**2026 EPIC GRANT APPLICATION**

Dear EPIC Grant Applicant:

On behalf of the Emory Public Interest Committee (EPIC) at Emory University School of Law, this document provides the application requirements for the 2026 EPIC Grant. The EPIC Grant provides a source of funding for students who accept unpaid summer internships with organizations that advance public interest causes. Placements may include, for example, pro bono legal clinics, state and federal agencies, and judicial clerkships. If all application requirements are met, the applicant will proceed to the interview stage. Every effort has been made to ensure that the application process is both fair and efficient. If there is any confusion regarding the application requirements, the information in this document controls.

The maximum amount of funding for the EPIC Grant is $5,000 ($6,000 for Justice John Paul Stevens Fellows). The EPIC grant is not available to be pro-rated.

Please be advised that, per IRS rules, recipients of the EPIC Grant who are not U.S. citizens may face some tax withholdings. This may reduce the total amount of funds awarded to students. If you receive the EPIC grant, you will have to pay taxes for that calendar year. Please plan accordingly. Emory University categorizes you as 1099 employees for the summer.

The EPIC Grant cannot be used in conjunction with other grants for summer internship placements. If you accept an alternative grant, you must notify the EPIC Grant Coordinator immediately at [epicgrants@emory.edu](mailto:epicgrants@emory.edu). Acceptance of other grants or funding sources will impact your eligibility to receive the EPIC Grant.

Because there are a limited number of EPIC Grants available to students each summer, applying for the EPIC Grant is a competitive process. Please read the application review criteria within the application. The process will go as follows:

1. Applicants submit completed applications.
2. Applicants who have met all minimum requirements complete a virtual interview.
3. The written applications and virtual interview are reviewed and scored by at least two reviewers. Reviewers are members of the EPIC Advisory Board, public interest attorneys, and/or Emory Law faculty and staff.
4. Based on these scores and the amount of funding available, the Center for Public Service determines the EPIC Grant recipients.

The EPIC Board does not engage in reviewing applications. The grant coordinator will merely review applications upon submission, prior to the application due date, to ensure you have completed all required portions. If it is submitted well enough in advance of the due date, you may be granted an opportunity revise any issues found by the coordinator.

The application materials in this document may also be used to apply for certain legal fellowships, including the Frank S. Alexander EPIC Fellowship for the Home Defense Program of Atlanta Legal Society, Inc., the Paul S. Murphy/Atlanta Volunteer Lawyers Foundation (AVLF) EPIC Fellowship, the Paul S. Murphy/Georgia Innocence Project Fellowship, and the Justice John Paul Stevens Public Interest Fellowship Program. To apply for these fellowships, you must follow any additional application requirements as may be provided by those organizations.

If you wish to apply for the John Paul Stevens Public Interest Fellowship Program, the requirements are listed at the end of this document. To be considered for that grant, you must submit the additional statement required.

Other available Fellowships, including the Alexander Fellowship and the AVLF and GIP Fellowships, will be posted to Symplicity in the fall or winter. To apply for these fellowships, applicants will complete and submit the application according to the Symplicity instructions, and will submit a completed EPIC Grant application along with other application materials.

Please direct all questions to [epicgrants@emory.edu](mailto:epicgrant2020@gmail.com).

Thank you,

The EPIC Executive Board

**2026 EPIC Grant Application Submission Instructions**

1. **Deadline Information:**
   1. The deadline to apply for an EPIC Grant is **Monday, March 30, 2026, at 5:00pm.**
   2. All requirements of the EPIC Grant process must be completed by this time.
   3. No extensions will be given absent extenuating circumstances.
2. **Submission Instructions:**
   1. The application is to be submitted digitally in PDF format and emailed to epicgrants@emory.edu with the file name “[Your Name], EPIC Grant Application 2026” [Example: Bob Student, EPIC Grant Application 2026].
   2. Each applicant will receive an email confirmation that their application has been received. There is no guarantee that such verification will be immediate. If you have not received a response after 24 hours, please email [epicgrants@emory.edu](mailto:epicgrant2020@gmail.com).
   3. After we confirm your application is complete, you will receive instructions for completing the virtual interview.
3. **Application Review Criteria & Process: See Appendix A**

