

Statement of purpose: The Institute for Global Studies in Culture, Power and History provides Summer Travel Fellowships for junior graduate students and upper class undergraduates on a competitive basis. The Institute is committed to providing resources for these students to explore international research possibilities. These fellowships are meant to be used to conduct initial research on any area related to the student's academic and intellectual development. All students who apply for funding through the Institute should have some inter-disciplinary training or focus. Each student who receives funding from the Institute presents his or her original work at the General Seminar in the Spring following their summer research. The Seminar is an ideal forum to discuss on-going research projects and receive support and suggestions from faculty and students from a variety of academic disciplines. Six graduate and four undergraduate fellowships will be awarded annually.

Guidelines for the Preparation of Institute for Global Studies Summer Travel Fellowships

1) Enrollment Requirements:

Graduate students **must** be enrolled in the Spring General Seminar the year following the year they receive funding. Undergraduates **must** be enrolled in 360.550 during the spring following the receipt of the award.

2) Proposal Requirements:

The IGS Summer Travel Fellowship consists of five sections. Please make sure you complete all five by the deadline of **February 16, 2007**. If you have any questions regarding the requirements please ask.

a) Your most current curriculum vitae/resume:

Graduate students should include all graduate courses taken to date.
Undergraduates should include their most recent transcript.

b) A budget statement of your research funding needs:

The Institute will provide a set award of \$1500.00 per graduate student and \$1200 per undergraduate student. However, your budget should reflect ALL your research expenses.

c) One letter of recommendation:

Ideally the individual who writes this recommendation should be fully aware of your research plans and has spoken with you about how, where, when and why you want to conduct research. Please ask your faculty advisor as soon as possible to write this letter. It is an important part of the application process and faculty needs time to prepare these letters.

d) A narrative of your research plan:

Your research plan should address two main areas: methodology and research question. Begin by identifying the nature of your research and how it fits in with your overall course of study. Your research proposal should clearly spell out how summer travel will enhance your future research plans. For graduate students this research should be viewed as a preliminary investigation for your doctoral research and not an end in and of itself.

The Institute Advisory Board is made up of a very diverse group of faculty. Students are encouraged to make their proposal reflect interdisciplinary research. It is extremely important that you address issues of methodology. We want to know what you intend to do and how you intend to do it. For example if you are planning on working with a particular set of archives we want to know how you intend to gain access to them. Which parts of the archive are most important and why? How fluent are you in the language in which the archival materials are written? Will you supplement the archival research with interviews, questionnaires or participant observation? Please be as explicit as possible about your methodology.

e) Bibliography:

Your research proposal should include a focused bibliography.

3) Notification of Awards:

Each student will be notified by mail of the status of his or her application during the last week of March. Please let me know if there are any changes in your plans between February 17th, 2007 and March 31st, 2007

4) Resources and IGS Assistance:

A diverse and active Advisory Board supports the Institute for Global Studies. If students are in need of assistance in making preliminary contacts at universities or other institutions in order to conduct research they are welcome to request the assistance of our Board Members. In addition, letters of introduction will be provided to any student who asks for one. Please contact the Associate Director at least one week prior to departure for copies of this letter.

Students are encouraged to seek funding from sources both outside and within the university to support their summer research. If you encounter difficulties in locating appropriate funding sources please contact the Associate Director. The Associate Director, Dr. Siba Grovogui, may be contacted at 410-516-7539 or by e-mail at fsnorth@jhu.edu.

The following agreement outlines your responsibilities to the Institute for Global Studies in Culture, Power and History as a recipient of a Summer Travel Grant. Please read it carefully before you sign it. After you have returned the signed agreement you will receive a copy of it for your records.

Graduate Student Guidelines

- 1) Your award will be given in a lump sum of \$1500 prior to your departure. Upon your return you will be required to fill out a travel expense report and provide original receipts for the money you spent. If you prefer the Institute can purchase your ticket(s) for you.
- 2) If you accept the award you agree to present your work to the Institute for Global Studies Spring General Seminar in spring 2008 You must enroll in the seminar during the spring semester and attendance in **mandatory** at all sessions. The seminar is graded on a Pass/Fail basis. If you do not attend all sessions of the seminar you will fail the course. If you do not present a paper you will be required to return all funds to the Institute.

Undergraduate Minors Guidelines:

- 1) Minors who receive an award will receive a set amount of \$1200.00. This award may be used for travel, research expenses, room and board and any research related expenses. The Institute will purchase your ticket for you. Reimbursement will be made for other expenses upon your return.
- 2) If you accept the award from IGS you agree to present an original research paper based on your research in the Spring General Seminar. (Please see general guidelines below for further information). You **must** be enrolled in 360.550 (Minor in Multicultural and Regional Studies Honor's Seminar) in the spring. You will receive credit toward the minor for this seminar. All due dates and general guidelines apply to all undergraduate award recipients.

General Guidelines

- 1) The following dates are tentatively presentations. Dates are assigned on a first come first served basis. If you do not select a date by **November 1st, 2007** you will be assigned a date.

<u>Presentation Date: Paper Due Date:</u>	
February 14th, 2008	January 31st, 2008
February 28th, 2008	February 14th, 2008
March 13th, 2008	February 28th, 2008
March 27th, 2008	March 13th, 2008
April 10th, 2008	March 27th, 2008

(These dates are reserved for undergraduate Fellows ONLY)

- 1) Please note that the due date is exactly **three weeks** prior to the presentation date. This is necessary so that the papers may be copied, labelled and distributed. If you miss the three-week deadline you will be asked to copy and distribute your own paper **no less than two weeks** prior to your presentation date. If you do not meet the minimum two-week deadline your presentation will be cancelled and you will be required to return all funds to IGS.
- 2) Your paper titles must be submitted to the Institute for Global Studies Administrative Offices NO LATER than **November 15th, 2008**. At that time you must also provide us with the name of the individual who will act as the discussant for your paper. Please make every effort to locate someone outside your own department to act as discussant. If you have difficulty in finding a discussant please contact the Associate Director for help.
- 3) If you require a letter of introduction or need other assistance prior to leaving for your field site please contact the Associate Director at least one week before your departure.
- 4) If you want the Institute to purchase your ticket (Undergraduates ONLY) please contact us as soon as you have determined your travel dates. The earlier you purchase the ticket the cheaper it will be. Reimbursements for tickets purchased by you will take up to three weeks to process. If you need to be reimbursed you must supply the following information to us (please note: if you have direct deposit for your stipend or salary the reimbursement will go directly in to your bank account. You will not receive a check):

Name

Address (use department unless the money is being sent to you directly)

Social Security Number

Original receipts must be turned in in order to receive reimbursement. If the original receipt is in currency other than US dollars (USD) please calculate the exchange rate before you submit the bill for processing and provide the correct amount in USD.

Name _____

Date _____

