



Institute of Latin American Studies 2017 SUMMER FIELD RESEARCH PRE-DISSERTATION TRAVEL GRANT Application Form



To the Applicant: The ILAS Summer Field Research Travel Grant is directed to Columbia University graduate students who are enrolled in a degree program and will undertake independent and/or pre-dissertation research during the summer. Please refer to the Application Guide for more information on this and/or other ILAS grant programs. Be sure to fill out all parts of the application and submit it to **Eliza Kwon-Ahn** at the Institute of Latin American Studies (827 International Affairs Building) by **Friday, February 24, 2017** in person, mail, or email (as **one PDF document** attached). Proposals will not be accepted without all application materials. ***ALL MATERIALS MUST BE ONE-SIDED. PLEASE DO NOT STAPLE!***

PERSONAL DATA

Name & UNI						
E-Mail Address						
Street Address						
City		State		ZIP Code		
Telephone Number						
School		Department		Graduation Year		

PROJECT DATA

Title of Research Project	
Location of Proposed Research	
Duration of Proposed Research	
Total Budget Requested	
Other Grants Applied For (if any)	

PROPOSAL CHECKLIST

Please submit one copy of your application with all of the following items in the following order. Please see the guideline for more details:

- Application (this page), completed and signed by applicant
- Proposal cover sheet (in this packet), completed and signed by faculty sponsor
- 5-page proposal (formatted as outlined on the Proposal Cover Sheet)
- 1-page budget, indicating foreign/domestic transportation expenses
- CV or resume
- Graduate transcript(s)
- Proof of language competence (letter, test result, etc.)
- Letter of recommendation from faculty member

- Additional Letter From Faculty Member (preferably in your department)

STATEMENT OF QUALIFICATION

I meet the following qualifications:

- My research will take place in one of the Spanish- or Portuguese-speaking countries of Latin America.
- I am a graduate student at Columbia University and I will graduate after Summer 2017. I will NOT extend my research abroad during AY 2017-2018.
- I am not applying for funding for an internship or a job.

Signature of Applicant _____ Date: _____
(type name if submitting electronically)

PROPOSAL COVER SHEET

Proposal Format (Please note):

- Five page maximum
- 12-point font
- One-inch margins
- Double-spaced
- Bound with a paper clip (do not staple!)
- One-sided

Your proposal **MUST** include:

- An overview of your question or argument
- The strategy or methodology that will most appropriately address the question
- A research design clearly indicating how you will obtain the necessary information
- The relevance of the research to your discipline

In the space that follows, please type a 200-word abstract of proposed research.
You may also attach a Word document.

FACULTY SUPPORT

I have read and approve the above research proposal, and agree to serve as the faculty sponsor for the described research.

Signature of Faculty Sponsor _____
(type name if submitting electronically)

Date: _____



2017 Summer Field Research Pre-Dissertation Travel Grants



Every year ILAS holds a competition for field research money for graduate students conducting independent and/or pre-dissertation research in Latin America for up to \$2,000.00. The number of awards varies year to year and may depend on the strength of the applications received. Research periods typically range from six to twelve weeks.

This year funding is made possible by the Lemann Foundation, Tannenbaum Foundation, and ILAS.

Eligibility: Masters or doctoral students at Columbia University enrolled in degree programs whose course of study has a substantial focus on Latin America are eligible to apply.

Restrictions: Awards can only be used for airfare and in-country transportation expenses to support or offset costs. Money is NOT available for jobs or internships, only independent and/or pre-dissertation research projects in the Spanish/Portuguese-speaking countries of Central, South America and the Caribbean.

HOW TO APPLY:

The application is available on ILAS website: <http://www.ilas.columbia.edu/resources/funding-opportunities-for-students/>

Completed applications and proposals must be submitted to Eliza Kwon-Ahn by **Friday, February 24, 2017** in person, by mail or by email as **one scanned** documents. Proposals will not be accepted without all application materials.

Applicants will be required to submit one copy of the following information:

1. **PROPOSAL:** A research proposal of no more than five pages long, must be one-sided and double spaced, describing the work to be undertaken and its professional significance. It must include the duration and itinerary of the project. It should also include the names of research centers with which you may be affiliated while conducting fieldwork, as well as any research contacts in-country. This proposal must be signed as approved by your faculty supervisor.
2. **BUDGET:** A one page budget must be detailed with a description of each expense. A sample budget is shown on page 3.
3. **CV or RESUME:** A brief curriculum vitae or resume.
4. **TRANSCRIPTS:** An official or unofficial copy of your graduate transcript(s).
5. **LANGUAGE COMPETENCE:** A proof of language competence sufficient to carry out the project must be attached. The proof could be the following: scores of tests taken at Columbia, a study abroad certificate or any other classes taken, a letter from an instructor stating your competence, a transcript showing classes taken, a personal statement indicating that you are a native of a certain country, etc.
6. **RECOMMENDATION:** Approval and letter of recommendation from the Columbia University sponsoring faculty member who will supervise your research project.
7. **ADDITIONAL LETTER:** One additional letter from a faculty member (preferably in your department).

NOTE: ALL APPLICATION MATERIALS MUST BE ONE SIDED AND CANNOT BE STAPLED!!!!

Application Review: A special Fellowship Committee of ILAS-affiliated faculty will convene to determine 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-April.

Reporting: The awardees of the travel grant will submit two reports to the Institute within thirty days of their return from the field or by September 1, whichever comes first. The two reports to submit are: 1) A narrative report of 5 pages minimum (one sided, double spaced). The narrative report must include an introduction, body and conclusion. The report must indicate research results, proposed final stages of the project, and itinerary. 2) The financial report must be a detailed account of expended funds. 3) Awardees will also be requested to present research results to students and faculty during the academic year following their research. If requested, the student will present an individual or a group presentation, sponsored by ILAS or co-sponsored with your department.

The reports provided after the research is completed will be used for ILAS Annual Reports, Newsletters and other outreach materials.

For more information, please contact the Student Affairs Coordinator Eliza Kwon-Ahn at ek2159@columbia.edu

BUDGET (SAMPLE)

Please be specific.

If you have other funding provided by another department that will cover for other costs of your travel, please specify.

Name:

Title of the Research Proposal:

Country of Research:

Airfare: From New York to Sao Paulo, Brazil \$1,000

Airfare: From Sao Paulo to Minas Gerais \$300

Visa to Brazil \$130

Local Transportation in Brazil

- Bus rides to the historical archives in Sao Paulo (30 days x 2) \$60

- Taxi rides to/from airport in Sao Paulo \$60

- Intercity bus ride from Sao Paulo to Campinas \$50

Other transportation

- Subway Ride to Penn Station \$3

- Air Train to JFK from Jamaica Station \$5

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Total \$1,478

Requested:
