

**ABA Section of Science & Technology Law
BUDGET REQUEST SUBMISSION FORM**

Committee budget requests for period from September 1, 2016 – August 31, 2017

Please select one:

☐ **New Funding Request**

Complete this form and attach additional supporting documentation (3 pages maximum).

☐ **Renewed Funding Request**

Complete this form and attach any supporting documentation and collateral from the project that is relevant to review your request. Please explain any difference in requested level of support.

DIVISION	
COMMITTEE NAME	
Chair/Co-Chair(s)	
Vice Chair(s)	

1. Project Title:

2. Project Date:

3. Target Audience:

4. Main contact for Project:

Name:

Address:

Phone:

E-mail: Fax:

5. Other Section Members working on the Project:

6. Names and Affiliations of the Speakers or Panelists: (firm or organization, member of the Section and/or the ABA.)

7. A brief description of the project including how the project supports the mission of the Section: *To: provide leadership on emerging issues at the intersection of law, science, and technology; to promote sound policy and public understanding on such issues; and to enhance the professional development of its members.*

8. If this is a renewed funding request, please enter the date when the project was last presented:

Was the project a success? Include the basis for assessing success.

- Describe the impact that our previous participation in this activity had on participants, including feedback you received.
- Any supporting hard data such as, Revenue Generated, Members Recruited, etc.
- Other Information that made the Project worthwhile: Marketing Materials Distributed, etc.

9. Budget requested for FY2017, including expenses by category:
(please enter dollar amount by each category)

Member/Speaker Travel:

Supplies:

Food/Refreshments:

Equipment and other Rental (e.g. A/V Equipment, Audiotaping):

Sponsorship Fees:

Other:

Total Funds Requested:

10. Will the Section receive any revenue from this activity?

11. How will success be measured in FY2017?

12. If the project includes programs, are you requesting CLE Accreditation?

☐ Yes ☐ No

13. Administrative and Other Support Required from Section and/or ABA Staff?

☐ Yes ☐ No

If yes, please explain:

Return form and attachments by April 15, 2016 to: caryn.hawk@americanbar.org