



CLAS TINKER FIELD RESEARCH GRANT

REPORTING GUIDELINES 2017

ALLOWABLE EXPENSES

As a recipient of the CLAS Tinker Field Research Grant, you are required to abide by all requirements stipulated by the Center for Latin American Studies and the University. Awards are intended to cover the cost of international and in-country transportation plus a small amount toward local living and research costs.

Allowable travel costs include any that contribute to physically moving from one place to another, from the time you leave home until your return, including airfare and other in-country travel such as local bus/taxi transportation, in-country flights, and car rentals. Allowable field-related expenses include food, accommodations, research expenses, and visas. **The purchase of technological field equipment (cameras, recorders, etc) is prohibited.**

Spending Categories:

| | |
|-------------------------------|--|
| Travel Expenses | Airfare, local transportation, in-country flights, car rentals, etc. |
| Field-Related Expenses | Food, accommodations, research expenses, health insurance, visas, etc. |

Funds not allocated appropriately will be forfeited and returned to CLAS. Awardees must conduct a schedule of full-time research as described in your application proposal for the duration of the award period. **Travel must be completed by December 1, 2017**, with a minimum suggested duration of three weeks and a maximum duration of twelve weeks.

AWARD DISBURSEMENT PROCEDURES

Your CLAS Tinker Field Research Grant award will be disbursed as a travel advance issued within 30 days prior to your departure. **You must submit all expenditure**

documents within 30 days of your return from the field in order to clear the encumbrance caused by this travel advance.

PLEASE NOTE: If you have commitments for other University funding for summer field research, these will need to be aggregated with the CLAS funding into a single travel advance. On the second page of this form, please indicate if you have, or anticipate, such funding and its source.

AWARD REQUIREMENTS

1. UNIVERSITY TRAVEL REGISTRY

Before you embark upon your travels, you are expected to register with the University of Chicago travel registry. The registry allows the University to assist traveling students in times of emergency.

Please register at traveler.uchicago.edu by **June 9, 2017**.

2. ACTIVITY REPORT

Within **30 days** of return from the field, you will be required to submit a two-to-four-page narrative report of field activities in an editable word document format. Reports should be submitted online. You will receive an email with the report link on your reported date of return.

MANDATORY INFORMATION

Reports should bear your name, the title of your project and the location of your research in a heading and include the sections outlined below.

- A descriptive abstract of 150-200 words
- A brief reiteration of the purpose of the trip
- A brief description of your previous research (where applicable)
- Your initial goals for the trip
- Activities conducted and sites visited, such as archives consulted, contacts made, interviews conducted
- How the trip helped you to achieve the goals foreseen at the outset as well as new goals, directions, and refinements to your project that will be pursued based on the experience in the field.

Reports are submitted to the Tinker Foundation for review and therefore must be submitted to CLAS as a completed, professional assessment of your trip. Any reports that do not meet the stated requirements will be sent back to the award recipient for revision. Exemplary reports may be posted on the Tinker Foundation website.

3. PHOTOGRAPHS

In addition to the narrative report, you must submit 3-5 quality photos (at least 300 dpi) of your choosing. Photographs may depict research, a research site, or may be captivating photos of your region of travel. CLAS and the Tinker Foundation will retain the right to use these photos (with due credit given) in publications. Photographs will be submitted online alongside your narrative and

4. FINANCIAL REPORT

All expenditures should be recorded in an expense report. The mandatory expenditure report template will be sent to you with your reporting prompt. It can also be found on the CLAS website. If you prefer to make currency conversions yourself, please use the **Oanda.com** currency converter adjusted for your dates of travel.

All items for which receipts have been collected should be recorded in the expense report. In addition, line items for taxi rides, bus fare, meal allotments, and any other items purchased with award funds should be recorded. Expenditure reports must be submitted as an Excel document (.xl or .xls). Please remember to put your name at the top of your expenditure document.

5. DOCUMENTING EXPENDITURES—RECEIPTS

You are required to substantiate the entirety of your CLAS Tinker Field Research Grant award by submitting receipts and an itemized financial report to CLAS within 30 days of return from the field.

- Original receipts should show proof of payment or a \$0.00 balance.
- Receipts are required for all airfare and train fare purchases, for all lodging payments, and for all expenses \$65 and over.
- In the case of electronic ticketing, proof of the expense (typically in email form) **must list the total purchase price of the ticket AND confirmation of purchase/zero balance due. Do not submit booking confirmations.**
- If you pay for lodging at an individual's house, an acceptable receipt is a signed note from the individual that states the dates of lodging and the terms of payment.
- Reimbursements for gas mileage are calculated by miles driven, not by the amount of gasoline purchased. If travel is done via a vehicle rented or owned, please keep track of the miles driven (destination to destination) and not of gas purchased.

Any portion of the award not substantiated by original receipts and accounted for in the itemized financial report will be forfeited and returned to CLAS. **You have 30 days from your reported return date to submit documentation demonstrating your expenditures.**

It is particularly important to notify CLAS should your return date change while in the field. Travel advances that remain unsubstantiated will prompt the University to report the grant as taxable income to the IRS, will result in a financial penalty to CLAS, and will be considered a violation of CLAS Tinker Field Research Grant policy, which will in turn jeopardize the future of the award program. **For this reason, we insist that you retain receipts, submit them promptly upon return, and contact CLAS if you are having difficulty in this regard (we can help).**

6. PRESENTATIONS

Recipients of the CLAS Tinker Field Research Grant are required to present their findings at an academic and/or community venue within 9 months of their return from the field. One venue for such presentations is the CLAS TFRG Roundtable in spring 2018, which CLAS will coordinate. However, presentations at workshops or other relevant venues will be considered. Dissertation proposal defense hearings are not considered to be an appropriate academic/community venue and therefore may not be utilized to fulfill this requirement.

Recipients of the CLAS Tinker Field Research Grant are expected to acknowledge the assistance of the Center for Latin American Studies and the Tinker Foundation Field Research Grant program in any publication, film or other public presentation resulting from CLAS-supported research.

AVAILABILITY OF ADDITIONAL FUNDING

Please note that additional funds occasionally become available when other recipients decline awards or under spend. It is to your benefit to document expenses in excess of your award, in the event that such additional funds become available.

QUESTIONS?

Please direct inquiries to Jamie Gentry, jagentry@uchicago.edu

REPORTING CHECKLIST

BEFORE TRAVEL

- Enroll in travel registry

- Photographs
- Financial report and receipts

WITHIN 30 DAYS OF TRAVEL RETURN

- Activity report

WITHIN 9 MONTHS OF TRAVEL

- Presentation