**2026 EPIC Grant Application Requirements**

1. **\_\_\_Cover Page:**
   1. The cover page should be titled “2026 epic grant application” and contain: (1) the applicant’s name, (2) the name, address, and telephone number of the sponsoring organization, and (3) the name, position, and telephone number of the applicant’s supervising attorney. (See Cover Page Template for guidance).
2. **\_\_\_Personal Statement:**
   1. The personal statement must be typed in 12-point, Times New Roman font and should be a minimum of three and a maximum of four double-spaced pages.
   2. The personal statement should demonstrate the applicant’s commitment to pursuing a career in public interest by discussing the factors outlined in Appendix A. The best personal statements are thoughtful, memorable, and genuine.
   3. As with any writing sample, the personal statement should be thoroughly edited and free of any spelling and grammatical errors.
3. \_\_\_**Summer Placement Description**:
   1. Select the category that is most applicable to your summer internship placement.
   2. If you do not see a category that matches your summer placement, please select “Other” and provide a brief description that explains how your summer internship benefits the public interest.
4. **\_\_\_Résumé:**
   1. The applicant’s résumé should be current and free of any spelling and grammatical errors.
   2. There ***should not*** be any information on the résumé that identifies the applicant’s law school or undergraduate GPA or Class Rank. This also includes distinctions or awards that indicate a certain academic performance (*e.g., summa cum laude*, high honors, Woodruff Scholar, etc.). If the résumé contains any such information, the application ***will be rejected*** for noncompliance with EPIC Grant application requirements and the applicant will be notified and given an opportunity to resubmit an application that is compliant with the rules under this section.
   3. Please feel free to include a line-item regarding law school organizations you are involved in.
5. **\_\_\_Demonstration of Commitment to Public Service:**
   1. Applicants must demonstrate a commitment to public service. You must describe 3 public interest events, experiences, and/or volunteerism, and explain how those experiences made you want to do public interest. Please ***carefully read*** the requirements for this section
6. **\_\_\_Optional Response:**
   1. If there is anything else that you think would be helpful for members of the review committee to know in reviewing your application, please use this space to explain. If you have personal financial circumstances that you wish the review committee to consider, please describe those here.
7. **\_\_\_Certification of Public Interest Conference Attendance:**
   1. Applicants must certify their attendance at the most recent EPIC Conference (“**Rethinking Capital Punishment**”) held on October 4, 2025.
   2. You MUST notify the EPIC grant coordinator in advance that you are unable to attend the EPIC conference by filling [out this form here.](https://docs.google.com/forms/d/e/1FAIpQLSe-244JASgADNhYPbJOoaBViWH518oyXrB6jmhYMfMVnmIk6g/viewform?usp=dialog)
   3. If an applicant did not attend the EPIC Conference, they must do one of the following:
      1. Certify they watched a recording of the EPIC Conference; or
      2. Certify their attendance at a Qualifying Public Interest Conference. The term “Qualifying Public Interest Conference” means any professional, academic or legal conference that is (i) related to issues in public interest and (ii) at least four hours in length. The term “Qualifying Public Interest Conference” does not include meet-and-greets or brunches/luncheons. If the applicant attends a Qualifying Public Interest Conference, they must include a brief description of the conference.
   4. This certification should made be in the format of the attached template.

This certification is made pursuant to Emory Law’s Professional Conduct Code.

