

**INSTRUCTIONS FOR APPLYING FOR DEAN'S FUNDS  
SPRING 2007**

- 1) Funding requests for Dean's funds may be made twice a year; at the beginning of fall term and the beginning of spring term. Requests may be made for either upcoming events or for reimbursement of expenses from prior events (only 1 submission per event; groups/organizations/individuals cannot request funds prior to the event and then request funds after the event as well).
- 2) The deadline for submission of Spring 2007 funding requests is January 16<sup>th</sup> at 5pm. Groups/organizations/individuals will be notified of the funding decision by January 19<sup>th</sup> at 5pm.
- 3) Funding decisions are made on a case-by-case basis, but will include an analysis of the following factors: a) amount of money available to award; b) amount of money requested by each group; c) number of students the funding would support; d) attempts to secure funding from other sources; e) additional benefit the activity/event would provide to the law school community as a whole.
- 4) Applications are available by email, at the front desk in the Administration Office, or by contacting Liane Richardson, Assistant Dean for Student Affairs.
- 5) This application process has taken the place of the former ad hoc approach to awarding Dean's funds. Groups, organizations and individuals wishing to receive Dean's funds for law school-related activities or events must use this application process. If a group misses the application deadline for the Fall funding, they may apply for reimbursement during the Spring funding cycle. No exceptions will be made.
- 6) If funds are awarded for an activity, they must actually be used for the activity specified in the request. Only under exceptional circumstances will we allow the funds to be used for alternative activities, and then only if approved in advance of the activity.
- 7) Questions? Email Dean Liane Richardson at [lrichard@law.uoregon.edu](mailto:lrichard@law.uoregon.edu)