The Center for Iberian & Latin American Studies invites applications from UC San Diego graduate students studying Latin America

2019 TINKER FIELD RESEARCH GRANT COMPETITION

This grant is generously supported by the Tinker Foundation and UC San Diego Graduate Division.

Application Deadline: Wednesday, April 3, 2019 (Midnight)

CILAS expects to announce the awards in early May 2019.

A. UC SAN DIEGO APPLICANTS

1. Who can apply?

The Tinker Field Research Grants are to be used for grants to UC San Diego graduate students for travel and field-related expenses for brief periods of pre-dissertation field research in Latin America, defined as Spanish-speaking and Portuguese-speaking countries of the region. Tinker Field Research Grants will not be awarded to students who travel to Portugal, Puerto Rico, Spain, and Venezuela. Awards are open to students across all academic disciplines and graduate degree programs.

Individual recipients may be graduate students at the master’s or early stages of the doctoral level studies, including those pursuing professional degrees. The Tinker Field Research Grants are not to be used for advanced dissertation research; they are intended to provide graduate students with early experience conducting hands-on field research in Latin America and the opportunity to develop independent research projects. Citizens of Latin American countries enrolled at UC San Diego are eligible to receive awards to conduct research in their home countries provided they have no previous field research experience in that country.

Travel to Cuba: If you are traveling to Cuba please contact UC San Diego Export Control Office (ECO) at export@ucsd.edu as soon as possible to determine what export licenses are required for your travel and research in Cuba. All travel to Cuba requires an export license. ECO will advise if a general license applies or if a specific license is required. If a specific license is required, ECO will work with the researcher and file the license with the relevant U.S. government agency (Office of Foreign Asset Controls or Department of Commerce Bureau of Industry and Security). Please note specific licensing takes a minimum of 6 weeks or longer and must be approved by the U.S. government prior to travel to Cuba.

Travel dates: Travel can start after June 1, 2019 and should end by October 31, 2019. Travel awards will be reimbursed only for authorized expenses. We will reimburse allowable expenses after the recipient returns from abroad and submits appropriate documentation.
There will be two one-hour Tinker Information sessions on **Thursday, March 14** at 11 AM, and **Wednesday, March 20** at 1 PM, in the Cramb Room, located in the Gildred/LAS building at the Institute of the Americas Complex, UC San Diego.

**B. SELECTION PROCESS**
Grant recipients will be selected by a committee of three UC San Diego faculty. The awards range from $300 to $2,000.

**C. GRANT APPLICATION REQUIREMENTS**
Submit the following documents in the order provided and address each item on a separate page:

1. The CILAS Application Cover Sheet (included in this application, page 4).
2. A roundtrip economy airfare (submit the actual airline quote with the airfare logo). The trip should originate from Los Angeles, San Diego, or Tijuana. It should be the least expensive and most direct flight to your research location.
3. A timetable/detailed itinerary (a weekly account of places where you will be conducting research) of travel plans in the foreign country.
4. An outline of your budget (roundtrip economy airfare, local transportation, in-country flights, food, accommodations, cell prepaid cards or chips, fax, photocopying, bank and ATM fees, visas, and grand total). Travel packages (roundtrip economy airfare, hotel) offered by Internet vendors typically do not provide itemized expense receipts. Therefore, package deals will not be reimbursed.
5. A two to three-page proposal typed (double-spaced, 1 inch margin, 12 size font) that includes your name and the title of your research. Do not include additional materials. **Please include in your proposal the names and titles of the individuals with whom you intend to collaborate while abroad. If you have applied to CILAS/Tinker grants in the past, please update your proposal.**
6. A current curriculum vitae.
7. A list of awards and fellowships received in the previous two years, and awards and fellowships applied for in the last six months. CILAS will notify the awardees' home department graduate coordinator of any awards granted by CILAS.
8. Transcripts covering academic work undertaken at UC San Diego. A list of courses taken during the current quarter should also be submitted if transcripts are not yet available for that period. Transcripts can be obtained from TritonLink; official copies are not necessary. Transcripts should not be submitted in protected view.
9. One letter of recommendation from a UC San Diego faculty should be emailed directly to Isela Brijández at cilas@ucsd.edu by **Wednesday, 4/3/2019 (midnight).**
10. **Submit a hard copy and PDF of the application by Wednesday, 4/3/2019** to Isela Brijández.

