

**UNIVERSITY OF ARIZONA  
CENTER FOR LATIN AMERICAN STUDIES  
TINKER SUMMER FIELD GRANT PROGRAM  
FOR GRADUATE STUDENTS  
SUMMER 2009**

**GUIDELINES**

The 2009 graduate student grant competition is supported by the University of Arizona with funds from the Office of Vice-President for Research, College of Social and Behavioral Sciences, Mel and Enid Zuckerman College of Public Health, College of Humanities, Office of International Affairs, and the Center for Latin American Studies. The grant program for graduate student field research travel targets students from all departments of the university who are planning pre-dissertation fieldwork (e.g. Master's or preliminary fieldwork for dissertation) in the Spanish and Portuguese speaking countries of Latin America, Spain or Portugal in the Summer of 2009. The grants normally provide for a portion of roundtrip airfare to the proposed research site. Applications are evaluated by an interdisciplinary faculty committee chaired and organized by the Center for Latin American Studies.

The Center for Latin American Studies will endeavor to issue the largest possible number of awards to qualified applicants. Students pursuing thesis options for degree completion will take priority over students choosing non-thesis options. Due to the limited funds for this program and the demand for support among U of A students, the Center will generally issue awards that approximate the airfare amount, but may not award the total amount. The Center will budget awards based on airfares estimated by authorized travel agencies (including estimates from on-line sites such as Expedia) but will encourage students to find the lowest official airfare for travel. When the actual airfare is less than that originally awarded we use the released funds to support more students.

**IMPORTANT INFORMATION ABOUT ELIGIBILITY AND REQUIREMENTS**

*Please read carefully before you apply*

**Eligibility. Applicants must meet the following criteria:**

- Be a University of Arizona graduate student in good standing from any department or center in the university
- Be a registered student in both Spring and Fall semesters, 2009
- 2008 grant recipients are not eligible for the 2009 competition
- All applicants must provide proof of language proficiency appropriate to the country or region in which the research is to be conducted
- We expect students to spend 3-6 weeks in the field and to demonstrate clearly how the grant will contribute to your professional development
- Research training exemplified by coursework

**Application**

- Please **type** all application materials and provide 5 copies
- Incomplete applications will be disqualified from the competition
- The application, including all supplementary documents, must be submitted by the deadline of **Friday March 13, 2009, 12:00 p.m. No Exceptions. Deliver to the front desk of the Center for Latin American Studies, Marshall 280.**

### **Project and preparation**

- The research project must be conducted as outlined in your proposal. An award cannot be used for a different project or purpose.
- You must complete the human subject's exam and submit your proposal for human subjects review to the University of Arizona before leaving for the field if your proposal involves interaction with people in the field area (including interviews). See [http://vpr2.admin.arizona.edu/human\\_subjects/](http://vpr2.admin.arizona.edu/human_subjects/)) for more information and discuss with your faculty advisor.

**SUCCESSFUL APPLICANTS WILL BE INFORMED BY EMAIL ON OR BEFORE FRIDAY APRIL 10<sup>TH</sup> AND ARE REQUIRED TO ATTEND A MEETING WITH CLAS STAFF TO OBTAIN DETAILS OF THE GRANT AWARDS. THE MEETING WILL BE HELD THE AFTERNOON OF APRIL 17<sup>TH</sup> at 2:30pm in MARSHALL 280.**

### **Funding**

The program provides funding for point-to-point round-trip airfare only and/or lowest cost land transportation.

If an award recipient cannot use the grant or is prevented from traveling, they must notify the Center in writing immediately and must return the funds within two weeks of written notification. This will allow the Center to award the funds to another student.

If an airfare receipt or the record of time spent in the field shows a difference of over \$25 between the original award amount and the amount spent, the recipient must return the balance to the Center within 2 weeks of return from the field.

### **Travel**

Travel must take place within the original proposed travel dates. The Center will consider a request for authorization to postpone a field trip only if there is a reasonable justification. Travel must be completed by **August 21, 2009**.

### **Original Round Trip Airline Coupon**

Upon return from abroad, recipients **must** submit the original airline coupon used between the US and their destination. This document proves that funds were used to travel to the research destination at the quoted rate. The "coupon" is the last page of your ticket packet. If you have an e-ticket, please request a receipt from the airline.

Please furnish the original airline coupon to the Center to comply with program Guidelines. Under no circumstances will a report be accepted if it does not include the original airline coupon. If the amount does not show on the coupon, please provide additional proof of the purchase, such as a credit card receipt or statement, or a canceled check.