1. **\_\_\_Certification of EPIC Inspiration Awards Attendance:**
   1. Applicants must certify their attendance at the EPIC Inspiration Awards held on February 3, 2026. All applicants are required to attend the Inspiration Awards unless excused by the Grant Coordinator.
   2. If you have a compelling reason to miss the Inspiration Awards, you MUST notify the EPIC grant coordinator, in advance where possible, [by filling out this form here](https://docs.google.com/forms/d/e/1FAIpQLSe-244JASgADNhYPbJOoaBViWH518oyXrB6jmhYMfMVnmIk6g/viewform?usp=dialog), and receive confirmation that your attendance is excused.
   3. If an applicant is excused from attending the EPIC Inspiration Awards, the applicant must complete two EPIC volunteer hours related to the Awards or other EPIC events (i.e. set-up, thank you cards, invites, usher, coffee chats, EPIC trivia, etc.).
   4. You do ***not*** need to complete those hours if you do not attend the fall EPIC Conference (see process above).
   5. This certification should made be in the format of the attached template.
   6. This certification is made pursuant to Emory Law’s Professional Conduct Code.
2. **Certification of Attendance to an EPIC Grant Session**
   1. Applicants must certify their attendance at grant informational session. Four will occur throughout the academic year, at two per semester.
   2. You must have a compelling reason to have not attended a grant info session. If you did not attend one, you must notify the EPIC grant coordinator, prior to the EPIC grant due date, and you may receive accommodations.
3. **\_\_\_Legal Internship Verification:**
   1. Applicants ***must*** ***provide*** verification of their acceptance of a summer internship position at a qualifying public interest organization.
   2. The verification should be made in the format of the attached template. The verification must include the following information: (1) the name of the organization sponsoring the internship placement; (2) the time frame during which the applicant will be working at the organization; (3) that the applicant will be working under the supervision of an attorney; and (4) a signature by the person within the organization that is hiring or supervising the applicant.
   3. To qualify for the EPIC Grant, the internship must be for a ***minimum of 10 weeks and 400 hours*** (excepting any federal holidays).
   4. In some rare cases, public interest organizations may only offer programs or fellowships that are less than 10 weeks. An applicant may apply for an Emory Law Career Services Stipend.
4. **\_\_\_Certification of Continued Support and Return:**
   1. **Applicants *must* *certify* that they will be returning to Emory Law or another Emory graduate program for the Fall 2025 semester.**
   2. If selected to receive an EPIC Grant, prior to disbursement of funds, applicants may be asked to affirm whether they are applying to transfer or otherwise considering leaving Emory Law. Applicants who are applying to transfer may not receive funding until they re-affirm their intention to return to Emory Law in the fall.
   3. If an applicant is selected as an EPIC Grant recipient and later withdraws or transfers from Emory Law before or during the Fall 2026 semester, the recipient must immediately notify the EPIC Grant Coordinator and the Center for Public Service. Absent extraordinary circumstances, applicants who do not return must return grant disbursements to EPIC. Please note: this does not apply to students completing dual degree programs.
   4. **By submitting this application, applicants also acknowledge that they will continue to support future recipients of the EPIC Grant by making reasonable efforts to contribute to the EPIC Inspiration Awards.**
   5. This certification should be made in the format of the attached template.

This certification is made pursuant to Emory Law’s Professional Conduct Code.

1. **\_\_\_Certification of Funding**
   1. Applicants must certify that the EPIC Grant will be the sole source of funding for their summer internship or, alternatively, list other available funding sources and the amounts. Please also list all other funding sources (and amounts) the applicant is applying for and promptly notify [epicgrants@emory.edu](mailto:epicgrants@emory.edu) and [corey.fleming.hirokawa@emory.edu](mailto:rita.sheffey@emory.edu) , of any funding that becomes available after submitting the EPIC Grant application. Applicants must certify that the EPIC Grant, combined with other funding, if any, will not exceed $5,000.
   2. Applicants ***must notify*** the EPIC Grant Coordinator if they are awarded or selected for another grant to fund their summer internship, even if they receive such notice after acceptance of the EPIC Grant.
   3. Acceptance of another grant will affect one’s eligibility to receive the EPIC Grant and could subject a recipient to refund all or a portion of received grant funds.
   4. The EPIC Grant is distributed in two parts: an initial distribution of 90% at the beginning of the summer, and a second distribution of 10% upon successful completion of the summer internship. When the applicant receives the full grant amount of $5,000, the applicant will receive $4,500 at the beginning of the summer and $500 at the end of the summer. To receive the final distribution of funds, recipients **must complete some additional requirements**, including but not limited to (1) a reflection paper about the internship placement, (2) a signed verification from a supervisor that you have completed the internship of 10 weeks and 400 hours, (3) a photograph, if possible (submitted in jpg or jpeg format), and (4) a media release form.
2. **\_\_\_Professional Conduct Code Pledge:**
   1. Applicants ***must read and sign*** the Professional Conduct Code Pledge.
   2. If the applicant fails to sign the Professional Conduct Code Pledge, the application ***will be rejected*** for noncompliance with EPIC Grant application requirements. The applicant will be notified and given an opportunity to resubmit their application with a signed copy of the Professional Conduct Code Pledge.
3. **\_\_\_Supplier/Individual Information Form (“SIF Form”):**
   1. To facilitate the direct deposit of funds to recipients of the EPIC Grant, applicants ***must complete*** Emory University’s SIF Form. As of Fall 2021, this form is available only in Microsoft Excel. The SIF Form is available for download [here.](https://finance.emory.edu/home/_includes/documents/sections/sif-form-emory-university.xlsx)
   2. In addition to the completed Grant application in pdf format, applicants should include a completed SIF Excel file in their submission email.
   3. Due to formatting concerns, please do not copy and paste into the SIF form. You ***must*** ***type*** your information into the form or risk an error that may delay your funds.
   4. Instructions: please select “Individual” on the first page of the Excel file. Complete the remainder of the form with your personal information. For the following question (“Do you want to be paid via ACH?”), please select “yes.”
   5. Additional instructions for completing the SIF Form are in Appendix B below. For any remaining questions, please contact the Emory Procurement Support Center by email/phone [here](https://finance.emory.edu/home/procurement/support-center/index.html).

