

MATHER CENTER GRANT APPLICATION REQUIREMENTS AND TIPS

The Flora Stone Mather Center for Women welcomes applications for its Spring 2026 grant program. Applications are due February 6, 2026. Notifications will be sent by mid-March.

Questions? Please contact Justine Howe, Faculty Director of the Flora Stone Mather Center for Women, justine.howe@case.edu.

Eligibility:

Awards will be given out in 5 categories: Graduate/Professional Student; Undergraduate Student; University Staff; Faculty; and Postdoctoral Scholar/Fellow. Anyone who is an active member of one of these categories is eligible to apply, regardless of identity. If you cross categories, please apply in the category most closely related to the nature of your application.

Your application should specifically address how your proposal relates to the mission and values of the Mather Center. It is incumbent upon the applicant to demonstrate how their project advances gender equity.

The maximum award amount is \$5000. Requests for smaller funding amounts are welcome; we will fund as many requests as we are able.

Uses for Funding

The Mather Center grants can support both professional development and research needs. Possible research uses include travel to conduct research, including travel to conduct fieldwork; travel to visit collections such as libraries, museums or other archives with materials not otherwise available; travel to a conference with direct impact on the applicant's research; and travel to a study center or research institute. Funds can also be used to support payment of participants; hiring of student assistants; acquisition of literature or other materials; or publication costs such as journal fees, image permissions, and indexing costs. Professional development uses may include cost of travel to conferences or workshops, or trainings related to your work or professional and career goals.

If you have any questions about the eligibility of your proposal, please contact Professor Justine Howe, Faculty Director of the Flora Stone Mather Center for Women, justine.howe@case.edu.

Application Materials:

1. Description of project or research, including how it aligns with the Center's mission to advance gender equity. (No more than 2 pages.)
2. Appropriately detailed budget – fully itemized, clearly marked what you are asking the Center to fund if part of a larger budget/project. This may be in the form of a spreadsheet or a Word document.
3. Letter of Recommendation from an individual connected to the project/opportunity, if a student.

You will also agree to the grant policies, including acknowledging the funding in publications or presentations and providing evidence of impact to the Center upon request.

All funds must be expended by June 30, 2026.

Grant applications will be evaluated on the following criteria:

- **Clarity of purpose/plan:** Applicant has a clearly defined goal for the research project and lays out a specific plan for how they will accomplish that goal, and/or has a clear vision for how the opportunity will benefit their professional career. The budget is detailed and is clear how funds will be used.
- **Feasibility:** For research, the plan the applicant proposes will achieve their expressed goal. They specify whether they have access to the necessary facilities, materials, and resources to complete the project, as well as the skills and training to complete it. If a student, it is evident that they have support and training from a faculty mentor. For professional development, the opportunity is accessible and has a clear connection to their long-term professional goals.
- **Relationship to Center Goals and Eligibility Criteria:** Applicant specifically identifies the connection between the opportunity and/or their professional goals and the mission of the center. *This criteria holds the most weight.*

Note: Should your research study need to have IRB approval based on its nature, approval will need to be received prior to grant funds being released; it is strongly suggested that you have approval prior to applying to ensure we can disperse the funds in a timely manner. If you are unsure whether approval is required, you should seek assistance from your mentor or supervisor. [The CWRU IRB has information on their website.](#)

Some additional advice: Regardless of the type of grant you are applying for, avoid jargon or overly technical explanations. Your application is unlikely to be reviewed by someone who is an expert in your specific area of study or academic discipline. Therefore, your application should be comprehensible to someone with no familiarity with your topic. In short, your grant application should be distinct from (and not necessarily include) a complete abstract of the

project. The connection to the center's goals and how you will benefit should be the bulk of your application statement.

Budget Instructions:

- Be specific and include all necessary quotes, quantities, and links to materials/suppliers whenever possible. Weblinks (URLs) should be provided for materials/services requested in the funding as demonstrative of the need.
- If a service is needed and a web link is not available, please provide a quote from the provider.
- If lodging, car rentals or airfare are requested, the budget should include accurate quotes. It's understood that sometimes alternative searches for travel may yield lower costs, if so, please include screenshots or quotes from these sources.
- Use CWRU's guidelines for mileage reimbursement for ground transportation, and/or per diem. The budget should be as detailed as possible.
- Please provide additional explanations for discipline specific line items.

RECOMMENDATION LETTERS (Students Only)

Letters MUST come from CWRU faculty or staff, even if the project has components outside of CWRU. Research supervisors should speak to your ability and skill to complete the project; faculty writing in support of professional development should address the particular opportunity and its benefit, not just why you are deserving. Be sure to provide them with any necessary information to speak about the particular opportunity for which you are applying. You might want to share the following information with your letter writers to help them understand our process. If you or they have questions, please contact the Mather Center.

- Similar to grants such as the NSF, we are funding the applicant more so than the specific project. To that end, please be clear and specific about how the **student** will benefit from receiving the grant as well as why they are deserving.
- Letters should indicate faculty support and student preparation for undertaking the project – how you have been and will be involved in ensuring they achieve their goals and demonstrate how they will be able to successfully do so based on their past experiences or training.
- Submit letters to MatherCenter@case.edu by the application due date.

Note for those proposing a project involving international travel: All Case Western Reserve **students participating in individualized academic travel must register through the Office of Education Abroad** in accordance with its deadlines in order to ensure that risk management procedures are followed. This does include conference attendance and international

research. Completing this registration allows students to travel abroad using Case Western Reserve resources, including the free [**International Travel Insurance**](#).