



## Section on Clinical Legal Education

### **Funding Guidelines**

Revised: 07/01/2025

The Executive Committee of the AALS Section on Clinical Legal Education (“the Section”) provides funding to promote and support clinical legal education. Funds are typically dispersed 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. In this way, the Section supports member scholarship and mentoring, and builds 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**

- 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. Typically, grants from the section will be no more than \$1,000 per event.
2. *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 and/or biennial Externships Conference (note: clinicians who want to attend both conferences but whose school will only pay for one of the two are eligible to apply for funding).

#### **II. STANDARDS AND DETERMINATIONS FOR CONFERENCE FUNDING**

- A. Standards for Conference Funding: The Section will apply the following criteria to funding applications for regional or subject specific clinical conferences. 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.

B. Amount of Funding for Regional or Subject Specific Clinical Conferences

Applicants can request up to \$5000, but due to funding constraints, most awards will often be in the amount of \$1,000 per event.

C. Factors to Determine Conference Funding Amount

The Section Executive Committee retains the discretion to determine the amount of funding, if any, to be provided to support a particular conference. In determining the amount of funding to be awarded, the Section Executive Committee will consider, among other things:

1. The availability of funds in the Section budget;
2. The number of requests for funding made each year;
3. The anticipated number of individuals that will be reached through or otherwise impacted by the conference;
4. The number of schools whose faculty will be reached through the conference;
5. The importance, timeliness, and/or novelty of the conference;
6. The extent to which the applicant has exhausted other modes of funding;
7. The extent to which a law school can offer financial support for the conference;
8. The extent to which the program 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.

**III. PROCESS TO APPLY FOR FUNDING TO SUPPORT REGIONAL OR SUBJECT SPECIFIC CLINICAL CONFERENCE, 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 may be paid via the AALS website.

3. *Where to Apply*: Applicants must utilize the online application form, which will be submitted directly to the Section Treasurer.
4. *Budget Submission*: For conferences, applications must be accompanied by a clear statement identifying those expenses for which funding is sought and any efforts to seek support from other sources for the event.

B. Eligible Expenses

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. For non-AALS speaker travel, please include biographical information regarding the speaker and information regarding the distance and means of the speaker's travel.
2. 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.
3. *Excluded Expenses*: Due to AALS regulations, the Section is not able to support travel for professors from law schools located in the United States and honoraria for speakers.

C. Scope of Reimbursement:

1. The Section cannot make outright grants to support conferences. 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 CONFERENCES**

- 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 with a statement to the following effect: “This Conference is made possible in part through the support of the AALS Section on Clinical Legal Education.” Applicants further agree that upon the request of the Chair of the Section Executive Committee or the Section Treasurer, the Section will be permitted to establish and staff a dues and/or information table at the conference or other supported event in a location visible to and accessible by attendees.

- B. 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
3. Brief observations regarding any particular successes achieved by the conference

- C. 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, 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 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.

## **V. STANDARDS, DETERMINATIONS, AND PROCESSES FOR EMERGING CLINICIANS FUNDING**

- A. Standards for Emerging Clinicians Funding. The Section will apply the following criteria to funding applications for emerging clinicians. All applications must support or advance the work of clinical legal education, but priority will be given based upon the following:

1. Clinicians with any status are eligible to apply, including fellows and adjunct faculty members.
2. Grants can cover eligible expenses such as travel (e.g. flights and hotel) and conference registration fees.
3. A clinician can only receive this award once.
4. 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 if they so choose.

Priority shall be given to clinicians from communities underrepresented in the legal academy.

B. Amount of Funding for Emerging Clinicians

Applicants can request up to \$750, unless there are exceptional circumstances that justify asking for a larger amount.

C. Factors to Determine Emerging Clinician Funding Amount

The Section Executive Committee retains the discretion to determine the amount of funding, if any, to be provided to support an emerging clinician. In determining the amount of funding to be awarded, the Section Executive Committee will consider, among other things:

1. The availability of funds in the Section budget;
2. The number of requests for funding made each year;
3. The extent to which the applicant has exhausted other modes of funding;
4. The extent to which a law school can offer financial support for the emerging clinician;
5. The extent to which the program or clinician applicant's participation will address or otherwise enhance issues of diversity, equity and inclusion.

D. Process To Apply For Emerging Clinicians Award

1. *Timing of Application:* Applications should be made by February 1<sup>st</sup> for the annual Clinical Conference and by July 1<sup>st</sup> for the biennial Externships Conference.
2. *Where to Apply:* Applicants should submit an online application available on the AALS Clinical Section website, which will be reviewed by 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)). Recipients of the Emerging Clinicians Award will be notified by April 1st via email.
3. *Process for Requesting Reimbursement:* Recipients of Emerging Clinicians Award funding must submit requests for reimbursement of approved expenses to the Section Treasurer within 30 days of the close of the AALS Clinical Conference or Externships 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.