



## **2021 Summer Field Research Pre-Dissertation Travel Grants**

Every year ILAS holds a competition for field research funding of up to \$3,000.00 for graduate students conducting independent and/or pre-dissertation research in Latin America.

This year funding is possible through financial assistance of the Tinker 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. Priority will be given to first time applicants, and students in the first 3 years of PhD.

**Restrictions:** Awards can only be used to support or offset costs for airfare, in-country transportation and housing expenses. Funding 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. Priority is given for proposal that involve lengthy research trips (typical grant recipients propose periods from six to twelve weeks).

**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 typical allowable uses of funds for field research. 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 conduct fieldwork may not be feasible or allowable. Accordingly, we will consider proposals that request support for remote research methods, such as online archival research, online surveys, virtual interviews, and fieldwork involving local collaborators or assistants. Stipends or salaries for the travel grant applicant are not permissible. *If awarded, grantees must spend the money from summer of 2021 to June 30, 2022.*

The allowable expenses will include expenses for remote field research including:

- survey/software tools
- access to digital resources (e.g., archives and databases)
- access to primary resources (e.g., book and subscriptions)
- transcription, translation, and interpretation services
- small purchases of technology hardware (under \$200)
- stipends for local on-the-ground researcher collaborators or assistants (Note: such arrangements must follow university and other applicant guidelines, and reflect relevant ethical and health / safety measures)
- Connectivity (internet access, phone cards, etc.) for local researcher collaborators, research partner organizations, or field sites
- small payments or gift cards to research participants.

Please note that if your project involves human subjects research, you should familiarize yourself with current [university policies and guidelines](#). Surveys and interviews conducted remotely still need to abide human subjects research policies. If you are proposing support for local collaborators or assistants (even for archival work), you should consider any potential risks and ethical issues in your proposed research plan. Proposals with research methodologies that involve human subjects and/or that involve potential risks to local collaborators or assistants should incorporate a summary of plans to minimize any potential risks. If IRB review is required by university policy for your research, ILAS will expect to see IRB approval to disburse grant awards.

#### **HOW TO APPLY:**

The online application is available on the ILAS website: <https://ilas.columbia.edu/content/funding-opportunities-students>

Completed applications and proposals must be submitted by **Friday, February 19, 2021, 11:59 pm EST (the application submitted will be time stamped)** as **ONE PDF** documents, uploaded through the application link above. Proposals will not be accepted without all application materials.

#### **Applicants are required to upload a PDF document including the following information:**

1. **PROPOSAL ABSTRACT:** An abstract of proposed research should be of 200-word long. Please see a sample on page 4.
2. **PROPOSAL:** A research proposal of no more than five pages long, must be at 12-point font, 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.

*Proposals should clearly explain field research plans and methods, demonstrating how the proposed fieldwork supports the thesis or dissertation research objectives.*

#### **Proposal Format (Please note):**

- Five page maximum
- 12-point font
- One-inch margins
- Double-spaced

#### **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

3. **BUDGET:** A one-page budget with description of each expense. A sample budget is shown
4. **CV or RESUME:** A brief curriculum vitae or resume.
5. **TRANSCRIPTS:** An official or unofficial copy of your graduate transcript(s).
6. **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.

**Applicants are also required to have two letters of recommendation submitted to ILAS via email to Eliza Kwon-Ahn at [ek2159@columbia.edu](mailto:ek2159@columbia.edu). It is the applicant's responsibility to request letters from the faculty. We recommend that you make recommendation requests from faculty at least 2 weeks before the application deadline.**

7. **SPONSOR RECOMMENDATION:** Approval and letter of recommendation from the Columbia University sponsoring faculty member who will supervise your research project. ***This is the faculty member whose name will be on your proposal abstract.***
8. **ADDITIONAL LETTER:** One additional letter from a faculty member (preferably in your department).

**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 must 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 five (5) pages minimum, 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) A financial report must be a detailed account of expended funds, with original receipts, missing receipts forms, and conversions.

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.*

Students proposing to conduct research involving human subjects should be aware of university requirements and procedures to approve research activities (<https://research.columbia.edu/human-research-protection-office-and-irbs>). If awarded a travel

grant, it is expected that awardees have appropriate approvals prior to the commencement of fieldwork.

For more information, please contact the Senior Manager of Business & Student Affairs Eliza Kwon-Ahn at [ek2159@columbia.edu](mailto:ek2159@columbia.edu)

**PROPOSAL ABSTRACT (SAMPLE)**

Name:

UNI:

Department and School:

Title of the Research Proposal:

Country of Research:

*The abstract of proposed research must be 200-word long, 12-point font typed, double-spaced.*

**This information should be on the bottom of the proposal abstract page**

Name of the Faculty Advisor: *This faculty member must support and write your letter of recommendation*

UNI:

Department & School:

**BUDGET (SAMPLE)** – This is a typical sample for students who are able to travel pre-pandemic

*Please be specific.*

*If you have other funding provided by another department that will cover for other costs of your travel, please specify. The total funding requested cannot exceed \$3,000*

Name:

UNI:

Department and School:

Title of the Research Proposal:

Country of Research:

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

Airfare in-country: From Sao Paulo to Minas Gerais \$400

Airfare in country: From Sao Paulo to Rio de Janeiro \$300

Visa to Brazil \$160

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 \$5.50
- Air Train to/from JFK \$10

Lodging

- Hotel Sao Paulo (from June 1 to June 15) @ \$100 per night \$1,500
- Air BnB Minas Gerais (from June 16 to June 20) \$300
- Hostel Rio de Janeiro (June 22 to June 30) \$200

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**Total Budget:** **\$3,985.50**

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**Total Requested:** **\$3,000.00**

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**BUDGET (SAMPLE)** – In case you are unable to travel and would like to opt for a more flexible support for remote field research

*Please be specific.*

*If you have other funding provided by another department that will cover for other costs of your travel, please specify. The total funding requested cannot exceed \$3,000*

Name:

UNI:

Department and School:

Title of the Research Proposal:

Country of Research:

Stipend for local on-the-ground research in Lima, Peru to collect interviews from local farmers  
(\$50 daily X 12 days X 5 researchers) \$3,000

Access to online database to collect information on Peruvian local farmers \$500

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<b>Total Budget:</b>	<b>\$3,500</b>
<b>Total Budget Requested:</b>	<b>\$3,000</b>

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