2023 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. In addition, for PhD students to be eligible, they should be in pre-dissertational stage of their degree.

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 involves lengthy research trips (typical grant recipients propose periods from six to twelve weeks). If you are selected as a travel grant recipient, reimbursement or disbursement of allowable expenses is contingent on adhering to university travel policies, including any relevant COVID-related restrictions that may be in place (please visit https://globaltravel.columbia.edu/ for the latest information of university policies and restrictions).

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 17, 2023, 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). You may download a copy of your grades and registration status on SSOL.

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. 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. ***FACULTY 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 30***, 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, the awardees are expected to 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

PROPOSAL ABSTRACT (SAMPLE)

Name:
UNI:
Degree Candidacy Status (applicable to PhD students only. Please indicate if you are in predissertation stage or have advanced to PhD candidacy):
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*
Faculty Advisor 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
- AirBnB Minas Gerais (from June 16 to June 20) $300
- Hostel Rio de Janeiro (June 22 to June 30) $200

Total Budget:	**$3,985.50**
Total Requested:	**$3,000.00**