

# LASA2025 Travel Grant Submission Instructions

Online Submission Deadline: September 9, 2024

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## Which are the LASA Travel Grant requirements?

To apply for a grant, you must be in one of the grant categories, which can be found here: <https://lasaweb.org/en/lasa2025/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.

LASA Travel Grants provide support for participants traveling to the Congress city. Therefore, only LASA2025 participants in-person, in San Francisco, California, are eligible to receive the discretionary travel grant.

Participants who were selected for a grant at LASA2023 or LASA2024, will not be eligible to apply for a grant at the next LASA2025 Congress.

For more information regarding travel grants requirements visit the following link: <https://lasaweb.org/en/lasa2025/travel-grant-submission-requirements/>

## Before you begin, please note:

- To submit a grant request, your LASA membership or *All Access* must expire after **September 9, 2024**. For other key dates, please visit: <https://lasaweb.org/en/lasa2025/important-dates/>
- If someone is not appearing in the proposal system, it is because his/her membership or *All Access* expires on or before **September 9, 2024**. Please ask him/her to join or renew his/her LASA membership or *All Access* using the following link: <https://members.lasaweb.org/jru/>
- You will not be able to save a proposal in the system in order to continue working on it at another time. You must first submit the proposal and then you will be able to edit it. When you have submitted it correctly, you will see a confirmation message on your screen and you will receive an email. You will be able to edit the proposal until the deadline of **September 9, 2024 17:00 hrs, ET**. 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.

## Steps for Submitting a Travel Grant application

**Step 1:** Click on the link <https://lasaweb.org/en/lasa2025/proposals/>. Select **Submit a proposal** and enter your LASA member ID and password.

**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**.

**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.

**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**, then **Seleccionar archivo** and finally **Upload**. To upload the CV, click **Upload CV Document** and then click on **Seleccionar archivo**. 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](mailto:lasa@lasaweb.org) to verify the submission went through before **September 9, 2024, 17:00 hrs, ET**.

Thank you for your interest in LASA2025!

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