**Hard Copy (stapled or clipped):** Please compile your application in the order listed in this section (items 1-8). The application should be printed on one side of paper (8.5 by 11). Drop off the application in room 6 in the Gildred/LAS building, or send it to CILAS using mail code 0548. You may also drop-off your application in Isela Brijández’ mailbox which is located next to room 4 in the Gildred/LAS building.

**PDF:** The name of the file should include the name of the grant, year, and your last and first name (2019 TinkerDoeJohn). Please compile your application in the order listed in this section (items 1-8). All pages must be combined in one attachment, appear in the actual size of 8.5 x 11 (100% view), and in a non-protected view. Email the PDF to Isela Brijández at cilas@ucsd.edu
11. If you decline the award you must notify Isela Brijández via email at cilas@ucsd.edu by June 1, 2019.
12. If your travel plans change, it must be approved prior to travel by notifying Isela Brijández via email at cilas@ucsd.edu by June 1, 2019.
D. REIMBURSEMENT GUIDELINES FOR GRANTEES
Reimbursement guidelines must be adhered to, otherwise reimbursement will be delayed until receipts are correctly submitted.
1. Instructions for the reimbursement packet will be provided to award recipients when they receive their award letters.
2. Grantees will only be reimbursed upon presentation of original itemized receipts.
3. We will only reimburse travel expenses incurred by the grantee. We will not reimburse other people’s expenses such as human subjects or reimbursement to family members.
4. With the assistance of your Graduate Coordinator in your department, a UC San Diego Student Certification for Business-Related Travel form will need to be submitted by June 1, 2019.
5. The following is a list of reimbursable travel expenses: roundtrip economy airfare, ground transportation, food, lodging, and miscellaneous items.
6. If you are awarded a grant, travel should be booked via UC San Diego Connexxus with Balboa Travel at (888) 617-5005 for a fee. The trip should be pre-approved one month prior to departure, therefore, a detailed itinerary/E-invoice must be submitted one month prior to departure. It should show the grantee’s name as the payor and a credit card as proof of payment.
7. Expenses within the US are not reimbursed.
8. We cannot reimburse you for language courses, conferences, vacation, activities or other research that is not related or listed in the proposal.

E. POST TRIP REQUIREMENTS
1. A well-written Two-Page Synopsis (double-spaced, 1 inch margin, 12 size font) is to be submitted within 2 weeks after travel is completed. The summary should include, at minimum, a brief reiteration of the purpose of the trip and a description of previous research experience (any previous field research or international experience), activities undertaken and objectives achieved while abroad, lessons learned and/or recommendations for others conducting similar field research, and the uses to which the findings or results will be applied. Reimbursements will not be processed until the Two-Page Synopsis has been submitted. Your synopsis will be forwarded to the faculty who wrote your letter of recommendation.
2. Individual recipients of Tinker Field Research Grants are expected to acknowledge the assistance from CILAS in any publication, film, or other media resulting from CILAS-supported research.
3. A reimbursement packet is to be submitted 2 weeks after travel is completed to Isela Brijandez. It will include original itemized receipts, Excel expense spreadsheets and Oanda converters (for daily expenses).
4. Award recipients are required to present their research findings at the CILAS Graduate Symposium in the 2019 fall quarter, 2020 winter or spring quarters. On November 1, 2019, grantees will submit the title of their research, research questions, the place where the research was conducted, and a one-page synopsis of the topic for a 15-20 minute presentation.
5. Grantees will be required to maintain contact with CILAS via email for a period of 5 years in order to track how the Field Research experience has assisted them in their future employment endeavors.
6. Submit additional materials such as photographs or scholarly articles that are published as a result of student’s field research by February 1, 2020.
ELIGIBILITY

Who can apply?

The Tinker Field Research Grants are to be used for grants to UC San Diego graduate students for travel and field-related expenses for brief periods of pre-dissertation field research in Latin America.

Individual recipients may be graduate students at the master’s or early stages of the doctoral level studies, including those pursuing professional degrees. The Tinker Field Research Grants are not to be used for advanced dissertation research; they are intended to provide graduate students with early experience conducting hands-on field research in Latin America and the opportunity to develop independent research projects.

1. a. Will you conduct Pre-dissertation field research?  
   Yes ______  No ______

   b. Are you in your early stages of your doctoral level studies?  
   Yes ______  No ______

2. Will you conduct field research for a master’s program thesis?  
   Yes ______  No ______

If you have answered yes to either question 1 or 2, you may apply to the Tinker Grant. If not, you cannot apply.

