# International Moot Court Funding 2012-2013

**Hauser Global Law School Program Funding Guidelines**

## Overview of Funding

The Hauser Global Law School Program (HGLSP) offers financial support to assist the participation of J.D. and LL.M. students currently attending NYU School of Law in international moot court competitions. Please note that funds are limited and funding will be determined based on the number of applications and resources available.

**Objectives**
The HGLSP strives to make available funds to support NYU School of Law students as they travel and compete in moot courts. Students' participation is intended to raise the profile of NYU School of Law among those competing, administering and attending the moot courts, and in publications resulting from competition.

**Eligibility**
All J.D. and LL.M. students in good academic standing are eligible to apply for international moot court funding. The students must be enrolled at the Law School at the time of travel. Funding applications are limited to one per J.D. or LL.M. student per academic year. Applicants will not be funded more than three times during the course of their studies.

**Funding Specifications**
Funding will be considered for competitions that have strong faculty and coaching support and will cover expenses for one coach and up to four student competitors as detailed below:

- Official registration fees will be covered up to 100% (please note that where participation/registration fees include cost of living, social programs, etc., this must be clearly stated in the application. The HGLSP reserves the right to alter the award based on such inclusions);
- 100% of air travel (economy class) will be funded. A travel agent designated by HGLSP will purchase and issue airline tickets.
- Accommodation (shared rooms only, cost not to exceed 50% of US Department of State per diem rate for lodging per person) for the days of the competition, plus the night before and after. Typically, no more than 5 days of accommodation will be covered.
- Funding will be limited to the availability of HGLSP's resources and will not exceed $5,000 per team.

**Exclusions**
The HGLSP will not provide funding for:

- Meals
- Transportation other than airfare
- Miscellaneous expenses
- Trips scheduled during the school semester, unless there are extraordinary circumstances and the students' professors support the application;

**Grantees' Obligations**
All funding applications must be received and approved in advance of the event. Once students are informed of funding by the HGLSP, the following conditions will apply:

- In order to allow the HGLSP to support as many student competitions as possible, grantees must attempt to minimize costs. Therefore, grantees are expected to: make sure they register as students and consider more hotels than just the arranged accommodations, if any.
- Grantees must promptly inform the HGLSP of any changes or developments while planning the event.
- Grantees must submit a report or draft paper to the HGLSP within 15 days of the conclusion of the event.
- Grantees must recognize the support provided by the HGLSP in any publicity connected with, or publication resulting from the event.
- Grantees must provide photographs taken during the event. Digital or scanned photographs may be electronically forwarded to the HGLSP and will become the property of the HGLSP for the purposes of publicity, student recruitment, and program development.
- If a monetary prize is awarded to the grantees as a direct result of their participation in the competition, 50% of the prize amount should be allocated to Hauser Global Law School Program to help replenish the moot court funds to help continue supporting student teams.

## Funding Application Information

In order to support our students' competing abroad, the application must be made well in advance of the date of the competition to allow the HGLSP office to process funding application and possible payment of registration fees, etc. Please read the guidelines below before sending the application to the Hauser Global Law School Program.

**Administration & Finances**
Wherever possible, all monies awarded to an international moot court team will be processed as direct payments to a designated travel agent, organization or hotel. If any reimbursements need to be made for any of the approved expenses, they will only be provided with an original receipt. No reimbursements will be issued for expenses without an original receipt.

In an effort to simplify communication, the HGLSP will require each team to elect a team administrator from among their teammates/coach who serves as the team liaison to HGLSP. The team administrator is responsible for submitting the complete application and communicating with the HGLSP office regarding registration, travel and accommodation arrangements. Additionally, the team administrator will be responsible for submitting the team report of the event, and collecting and submitting digital photographs of the event to HGLSP. In order for the team administrator to act on behalf of his or her teammates, each member must agree in writing to the appointment of the administrator.

**Criteria for Selection**
The criteria used to judge funding applications will include, but are not limited to the following:

- The extent to which the event furthers the objectives of the HGLSP to provide a non-U.S. perspective on legal or policy issues, topics, and problems;
- The academic/intellectual value of the competition - in particular, whether the event pertains to a seminar or course, or whether the participants have worked closely on the project with a member of the faculty, including Global Faculty;
- The extent to which the trip involves a broad spectrum of the Law School community (i.e. both LL.M. and J.D. students, both American and international students);
- A presumptive limit of 4 students plus one coach participating in any particular competition;

- The practical arrangements of the competition, including: the cost of the trip and efforts made to secure other sources of support; evidence of detailed planning and preparation for the event, including the involvement of a faculty member; the nature and legitimacy of the selection process utilized to form the team.

**Funding Application Information & Materials**
Only those applications that are complete upon submission will be considered for funding. The following materials are required for application:

- **Curriculum vitae.** All team members, including the coach, must submit curriculum vitae.
- **Amount and payment deadline of registration fees.** In cases where the registration fee includes participation fees (such as housing, food, etc.) this must be indicated and itemized by the Team Administrator. Payment instructions (accepted method of payment, currency, contact information, etc.) should also be included.
- **A copy or print-out of the program of the event.** This may be from a website, or correspondence from the event's organizer.
- **Proof that the students have been accepted as participants in the event**.
- **Completed and signed Team Administrator Approval Form.** This form must be signed by all participants.
- **Copy of NYU ID.** Please submit copies of NYU ID for all those students participating in the event.

**Please print or type the funding application, electronic submissions are strongly encouraged. Please note that it is the applicant's responsibility to ensure that the application is complete. Incomplete or handwritten applications will not be considered.**

**Submitting the Application**
All complete applications should be submitted to:

Hauser Global Law School Program
Furman Hall, Room 340
245 Sullivan Street
New York, NY 10012
lawglobal@exchange.law.nyu.edu