



2009 Graduate and Undergraduate Internship Travel Grants

With the financial assistance of the Leitner Family Foundation, ILAS is sponsoring a program of grants to encourage Columbia University graduate and undergraduate students to travel to Latin America to take advantage of short-term internship or study opportunities. Awards will range up to \$1,500 for qualifying expenses associated with travel to the internship country and travel within the country. The number of awards varies from year to year depending on the strength of the applications received. Travel is expected to be undertaken during the summer, but, exceptionally, travel during other periods will be considered if funds are available.

Eligibility:

Graduate Student Travel Grants are intended primarily for the benefit of MIA or MPA Candidates at the School of International and Public Affairs (SIPA) to undertake internships (unpaid or paid) in Latin America during the summer. However, applications will be welcome from other graduate students enrolled in any academic department or professional school of Columbia University.

Undergraduate Student Travel Grants are intended to permit any undergraduate student at Columbia College or Barnard College whose course of study includes a substantial focus on Latin America to take advantage of internship or study opportunities in Latin America.

Restrictions: Award amounts are intended to offset costs of such approved expenses such as airfare, visas, and in-country travel related to the internship.

HOW TO APPLY: Pick up an application from Eliza Kwon-Ahn at ILAS, 830 International Affairs Building. Applications will be available in late January 2009. Completed applications and proposals must be submitted to Eliza Kwon-Ahn by **Wednesday, April 1st, 2009 (applications may be accepted after April 1st, and through Friday, May 1st, 2009, subject to funding availability)** in person, mail or fax at 212-854-4607. **Proposals will not be accepted without all application materials.**

Applicants will be required to submit the following information:

1. **A letter from the host organization in Latin America confirming the student's expected participation in an internship or program of study.** In the case of an internship, the letter should outline the scope of the intern's responsibilities and duties as well as the duration of the internship and other relevant aspects.
2. **A three-page statement**, double spaced describing your reasons for participating in the internship or study program.
3. A detailed **budget** the internship or study program, indicating clearly all travel-related costs.
4. A brief **curriculum vitae**.
5. **Transcript(s)** from Columbia University.
6. **A letter of recommendation from a faculty member** of Columbia University attesting to the value of the proposed internship or study program and to the student's ability to participate successfully in the activity.
7. **Proof of Language Competence** (letter, test scores, etc.)

A special committee composed of Columbia faculty affiliated with the Institute of Latin American Studies will convene to decide awards. In making the grant awards, the committee will decide what budget items can be funded and by what amount. Announcement of awards will be made by mid-May.

Reporting: Awardees will report to the Institute within thirty days of their return from the field or by September 15, whichever comes first. Awardees will be requested to **participate in an internship panel** for students during the Fall semester following the completion of their internship or study program. The written report will include an assessment of the benefits gained from the program and follow-up activities as well as an itinerary and account of expended funds. **Receipts and cancelled tickets must be presented for all approved expenses.**