



## CLAS TINKER FIELD RESEARCH GRANT 2022 APPLICATION GUIDELINES

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**2nd ROUND DEADLINE: 12PM on FRIDAY, MAY 27, 2022**

### PROGRAM GUIDELINES

The Center for Latin American Studies (CLAS) is pleased to announce a travel grant competition for University of Chicago graduate students to conduct preliminary (pre-dissertation) field research in Spanish- and Portuguese-speaking countries of the Western Hemisphere, excluding Puerto Rico. The 2022 CLAS Tinker Field Research Grants provide students with the opportunity to develop an independent research project, collect data, explore research sites and archives, and establish professional and institutional contacts.

### ELIGIBILITY

- Master's or doctoral students in the preliminary stages of graduate study with little or no previous field experience (those who have not defended their proposals) are invited to apply.
- Students from all divisions and professional schools are encouraged to apply.
- Citizens of Latin American countries enrolled at the University of Chicago may apply for research grants to all eligible countries. Students are only eligible to receive awards to conduct research in their home countries if they have *no* previous field research experience in that country.

### APPLICATION PROCESS

Applicants must upload the following documents to the [online application](#):

- **Application form**
- **Current transcript**
- **A 2-5-page narrative description of the proposed research project**, including the purpose of the trip and/or remote research, likely sources

of data and their locations, your qualifications to undertake the project, and its relevance to your research and academic goals

- **Itinerary** for the trip and its duration and/or timeline for remote research
- **Itemized budget** including cost estimates for air and ground travel from a travel agent or online source (include a summary of proposed expenses and totals for in-country and local travel in addition to international airfare) and/or estimates for remote research expenses
- A **letter of recommendation** from your faculty advisor
- **Supplemental Materials:** Where appropriate, applicants should demonstrate that host institution arrangements have been satisfactorily established by providing letters confirming access to facilities or archives or permission to conduct interviews or other human-subject research. *Please note that all proposals involving Human Subjects must meet IRB approval by the intended date of receipt of the grant. For IRB standards, see <http://sbsirb.uchicago.edu>.*

## NARRATIVE

An effective narrative will speak to the central research problem you are hoping to address with your fieldwork or remote research, and how it fits into the framework of your larger research objectives. Place particular emphasis on why this award is necessary at this point in your studies. You should also address how your research contributes to broader scholarship in your discipline, including a brief literature review where applicable, and provide an outline of your proposed field research methodology. Although not required, a bibliography may be included.

## ALLOWABLE EXPENSES

CLAS Tinker Field Research Grants are intended to provide financial support for travel and field-related expenses for brief periods of pre-dissertation field research, generally trips from **2-16 weeks duration**. 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 in-country travel (such as local bus/taxi transportation, flights, and car rentals). Allowable field-related expenses may include food, accommodations, research expenses, and visas. **The purchase of field equipment (cameras, recorders, etc.) is not generally allowed; see guidelines below for 2022 awards.**

**EXPANSION TO ALLOWED EXPENSES FOR 2022 AWARDS:** The Tinker Foundation has expanded its guidelines, as long as students follow all University and IRB policies in determining the viability and appropriateness of travel and field-based research, as well as in designing and implementing any remote research activities. The remote/virtual research costs listed below may be funded:

- Access to digital resources such as archives, subscriptions, etc.
- Access to primary documents such as books, subscriptions, etc.
- Software required for research
- Hardware equipment, not to exceed \$200
- Transcription, translation, and interpretation services
- Compensation for local collaborators at the field research site (Note: such arrangements must follow University and other applicant guidelines, and reflect relevant ethical and health/safety measures)
- Connectivity (internet access, phone cards, etc.) for local researcher collaborators, research partner organizations, or field sites

In 2022, students may apply for travel funding, remote/virtual funding as described above, or a combination of the two.

An effective itinerary and budget will provide a detailed description of how your time will be spent, along with an itemization of expected travel and/or remote research costs (see sample on CLAS website). Please be sure to address in your narrative any costs that may not be obvious to the review committee (e.g., if you must rent a horse to travel to your field site, please provide an explanation of why this is a necessary cost and what alternatives you have explored). Please keep your itinerary and budget to one page.

## **AWARD PROCEDURE AND REQUIREMENTS**

Awardees will be selected from an open competition of graduate students from all divisions and professional schools of the University of Chicago. If you are awarded a CLAS Tinker Field Research Grant, you will be required to abide by the following:

- Awardees must conduct a schedule of full-time research described in the application proposal for the duration of the award period if they are going to the field.

- Travel and/or remote research must be completed by **December 1, 2022**.
- Within **30 days** of your return from the field or use of remote research funds, you must submit to CLAS:
  - An itemization of your expenses accompanied by *original, paid* receipts (must show a balance of zero). Failure to submit acceptable receipts will result in the award being reported to the IRS as income.
  - A narrative report of your research activities with research abstract, not to exceed 3 pages. Per the Tinker Foundation, reports must include:
    - a brief reiteration of the purpose of the trip
    - a description of previous research, international, or field experience
    - activities undertaken (such as archives consulted, contacts made, interviews conducted) and objectives achieved
    - any notable benefits or impacts for destination community/ies
    - lessons learned and/or recommendations for others conducting similar field research
    - how the findings or results will be applied.
  - 3-5 photographs (at least 500x700 pixels each) of your research/trip
    - You may submit photos that reflect sites visited, work undertaken, and/or photos of yourself in the field.
    - By submitting the report and photographs, you are giving the Tinker Foundation permission to use them on its website free of charge. You are expected to have authorized and received permission from the persons in the photos (if applicable) and the person who took the photos (as applicable) to submit these photos.
- Within 9 months of the end of the award period, awardees are required to present their work in a public forum, either at the Center for Latin American Studies Tinker Field Research Grant Colloquium, at another University venue (e.g., a workshop or departmental brown bag), in the community, or in another academic venue such as a

conference or a symposium. Additional options include the CLAS blog or other online communications as approved.

- Beneficiaries of the CLAS Tinker Field Research Grants are required to acknowledge the support of the Center for Latin American Studies and the Tinker Foundation in any publication, film, or other product resulting from supported research.

## **FURTHER INFORMATION**

Should you have any questions regarding the 2022 CLAS Tinker Field Research Grant program or application procedures, please or contact Student Affairs at [clas@uchicago.edu](mailto:clas@uchicago.edu).