



Dooyeweerd Fund for Scholarly Advancement

The Center for the Study of Law and Religion (CSLR) encourages student attendance at and participation in conferences, meetings, trainings, workshops, and other experiences that advance students' scholarly development and professional skills. The Dooyeweerd Fund for Scholarly Advancement provides expense reimbursement to enable students to take advantage of these opportunities during their time at Emory University.

Awards are available for students in good academic standing who are working toward a graduate or professional degree at Emory University. Students who apply should have a demonstrated interest in studying the interaction of law and religion. Priority will be given to (1) students actively engaged in CSLR activities, including but not limited to, joint degree students, Moot Court participants, *Journal of Law and Religion* staff members, and CSLR research assistants; (2) students presenting papers or otherwise contributing to the scholarly or professional content of the event; and (3) students who have not received a prior award.

Students may apply for a maximum of \$750 per award to cover registration, travel, and lodging. Extenuating circumstances and unusual financial need will be considered on an individual basis. These decisions will be made by the Managing Director in consultation with other administrators and faculty. Award decisions are made on a rolling basis, so early application is encouraged.

To apply, students must complete the attached Dooyeweerd Fund for Scholarly Advancement Application. The application requires demonstration of the student's commitment to the event and development of an integrated vision of how this educational event will advance the student's scholarly development and professional skills. Please submit all required components of the application together: (1) the application cover sheet; (2) promotional materials from the event; (3) a projected budget detailing expenses and sources of funding; and (4) documentation of projected expenses.

Funds are payable following the event as travel reimbursement, except for airfare, which will be booked by CSLR on the student's behalf. Travel reimbursement is contingent upon submission of a conference or event summary (1-2 pages); an expense claim form; and original receipts for all claimed expenses, including airline ticket stubs. Expenses varying significantly from the projected budget must be justified before receiving reimbursement. Due to limited funds, CSLR cannot support travel outside of North America at this time.

Completed applications should be submitted to Sandra Tilley at least **8 weeks** prior to the date of travel.

Questions may be directed to Silas Allard, Managing Director, Center for the Study of Law and Religion, silas.allard@emory.edu.

Dooyeweerd Fund for Scholarly Advancement Application Cover Sheet

The Center for the Study of Law and Religion (CSLR) offers limited sponsorship to students participating in professional conferences and other educational events that advance the student's scholarly development and professional skill in law and religion. This completed application must be returned to Sandra Tilley at least **8 weeks** prior to the date of travel. The application may be submitted as a single PDF document to sandra.tilley@emory.edu or delivered in hard copy to G319, CSLR Suite, 3rd Floor, Gambrell Hall.

Questions may be emailed to Silas Allard, Associate Director, Center for the Study of Law and Religion, silas.allard@emory.edu.

Name:

Degree Program: Anticipated Year of Graduation:

Address:

Phone: Email:

Name of Educational Event/Conference:

Host Organization:

Dates:

Please write 1-2 paragraphs to answer each of the following questions. Typed responses are preferred.

- How are you participating in this event?
- How will participation in this event advance your scholarly development and professional skills in the field of law and religion?
- In what ways will you contribute to the life of the CSLR community as a result of participation in this event?

Attestation of Academic Standing

I attest that I am in good academic standing for all degree programs in which I am enrolled.

Signature

Date

Please attach the following to this application: (1) promotional materials for the event; (2) a projected budget detailing expenses and projected sources of funds; (3) documentation to support the projected budget.

Note: Reimbursement will be processed only after an event summary, expense claim form, and all required receipts are submitted to the Center for the Study of Law and Religion.

Authorized by

Signature

Date

Amount Approved: _____

**Dooyeweerd Fund for Scholarly Advancement
Projected Budget**

Name:

Estimated Airfare:

Number of Days Attending:

Estimated Hotel / Lodging Expenses:

Registration Fee:

Other Estimated Expenses:

Description of Other Expenses:

Total Estimated Expenses: Expenses (USD):

Contribution(s) from Other Sources:

Name(s) of Contributor(s):

Total Funds Requested from CSLR:

Dooyeweerd Fund for Scholarly Advancement Projected Budget

Instructions

1. Please include all expenses for which you expect to seek reimbursement. Expenses varying significantly from the budget will not be reimbursed without good justification.

NOTE: Airfare expense must be projected using Emory Travel, website below.

<http://www.gs.emory.edu/academics/travel.html>

If you are splitting costs (such as hotel room or rental car) with others, please include your estimated share of the expense.

2. Due to limited funds, CSLR cannot support travel outside of North America at this time.

Instructions for Completing Expense Reimbursement Form

- 1) List each expense separately. You may attach additional forms if more space is needed.
- 2) In the first column, include the date the expense was incurred.
- 3) In the second column, include the name of the vendor (Ex: restaurant name, hotel name) and any relevant details (ex. lunch, lodging for conference, taxi ride to airport).
- 4) In the remaining columns, place the expense amount under the appropriate category.
- 5) Total each column in the "Total" row; then total all columns and place the final amount in the "Total Reimbursement" box.
- 6) Complete all the biographic data.
- 7) **Sign and date the form.**
- 8) Attach the 1-2 page event summary.
- 9) Attach **all original receipts** for expenses listed.
- 10) Return the form to Anita Mann, Center for the Study of Law and Religion Suite, 3rd Floor, Gambrell Hall.

Example

Date	Vendor/Details and Purpose	Travel, Parking & Ground Transportation	Accommodations	Registration
2/9/17	Taxi ride from airport to conference center	\$15.37		
2/10/17	One night at Holiday Inn Hotel		\$102.76	
	Total	\$15.37	\$102.76	

Total Reimbursement:

\$118.13