



2021 Graduate and Undergraduate Internship Stipends

The Institute of Latin American Studies (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 and research program opportunities. 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.

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

Eligibility:

All internship programs must be at least 4 weeks long in Latin America and the Caribbean during summer months.

Graduate Internship Travel Grants:

Intended for graduate students enrolled in MA in Latin American and Caribbean Studies (MARSLAC) and SIPA students with specialization in Latin American Studies to undertake summer internships in Latin America. The maximum requested funding is \$2,000 towards transportation and housing.

Undergraduate Internship Travel Grants:

Intended for undergraduate students who have declared their major or concentration in Latin American and Caribbean Studies (LCRS). The maximum requested funding is \$2,000 towards transportation and housing.

Changes to Restrictions for 2021 Competition: Due to the COVID-19 pandemic and to current travel restrictions on university funded travels, for this year's competition we will permit some flexibility around the internship grant. Given the current uncertainties regarding public health, and the resulting uncertainties about university and government policies on travel and research abroad, it is possible that student travel to intern or conduct research may not be feasible or allowable. Accordingly, students in the LCRS program, MARSLAC program, and SIPA Latin American specialization whose Latin America focused internships have been accepted, can apply for a summer internship stipend *instead of requesting travel funds*. We will consider stipend requests of up to \$2,000 based on the length of the commitment. Internships must be a minimum of 4 weeks, and students may request up to \$250 in stipend support per week.

HOW TO APPLY:

Application is available online at ILAS website: <https://ilas.columbia.edu/content/funding-opportunities-students>

Completed applications and proposals must be submitted online **by Friday, March 26, 2021, 11:59 pm EST (the application submitted will be time stamped) as ONE PDF document**. Proposals will not be accepted without all application materials.

Applicants will be required to submit the following information:

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 4.

Changes due to the COVID-19:

Students have two budget options to submit:

- 1) Remote Internship: Students who have secured a remote internship related to Latin America and the Caribbean will provide a budget for the stipend
- 2) Travel Internship Grant with alternate option of remote internship: Students who have secured an internship in Latin America will submit two budgets, one for travel support in the event that it is possible, and a second budget for stipend support in the case that travel is not feasible (as shown on page 4)

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: 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.

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.

Awardees will also be requested to participate in an internship panel for students during the Fall or Spring semester following the completion of their internship or research program.

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 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.

Sample 1: Internship Travel with Possibility of Remote Internship Change

Name:

UNI:

Email Address:

Internship/Research Organization:

Country of Internship/Research:

Travel Budget:

Airfare: From New York to Sao Paulo, Brazil	\$1,000
Airfare: From Sao Paulo to Minas Gerais	\$300
Lodging: AirBnb from May 31 to July 15 in Belo Horizonte, Brazil	\$1,000

TOTAL BUDGET	\$2,300
TOTAL AMOUNT REQUESTED	\$2,000

Remote Internship Budget:

Week of May 31	\$250
Week of June 7	\$250
Week of June 14	\$250
Week of June 21	\$250
Week of June 28	\$250
Week of July 5	\$250
Week of July 12	\$250
TOTAL BUDGET	\$1,750
TOTAL AMOUNT REQUESTED	\$1,750

Sample 2: Remote Internship Budget

Name:

UNI:

Email Address:

Internship/Research Organization:

Country of Internship/Research:

Week of July 5	\$250
Week of July 12	\$250
Week of July 19	\$250
Week of July 29	\$250
TOTAL BUDGET	\$1,000
TOTAL AMOUNT REQUESTED	\$1,000