



Submission Instructions
Travel Grants
Online Submission Deadline:
September 5, 2019 at 17:00 hrs, EDT.

Which are the LASA Travel Grant requirements?

Participants who have received LASA grants in any of the past three congresses (**2017, 2018 or 2019**) do not qualify for funding.

To apply for a grant, you must be in one of the grant categories, which can be found here:

<https://lasaweb.org/en/lasa2020/travel-funds/>

Applying for a grant type that you are not eligible for will invalidate the travel grant application.

Only paper presenters are eligible for travel grants. Therefore, you will not be able to send a travel grant application if you have not sent a paper proposal, individually or in a session (Panel or Symposium).

For more information regarding travel grants requirements visit the following link:

<https://lasaweb.org/en/lasa2020/travel-grant-submission-requirements/>

Before you begin, please note:

- LASA2020 Congress registration is included for **accepted** travel grantees.
- Only current LASA members are eligible to apply for travel grants for LASA2020. Membership must be renewed by the deadline of **September 5, 2019 at 17:00 hrs, EDT**. For other key dates, please visit <https://lasaweb.org/en/lasa2020/important-dates/>
- If someone is not appearing in the proposal system, it is because he/she is not a current LASA member. Please ask him/her to join or renew his/her LASA membership: <https://lasaweb.org/en/join/>
- You will not be able to save a proposal in the system in order to continue working on it in another moment. You must first submit the proposal and then you will be able to edit it. In order to prove you have submitted it correctly, you will see a confirmation message on your screen and you will receive an email. You can edit the proposal until the deadline of **September 5, 2019 at 17:00 hrs, EDT**. Please remember to attach your CV and any other required document to your application.
- The travel grantee application is personal and should be submitted only once. Remember that this application count as one of the four active participations (Neither session organizer nor contact person count towards these participations) in the Congress.



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Below you will find the instructions for submitting a travel grant application for LASA2020.

Step 1: Click on the link <https://lasaweb.org/en/lasa2020/proposals/>. Select “Submit a proposal” and enter your LASA member ID and password.

Proposal Submission

Proposal Submission

- [Call for papers](#)
- [Submission rules](#)
- [Submission instructions](#)
- [Paper Match](#)
- [Submit a proposal](#)

Step 2: Select “Submit or Edit a Proposal”.

Submitter Menu

- Submit or Edit a Proposal**
Submit or edit proposals for this conference.
- Message Center**
Read messages sent from this site.

Step 3: Select “Submit a Travel Grant Application”.

Submit or Edit a Proposal

To begin the process of submitting, select one of the links below.

Submit a New Proposal

- [Submit A Paper, Panel, or Special Event](#)
- [Submit a Travel Grant Application](#)



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Step 4: Read the Travel Grant Information and select *“Submit Now”*.

Travel Grants
The LASA Congress Travel Fund and the Student Travel Fund provide direct travel support. Only scholars traveling from Latin America and the Caribbean are eligible for the Travel Fund. Only students enrolled in institutions outside of Latin America and the Caribbean are eligible for Student Funds. The Indigenous and Afro-Descendant Travel Fund provides travel support for indigenous participants at each Congress. The Non-Tenured Fund will be available only for full-time, US Non-Tenured track Professors. The Fund for professors outside Latin America and US will be available for professors not in the US or Latin America.

- ACCEPTANCE OF A PAPER OR PANEL OR AN INVITATION TO PARTICIPATE DOES NOT GUARANTEE FUNDING. Thus, participants are strongly urged to seek other sources of funds when applying through LASA.
- Participants who have received grants in any of the past three congresses (2017, 2018 or 2019) do not qualify for funding.
- Only paper authors are eligible for travel grants. Discussants, chairs and workshop/roundtable participants without papers are not eligible. Co-authors must each submit a travel grant application.
- Failure to accurately fill out every blank on the form or submit a CV with the travel grant will invalidate the travel grant application. (US Non-Tenured need to submit an additional letter from their department stating they are full time and in a non-tenured track)
- Travel grant decisions are expected to be announced no later than December 15, 2019 (Date subject to change based upon availability of funds).

Submit Now

Step 5: Enter the information on the Travel Grant Request such as the type of travel grant being requested, the justification, etc. Once all the information is entered, click on *“Accept and Continue”*.

Step 6: Ensure your name appears in the Person/Individual Submission section and click on *“Accept and Continue”*. Note: You may only request your own Travel Grant. You cannot request a travel grant for another participant.

Session Participants:

Selected "Roles" are preceded by a red asterisk *Your name should appear below as the "Applicant." Click the "Accept and Continue" button at the bottom of the page to continue the application process.

#	Person/Individual Submission	Role/Individual Submission Type	Action
1	*Institutional2012 Member2012	Applicant	Remove

Step 1. Accept and Continue
Click the "Accept and Continue" button to continue the application process.

Accept & Continue

Step 7: Review the information and edit as necessary.



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Step 8: Upload an official letter (For any Non Tenured track U.S. based professors) **and CV** to your application. For any Non Tenured track U.S. based professors, an official letter confirming a non-tenured track, full time position should be uploaded as well clicking *“Upload Official Letter”* (I), then *“Seleccionar archivo”* (II) and finally *“Upload”*. To upload the CV, click *“Upload CV Document”* (III) and then click on *“Seleccionar archivo”* (II). Find your CV and select *“Accept and Continue”*.

Submission Summary.

IMPORTANT: If you have not done so already, you must upload one or two documents:

1. Curriculum Vitae document. Click the link at the bottom of the page to upload a CV. (required for all applications)
2. Official letter stating US-based, full time, non tenured track position. Click "upload official letter" to upload a letter. (required for US-based, full time, non tenured track applications only)

Travel Grant Request Edit Travel Grant Request
Fund specifically designated for the travel of indigenous and Afro-descendant intellectuals residing in Latin America.

Travel Request Justification Edit Travel Request Justification
REsumen de Justificación

Participants Edit Participants
(Applicant) Milagros Cabrera, mcabrera@lasaweb.org; Latin American Studies Association

Official Letter: I → Upload Official Letter
None
CV Document III → Upload CV Document
You Have Not Uploaded a CV Document. Click here to upload now.

Accept and Continue

Upload Document (Please read the instructions carefully).
Use this form to upload a **curriculum vitae** for the grant applicant. Click the "Browse" button to select the file you wish to upload.
You may upload one of the following formats: **Microsoft Word (doc format is preferable to docx), Adobe PDF, Word Perfect, Plain Text, Rich Text Format(rtf)**.
Click the "Upload and Continue" button to complete the process. You will receive confirmation of your application by email within twenty-four hours.
All files will be converted to Adobe Acrobat format before they are reviewed. If II → Seleccionar archivo | Ningún archivo seleccionado

Accept and Continue

Step 9: Review the information, edit as necessary and then click on *“Accept and Continue”*.

ONLY if you uploaded your CV and completed all the required fields, you will receive a confirmation message on your screen and a confirmation email on your submission.

If you do not receive an email, please contact lasa@lasaweb.org to verify the submission went through before **September 5, 2019 at 17:00 hrs, EDT.**

Thank you for your interest in LASA2020!