

intends to replicate the program in the future.

Applicants seeking other types of funding for developing and testing educational programs must comply with the requirements applications set forth in Section VII or the requirements for renewal applications set forth in Section IX.

iii. *Scholarships for Judges and Court Personnel.* The Institute is reserving up to \$175,000 to support a scholarship program for State court judges and court managers.

(a) *Program Description/Scholarship Amounts.* The purposes of the Institute scholarship program are to: enhance the knowledge, skills, and abilities of judges and court managers; enable State court judges and court managers to attend out-of-State educational programs sponsored by national and State providers that they could not otherwise attend because of limited State, local and personal budgets; and provide States, judicial educators, and the Institute with evaluation information on a range of judicial and court-related education programs.

Scholarships will be granted to individuals only for the purpose of attending an out-of-State educational program within the United States. The annual or midyear meeting of a State or national organization of which the applicant is a member does not qualify as an out-of-State educational program for scholarship purposes, even though it may include workshops or other training sessions.

A scholarship may cover the cost of tuition and travel up to a maximum total of \$1,500 per scholarship. Transportation expenses include round-trip coach airfare or train fare. Recipients who drive to the site of the program may receive \$.30/mile up to the amount of the advanced purchase round-trip airfare between their home and the program site. Funds to pay tuition and transportation expenses in excess of \$1,500, and other costs of attending the program such as lodging, meals, materials, and local transportation (including rental cars) at the site of the education program, must be obtained from other sources or be borne by the scholarship recipient.

Scholarship recipients are encouraged to check with their tax advisor to determine whether the scholarship constitutes taxable income under Federal and State law.

(b) *Eligibility Requirements.* Because of the limited amount of funds available, scholarships can be awarded only to full-time judges of State or local trial and appellate courts; to full-time professional, State or local court

personnel with management responsibilities; and to supervisory and management probation personnel in judicial branch probation offices. Senior judges, part-time judges, quasi-judicial hearing officers, State administrative law judges, staff attorneys, law clerks, line staff, law enforcement officers, and other executive branch personnel will not be eligible to receive a scholarship.

(c) *Application Procedures.* Judges and court managers interested in receiving a scholarship must submit the Institute's Judicial Education Scholarship Application Form (Form S1, see Appendix IV). Applications must be submitted by:

February 1, 1996, for programs beginning between April 13 and July 12, 1996; and

April 15, 1996, for programs beginning between July 13 and September 30, 1996; and, July 15, 1996, for programs beginning between October 1, and December 31, 1996.

No exceptions or extensions will be granted.

(d) *Concurrence Requirement.* All scholarship applicants must obtain the written concurrence of the Chief Justice of his or her State's Supreme Court (or the Chief Justice's designee) on the Institute's Judicial Education Scholarship Concurrence form (Form S2, see Appendix IV). Court managers, other than elected clerks of court, also should submit a letter of support from their supervisor. The Concurrence form (Form S2) may accompany the applications or be sent separately. However, the original signed Concurrence form must be received by the Institute within two weeks after the appropriate application mailing deadline (i.e. by February 15, or April 30, or July 30, 1996). No application will be reviewed if a signed Concurrence has not been received by the required date.

(e) *Review Procedures/Selection Criteria.* The Board of Directors has delegated the authority to approve or deny scholarships to its Judicial Education Committee. The Institute intends to notify each applicant whose scholarship has been approved within 60 days after the relevant application deadline. The Committee will reserve sufficient funds each quarter to assure the availability of scholarships throughout the year.

The factors that the Institute will consider in selecting scholarship recipients are:

- The applicant's need for training in the particular course subject and how the applicant would apply the information/skills gained;

- The benefits to the applicant's court or the State's court system that would be derived from the applicant's participation in the specific educational program, including a description of current legal, procedural, administrative, or other problems affecting the State's courts, related to topics to be addressed at the educational program (in addition to submission of a signed Form S2);

- The absence of educational programs in the applicant's State addressing the particular topic;

- How the applicant will disseminate the knowledge gained (e.g., by developing/teaching a course or providing inservice training for judges or court personnel at the State or local level);

- The length of time that the applicant intends to serve as a judge or court manager, assuming reelection or reappointment, where applicable;

- The likelihood that the applicant would be able to attend the program without a scholarship;

- The unavailability of State or local funds to cover the costs of attending the program;

- The quality of the educational program to be attended as demonstrated by the sponsoring organization's experience in judicial education, evaluations by participants or other professionals in the field, or prior SJI support for this or other programs sponsored by the organization;

- Geographic balance;

- The balance of scholarships among types of applicants and courts;

- The balance of scholarships among educational programs; and

- The level of appropriations available to the Institute in the current year and the amount expected to be available in succeeding fiscal years.

(f) *Responsibilities of Scholarship Recipients.* In order to receive the funds authorized by a scholarship award, recipients must submit a Scholarship Payment Voucher (Form S3) together with a tuition statement from the program sponsor, and a transportation fare receipt (or statement of the driving mileage to and from the recipient's home to the site of the educational program). Recipients also must submit to the Institute a certificate of attendance at the program and an evaluation of the educational program they attended. A copy of the evaluation also must be sent to the Chief Justice of their State.

A State or a local jurisdiction may impose additional requirements on scholarship recipients that are consistent with SJI's criteria and requirements, e.g., a requirement to