### **Summary report and evaluation form (Deadline September 18<sup>th</sup>, 2009)**

#### **Content**

Describe the purpose and goals of your travel

- Provide a description of your activities and results of research while abroad
- Discuss the impact of your field research on your professional development and degree goals

## **Format**

- Title page should include on separate lines - Name, Department, Email address, Title of Project, Field Location (place and country), Duration (e.g. 6/01/09-7/15/09)
- Abstract of 100 words in both Word and electronic version (this will be used in reports to funding agencies, to schedule the Tinker conference and may appear on the Center's web site)
- Report of 1000 words (excluding photos, tables, or maps)
- At least 2 photos (maximum of 4) that show your field area. One photo should show yourself in the setting where you worked. Provide captions for all photos and put your name on all hard copies of photos
- Single spaced, 12 point font, 1 inch margins
- Submit an electronic version of your report (digital photos can be included) to [clas@mail.sbs.arizona.edu](mailto:clas@mail.sbs.arizona.edu) and two hard copies with photos to the Center main office.
- If your project included an internship you should include a letter of evaluation from the person who supervised your internship

## **TINKER CONFERENCE PROCEDURES/COMMITMENTS**

**In addition to summarizing your experience in Latin America, this document will be used to help organize the Tinker Symposium on Graduate Research in Latin America for the Fall of 2009. ALL GRANT RECIPIENTS MUST PARTICIPATE IN THIS ONE-DAY CONFERENCE.** The conference will be organized according to the report abstracts, so please think carefully about what you would like to present while you are writing the report. You must also include a title for your Tinker presentation in this material. No titles will be changed after reports have been submitted. To complete your obligations *you must attend two full conference sessions, in addition to your own.* Furthermore, you are expected to attend the keynote address to be held at the end of the conference day.

*Please note: You **must submit** photographs or other visual aids as part of your Summary Report. These graphic images are valuable as part of our reports to the University and to funding agencies, and as proof of the quality of our students' field research.*

## **Travel grant evaluation form**

This form enables grant recipients to evaluate the Grant Program. Your evaluation is part of the grant process and is considered as important as any other component. Please submit it with the summary report, airline coupon, and photographs.

## **Compliance**

The Center will request total reimbursement of any Field Research Travel Grant if the grantee does not comply with grant requirements. Following this request, if no reimbursement or explanation is received within 30 days, the Registrar's Office will be notified and a block may be placed on the grantee's registration at the University.

*Please communicate in writing any changes in your status as a graduate student, change in your project design, travel dates, destination, airfare, or any other factor relating to this grant to the Center for Latin American Studies ([clas@mail.sbs.arizona.edu](mailto:clas@mail.sbs.arizona.edu) or in writing to P.O. Box 210158B, Marshall Bldg, Rm. 280, Tucson, Arizona 85721). If changes are allowable, they must be approved prior to travel.*

**APPLICATION FORM FOR SUMMER 2009  
UNIVERSITY OF ARIZONA  
CENTER FOR LATIN AMERICAN STUDIES  
SUMMER FIELD GRANT PROGRAM FOR GRADUATE STUDENTS**

**Application due: Friday March 13, 2009 12 noon in the Center for Latin American Studies, 280 Marshall Building. No exceptions.  
*YOU MUST PROVIDE 5 COPIES OF ALL MATERIALS***

**Please read the entire package before completing this application.**

1. Please type all responses to the application and all written correspondence related to the application.
2. Complete the responses to every section of the application thoroughly.
3. Turn in the application and all supporting documentation in one packet (letter of recommendation, and narrative) by 12 p.m. on March 13, 2009.
4. Complete the checklist below.
5. Sign the recommendation form waiving your right to review it.
6. If you have any questions, please contact the Center for Latin American Studies at (520) 626-7242 or by email at [clas@mail.sbs.arizona.edu](mailto:clas@mail.sbs.arizona.edu).
7. Applications that do not comply with these guidelines will be returned and may be disqualified from the competition.

**Checklist**

Completed application	
Sign the application below	
Project narrative	
Recommendation form	
Copy of transcripts	
Foreign language certification	

I agree to abide by all of the requirements and grant guidelines as stated in the "Guidelines" for the 2009 Summer Field Grant Program for Graduate Students.

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Please print your name above

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Please sign above

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Date

**Section 1: Basic Information**

Name: \_\_\_\_\_

UA Department: \_\_\_\_\_

Project Title (15 words or less to include research location): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Itinerary and dates (e.g. Tucson-Rio, Brazil June 1st-July 16th 2009):  
\_\_\_\_\_

Number of days that you will be working on research: \_\_\_\_\_

Estimated roundtrip airfare (attach estimate): \_\_\_\_\_

Student ID No. \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_

Home Address: \_\_\_\_\_

Alternate Phone No.: \_\_\_\_\_ Campus Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Country of citizenship: \_\_\_\_\_

Do you have permanent residency in the U.S.? \_\_\_\_\_

If you are a US citizen, proceed to Section 2. If you are a foreign national, please answer the following questions so that you can be sure that you will be able to reenter the U.S. after your trip.

What type of visa do you have? \_\_\_\_\_

What is the expiration date of your visa? \_\_\_\_\_

When did you enter the United States? \_\_\_\_\_

**Section 2: Academic Information**

Degree objective and department (MA, PhD): \_\_\_\_\_

If an M.A. student, are you pursuing a thesis or non-thesis option? \_\_\_\_\_  
(write in "thesis" or "non-thesis")

If a Ph.D. student have you advanced to candidacy and when (ABD)? \_\_\_\_\_

When did you begin your current degree program? \_\_\_\_\_

What training (in the form of courses and/or extensive workshops) in research methods have you completed? (Please note, some training in this area is REQUIRED before undertaking fieldwork supported by this grant) \_\_\_\_\_

Estimated Date of Degree Completion: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Office Address: \_\_\_\_\_

Campus telephone extension: \_\_\_\_\_

Email address: \_\_\_\_\_

**Section 3: Project Information**

Explain how your proposed project relates to your degree program (e.g. collect information for thesis, pilot research for Ph.D., other prof. development?)

