

LASA2021 Travel Grant Submission Instructions

Online Submission Deadline: September 7, 2020 at 17:00 hrs, EDT.

Which are the LASA Travel Grant requirements?

Members who received a LASA travel grant in 2018 and 2019 do not qualify for funding for 2021. People whose travel grant for LASA2020 was revoked after the transformation to a Virtual Congress, may reapply for another grant for the next Congress LASA2021.

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

<https://lasaweb.org/en/lasa2021/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 panel session.

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

<https://lasaweb.org/en/lasa2021/travel-grant-submission-requirements/>

Before you begin, please note:

Only current LASA members are eligible to apply for travel grants. Membership must be renewed by the deadline of **September 7, 2020 at 17:00 hrs, EDT**. For other key dates, please visit:

<https://lasaweb.org/en/lasa2021/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 7, 2020 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.

Instructions for submitting a Travel Grant application for LASA2021

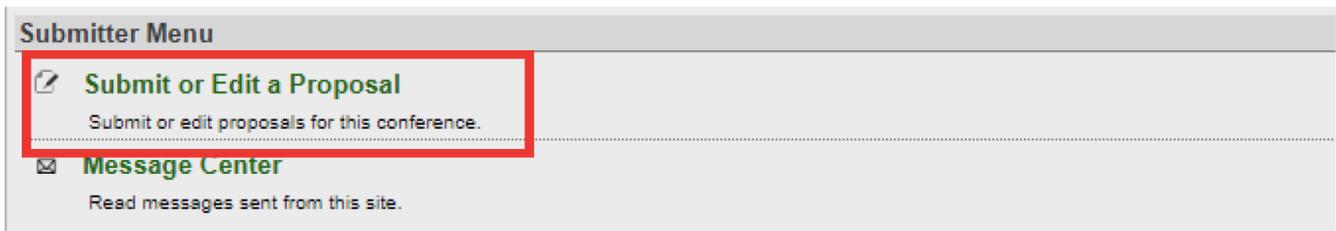
Step 1: Click on the link <https://lasaweb.org/en/lasa2021/proposals/>
Select **“Submit a proposal”** and enter your LASA member ID and password.

Proposal Submission

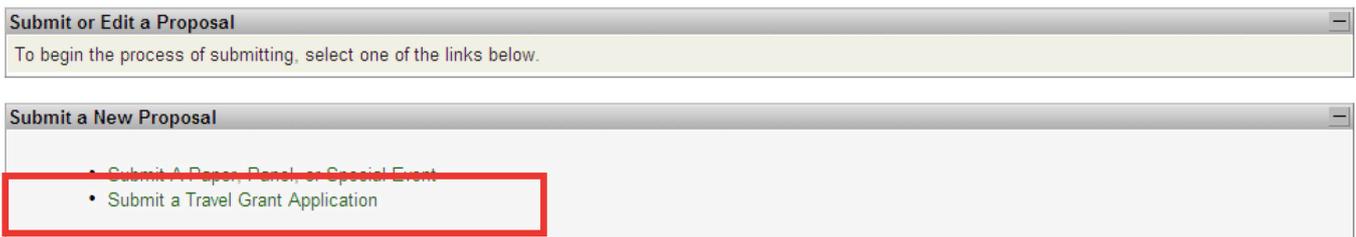
Proposal Submission

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

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



Step 3: Select **“Submit a Travel Grant Application”**. Only paper presenters are eligible for travel grants. Therefore, if you do not have an individual paper proposal or paper in a panel, this option will not be available to you. Please submit your paper proposal first and then you can submit your travel grant application.



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

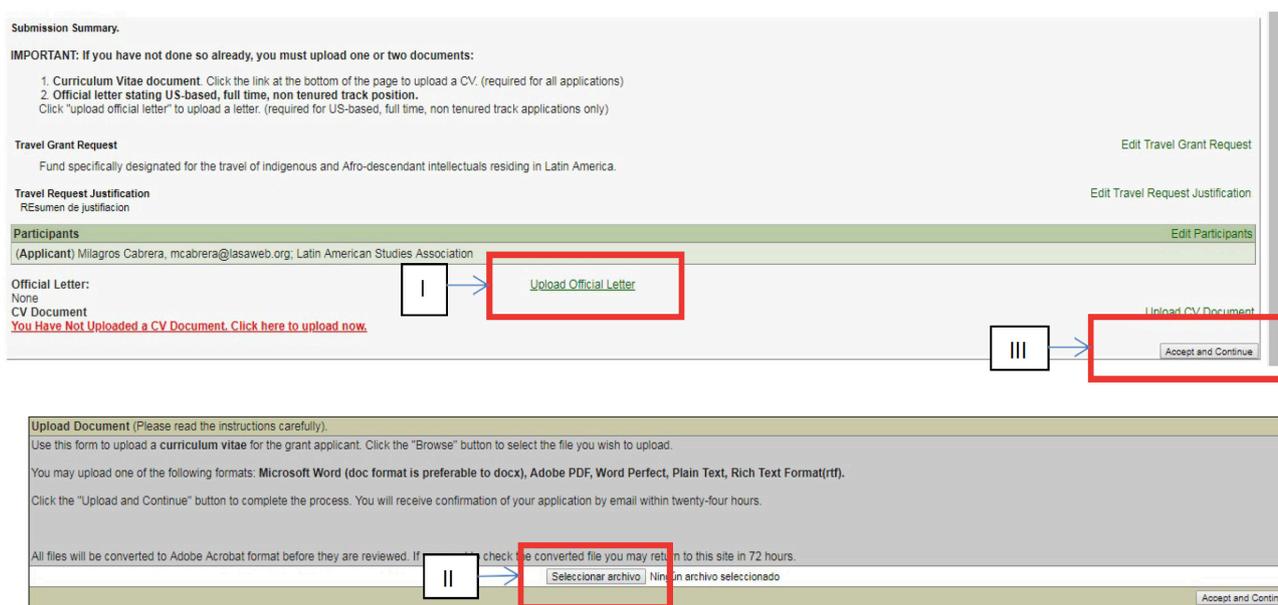
Step 1. Accept and Continue

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

Accept & Continue

Step 7: Review the information and edit as necessary.

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”**.



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 7, 2020 at 17:00 hrs, EDT**.

Thank you for your interest in LASA2021!

LATIN AMERICAN STUDIES ASSOCIATION

416 Bellefield Hall
 University of Pittsburgh
 Pittsburgh, PA 15260
lasa@lasaweb.org
 Tel: 412-648-7929
 Fax: 412-624-7145



LASA2021