2019 Graduate and Undergraduate Internship Travel Grants

The Institute of Latin American Studies (ILAS) is sponsoring a grants program to encourage Columbia University graduate and undergraduate students to travel to Latin America to take advantage of short-term internship and research program opportunities. Travel is expected to be undertaken during the summer, but, exceptionally, travel during other periods will be considered if funds are available.

Awards can only be used towards airfare to the internship country.

This year the funding is made possible through ILAS Endowment Funds (Lemann Foundation Funds and Tannenbaum Funds)

Eligibility:

Graduate Internship Travel Grants:
Intended for all graduate students enrolled in a degree program at Columbia University to undertake summer internships in Latin America, for up to $1,000 towards the airfare.

This grant is not intended for a 6-month long practicum.

Undergraduate Internship Travel Grants:
Intended for all undergraduate students in a degree program at Columbia University (Columbia College, Barnard College, General Studies and School of Engineering and Applied Sciences) whose studies include a substantial focus on Latin America to take advantage of summer internship or research program opportunities in Latin America.

- Up to $2,000 towards transportation and housing for those that have declared as Latin American and Caribbean Studies major or concentration.
- Up to $500 for other undergraduates to offset airfare cost only

This grant is not intended for study abroad programs.

HOW TO APPLY:

Application is available online at ILAS website:
http://www.ilas.columbia.edu/resources/funding-opportunities-for-students/

Completed applications and proposals must be submitted online by Monday, March 25, 2019 as ONE PDF document. Proposals will not be accepted without all application materials.
Applicants will be required to submit the following as one single PDF:

- **ORGANIZATION LETTER:** 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. The letter must be on letterhead and signed by the supervisor and/or another organization staff member. The letter can be sent as an email, but the email address must show the organization’s name (for example, johndoe@columbia.edu).

- **PERSONAL STATEMENT:** A three-page statement, double-spaced, describing your reasons for participating in the internship or research program.

- **BUDGET:** A detailed budget of the internship or research program, indicating clearly all travel-related costs. A sample budget is shown on page 3.

- **CV or RESUME:** A brief curriculum vitae or resume.

- **TRANSCRIPT:** An official or unofficial copy of your graduate or undergraduate transcript(s) from Columbia University.

- **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.

**RECOMMENDATION:** In addition to the requirement above, applications require a letter of recommendation from a faculty member of Columbia University attesting to the value of the proposed internship or research program and to the student’s ability to participate successfully in the activity. Letters of recommendation submitted to ILAS through the following link. It is the applicant’s responsibility to request letters from the faculty and to provide recommenders with the submission link. We recommend that you make recommendation requests from faculty at least 2 weeks before the application deadline.

**Application Review:** A special committee composed of Columbia faculty affiliated with the Institute of Latin American Studies 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 will submit a narrative report to the Institute upon return, within thirty days or by September 1, whichever comes first. The narrative report is a 5-page minimum, double-spaced, and must include an introduction, body and conclusion with an assessment of the benefits gained from the program and follow-up activities and an itinerary.

The reports provided after the internship trips may be used for ILAS Annual Reports, Newsletters and other outreach materials.

For more information, please contact the Senior Manager of Business & 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 other costs of your travel, please specify.

Name:
UNI:
Email Address:
Internship/Research Organization:
Country of Internship/Research:

<table>
<thead>
<tr>
<th>Airfare: From New York to Sao Paulo, Brazil</th>
<th>$1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare: From Sao Paulo to Minas Gerais</td>
<td>$300</td>
</tr>
</tbody>
</table>

| Total Budget: | $1,300 |
| Total Requested: | $1,000 |