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Have you previously received a travel grant from the Center for Latin American Studies? If so, how much, when and what for?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any other applications for funding (pending and funded) that will support this project.

Organization	Fellowship/Grant Program	Amount Requested	(Expected) date of notification

Please list any previous grants or fellowships you have received within the last three years associated with this project.

Organization	Fellowship/Grant Program	Amount	Period of Support	Purpose of Grant/Fellowship

Please list any previous field research or experience you have had in Latin American, Iberia and/or the Caribbean other than short term travel and tourism.

Country/Countries	Duration of Stay	Purpose of Visit

**Section 4: Foreign Language Proficiency Certification**

This section provides proof of language proficiency necessary to conduct field research in a foreign country.

**Applicant:** please write your name for the reviewer who will certify your Language competency.

\_\_\_\_\_

**Country of destination:** \_\_\_\_\_

**Language to be used in the field:** \_\_\_\_\_

**If you have plans to improve your language ability prior to your fieldwork please describe:** \_\_\_\_\_

**Are you a native speaker of the language?** \_\_\_\_\_

If you are a native speaker, proceed to Section 7. If you are not a native speaker, you must provide documentation showing your proficiency level. Acceptable forms of documentation include course work at the 300 level and above in Spanish or Portuguese or certification of language proficiency by an instructor in the Spanish and Portuguese Department on the form provided below.

\_\_\_\_\_

**The portion below is to be completed by the language proficiency reviewer.**

**Reviewer Instructions:**

The student you are evaluating for proficiency in either Spanish or Portuguese is applying for a Graduate Student Field Research Grant to conduct research related to his/her thesis or dissertation. The student must be able to conduct research in either Spanish or Portuguese, such as interviews, attend conference or other meetings, and/or work in archives or libraries. The student should be evaluated on the basis of her/his ability to perform graduate level work in the target language. Please use a ranking system of 1-5 (1-Low, 5-High) to indicate your evaluation below.

Thank You!

<b>Spoken Ability</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Reading Comprehension</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Aural Comprehension</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Writing Ability</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## **Section 5: Supplementary Documentation**

**All materials must be turned in together by the applicant no later than Friday March 13, 2009, at 12pm. The final application packet must include the completed application and the following documentation:**

1. **Proposal Narrative:** A proposal of no more than 4 typed pages (double-spaced, 12 point font) outlining the project objectives and the proposed methodology to be used. You may attach a bibliography, map, diagrams etc. of no more than 1 extra page. Please make sure to identify a research question and show how your research methods and fieldwork plan will help you answer this question. Set your work in the context of that of others (e.g. the literature) and/or contemporary conditions, events, or policies, and show how the grant will help you further your professional objectives. Identify any contacts that you have made in the field area that will help you achieve your objectives (you may attach a letter or other information to document contacts).
2. **Letter of Recommendation:** Using the attached form, obtain and submit one letter of recommendation from a U of A faculty member. This letter is due with this application on March 13, 2009.
3. **List of relevant graduate coursework completed (copy of transcript or unofficial transcript from the registrar's office OK)**

**2009 Tinker Graduate Student Field Research Grant Recommendation Form**

The Center for Latin American Studies would appreciate your opinion of the academic promise and capabilities of the student who is under consideration for a Graduate Student Summer Field Research Grant. The Center provides roundtrip airfare to students who write a strong proposal to undertake pre-dissertation (M.A. or preliminary Ph.D.) fieldwork in Latin America (and also Spain and Portugal). Please let us know if you consider the student prepared to do the work, what the significance of the project is, and the likelihood that the grant will contribute to the students' professional development. Your evaluation will be confidential. If you require more space, please use additional pages.

**PLEASE TYPE ALL RESPONSES**

***Student to complete following section***

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
\_\_\_\_\_

I agree that this letter is confidential, and hereby waive my rights to review it.

\_\_\_\_\_  
Applicant Signature and Date

***Faculty to complete following section***

**Please rate the candidate in overall promise (check one):**

BELOW AVERAGE    AVERAGE    ABOVE AVERAGE    GOOD    OUTSTANDING

**EVALUATION OF STUDENT AND PROPOSED PROJECT**

(attach separate letter if preferred)

Name of Evaluator \_\_\_\_\_  
Position or Title \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

**DUE DATE: March 13, 2009, 12 p.m.**

**Please return the completed form in an envelope with your signature across the seal to the student applying for the grant or you may email the evaluation (with the student name in subject of email to the Center at [clas@mail.sbs.arizona.edu](mailto:clas@mail.sbs.arizona.edu)).**