



2009 CLAS Graduate Student Field Research Grants Competition

Purpose

The purpose of this program is to make it possible for CLAS graduate students to carry out **predissertation field research** in the Latin American/Caribbean region and Iberia (Spain and Portugal) to acquire a comprehensive knowledge of language, terrain, and culture; to familiarize themselves with information sources relevant to their studies; to conduct pilot studies and preliminary investigations, and to develop contacts with scholars and institutions in their fields. *Grant*

recipients must spend at least one month (28 days) in the field. In no case are these grants to be used for dissertation research.

Eligibility

CLAS graduate student certificate candidates (both master's and doctoral) making "satisfactory progress" towards completion of the certificate in Latin American Studies may apply.

•For first-time applicants, **satisfactory progress** is defined as having completed two area courses towards the certificate in Latin American Studies—at least one of which must be outside the student's major field of study—during the first academic year in which the applicant is enrolled in CLAS.

CLAS graduate student certificate candidates are eligible to receive **two field research grants** from CLAS during their tenure as students at the University of Pittsburgh. Continued satisfactory progress towards completion of the certificate applies for students proposing to receive a second grant.

•Continued progress is defined as the completion of two additional courses per academic year applicable toward the certificate.

The status of applicants will be reviewed by the CLAS Student Advisor to determine eligibility.

Amount of Grant

Maximum of \$2,200.

Utilization of Funds

Grant funds must be used for travel (international and in-country) and limited field-related expenses. The majority of the proposed budget should be devoted to travel expenses. However, up to twenty-five percent of the total proposed budget may be designated for field-related expenses—including food, accommodations, research expenses, health insurance and visas, etc. **Purchase of equipment (such as computers, cameras, tape recorders, etc.) is NOT allowed.**

Preferably, field research should take place between April and August.

Proposal Requirements

All applications must be submitted in **English** and include:

1. A completed grant application form (form attached);
2. A full description of the project **not to exceed four (4) double-spaced pages** as follows—(a) Topic/Problem, (b) Significance of/Need for the Research, (c) Methodology/Tools;
3. A detailed budget;
4. Specific travel plans;
5. An up-to-date University of Pittsburgh transcript (as well as a copy of your current registration)
6. A Letter of Project Appraisal from your Academic Advisor (to be submitted by advisor);
7. A one to two paragraph autobiographical statement (including information on country of origin, education and experience, discipline, specializations, and relevance of the proposed research project to career goals).

Note: The full description of the project may be supplemented by appendices (such as examples of questionnaires, list of field contacts, more detailed information on any of the sections) that should be referred to in the basic text. However, appendices should be kept to a minimum.

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••Your proposal must be written in English in terms understandable to scholars who are **not specialists** in your specific discipline or field. Because of the small size of the selection committee, not all disciplines/professions are represented by the committee members. Thus, selection committee members may not be familiar with technical terminology or jargon associated with your particular discipline.

••**Letter of Project Appraisal from Academic Advisor**••

Proposals must have, as supporting documentation, a letter appraising the project from the applicant's academic advisor. **The selection committee will not review proposals without the faculty advisor's appraisal.** The appraisal should include comments both on methodology and language ability as well as a general evaluation and **should be no more than one page in length.**

For Students Applying for a Second Field Research Grant: Students who have previously been awarded a field research grant and are applying for a second grant **must clearly justify the need for a second grant in the text of the proposal.** These students also should ask the faculty member writing the "Letter of Project Appraisal" to address this need in her/his letter.

Application

An application package should contain the original application and four copies (**a total of five complete copies**). (The letter of Project Appraisal from the Academic Advisor should be sent separately by the advisor.) The package should be sent to:

Luis G. Bravo, Fellowship Coordinator
Center for Latin American Studies
4200 Wesley W. Posvar Hall
University of Pittsburgh, Pittsburgh, PA 15260
telephone: (412) 648-7393
e-mail: bravo@pitt.edu

Deadline

The deadline for submission of all application materials is **Tuesday, January 20, 2009.**

Grant Requirements

Recipients of CLAS Graduate Student Field Research Grants must spend at least **four weeks** (28 days) in the field and provide CLAS with a brief (two to four page) report, **written in English**, within two weeks following the termination of the award. The report should indicate: (1) how grant funds were expended; (2) travel schedule (where you went and how much time you spent in each locale); (3) what was accomplished; and (4) how research results will be utilized.

Grant recipients also are responsible for completing all applicable documentation for expenditure of funds required by the University of Pittsburgh as standard policy and procedure. Expense reports **must** be completed within two weeks after the grant recipient has returned from the field.

Recipients must acknowledge the assistance of the Center for Latin American Studies, University Center for International Studies, University of Pittsburgh, and the specific funding agency providing support for the grant in any publication, film, or other product resulting from research supported by this grant. CLAS would appreciate receiving copies of photographs illustrating research activities.

Important Note:

- All research involving interventions or interactions with individuals or the collection of identifiable private information concerning living individuals requires prospective Institutional Review Board (IRB) approval;
- Even if the research may qualify as an exempt category, the researcher must obtain an exemption approval from the IRB;
- Grantees are responsible for obtaining IRB approval when required, and must provide documentation of IRB approval before the funds can be disbursed. For further information, check the IRB web site at www.irb.pitt.edu.

CENTER FOR LATIN AMERICAN STUDIES
GRADUATE STUDENT FIELD RESEARCH GRANT APPLICATION FORM

1. I AM APPLYING FOR A SECOND FIELD RESEARCH GRANT: yes _____ no _____

2. NAME: _____

3. UNIVERSITY IDENTIFICATION or NATIONAL ID NUMBER : _____

4. DEGREE SOUGHT: _____

5. DEPARTMENT AND SCHOOL: _____

6. UNIVERSITY ADDRESS AND TELEPHONE: _____

7. E-MAIL ADDRESS: _____

8. HOME ADDRESS AND TELEPHONE: _____

9. CITIZENSHIP: _____

10. TITLE OF RESEARCH PROJECT: _____

11. COUNTRY/COUNTRIES TO BE VISITED AND TIME PERIOD DURING WHICH FUNDS ARE NEEDED (SPECIFY MONTH AND DAYS)

12. TOTAL NUMBER OF DAYS IN FIELD: _____

13. BUDGET

(Please submit your detailed budget with the text of the proposal as specified in the program guidelines. In the spaces below, indicate only total amounts.)

a. Funds Requested from CLAS: \$ _____

b. Other Sources of Funds (if applicable): _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

c. Total Project Budget: \$ _____