**Steps in the JD Grants Process for 2024-2025**

**As of April 24, 2024**

The JD Grants Committee’s goal is to administer a fair, transparent, and consistent process for funding requests from JD students. The process applies to funding requests from co-curricular activities, registered student organizations, and individual students. The JD Grants Committee is the only Law School funding source for law student events, so do not seek funding from other Law School departments, administrators, or deans.

**Step 1: Read the JD Grants Committee’s website.**

Visit the JD Grants website at <https://law.wisc.edu/current/jdgrants/> . The website includes an overview of the JD Grants process, the funding criteria, the deadlines, and the forms for budgets, funding requests, and post-event reports.

**Step 2: Determine whether you need to submit a 2024-2025 budget to the JD Grants Committee.**

Co-curricular activities (journals, Mock Trial, and Moot Court) *must* submit a budget. Use the document on the website titled "Annual Budget for Co-Curricular Activities.” The required co-curricular budgets are due on July 15, 2024.

Registered student organizations must submit an advisory budget if there is any chance the organization will request $5,000 or more for events during the coming year. Use the document on the website titled "Advisory Budget for Student Organizations that may request $5,000 or more in 2024-2025.” Advisory student organization budgets are due on August 15, 2024.

The JD Grants Committee will use these advisory budgets for planning purposes. No funds will be approved or denied via these budgets. The committee will consider funding for events after it receives forms for individual events.

**Step 3: When you know the likely date of an event, determine the JD Grants deadline that you must meet when submitting the appropriate funding request form.**

The JD Grants Committee decides funding requests at intervals during the academic year. Funding requests are due by the JD Grants deadline that is at least *six* weeks before the event. For example, to fund a November 10 event, the request must be submitted by the September 15 deadline. The October 15 deadline is too late because it is for events on or after November 30.

The 2024-2025 deadlines are listed on the next page.

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| **Deadlines for 2024 Events** | |
| July 15, 2024 | Budgets for co-curricular activities (required)  Individual event funding requests for events on or after August 25 |
| August 15, 2024 | Advisory Budgets for Registered Student Organizations  Individual event funding requests for events on or after September 30 |
| September 15, 2024 | Requests for events on or after October 30 |
| October 15, 2024 | Requests for events on or after November 30 |
| **Deadlines for 2025 Events** | |
| December 1, 2024 | Requests for events on or after January 10 |
| January 15, 2025 | Requests for events on or after February 28 |
| February 15, 2025 | Requests for events on or after March 30 |

**Step 4: Determine which funding request form to submit.**

Individual funding request forms are required for all events even if they were listed in a budget. The JD Grants Committee funds four types of events for co-curricular activities, law student organizations, and individual law students: (1) student travel, (2) student-sponsored local events, (3) student attendance at virtual events, and (4) student-sponsored virtual events.

The funding request forms for these events are available on the JD Grants website: <https://law.wisc.edu/current/jdgrants/forms.html>. Read the instructions closely—they contain many university rules and requirements as well as JD Grants policies. The grant recipient (individual student, registered student organization, or co-curricular activity) must comply with all applicable instructions.

Before submitting a request form, check to make sure you have included all requested information and check your math for accuracy. Also, for some events, you may need to consult in advance with various Law School Departments, such as External Affairs, Financial Aid, and the Business Office.

Email the completed form as a Word document attachment to [jdgrants@law.wisc.edu](mailto:jdgrants@law.wisc.edu). Be sure to meet the deadline determined at Step 3 above.

The committee typically meets to review requests within 7 to 10 days of the deadline. The committee notifies applicants of its decision soon afterwards. If the committee approves the request, you will receive a Decision Letter that lists the amount approved and provides an overview of the rules, restrictions, or policies that affect use of the funding.

**Step 5: Submit the post-event report.**

Review the post-event report while planning the event so that you know what information you need to collect to fill it out properly. These forms are available on the JD Grants website. Email the completed form as a Word document attachment to [jdgrants@law.wisc.edu](mailto:jdgrants@law.wisc.edu).

Travel: Submit the “Attendance Report for Student Travel Awards” within one week of the trip. If more than one student went to the event, then one student should submit the report on behalf of the group. For some events, students are required to make a presentation to share what they learned. This requirement applies to trips to conferences, seminars, and other educational events.

Local events: Submit the “*Local Event* Actual Expenses Report” within two weeks of the event.

Virtual events: Submit the “*Virtual Event* Actual Expenses Report” within one week of the event.

Reimbursement: Students who paid for approved expenses for local or virtual events can be reimbursed by submitting the appropriate reimbursement form to the Business Office. Because of significant federal tax implications, only individuals can be reimbursed for event expenses.

**For questions about**

* JD Grants process:
  + Ryan Poe-Gavlinski, JD Grants Committee Chair, at [ryan.poegavlinski@wisc.edu](mailto:ryan.poegavlinski@wisc.edu)
  + Mary Ann Polewski, committee member, at [maryann.polewski@wisc.edu](mailto:maryann.polewski@wisc.edu)
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