Citizens of Latin American countries enrolled at UC San Diego are eligible to receive awards to conduct research in their home countries provided they have no previous field research experience in that country.

3. a. Have you conducted field research in your home country?  
   Yes ______  No ______

If you have answered yes to question 3, you may not apply to the Tinker Grant.

GRADUATE STUDENT INFORMATION

Name: ____________________________________________

First Name                                    Last Name

PID: ___________________________  Current phone number: (____) - _______ - ________

area code

Current mailing address:  ____________________________________________________________

Street                  Apt. #           City             State                Zip Code

UC San Diego email address: __________________________________________________________

Other email address: __________________________________________________________________

Country of citizenship: ___________________________  Visa Type:  F-1   J-1   Other____________

Circle those that apply:  US citizen    Permanent resident    International student    Resident alien
Are you a UC employee? Yes____ No____ Are you a current UC San Diego student? Yes____ No____

Will you be a UC San Diego student in the Fall 2019-Spring 2020? Yes _____ No____

Advanced to candidacy? __________ Gender: Male ___ Female ____ Non-binary ____ Decline to state ____

Month/Day/Year

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**HOME DEPARTMENT**

Home department: __________________________ Name of Graduate Coordinator: ______________________________ First Name Last Name

Program (circle one):  PhD  MA  MS  MFA  Student status: (1\textsuperscript{st}, 2\textsuperscript{nd}, 3\textsuperscript{rd}, 4\textsuperscript{th}, 5\textsuperscript{th}): ______

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**FIELD WORK PROPOSAL**

The UC San Diego faculty recommendation letter will be provided by: __________________________ First Name Last Name

● Field Research Title: __________________________

The most direct flight is preferred. If it is not a direct flight please provide an explanation. ________________

Dates of Travel: __________________________ to __________________________ Total Days: _______

Start Date (Month/Day/Year)  End Date (Month/Day/Year)

Dates of Research: __________________________ to __________________________ Total Days: _______

Start Date (Month/Day/Year)  End Date (Month/Day/Year)

● Expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Airfare</td>
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</tr>
<tr>
<td>Food</td>
<td>$______</td>
</tr>
<tr>
<td>Hotel</td>
<td>$______</td>
</tr>
<tr>
<td>Local Transportation</td>
<td>$______</td>
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Circle the mode of transportation you will use: Boat/Bus/Car Rental/Gas/Lift/Metro/Shuttle/Taxi/Train/Uber

Miscellaneous Items $______

Description: ATM Fees $____ Copies $____ Fax $____ Telephone $____ Vaccinations $____ and Visas $____. Only these types of expenses will be reimbursed. Appreciation gifts and payments to human subjects will not be reimbursed.

Grand Total: $ _________
● List Research locations only (not flight layovers)

First Location: ____________________________________
City                     Country

Second Location: _______________________________
City                     Country

Third Location: ___________________________________
City                     Country

Note: Changes to approved research locations cannot be changed without written pre-approval, and new locations will need to be pre-approved prior to booking airfare and travel.

PREVIOUS AWARDS

Please list previous CILAS Awards received (Tinker, CILAS Travel Grant, CILAS Conference Presentation Award, CILAS Dissertation/Thesis Travel Funds):

<table>
<thead>
<tr>
<th>Name of award</th>
<th>Month &amp; year received</th>
<th>Amount received</th>
<th>Location (City, Country)</th>
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TRAVEL WARNING

Has a Travel Warning been issued by the US Department of State for the destination you will travel this summer?  Yes_____  No_____

Please check this link [http://travel.state.gov/content/passports/english/alertswarnings.html](http://travel.state.gov/content/passports/english/alertswarnings.html) Check the list to see if your destination is listed. If you find your location click on the Travel warning and read it. If there is a travel warning, please provide a brief summary of the travel warning below.

If there is not a travel warning, type your destination (country) so you can obtain important facts and contact information about the region you are visiting.

Travel warning summary - Location 1:
____________________________________
____________________________________

Travel Warning was issued on: _____________________
Month/Day/Year
Travel warning summary-Location 2:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

The Travel Warning was issued on: ________________________________
                                      Month/Day/Year

Please use extra paper if you need more space.

**Deadline: Submit the Application on Wednesday, April 3, 2019:** Please submit a hard copy and a PDF copy (midnight) of your application (all pages must be combined in one attachment) to Isela Brijández at cilas@ucsd.edu

Information about this grant is also available on our website [http://cilas.ucsd.edu/research/index.html](http://cilas.ucsd.edu/research/index.html)