



The Center for Iberian & Latin American Studies

invites applications from UC San Diego graduate students studying Latin America

2018 TINKER FIELD RESEARCH GRANT COMPETITION

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

Application Deadline: Monday, March 12, 2018 (Midnight)

CILAS expects to announce the awards in early May 2018.

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, and Spain. 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.

If you are traveling to Cuba, please contact Brittany Whiting before you depart abroad at brwhiting@ucsd.edu of UC San Diego Export Control Research Compliance and Integrity. The Office of Export Control Research Compliance and Integrity performs export license reviews for individuals traveling with UC San Diego equipment. If any of the travel awards are for research in Cuba, export licensing is still required for all travel to Cuba. The office can file licenses or prepare hand-carry letters which have assisted many researchers going through Customs.

Travel dates: Travel can occur after June 1, 2018 and should be completed by October 31, 2018. Travel awards will be reimbursed only for authorized expenses. **CILAS cannot provide funds prior to travel.**

There will be three one hour Tinker Information sessions on **Monday, February 19, 2018** at 12:00 PM, **Wednesday, February 21, 2018** at 11 AM, and **Thursday, February 22, 2018** at 3 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. CILAS Application Cover Sheet (included in this application, page 4-5).
2. Roundtrip economy airfare (submit the actual airline quote with the airfare logo). The trip should originate from San Diego or Los Angeles.
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. 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 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 **Monday, 3/12/2018 (midnight)**.
10. **Submit a hard copy and PDF of the application by Monday, 3/12/2018** 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 Brijandez' 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 (**2018 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, 2018.
12. If your travel plans change you must notify Isela Brijández via email at cilas@ucsd.edu by June 1, 2018.

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: roundtrip economy airfare, and ground transportation. If you are awarded a grant and you are an Anthropology student, travel must be booked via UC San Diego Connexus with Isela Brijández. A UC San Diego Student Certification for Business-Related Travel form will need to be submitted prior to traveling abroad by June 1, 2018.

2. Field-related Expenses incurred by grantee only: Food, cell prepaid cards or chip, 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 (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, 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 (listed in section D). For meal reimbursements, if the daily meal expenses are equal to the meal per diem rate for the country you are visiting, then original itemized receipts must be submitted.**
4. Award recipients are required to present their research findings at the CILAS Graduate Symposium in the 2019 winter or spring quarters. On November 1, 2018, 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 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, 2019.

● **First Location:** _____ Dependent or independent research? _____
City Country

● **Second Location:** _____ Dependent or independent research? _____
City Country

● **Third Location:** _____ Dependent or independent research? _____
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 _____ Department _____
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, CILAS Dissertation/Thesis Travel Funds):

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

Please use extra paper if you need more space.

Deadline: Submit the Application on Monday, March 12, 2018: 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>