



Center for Latin American Studies Graduate Field Research Application Form

I. Application Form

a. Applicant Information

The University of Utah’s Center for Latin American Studies is committed to prioritizing diversity, equity, and inclusion in all our outreach and programming efforts. The information that you submit regarding gender, race/ethnicity, and citizenship will remain confidential and only be used by the Center for statistical, internal reporting purposes and doesn't factor into award decisions.

Full Name: _____ UNID: _____
Last First M.I.

What is your gender: _____ What is your race/ethnicity? _____

Date of birth: _____ Country of Citizenship: _____

Phone: _____ Umail: _____ Permanent Email: _____

Mailing Address: _____

Major(s): _____

Minor(s) (*If not applicable put NA*): _____

Expected Graduation (*Semester/Year*): _____

What professional field do you hope to work in after graduation? (*Select one*):

- Elementary/Secondary Education
- Federal Government
- Foreign Government
- State or local government
- Graduate Studies
- Higher Education
- International Organization (Based in US)
- International Organization (Outside US)
- US Military
- Private Sector (For profit)
- Private Sector (nonprofit)

b. Academic Record

College: _____ Department: _____ Degree program (*MA, JD, PhD*): _____

Date of Prospectus/Defense (*Actual/Expected*): _____ Expected Graduation (*Semester/Year*): _____ Cumulative GPA: _____

Field(s) or Research Concentration(s): _____



c. Research Project Overview

Research Project Title: _____

Country & Field Site(s): _____

How many weeks do you anticipate being in the field? _____ Tentative Month of Departure: _____

What Language(s) are spoken at your field research site(s): _____

What is the basis of your language competency in these languages if any? (Classroom instruction, living in a country, native speaker, etc.)

Please rate your language ability as either beginner, intermediate, advanced, or native in the following areas:

Languages	Speaking	Listening	Comprehension	Reading	Writing
Spanish					
Portuguese					
Other (<i>Please Specify</i>) _____					

d. Field Research Budget & Funding:

Please complete the budget template below to provide a realistic estimate of the total costs for your proposed research trip. Include details about the cost basis for the calculation (for example, amount for meals per day in the field, per diem rates to calculate this can be found [here](#)). Applicants must also provide a printout of the estimated airfare costs for the proposed dates of travel from an airline or a travel service (such as Orbitz or Expedia) with their completed application. (Note: CLAS understand exact travel dates may change after the application is submitted. If awarded applicants must inform CLAS of any such changes as soon as possible.)

Expense	Cost Basis (What did you use to estimate this cost?)	Total Cost:
Airfare (attach itinerary & quote)		
Lodging		
Per diem (food & incidentals)		
Other transportation (bus, taxi, etc.)		
Other (<i>Please Specify</i>) _____		
Other (<i>Please Specify</i>) _____		

Total cost of research trip:	\$
Total funding requested from CLAS:	\$



Please specify any other sources of funding you have received, applied for, or will apply for to support your research travel below. This is crucial in coordinating student travel approvals and reimbursement processing between university colleges and departments.

Funding Source: <i>(Example: History Department)</i>	Amount: <i>(\$ 500.00)</i>
	\$
	\$
	\$
Total trip funding:	
	\$

II. Application Narrative & Attachments

a. Project Description:

Please provide a carefully crafted research statement that: 1) describes the proposed project, its purpose and goals; 2) outlines the project’s research design and methodology; 3) provides a brief literature review; 4) describes your qualifications for carrying out the research, including methodological and language preparation; 5) lists the names of key people, organizations or resources in the field whom you have already contacted or will contact to facilitate your research (e.g. key subjects to interview, community organizations archives, museums, academics, etc.); 6) describes the significance of the research for the advancement of your professional or academic goals. Given the interdisciplinary composition of the review committee, applicants should write their statements in plain language with minimum jargon. The project description should be between 4-5 double spaced pages, not including bibliography.)

b. Additional Attachments

- CLAS Field Research Application Form
- Airfare itinerary/quotes – Applicants must also provide a printout/screenshot of the estimated airfare costs for the proposed dates of travel from an airline or a travel service (such as Orbitz or Expedia).
- CV – Please include a brief 2 pp CV
- Unofficial transcript – Please include an unofficial transcript with your UU coursework
- Proof of IRB Approval or Exemption – If the research involves human subjects, the award is contingent on receive IRB approval. Please provide proof of IRB approval or exemption before your travel begins (e.g., official notification of approval or exemption from the IRB, or an email from the IRB staff indicating that the project has received IRB approval or that IRB oversight is not required.)

OR

Students can apply for the field research grant prior to IRB approval or exemption; however, if awarded students MUST provide proof of IRB approval or exemption BEFORE travel begins and in order to receive any awarded funds. If you have not yet obtained proof of IRB approval or exemption, please include a statement below indicating actions you already have taken to receive approval, your plans to receive such approval, or indicate that you research does not involve human subjects.



- Letter of recommendation – **Applicants are required to submit one letter of recommendation** from their principal faculty advisor. Please ask your evaluator to comment on your academic potential, your ability to carry out research, and on your proposed budget, timeline, and research plan. **The letter should be submitted by the advisor directly to clas@utah.edu.** Applicants are responsible for ensuring their advisors send the required letter of recommendation by the deadline.

e. Submission

Please combine this application form, the project description, and all listed attachments into one single PDF document and submit them to clas@utah.edu. Late and/or incomplete applications will not be considered. Award notifications are sent via Umail. Please check your Umail account for award notifications 2-3 weeks after the application deadline. For any questions regarding the application please contact Kari Moore at Clas@utah.edu.

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____