

Michigan State University College of Law

Center for Law, Technology and Innovation

Student Organization Funding Request Form Instructions

The Center for Law Technology and Innovation (CTLI) at Michigan State College of Law promotes advancements in technology and innovation in the legal field. The CTLI has three pillars, legal RnD lab, innovation hub and emerging technology and research node. You can learn more about each pillar on the [Center's website](#).

Student organizations can organize events in partnership with the Center to promote any one of the three pillars. For example, the Center will fund events that increase student's technical competencies, teach student about current trends in legal technology, and promote educational and skills building opportunities for transactional lawyers.

Funding decisions will be made at the discretion of the Center's Director. For questions please e-mail adelamir@msu.edu.

Step 1. Complete this request form.

Director for CTLI:

Carla Reyes Carla.reyes@law.msu.edu

Step 2. Submit the form via email to adelamir@msu.edu. Attach any relevant documents. This includes a bio of a proposed speaker.

Step 3. If the form is complete, the Center will respond within 7 business days.

FUNDING GUIDELINES

- Applications must be submitted at least 2 weeks before the event date
- You are required to advertise for your event in the Spartan Law Docket and to publicize the event to all law students.
- CTLI should be included on all advertising.
- Funding decisions by the Director of the Center are final.
- A maximum of \$200 will be granted per event. Organizations can submit applications for multiple events per year.
- Events with a clear target audience and compelling plan to promote the Center mission will receive particularly careful attention.
- Funds can be distributed directly to the student organization or the Center can pay vendors directly at the discretion of the Center.
- Events in partnership with the business school are encouraged.
- Multiple organizations can apply for the maximum funding for the same event. For example if two organization jointly hold an event they can get \$400.00 for the event by each applying.

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APPLICATION:

1. Student Group Name:
2. Student Contact for Request:
3. Description of the Event and how the event relates to one of the CTLI pillars:

4. Date of the Event: Time: A.M. or P.M.
5. Location of the Event:
6. Proposed Speaker(s):
7. Expected Attendance:
8. Total Budgeted Expenses for the Event: \$ _____ (attach a line item breakdown of budget, including a receipt or invoice.)

Funds requested:

Describe how the funds will be used:

Do not feel constrained by the space provided. The more detailed and justified your request is, the more likely the Finance Committee is to provide funding.