



## 2025 Undergraduate Internship and Research Travel Grants

The Institute of Latin American Studies (ILAS) is sponsoring a program of grants to encourage Columbia University's 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 Endowment Funds and Lemann Center for Brazilian Studies Endowment Funds)

### Eligibility:

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

Intended for undergraduate students who have declared their major or concentration in Latin American and Caribbean Studies (LCRS). The maximum requested funding is \$3,000 towards transportation and lodging. This grant is for either summer research or internship.

*This grant is **not** intended for travel related to study abroad or language programs.*

### 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 21, 2025, 11:59 pm EST (the application submitted will be time stamped) as ONE PDF document**. Proposals will not be accepted without all application materials.

**For Research Grant:** 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.

Applicants will be required to submit the following information:

**ORGANIZATION LETTER (For internship grant only):** 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 program or research project. For research grant, please also include the methodology and timeline for the fieldwork.

**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 current 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. For research grant, the recommender must be the faculty advisor for the research project.

**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 a panel for students during the Fall or Spring semester following the completion of their internship or research program.

The reports provided after the research or 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](mailto: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:

### 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 \$2,000

**TOTAL BUDGET** **\$3,300**

**TOTAL AMOUNT REQUESTED** **\$3,000**