CLACS Field Research Grants Summer 2016 – Reporting Requirements

**Due Dates:**
- Blog Post – due before leaving the field
- Final report – due 8/15/16
- Receipts – due 8/15/16

1) **Blog post – to be completed in the field**

We would like to share your field activities and research with the CLACS community at large via the web and/or our print newsletter. To that end, please provide us with a brief report on a current event in your research site that connects to your research agenda. The write-up should be brief (ideally between 500-700 words) and be accompanied by (1) a cover photo: an image that sheds light on some aspect of the current event you are reporting on and (2) a photo that includes you at your research site (please include unedited, full resolution photos, and CLACS will resize and crop as needed). View last year’s blog posts at https://clacsindiana.wordpress.com/.

2) **Final Report (cover page & narrative)– due August 15, 2015**

We will require a final report. The report will consist of a front cover page (located at the end of this document or on our website: http://www.indiana.edu/~clacs/funding/FRG/) with a section to report your expenses and list how you used CLACS FIELD RESEARCH GRANT funds. You do not need to detail the budget for your entire trip, if some portion thereof was covered by other funds. The report will also require a 2-3 page narrative in which you describe your initial findings and how they will lead toward next steps in your project. That section will also give you the opportunity to discuss any changes in the scope or focus of your research, which are not at all uncommon for pilot projects.

3) **Documentation of Expenses Abroad – due August 15, 2015**

*Please Note: You will need to furnish receipts only for those expenses that you wish to charge to your grant. So if, for example, you spend $1500 on international airfare and your grant is for $1000, we would need only your receipt for international airfare.*

- As stated in all award letters, your expenditure of Field Research Grant funds must break down in the following fashion:

  **No less than 75% toward Travel Expenses:**
  International airfare, in-country flights, local ground transportation (taxis, buses, trains, subway, etc.), car rentals

  **No more than 25% toward Field Expenses:**
  Food, accommodation, research expenses (photocopying, materials, etc.), visas, insurance
• We will require that you provide documentation of this expense breakdown upon returning from your travels, and if you are unable to do so, a portion of your grant could be revoked. Detailed below are the types of receipts that we will and will not require. Where receipts are not required, we will simply ask for an aggregate expense breakdown on your final report.

Receipts Required:

- **International Airfare**: Yes. An electronic receipt, with full itinerary, can suffice – no need for paper receipts.
- **In-country Airfare**: Yes. An electronic receipt, with full itinerary, can suffice – no need for paper receipts.
- **Car rental**: Yes.
- **Longer-distance bus and train travel**: Yes, if possible. We understand that receipts may not always be available in some settings.
- **Local bus, taxi, and subway fare**: Not exactly. We understand that collection of receipts will be either impossible or highly impractical for grantees who make regular use of some urban transport systems. If you plan to claim this sort of transportation as a grant-related expense, please simply save one or two representative receipts (if available) for submission, and then aggregate the total amount that you spent in your final report.
- **Lodging**: Yes. If you pay for a “homestay” arrangement, we can accept a letter signed (in Spanish) by the homeowner, specifying the dates you stayed and the total amount charged.
- **Food**: No. Please just aggregate this expense category in your final report.
- **Other Field Expenses**: Whenever possible/practicable.

Ongoing Reporting

As mentioned in the offer letter, we will be contacting you in the future in order to collect success stories, publications, conference presentations, and additional funding procured as a result of your research. We appreciate your cooperation in responding to these information requests, as these professional and academic achievements demonstrate to our financial supporters the ongoing impact and importance of offering these grants.

Presentation of Results (Optional)

We’d like to give the opportunity for you to discuss your research in a relaxed workshop environment with other returning grantees and the colleagues and faculty members who are supporting your project. History has shown these sessions to be consistently lively and worthwhile for all who participate. Presentations would be 15-20 minutes in duration, with at least 10 minutes reserved for questions and comments. You should aim simply to give your audience a sense of what you accomplished during your time abroad and what you envision as the next steps in your research project. Feel free to pose questions to those in attendance if there are points on which you would like feedback. Feel equally free to incorporate as much or as little as you deem appropriate by way of audiovisual materials. Please contact us to let us know if you wish to participate in one of these workshops.
Name:

Department:

Program (MA or PhD):

Research Proposal Title:

Itinerary (please detail all sites visited and dates of stay)

Total amount awarded:

Expenses (please detail only expenditures made against your CLACS Field Research Grant):

- International Airfare:
- In-country Airfare:
- Car rental:
- Long-distance bus travel:
- Local bus and taxi fare:
- Lodging:
- Food:
- Other Field Expenses:

Please attach a brief description (2-3 pages) of field activities conducted in pursuit of your research goals, your preliminary findings, and the future directions of your project.