

*Before contacting the Human Rights Center or your fellowship coordinator, please review the FAQs for your campus. (Each campus may have different policies/procedures.) If your questions are not answered in the FAQs, then direct them to the appropriate coordinator.*

**1. I know that requests for campus-specific applications and questions should be directed to the fellowship coordinator on my campus. Who is my fellowship coordinator?**

Berkeley: Kristin Reed (510) 642-0965, [kreed@berkeley.edu](mailto:kreed@berkeley.edu)

Davis: Anupam Chander (530) 754-5304, [achander@ucdavis.edu](mailto:achander@ucdavis.edu)

Irvine: Tony Smith (949) 824-5403, [casmith@uci.edu](mailto:casmith@uci.edu)

Merced: Nigel Hatton (email preferred), [nhatton@ucmerced.edu](mailto:nhatton@ucmerced.edu)

San Diego: Martha Salinas (858) 822-1131, [mssalinas@ucsd.edu](mailto:mssalinas@ucsd.edu)

San Francisco: Laurie Kalter (415) 587-8119, [kalterl@globalhealth.ucsf.edu](mailto:kalterl@globalhealth.ucsf.edu)

Santa Cruz: Renee Tajima-Peña (831) 459-2826, [rtajima@ucsc.edu](mailto:rtajima@ucsc.edu)

Each fellowship coordinator is restricted to advising on applications for his/her campus and cannot accept applications from students registered at other campuses. Please note that Kristin Reed is unable to meet with applicants during the week applications are due.

**2. Can I seek funding from other sources? Will it hurt my chances of getting the fellowship?**

You may seek other funding. Applications are evaluated on a need-blind basis at UC Berkeley, so accepting funds from another source will not hurt your chances. We recommend that Berkeley Law students combine their stipend with the Edley grant up to the maximum limit.

**3. Can I submit a proposal for a partnership project with another student?**

Yes, understanding that you and your partner will share one fellowship stipend of \$4,500.

**4. When will the fellowship awards be announced?**

We announce the fellowship awards by early April.

**5. I'm not 100% sure I know what I want to do this summer. Can I develop one project proposal in my application and, if I get funded, use the stipend for a different project?**

No.

**6. How do I choose a partner organization? Does the partner organization have to be selected from the list on the website?**

You are free to choose any partner organization you wish. We occasionally feature organizations that have expressed interest in working with fellows on our website, but you do not need to apply to work with these organizations to be considered for the fellowship. For more ideas on partner organizations, see the list of organizations previous fellows have partnered with on the HRC website. Applicants have also researched potential partner organizations at PSLawNet.org, Idealist.org, and ReliefWeb.int.

**7. When should I plan to carry out my fieldwork?**

The fellowship is intended to support summer fieldwork conducted between May 15 and September 15. Fellows are expected to spend *at least* 6-8 weeks working on the project.

**8. Can I apply if I am an undergraduate student?**

Yes, but graduate students are given priority.

**9. Do you have a sample statement of purpose to help orient me?**

Yes, please refer to HRC's website.

**10. Do I need to seek approval from the Committee for the Protection of Human Subjects?**

If you intend to use your fellowship grant to conduct research that you will include in your thesis or dissertation, then you must seek approval from CPHS before you begin to recruit participants (human subjects) and collect data. There are occasions when a student's planned activity will not be considered human subjects research because it will not lead to generalizable knowledge. However, if your findings will contribute to an understanding and further knowledge about your field, you may be conducting human subjects research. We encourage you to contact the Office for the Protection of Human Subjects as early as possible and consult with the staff about your proposed project. Protocol review and approval or receipt of an exemption may take as long as two to three months. For more information, please speak to your faculty advisor or visit the CPHS website (<http://cphs.berkeley.edu>). Fellowship awards are not contingent upon CPHS approval.

**11. I am graduating in May; this is my last year as a UC student. Can I still apply?**

Yes. You can still apply. If you wish to apply as a graduating student, please confirm in your application that you will be able to complete all of the fellowship requirements, including participation in the post-fieldwork gathering in September and presentation at the formal conference in early November on Berkeley campus. Please note that applications from returning, non-graduating students are given priority.