**2026 EPIC GRANT APPLICATION**

[Name of Applicant]

**SPONSORING ORGANIZATION:**

[Name of Organization]

[Employer’s Street Address]

[Employer’s City, State, and Zip Code]

[Employer’s Telephone Number]

**SUPERVISING ATTORNEY:**

[Supervising Attorney’s Name]

[Supervising Attorney’s Position]

[Supervising Attorney’s Phone Number and Email Address]

**Please select the option that best describes your summer public interest placement.**

Public Defender’s Office

Prosecutor’s Office

Judicial Internship

Non-profit Organization

Government Agency

Pro Bono

Fellowship Program

Other

If you selected “Other”**,** please provide a brief description (3-4 sentences) that explains how your internship benefits the public interest:

**Demonstration of Commitment to Public Interest:**

Please describe 3 experiences, events, volunteering, or working in the public interest sector that made you want to be a public interest lawyer. Please describe these thoroughly, identify when they occurred, and their impact on you and your future public interest career. If you feel you were unable to engage in public interest in the ways you would have wanted to prior to the submission of this application, this is also your space to discuss why.

Public interest activity or commitment during the last year (regardless of quantity) is favorable for an EPIC application. However, activities from whenever may be documented here and will still count towards your application. Activities that show a consistency and depth of commitment are also favorable. These experiences do not have to necessarily be legal in nature. The experiences must be non-partisan. ***Minimum Word Limit***: 500 words. Maximum Word Limit: 1000 words.

**Please note**: There may be some overlap between this question and your personal statement. However this question is meant to focus in on the specifics (where, who, how, when) of your tangible public interest commitments, while your personal statement focuses in on your motivation and personal public interest story.

***Certification of Public Interest Conference Attendance***

I, [Name of Applicant], certify that I:

Attended the EPIC Conference held on October 4, 2025;

Watched a recording of the EPIC Conference; or

Attended a Qualifying Public Interest Conference. Description: [Name of Qualifying Public Interest Conference] on [Date of the Conference] at [Location of the Conference]. [Provide a brief 2-3 sentence summary of the Qualifying Public Interest Conference].

***Certification of Inspiration Awards Attendance and Participation***

I, [Name of Applicant], certify that I:

Attended the EPIC Inspiration Awards on February 3, 2026; or

Notified the EPIC Grant Coordinator that I was unable to attend the Inspiration Awards, received confirmation that my attendance was excused, and completed at least two EPIC volunteer hours to assist with the awards, or other EPIC events, as described here: [provide the date, number of hours, and brief description of your EPIC volunteer activity]

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***Certification of Grant Information Session Attendance***

I, [Name of Applicant], certify that I:

Attended the EPIC Grant Information Session on [date]; or

Notified the EPIC Grant Coordinator that I was unable to attend any of the four Grant Information Sessions, made alternative arrangements to receive all relevant information, and received confirmation from the Grant Coordinator that my attendance was excused.

***Certification of Return and Continued Support***

I, [Name of Applicant], do solemnly affirm that I intend to return to Emory University School of Law for my [2L/3L/4L] year or another Emory graduate program in the fall semester of 2025. I understand that applying to transfer to another law school may delay receipt of EPIC Grant funds until I am able to affirm my intent to remain at Emory. I further understand that transfer or withdrawal from Emory Law or another Emory graduate program before or during the Fall 2026 semester will require that I refund all EPIC Grant disbursements, absent extraordinary circumstances. By submitting this application, I further acknowledge that I will support future recipients of the EPIC Grant by making reasonable efforts to contribute to the EPIC Inspiration Awards.

