



SOCIAL
JUSTICE
INSTITUTE

SOCIAL JUSTICE FELLOWSHIPS FOR UNDERGRADUATE STUDENTS Proposal Guidelines – 2025-2026 Fellowships

The Social Justice Institute is currently accepting applications from undergraduate students for an exciting fellowship opportunity to support work in the 2025-2026 academic year.

Applicants should submit proposals to carry out research or implement projects related to social justice in any discipline. Social justice is defined as eradicating systems of power and oppression with the purpose of advancing fairness and equality through the redistribution of resources and opportunities and exalting human dignity and respect.

A complete application must include the following:

- A proposal of **no more than three single-spaced pages** in length that includes:
 - A description of the proposed research or project
 - A detailed budget explaining how the requested fellowship funds will be used (requests up to \$1000 maximum are permitted)
 - An explanation of the connection between social justice and the proposed work
 - The aim and expected outcomes of the research or project
 - A listing of all other people and entities with whom the student will be collaborating, e.g. organizations where research will be done
 - A timeline for the completion of the proposed research or project
- An explanation of **no more than 250 words** in length of how the fellowship will advance the student's college and career goals as they relate to social justice
- The names of one or more CWRU faculty members who might be suitable to serve as an active advisor for the research or project. *(Potential advisors can be contacted at a later date if the applicant is awarded a fellowship. The advisor will guide the student's research and review both mid-year and final reports concerning the student's progress.)*
- A résumé or CV
- An unofficial CWRU transcript

Individuals awarded a fellowship will be required to:

- Complete the proposed research study or project
- Provide a written report to the Social Justice Institute at the end of the first year, either a final report of the fellowship or a progress report with a request to extend the fellowship for an additional year
- Maintain receipts and appropriate back-up for all expenditures and follow CWRU processes for financial reconciliation
- Ensure that the faculty advisor is copied on all written reports.
- Deliver a presentation to members of the Social Justice Institute and invitees during the Research Lunch Series at the conclusion of the fellowship

Award guidelines:

Awards of up to \$1,000 will be made to undergraduate students to be used for expenses associated with the research or project, subject to the number and quality of applications. The Institute is not obligated to award grants in any given year. Examples of allowable expenses include:

- Airfare to the site of the research
- Housing costs at the site of the out-of-town research
- Program supplies for projects
- Gift cards to incentivize research participants for time to participate in activities such as interviews or focus groups.
- Printing costs for study-related materials
- Costs relate to data set access

Fellowship funds may not be used to fund costs already incurred prior to the date of the award or for research that has already been completed.

- o Gift cards can only be funded by disbursement, not reimbursement. Any gift cards purchased by the awardee cannot be reimbursed. Gift cards can be purchased for awardees in the amounts of \$10, 20, 25, 35, 40, 45, and 50. Awardees will be responsible for following University guidelines for responsible distribution and tracking of gift cards. Unused gift cards and gift card distribution audit sheet must be returned to SJI upon completion of the project.
- o Any equipment purchased for awardees – lighting kits for video production, sound equipment for podcasting, etc. – must be returned to SJI upon completion of project.
- o Funds cannot be disbursed for any items other than the agreed upon categories listed above as pulled from your submitted budget.
- o As the University is a tax-exempt institution, tax is non-reimbursable. Please keep this in mind before submitting any purchases for reimbursement. Any receipts issued for reimbursement must be itemized and show proof of purchase.

- o Awardees are advised to use Temi.com an online transcription service, for transcription needs. Temi charges approximately \$15/hour for transcription and transcription is high quality. Utilization of a live transcriptionist is typically significantly more expensive. Let us know if this is an issue for you.

Required acknowledgement:

The applicant agrees to acknowledge the Social Justice Institute on all relevant presentations and publications. For example: *This publication was made possible through funding provided by the Social Justice Institute of Case Western Reserve University. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Social Justice Institute or Case Western Reserve University.*

Submission and Questions:

Applications must be submitted c/o Professor Ayesha Bell Hardaway, SJI Director, via e-mail to socialjustice@case.edu by 5:00 pm on Monday, March 31, 2025. Applications will be reviewed and selected by a subcommittee of the Social Justice Institute. Awards will be announced in May or June 2025.

Questions regarding the fellowship program or applications should be directed to Professor Ayesha Bell Hardaway at 216.368.7568 or socialjustice@case.edu.