**12. I want to travel abroad in during the Fall semester. Can I still apply?**

No. Since the fellowship requires participation in the post-fieldwork gathering in September and presentation at the formal conference in early November on Berkeley campus, we recommend that students with plans to travel abroad during the Fall semester not apply.

**13. How many paper copies do you need? How can I limit my environmental impact?**

We require 4 sets of collated application materials be submitted by each applicant (one original and three copies). There are four selection committee members and each will receive a set of materials for evaluation. You may limit your environmental impact by submitting double-sided copies. Unsuccessful applications are shredded and recycled after the selection process.

**14. What is the page limit for the statement of purpose?**

Your statement of purpose should be no more than five pages long. The selection committee will stop reading text after the fifth page. If you need to put your references on a sixth page, that is acceptable.

**15. What if I cannot complete the application or do not have the required number of copies?**

Incomplete applications will not be considered and will not be forwarded to the selection committee. To avoid this unfortunate situation, plan ahead. Allow sufficient time to research and contact partner organizations and to obtain letters of recommendation from faculty. Applications without the required number of copies are considered incomplete.

**16. What is a Curriculum Vitae (CV) and what should it contain?**

A CV is like a cumulative resumé summarizing your academic and professional experience. We request your CV to gauge your skills, assess your background, and understand how this fellowship will build on your past experience. Your CV should highlight any relevant experience in human rights, fieldwork, volunteering, or research.

**17. Who should write the two recommendation letters?**

Of the two recommendation letters, at least one of these should be from a faculty member familiar with your academic record at UC Berkeley. The other can be from another academic or someone familiar with your professional or volunteer work.

**18. What should the faculty letter of recommendation letter include?**

- How does the faculty member know you?
- For how long has he/she known you?
- How did you perform in his/her class?
- What does the faculty member know of your proposed fellowship project?
- How does it relate to your work with the faculty member?
- Given your work with the faculty member, what is his/her opinion of your abilities with regard to your proposed fellowship project?

**19. What should the partner organization letter include?**

- The mission of the organization and how it works to achieve that mission.
- Your project's goals and how they relate to the overall objectives of the organization.
- Your project's contribution to the organization's mission and the community it serves.
- Your previous relationship with the organization, if applicable.

**20. How do I submit the recommendation and partner organization letters?**

Letters should be addressed to your campus fellowship coordinator. We prefer that they be submitted in paper format (with the appropriate number of copies), but they do not need to be in sealed, signed envelopes.

*For UC Berkeley applicants only,* letters may alternatively be submitted directly by the recommenders (in the case where they would prefer to keep their letters confidential) as PDF attachments to [hrfellowrec@law.berkeley.edu](mailto:hrfellowrec@law.berkeley.edu). Do *not* send anything other than recommendation letters to this address and do *not* send letters to your campus coordinator's email address without his/her explicit request. HRC staff will let you know when your letters have been received and make the required copies. If you do not receive confirmation, please contact recommenders to make sure letters are sent by the deadline.

**21. The faculty members I asked to write my recommendations are on leave this semester. Can I turn in my recommendation letters late?**

No. All materials – including recommendations – must be submitted by the deadline. Ask faculty for recommendation letters early, especially if they are on leave.

**22. My proposed partner organization is not responding to my requests. Their phone, fax and e-mail are down. Do I need to submit a partner organization letter?** Yes. You must submit a letter of support from your proposed partner organization by the deadline. Ask the organization for this letter early, especially if their communications systems are not optimal. We cannot accept late letters and we will not review applications missing letters.

**23. Can I submit my application by email if I am traveling?**

No. We will not accept applications by email. All applicants are required to follow the same procedure. If you will be traveling during the deadline, please make arrangements with a contact on campus to submit the paper application on your behalf. If you *must* mail your application, please send it to 2850 Telegraph Ave. Suite 500 MC 7220 Berkeley, CA 94705-7220 with signature confirmation and guarantee delivery by the deadline. Please be sure to include all application requirements and the correct number of copies or your application will be disqualified.