



The John Marshall Law School Student Professional Development Fund 2017-2018 Guidelines

Purpose

The Student Professional Development Fund (PDF) has been established to defray some travel costs and other expenses incurred by JMLS students who participate in professional activities that are not otherwise funded by the law school.

Funding Priorities

Although a student may submit an application for any **legal or law-related professional development** activity (except those noted below), the PDF will give priority to the following:

1. Students delivering papers or presentations at academic or professional conferences. If the fund is used to support a paper or written presentation, the paper or presentation should indicate that funding was provided by The John Marshall Law School.
2. Students serving on the planning committee for academic or professional conferences.
3. Students engaging in pro bono or leadership projects.
4. Students interviewing for federal judicial clerkships or state-supreme court judicial clerkships, when the interview is more than 150 miles from campus.

Funding may be prospective, or in connection with a trip or project that already has occurred within this fiscal year. Allocations for advocacy-team travel or costs associated with securing a job, other than as noted above, will not be made from the PDF. Costs associated with bar study also will not be covered.

Eligibility

A student must be registered at the law school during the semester the funds were or are to be used. Summer registration is not required if the student was registered for the prior spring semester and has not yet graduated. At the time of application and at the time when funds are used, the student must be in good academic standing and not on probation, and must not be subject to any Code of Conduct discipline or investigation.

Funding Limits and Criteria

For the fiscal year September 1, 2017–August 31, 2018, the Fund includes \$25,000. The PDF was not established to cover the entire cost of a student’s activity. In most cases, awards will be limited to \$500, or one-half of the total reimbursable trip costs as permitted by law school policy, although awards could be larger or smaller depending on the number and quality of applications received and other factors, including the quality of the student’s academic record, financial need, and the merit of the proposed activity. A student may submit multiple applications in a single year, although a student typically may receive funding only once a year. In no circumstance may a student receive more than \$1,500 from the PDF in a single fiscal year.

Reimbursable expenses may include conference fees, training materials, travel and housing expenses, and/or presentation supplies. No membership fees, personal expenses, food, or beverages will be covered. It is important that the applicant collects and turns in all pertinent receipts and documentation. Without documentation, the law school cannot reimburse the awarded applicant. The current reimbursable rate for mileage is 53.5 cents per mile.

Selection Process

Applications will be reviewed by a Committee that will include the following (substitutions or additions may be made by the Dean):

- Assistant Dean for Student Life & Leadership, Chair
- Assistant Dean for Diversity, Equity & Inclusion
- Associate Director for Student Activities and Leadership
- Director, Career Services Office
- One SBA Officer

The Committee will make final recommendations to the Dean, who will make the award decisions. The Committee may make its recommendations based solely on the applications; it may also choose to interview any or all applicants, and to request additional materials from applicants. The Dean may also seek supplemental information about the applications. The Committee will announce awards by the end of November and February, and by mid-June.

Award Administration

The award will be in the form of a reimbursement of expenses and pursuant to law school travel policies and procedures. Any other arrangement must be approved, in writing, by the Dean. Once awarded, the student may not change the project for which an award was made. Students who are granted a PDF award must submit a reimbursement request within one month of the conclusion of the professional activity, but no later than the end of the fiscal year which is August 31, 2018, or any remaining balance will be forfeited.

Application Instructions

- Students must complete an online application:
<https://jmlsstudentlife.wufoo.com/forms/professional-development-fund-application/>.
The application will require submission of professional activity information, budget information, and a short personal statement about how the activity is likely to impact your professional development.

- The PDF Committee will consider applications three times per year:
 - Applications for fall must be submitted by November 1;
 - Applications for spring must be submitted by February 9;
 - Applications for summer must be submitted by May 21.

The project or trip that is the subject of the application need not be limited to the semester in which the student applies, but must take place within the fiscal year. So, a student could apply by November 1, 2017 to deliver a presentation at a conference in April 2018. The Assistant Dean for Student Life and Leadership, in collaboration with the Dean, may give a student a preliminary determination about whether the funds she or he seeks might be awarded, or in unusual cases, make an off-cycle award.

- Students who are granted a PDF award must submit a reimbursement request within one month of the conclusion of the professional activity, but no later than the end of the fiscal year which is August 31, 2018. Electronic submission reimbursement requests is preferred. The reimbursement request must include all four of the following items:
 - Receipts totaling or exceeding the amount of the award.
 - A 2-3 page reflection essay. For the essay, **identify and describe** one important concept, research finding, theory, or idea that you learned at the professional activity. **Reflect** on why this idea is important to your field of study or your personal learning. Finally, **apply** this idea to your own life by exploring how it will help you become a practice ready lawyer or a more innovative professional. Your essay may be used for JMLS publicity, so use graduate-level writing and consider a professional audience.
 - A photo of yourself at the professional activity. Consider posing with a keynote speaker, by an entrance banner, or holding a program from the activity. Photographs may be used in JMLS presentations or publications.
 - A brief description of someone you met at the professional activity and how she or he will/might be able to assist you in your professional development. (E.g., a session presenter, someone you networked with at a reception, someone who asked questions about your presentation or made recommendations about future research.)