



TEXAS TECH UNIVERSITY
School of Law™

Texas Tech University School of Law Student Professional Development Fund Guidelines 2017–2018

Purpose

The Student Professional Development Fund (PDF) was established to defray some travel, and other expenses, incurred by law 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, the PDF will give priority to the following:

1. Students interviewing for federal judicial clerkships or state-supreme court judicial clerkships, when the interview is more than 150 miles from campus.
2. Students delivering papers or presentations at academic or professional conferences.
3. Students on the planning committee for academic or professional conferences.
4. Students engaging in pro bono or leadership projects.

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 will not be made from the PDF.

Examples of past-approved applications include:

- Travel for an interview for a judicial clerkship; and
- Travel to Austin to accept a Texas Access to Justice Pro Bono Award.

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 Honor Code or Student Professional Code of Conduct discipline or investigation.

Funding Limits and Criteria

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 University policy, although awards could be larger or smaller depending on the number and quality of applications received, among 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 (September 1 – August 31).

Application Submission

The Professional Development Fund may be awarded for most expenses. It is important that the applicant collects and turns in all pertinent documentation. Without documentation, the Texas Tech School of Law Foundation cannot reimburse the awarded applicant. The applicant must follow the state contract rates (<https://www.depts.ttu.edu/procurement/departments/travel-services/>), unless it is the conference hotel. The current reimbursable rate for mileage is .54 cents per mile.

Fund Amount and Application Deadlines

For the fiscal year September 1, 2017–August 31, 2018, the Fund includes \$15,000. The PDF Committee will consider applications three times per year: Applications for fall must be submitted by November 3; applications for spring must be submitted by February 12; applications for summer must be submitted by May 25. 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 of application. As such, a student could apply by November 3, 2017 to deliver a presentation at a conference in April 2018. The Associate Dean for Student Life, in collaboration with the Dean, has the ability to give a student a preliminary determination about whether the funds he or she seeks might be awarded, or in unusual cases, to make an off-cycle award.

Selection Process

A Committee, that will include the following members, will review applications (the Dean may make substitutions or additions to this committee at any time):

- Associate Dean for Student Life
- Associate Dean for Academic Affairs
- Director for Calendar & Events
- Director of Career Services
- 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 received; it may also choose to interview any or all applicants, or request additional materials from applicants. The Dean may also seek supplemental information. The Committee will announce awards in the Fall, Spring, and summer.

Award Administration

The award will be in the form of a reimbursement of expenses, and pursuant to University travel policies and procedures. Any other arrangement must be approved, in writing, by the Dean. PDF awards must be used (and all receipts properly submitted) by August 31 of the fiscal year (August 31, 2018) or any remaining balance will be forfeited. Once awarded, the student may not change the project for which an award was made.

Reporting Requirements

Before reimbursement will be approved and distributed, award recipients must submit a one- to three-page summary report after the activity. In addition, if the fund is used to support a paper or written presentation, the paper or presentation should indicate that funding was provided by Texas Tech University School of Law.



**Texas Tech University School of Law
Student Professional Development Fund Application
2017–2018**

Deadlines: November 3, 2017, February 12, 2018, and May 25, 2018*

Name:

Email:

Anticipated graduation date:

Amount requested:

Professional development opportunity (please describe in about 200 words; be sure to include the date(s) of the activity; if you have a brochure or other material related to the opportunity, please attach):

Please provide a detailed budget of the proposed activity and how you intend to fund the remaining portion (assuming your application is approved):

Will you be able to participate in the activity only if you receive a PDF award?

Yes No

Please describe how this activity will contribute to your professional development (If you have not completed the event at the time of this application, you will be asked to submit a follow-up to this question.)

Have you received a PDF award from Tech Law in the past?

Yes No

If yes to the previous question, please indicate the amount, reason for the award, and when you submitted your request.

Please provide any other information you believe would be helpful to the Committee in evaluating your application.

Please attach a copy of your current resume.

*** Please submit the completed application to Erica Lux, Director for Calendar & Events, at Erica.lux@ttu.edu.**