be eligible for subsidy: copying; lunches for family members of award recipients; phone calls; plaques; research assistants; and web hosting.
4. *Expenses for Initiatives Include:* Other initiatives will be evaluated on a case-by-case basis. We encourage you to put forth your ideas for projects that satisfy the standards and criteria laid out above.
5. *Excluded Expenses:* Due to AALS regulations, the Section is not able to support travel for professors from law schools located in the United States.

C. Scope of Reimbursement:

1. The Section cannot make outright grants to support conferences or initiatives. Instead, funding will be provided through the reimbursement of approved eligible expenses not to exceed the total amount awarded.
2. For conference expenses, in light of the AALS's directive that "it must remain the primary obligation of the law schools and faculty members to organize and pay for [regional and subject matter conferences]", while in-kind expenses absorbed by law schools hosting or supporting conferences should be accounted for in conference budgets, such expenses generally will not be reimbursed. The Section will reimburse only actual out-of-pocket expenses.

**IV. POST FUNDING REQUIREMENTS AND REIMBURSEMENT PROCESS FOR FUNDING TO SUPPORT REGIONAL OR SUBJECT SPECIFIC CLINICAL CONFERENCE AND INITIATIVES DESIGNED TO SUPPORT CLINICAL LEGAL EDUCATION**

- A. Acknowledgment of Section Support: By applying for funding, applicants agree that they will acknowledge the Section's support in any printed or electronic materials related to the conference or initiative with a statement to the following effect: "This [conference or initiative] is made possible in part through the support of the AALS Section on Clinical Legal Education."
- B. Clinical Section Dues: Applicants agree to support the Clinical Section's dues collection efforts by asking all registrants to confirm that they have paid their annual dues. Information about how to pay Clinic Section dues should also be included in any printed or electronic materials related to the conference or initiative and be displayed where in-person registration is located at the

conference.

- C. Post-conference Reporting: In order to ensure that the conferences benefit the entire clinical community, successful applicants must submit to the Section Treasurer within 30 days of the completion of the conference electronic copies of materials circulated at the conference. These materials may be posted on the Section's website or otherwise circulated by the Section Executive Committee. Applicants likewise agree to submit to the Section Treasurer within 30 days of the completion of the conference a brief report with the following information regarding the conference:
1. Number of persons in attendance;
  2. Final conference schedule identifying presenters and presentation or panel topics; and
  3. Brief observations regarding any particular successes achieved by the conference.
- D. Process for Requesting Reimbursement: Requests for reimbursement by the Section must be submitted to the Section Treasurer within 30 days of the close of the conference or initiative, but, unless arrangements are made with the Section Treasurer in advance, in no case may requests for reimbursement be submitted to the Section Treasurer after May 15 of the academic year in which the conference or initiative was supported. Applicants are advised that expenditures that are not processed by the AALS for reimbursement prior to the close of the fiscal year (June 30) in which the expenses were approved and incurred will not be reimbursed.