



The Center for Iberian & Latin American Studies

invites applications from UCSD graduate students studying Latin America

2017 CILAS Dissertation/Thesis Travel Funds

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

Application Deadline: Monday, April 3, 2017 (Midnight)

CILAS expects to announce the awards in early May 2017.

A. UCSD APPLICANTS

1. Who can apply?

Travel grants are available to graduate students to conduct dissertation/thesis-related research in Spanish-speaking and Portuguese-speaking countries (including Portugal, Puerto Rico, Spain). Grants will be awarded to students for travel and field-related expenses for brief periods (four weeks to four months) of dissertation/thesis field research in Latin America. Individual recipients may be graduate students at the master's or doctoral level, although priority will be given to doctoral students.

Travel dates: Travel can occur after June 1, 2017 and completed by September 30, 2017. The awards may be used only for brief research trips, two weeks to four months in duration. Travel awards will be reimbursed only for authorized expenses; **CILAS cannot provide funds prior to travel.**

There will be a one hour information session on **Wednesday, February 15, 2017** at 9:30 AM, **Thursday, March 2, 2017** at 3:30 PM, in the CILAS library, located in the Gildred building at the Institute of the Americas Complex, UC San Diego.

B. SELECTION PROCESS

Grant recipients will be selected by a committee of three UCSD. 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. CILAS Application Cover Sheet (included in this application, page 4-6).
2. Coach airfare quote for travel (submit the actual airline quote with the airfare logo).
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 (coach airfare, local transportation, in-country flights, in-country car rentals, gas, food and accommodations, health insurance, telephone, fax, internet access, photocopying, bank and ATM fees, visas, and grand total). Travel packages (airfare and hotel, hotel and car rental) offered by **Internet vendors**

typically do not provide itemized expenses. Therefore, no business-related travel or quotes should be booked through such vendors.

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 names and titles of the individuals you intend to collaborate while abroad. If you have applied to CILAS/Tinker grants in the past, please update your proposal.**

6. Current curriculum vitae.

7. List 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 UCSD. 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 professor should be emailed directly to Isela Brijández at cilas@ucsd.edu by **Monday, 4/3/2017 (midnight)**.

10. **Submit a hard copy and PDF of the application by Monday, 4/03/2017** to Isela Brijández.

Hard Copy (stapled or clipped): Please compile your application in the order listed in section C. The application should be printed on one side of paper (8.5 by 11). Drop off the application in room 6 in the Gildred building, or in my mailbox by room 4, or send it to CILAS using mail code 0548.

PDF: The name of the file should include the name of the grant, year, and your last and first name (**2017 CILASTravelFundsDoeJohn**). Please compile your application in the order listed in section C. 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 to Isela Brijández at cilas@ucsd.edu

11. If you decline the award you must notify Isela Brijández via email at cilas@ucsd.edu

12. If your travel plans change, you must notify Isela Brijández via email at cilas@ucsd.edu

D. REIMBURSEMENT GUIDELINES FOR GRANTEES

Reimbursement guidelines must be adhered to, otherwise reimbursement will be delayed until receipts are correctly submitted.

1. We will only reimburse travel expenses incurred by the grantee. The following is a list of reimbursable travel expenses: Coach airfare (round trip flight). If you are awarded a grant, travelers who are conducting UCSD business-related travel must book via UCSD Connexus with Isela Brijández and submit a UCSD Student Certification for Business-Related Travel form before traveling abroad.

2. Field-related Expenses incurred by grantee only: Food, accommodations, and visas.

3. Travel and Field-related expenses within the US are not reimbursed.

4. We cannot reimburse you for language courses or conferences.

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, activities undertaken and objectives achieved while abroad, any previous field research or international experience, 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 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, expense spreadsheets and Oanda converters. Instructions for the reimbursement packet will be provided to award recipients when they receive their award letters. **Grantees will only be reimbursed upon presentation of original itemized receipts.**

4. Award recipients are required to present their research findings at the CILAS Graduate Symposium in the fall 2017, winter 2018, or spring 2018. One month before the symposium, 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 of the 15-20 minute presentation.
5. Grantees will be required to maintain contact with CILAS via email for a period of 2 years in order to track how the Field Research experience has assisted them in their future employment endeavors.

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APPLICATION COVER SHEET

STUDENT INFORMATION

Name: _____
First Name Last Name

PID: _____

UCSD Email Address: _____

Other Email Address: _____

Current Home Address: _____
Street Apt. # City State Zip Code

Current Phone Number: (____) - _____ - _____

Country of Citizenship: _____ Visa Type: F-1 J-1 Other _____

Circle those that Apply: Permanent Resident International Student Resident Alien

Are you a UC Employee? Yes ___ No ___ Are you a current UCSD student? Yes ___ No ___

Will you be a UCSD student in the Fall 2018? Yes ___ No ___ Date of candidacy status? _____

HOME DEPARTMENT

Home Department: _____ Name of Graduate Coordinator: _____
First Name Last Name

Is Field Research a requirement for all students in your program? Yes ___ No ___

Program (circle one): PhD MA MS MFA Student Status: (1ST, 2ND, or 3RD year): _____

FIELD WORK PROPOSAL FOR THE 2017 CILAS DISSERTATION/THESIS TRAVEL FUNDS

●Field Research Title: _____

Dates of Travel: _____ to _____ Total Days: _____
Start Date (Month/Day/Year) End Date (Month/Day/Year)

The recommendation letter will be provided by: _____
First Name Last Name

● Amount Requested for Airfare: \$ _____
Amount Requested for Local Transportation: \$ _____
Amount Requested for Food: \$ _____
Amount Requested for Hotel: \$ _____
Amount Requested for Miscellaneous Items: \$ _____ List the items in this category: _____

Grand Total Amount Requested: \$ _____

● **First Location:** _____
City Country

Will the field research in 2017 be dependent or independent research? _____

If you are conducting dependent research with the Tinker grant that directly supports a Faculty, PI project or research program please provide the following:

Faculty/PI name _____
First Name Last Name

Research Title _____

Amount you will be funded \$ _____ and what the funding will cover: _____

● **Second Location:** _____
City Country

If you are conducting dependent research with the Tinker grant that directly supports a Faculty, PI project or research program please provide the following:

Faculty/PI name _____
First Name Last Name

Research Title _____

Amount you will be funded \$ _____ and what the funding will cover: _____

PREVIOUS AWARDS

Please list previous CILAS Awards Received (Tinker, CILAS Travel Grant, CILAS Conference Presentation Award):

Name of Award	Amount Received	Location (City, Country)
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Please use extra paper if you need more space.

Submit Application Monday, April 3, 2017: 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>