***Certification of Funding***

I, [Name of Applicant], affirm that I will notify EPIC if I am awarded or selected for another grant or source of funding for the internship programs and positions listed for consideration in this application. I understand that any stipends provided by my internship placement will decrease the maximum amount of funding that I may request under the EPIC Grant. I understand that receipt or acceptance of another grant will affect my eligibility to receive the EPIC Grant and could subject me to refund all or a portion of the EPIC Grant. I acknowledge that no other grant can be used in conjunction with the EPIC Grant. I further acknowledge that, if I am selected to receive an EPIC Grant, I may be required to complete additional obligations to receive the full requested amount of the EPIC Grant.

If you applied for or received funding from additional sources, please list each source, the amount received or anticipated, and whether you have already been selected to receive the funding or are waiting for a decision below:

|  |  |  |
| --- | --- | --- |
| **Funding Source** | **Amount of Funding** | **Selected or Pending?** |
|  |  |  |
|  |  |  |
|  |  |  |

**LEGAL INTERNSHIP VERIFICATION**

I, [Name of Supervising Attorney], certify that [Name of Applicant] has accepted a summer internship position [at/with] [Name of Organization]. This internship will begin on [Expected Start Date] and will last for a minimum of 10 weeks and 400 hours. I am a licensed attorney, and [Name of Applicant] will be working under my supervision during [his/her/their] time at [Name of Organization].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Supervising Attorney] [DATE]

[Position]

[Name of Organization]

[Contact Information]

**PROFESSIONAL CONDUCT CODE PLEDGE**

I, [Name of Applicant], as a student of Emory University School of Law, understand that I am member of an academic community that values honesty and integrity. The law school and the legal profession share important values that are expressed in the Professional Conduct Code of Emory University School of Law. I have read the Code and I accept its terms and procedures as a condition of applying for the EPIC Grant. I attest that all certifications made within this EPIC Grant application are true and accurate to the best of my knowledge. I further acknowledge that, if selected as the recipient of an EPIC Grant, the duration of my required work commitment (*i.e.,* 10 weeks and 400 hours, unless otherwise specified) will be verified by the employer in a signed letter. To receive the final disbursement of EPIC Grant funds, additional submissions will be required. Failure to verify the completion of my work commitment or any violation of the Professional Conduct Code could result in disciplinary proceedings and/or the requital of EPIC Grant funds. I also acknowledge that I will be returning to Emory University School of Law or another Emory graduate program for the Fall 2026 semester and that transfer or withdrawal will generally subject me to refund the EPIC Grant.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature and Date

**John Paul Stevens Public Interest Fellowship Program**

Emory Law is pleased to administer the Justice John Paul Stevens Public Interest Fellowship Program. This program is generously funded by the Justice John Paul Stevens Fellowship Foundation. In 2026, Emory Law will award six fellowships of $6,000 each.

The Justice John Paul Stevens Fellowship Foundation provides financial assistance to students who will spend their summer volunteering at a public interest organization. First- and second-year students who have secured a full-time (40 hours per week for 10 weeks) volunteer summer law position with a public interest organization may qualify. Qualifying employer organizations include legal services agencies and government offices. **Judicial externships do not qualify.** Private sector "public interest" law firms will also be considered as qualifying employers as long as the position is unpaid and the firm provides a letter or other descriptive material that supports their public interest status.

Applicants who wish to be considered for the Justice John Paul Stevens Fellowship must submit a completed EPIC Grant application and **an additional one-page statement** addressing the following criteria for the JPS Fellowship (to the extent not already discussed elsewhere):

* How the work of the applicant’s host organization is aligned with the Stevens Foundation’s mission of working to protect and promote democracy and the rule of law, access to justice, and equality, and is aligned with the legacy and jurisprudence of Justice John Paul Stevens;
* How the applicant’s work and/or personal history will contribute critical perspectives and/or understanding of the experiences of members of groups historically underrepresented in the legal profession; and
* Any financial circumstances making the need for a fellowship particularly important (for example, distance of the placement from your home city, lack of other funding sources, family circumstances, cost of living in the placement city, etc.).

Applicants should keep in mind that the Justice John Paul Stevens Fellowship is distinct from the EPIC Grant process and not all jobs that qualify for the EPIC Grant will qualify for the Justice John Paul Stevens Fellowship.

