

# Carnegie/Newhouse School Legal Reporting Fellowships

## APPLICATION GUIDELINES

**DEADLINE TO APPLY FOR 2008-09 FELLOWSHIPS:**  
**MONDAY, SEPTEMBER 8, 2009**

### **WHY WE'RE AWARDING FELLOWSHIPS**

The chief goal of the Legal Reporting Fellowships is to teach Newhouse School journalism students about covering legal affairs by giving them hands-on experience in reporting and research alongside professional journalists. While we welcome the opportunity to support enterprising reporting on the law, the students' learning experience is what motivates us to give these grants. And so we judge applications based not only on their journalistic merit, but on their teaching potential.

The Carnegie Legal Reporting Program at Syracuse University's S.I. Newhouse School of Public Communications is supported by a grant from the Carnegie Corporation Journalism Initiative. The Carnegie Journalism Initiative awards grants to journalism schools to improve journalism education by expanding students' knowledge of subjects that they may cover as journalists. In the case of the Legal Reporting Program, we strive to educate students in the law and the workings of the justice system through a variety of programs described [on the program's site](#). A related program, funded through other sources, is Syracuse University's Institute for the Study of the Judiciary, Politics, and the Media, which supports research and provides instruction on the intersection of law, politics, and the media – particularly concerning matters of judicial independence. IJPM is helping to fund one of this year's Legal Reporting Fellowships.

### **WHAT THE FELLOWSHIP PROGRAM PROVIDES**

In the first year of this fellowship program, the 2008-09 academic year, we will award four fellowships. The winners receive:

Subsidies of up to \$3,000 for out-of-pocket reporting and research expenses.

Research and reporting assistance by undergraduate journalism students. Newhouse School faculty will assign a specific student to each fellow's project, and will pay those students for up to 140 hours of work (an average of 5 hours per week throughout the academic year).

An expense-paid trip to campus in Syracuse, N.Y., to present findings from your reporting project in a public lecture or classrooms.

Summaries of completed and published projects on the Carnegie Legal Reporting Program Web site.

### **HOW WE'LL CHOOSE THE FIRST FOUR FELLOWS**

A panel of Newhouse faculty (all former or current professional journalists) will review

applications and choose four fellows based on:

Eligibility as freelance journalists, working in any medium;

Demonstrated ability to provide productive, instructive assignments to our student researchers;

Need for financial assistance on projects that are demonstrably feasible (because they are under contract to be published, or based on the combination of the project's potential and the journalist's track record);

Project's potential to advance the public's understanding of law and the justice system by exposing problems and suggesting solutions locally, regionally, or nationally through original reporting of a nonpartisan nature. In addition, one fellowship will be devoted to legal reporting specifically on the judiciary, involving issues of judicial independence.

Eligible projects include those that have not yet found a publisher, but require work and expenses at an early stage to prove their viability. If a project does already have a publisher, then the fellowship winner must demonstrate that an expense for which he or she seeks reimbursement from the Legal Reporting Fellowships is not also subject to payment by the publisher.

The Legal Reporting Fellowships' definition of a freelance journalist is one who is independent (not on staff, and not paid to report and write for a sponsor) and who produces journalism for a mass audience as his or her principal occupation.

## **SCHEDULE**

The fellowships provide financial and research assistance during the 2008-09 academic year, ending in May 2009.

**Fellowship applications are due by e-mail by Monday, September 8, 2008.**

Winners will be selected by Monday, September 29, 2008, and will be promptly assigned a student researcher who is able to begin work immediately.

Winners are strongly encouraged to use their fellowship money by May 31, 2009, but in select circumstances will be allowed to submit reimbursement requests later. Under no circumstances, however, will reimbursement requests be honored after May 31, 2010.

## **ALLOWABLE ACTIVITIES AND EXPENSES**

Expense requests will be granted or denied at the sole discretion of the director of the Carnegie Legal Reporting Program at the Newhouse School, based on whether the expenses are ordinary out-of-pocket expenses in the course of a journalist's reporting and research. Examples: travel, photocopying, acquisition of documents and other research material or services, office supplies dedicated to the unique nature of the project, or purchase of rights to archival materials.

Travel expenses may include gasoline purchases for documented travel associated with the project. Mileage will not be reimbursed based on a rate per mile.

Fellowship funds may NOT be used as personal income for the journalist; for general office/equipment expenses not clearly dedicated to the project; or for meals or

entertainment.

Expenses will be authorized for reimbursement only when accompanied by receipts (photocopies or other images are acceptable).

No payments will be made in advance of actual expenses incurred.

By applying for the fellowship, applicants acknowledge that they may not receive the full \$3,000 award, or any amount at all, should they fail to submit proper expense requests in a timely manner, or should the program director deny their requests for any reason.

Under no circumstances is a fellow authorized to obligate the Carnegie Legal Reporting Program, the Newhouse School, the Carnegie Corporation, or Syracuse University to any expenditure.

Under Syracuse University rules, the fellowship awards must be reported to the IRS and to recipients on Form 1099 as taxable income. All recipients must submit a completed Form W-9.

### **OTHER GUIDELINES**

Newhouse faculty will assign a student researcher to each fellow's project. Faculty will monitor the work that students are performing. Students will submit time sheets to faculty for approval. Faculty will ensure that their hours do not exceed 140 per project, or do not extend beyond the final day of spring-semester exams, on May 6, 2009. Fellows are encouraged to communicate any concerns about student assistants to Newhouse faculty overseers, but only faculty will determine whether to reassign students on a project.

Fellows will select assignments for students that can be performed from Syracuse with long-distance supervision by the fellow. Fellows are responsible for any expenses that student researchers incur on behalf of the fellow. Students are allowed to work out a mutually agreeable work schedule with fellows (5 hours per week is the average budgeted time).

Fellows agree to provide appropriate research credit in published work to students who work on their projects. Fellows also agree to credit the Carnegie Legal Reporting Program for research support.

Winners of 2008-09 fellowships are eligible to apply for 2009-10 fellowships, although the Legal Reporting Program will give preference to new applicants.

All information that applicants disclose about works in progress will be treated with appropriate confidentiality. But, under no circumstances will the Carnegie Legal Reporting Program, the Carnegie Corporation, Syracuse University, or their faculty or students, be deemed to have entered, nor shall they enter, into a legally binding nondisclosure agreement with fellows or their publishers.

Employees and students of Syracuse University are ineligible for Legal Reporting Fellowships.

### **QUESTIONS?**

E-mail Carnegie Legal Reporting Program director Mark Obbie at [mjobbie@syr.edu](mailto:mjobbie@syr.edu).