



EMORY
UNIVERSITY

The Halle Institute
for Global Research

Undergraduate Global Research Fellowship - 2025

The Halle Institute for Global Research, in partnership with the Pathways Center, will fund up to twelve Undergraduate Global Fellows (UGF) to support extensive research outside the United States for undergraduate students in any school (Arts & Sciences, Business, Nursing). Students who are accepted to or are planning to apply for an honors program or to do a capstone project are especially encouraged to apply.

Halle Undergraduate Global Fellows will receive up to \$1000 in research funds from the Halle Institute, in addition to a maximum of \$3000 in Pathways Domestic Award funding or \$4000 in Pathways Global Award funding. Applicants to the Halle UGF program must apply concurrently to Pathways for research funding support.

Acceptance to the program requires participation in a series of research-related workshop sessions led by the Halle Institute for Global Research. Fellows must enroll in URP 499R and complete its requirements.

Halle UGF Expectations

Research funds will be available for use between the end of exams in Spring 2025 and the start of classes in Fall 2025. Global Fellows must submit a completed copy of their honors thesis or capstone project to the Halle Institute. Please include the following sentence by way of acknowledgement: "The Halle Institute for Global Research provided financial support for the research on this thesis/capstone project."

Halle UGF Fellows are expected to comply with the Pathways requirement that time devoted to research total at least 240 hours and 8 weeks. These research-related hours can include, but are not limited to, the Halle UGF workshops, your time in-country, and other research-related activities including relevant readings, online training, attendance at research talks, meetings with your advisor, etc.

SPRING 2025

- Participate in one to two workshops prior to summer research.
- Meet with your advisor to plan research.

SUMMER 2025

- Provide photos and a one-to-two-page narrative about the project to be shared on the Halle Institute's website and social media platforms.
- Communicate and/or meet with your advisor about research questions and challenges.

FALL 2025

- Participate in two to three workshops post-summer research.
- Meet with your advisor regularly about research and thesis/capstone preparation.

Workshop topics to be covered:

Framing Your Research Question

Goal: To refine the purpose, scope, methodology, and articulation of your research project based on the time and resources available to you.

Finding and using source materials

Goal: To develop a comprehensive bibliography of materials available to you that are relevant to your research question BEFORE embarking on the summer research experience.

Planning your research trip

Goal: To create a timeline and agenda for your trip that takes into account local realities (e.g. Holidays, transportation, rules regarding access to archives, etc.) and temporal constraints, so that you can prioritize your time and effort effectively while abroad.

Leveraging sources to support your arguments

Goal: To think through (or rethink) the argument(s) of your project based on the materials and sources you collected during the summer research experience.

Organizing your work

Goal: To learn (or rethink) how to sequence ideas so that they follow a logical trajectory that best supports your argument(s).

Communicating about your project

Goal: To practice explaining your research to a non-specialist audience through a variety of formats (3-minute thesis, conference abstract, research proposal, etc.).

Application Information

To be considered for the 2025 Halle Undergraduate Global Research Fellowship, please note that you **must submit two applications:**

(1) the [Pathways Internship Funding application](#) via [College Connect](#);

(2) the Halle UGF application via email per the instructions, below.

Both calls open in early February. Applications must be received by **March 31, 2025, 11:59pm for consideration.**

Budget

You must submit the **same budget to both** Pathways and Halle.

1. Complete and submit the [Pathways Internship Funding](#) application in [College Connect](#).
2. Complete the Halle UGF [Budget Worksheet](#) and submit it as part of your Halle UGF application (use worksheet provided at the end of this document).

In both applications, you will provide detailed information about the estimated cost-of-living expenses directly associated with your summer research experience.

When preparing your budget proposal, please note the following international considerations and expectations:

- Strong proposals will include clear details, price-comparisons, and demonstrated effort toward cost-effectiveness.
- Grant funding may be awarded for costs such as: travel expenses (including international airfare, local public transportation, housing, groceries, and other costs associated directly with your research.) It will not pay for extra expenses like sight-seeing.
- Please total your expenses, provide comparisons when appropriate (housing/airfare), and submit documentation of the estimated costs. Documentation may include screenshots of estimated flight costs, fee schedules for ground transportation, screenshots of housing website with estimated costs, etc.
- The funds requested must be aligned with and/or appropriate for the proposed research. Please insert lines as needed.
- Please note that non-allowable expenses include purchasing equipment for routine research-related tasks (e.g., personal computers, standard lab equipment in the field); purchasing books, cameras, or computer software; subscribing to professional journals; conference attendance.

Halle UGF Proposal

Applications for the Halle UGF program must be submitted as **ONE pdf to halle.global@emory.edu and include, **in this order**:**

1. Completed cover page (attached to the end of this document)

2. Research proposal – 500 words or less (work with your advisor on this)
3. One to two-page C.V.
4. If applicable, confirmation of acceptance or application to an honors or capstone program (an email sent to you by your department and converted to pdf)
5. Budget proposal for international travel (use budget worksheet provided below) and supporting documents, which should be consistent with what you submit in College Connect for the Pathways application.
6. Unofficial Emory transcript
7. Advisor support form (see instructions below and form provided)

Halle UGF Advisor support form/Pathways “Offer Letter”

In the Pathways application, an “offer letter” is required. Halle UGF applicants should request your (dept, honors or capstone) advisor to complete the document (see below) and return it to you. You should then submit the form as the “offer letter” for the Pathways application and as part of your Halle UGF proposal package.

Please plan to work with your advisor on your research plans and budget and be sure to provide them with all related program information for their reference. You will be expected to work closely with your advisor before, during, and after your summer research experience, as they are your research supervisor.

Cover Page

Copy (into a new word document) and complete the following to create the first page of your ONE pdf application.

NAME:

STUDENT ID NUMBER:

EMAIL:

MAJOR:

SECOND MAJOR (if applicable):

PROPOSED HONORS/CAPSTONE PROJECT TITLE:

LOCATION OF TRAVEL:

ADVISOR’S NAME AND DEPARTMENT:

COMMITTEE MEMBERS’ NAMES/DEPARTMENTS (if known yet):

Related and Required Documents

Be sure to complete and include each of these, per the instructions above:

Cover Page – Copy from above, complete and include this as #1 of your Halle UGF pdf application.

Halle UGF **Budget Worksheet**

Please complete, obtain advisor approval, and submit in your pdf application for Halle UGF. The budget worksheet can also be found on the [Halle website](#).

Halle UGF Advisor Support Form/Pathways “Offer Letter” – Please provide to your advisor to complete and return to you so that you can submit it in BOTH the Pathways application as the “offer letter” and in the Halle UGF pdf application. The advisor support document can also be found on the [Halle website](#).

Questions? Please contact: Kelly Richmond Yates, Associate Director, Halle Institute for Global Research:

Kyates2@emory.edu

www.halle.emory.edu