If you would like to be considered for the Justice John Paul Stevens Fellowship, please indicate so by ***providing the required additional statement***.

**EPIC Grant 2026: Review Process and Application Grading Rubric**

Dear Applicants:

In an effort to assist you in crafting your application and promote clarity, please read the rubric for EPIC grant applications below, which you should keep in mind for both your written application, and potential virtual interview. These applications are competitive, with the amount of applications often outpacing the available grants, and therefore you should take great care to discuss the ways in which you meet what the grant reviewers are looking for.

**Step One: Written Application**

1. Personal Statement
2. Resume: Previous internships/work experience, previous volunteer/community involvement, and involvement in other public interest student organizations
3. Demonstration of Commitment to Public Service: discussion of three experiences, timing of experiences, discussion of how they impacted your public service career
4. Optional Response

**Step Two: Video Interview**

1. Brief Introduction Question
2. 8 interview questions (10 minutes in length)
3. Reviewers are informed you do not know the questions in advance
4. Technical difficulties: [epicgrants@emory.edu](mailto:epicgrants@emory.edu)

Applications are reviewed by two reviewers. The Center for Public Service Director, Corey Hirokawa may be a third reviewer in situations of serious discrepancies between student scores.

**EPIC Grant Rubric:**

**There are six factors outlined below that will be analyzed in both your written and video applications. Additionally, “ability to be an ambassador for and representative of EPIC and Emory Law School” is included for the video review.**

1. Likelihood of becoming a public interest leader in the future:

Your personal statement and job description should genuinely convey that you are committed to becoming a future public interest leader. You will be able to show number of qualities such as passion, desire, dedication, and determination.

1. Demonstrated prior commitment to public service/public interest:

Reviewers will look favorably upon applicants who demonstrate a commitment to public interest prior to law school. While past performance is not always predictive of future performance, it does show that the applicant was interested in public service prior to the potential enticement of an EPIC Grant. Reviewers are reminded, however, it is important to keep in mind that not all applicants may have had the opportunity to engage in public service prior to entering law school. Societal, socio-economic, family, and geographic factors may have prevented an otherwise willing and dedicated applicant from doing more. The “demonstration of public service commitment” section will allow reviewers to weigh these realities.

1. Level of participation in public service/public interest:

EPIC prides itself on its grant recipients being dedicated to serving the public interest and continually engaging in public service. In scoring this section, consideration should be given to information provided regarding past volunteerism, work, or experience in public interest. In weighing an applicant’s demonstrated commitment, reviewers will look favorably upon the quality, consistency, and recency of the applicant’s participation in public interest work.

1. Professionalism and composition of the application:

Your application should be professional and well organized. There should be no grammatical or spelling errors in the applicant’s resume, personal statement, or project description.

1. Sincerity of interest in/ commitment to serving the public interest:

The intent is that EPIC grants are awarded to applicants that sincerely wish to embark on a career of servicing the public interest after graduation. Take care to demonstrate your intention to do so, and persuade your reviewer of that commitment. Your grant application should not convey to reviewers that your summer public interest job was a backup plan.

1. Passion for summer job and articulation of how it is in the public interest
2. Ability to be an ambassador for and representative of EPIC and Emory Law School (**Video Only**)

**Emory Law Finance**

**Supplier Information Form (SIF) Instructions**

*Revised May 2024*

The Supplier Information Form (SIF) is an excel-based form used to request a supplier setup in the

Emory University system. The form must be completed and returned in the same Excel format. It cannot

be completed in Pages or any online application. If you aren’t able to complete the SIF in the standalone

excel program, please reach out to your Emory Law contact for assistance.

If you are employed by Emory or you have a family member that is employed by Emory, please reach

out to your Emory Law contact to let them know before completing the SIF.

Copying and pasting of data (especially banking numbers) is highly discouraged, as this frequently

reformats cells causing the form to not read correctly.

If a DUNS number is not available, please key in nine zeroes.

The bank routing number should be nine digits, even if the beginning number is zero. If you find that the

form will not show the beginning zero, type an apostrophe before the zero and it should appear.

Example: ‘012345678.

When all required fields have been completed, the banner at the top will turn green to let the user know

that it is complete. A correctly completed SIF looks like this:



An incomplete SIF looks like this:

