1. PURPOSE OF PROFESSIONAL ACTIVITIES GRANT (PAG)

- Professional Activities Grants (PAG) are travel grants intended to assist in the development of research and creative production for faculty, graduate students, and in some exceptional cases, advanced undergraduates. The outcome of a project sponsored with a PAG could be a conference presentation, a published journal article, a published book, a public exhibition, screening or performance of a work of art, film or play. It could also be a survey data report. Supported projects that are disseminated and reviewed or juried by peers are encouraged from all disciplines. Support costs typically include travel, lodging, food as related to travel (with per diem restrictions), conference registration, visas.
- PAG awards are limited to a maximum of $500 for faculty and $300 for students.

2. PURPOSE OF INSTITUTIONAL SUPPORT GRANT (ISG)

- Institutional Support Grants (ISG) are intended to sponsor the direct or indirect support costs of completing instructional projects or research and creative production. ISG’s may provide fiscal resources for expenses such as research materials, artistic supplies, service provisions, publishing licenses, duplication services, computer software or hardware. These expenses should directly support the outcome of the project.
- ISG awards are limited to $1,200 for faculty and students or student groups.

3. RESTRICTIONS

- PAGs and ISGs cannot be used for the purchase of alcoholic beverages or food.
- One application can request both a PAG and an ISG for the same project, but the sum total of both grants cannot exceed $1,700 for any project for faculty, or $500 for students. Proposals for multiple awards to the same faculty member or student will be considered pending available funds at the end of the fiscal year.

4. ELIGIBILITY

- An applicant must be an active member of CLALS. An active member is one who attends monthly meetings on at least an occasional basis. Student applicants must be sponsored by an active faculty member of CLALS.
• An applicant is familiar with the mission of the CLALS, and its annual objectives.
• An applicant agrees to give written credit by naming CLALS as one of its fiscal sponsors in an appropriate part of the research or creative project.

5. CRITERIA

• An applicant who is either the lead author or artist or the presenting author or artist will be given preference.
• New areas of research or creative production that will develop the broad understanding of the study of Latin American and Latino/a studies are encouraged.
• Likelihood of dissemination is strongly considered. The applicant is encouraged to name the venue of dissemination (publisher, journal, festival, gallery). If the project has already been selected in advance for publication or public exhibition, name the venue and its title (book, journal, festival, etc.)

6. ALLOCATION

• The CLALS director(s) will determine an allocation total for PAGs and ISGs for each fiscal year.
• Each semester, approximately three to five faculty applications will be supported and two to three students will be supported. More may be supported, depending on the amounts requested by each application and the amount of funds allocated that year.
• Typically, forty percent of the CLALS budget is used by PAG and ISG support.

7. EVALUATION PROCEDURES

• The PAG-ISG Committee is elected by the CLALS membership during the first meeting of each academic year. The committee consists of at least three members. One member is designated as the Chair of the committee.
• Each of the Fall and Spring semester, the committee will receive applications on or about two weeks before the midpoint of either semester. October 1 for Fall and February 15 for Spring is an approximate deadline date. The precise deadline will be advertised on the CLALS website, and announced at each meeting leading up to the deadline.
• The committee will receive the applications electronically from each applicant. The emails of each committee member will be posted on the CLALS website. The committee will meet within a week after the deadline, and the announcement of the recipients will be two weeks after the deadline.
• The committee will evaluate each application for its adherence to application guidelines, its contribution to the mission and annual goals of CLALS, and its probability of a disseminated
outcome for research and creative production projects, or for its enhancement of the curricular goals of CLALS.

- The committee may sponsor any part of the application it chooses, but not necessarily all of the budget items.

8. APPLICATION PROCEDURES

- PAG and ISG applicants should submit an application form by e-mail to each member of the award committee. Paper applications may be hand-delivered to the mailbox of each committee member, sent by inter-office mail, or delivered to one of the monthly meetings.
- The submission should occur on or before the announced deadline of each semester.
- Applications received after the deadline will be considered only if funding allocated for that semester is available.
- Applicants needing support for research or creative production activity occurring between deadlines should apply for the PAGs and/or ISGs at the deadline nearest to the date of need.
- Applicants may apply for expenses already incurred, but these will be considered only if funds are available, and all uninitiated projects have been reviewed. A reimbursement use of a PAG or ISG must comply with the rules of reimbursement required by the accounting department of the university.
- Each application should include the following information:

Name:
1. Status and title (faculty title or student rank)
2. Department
3. Contact information, including e-mail and campus phone.
4. Indication of application to PAG, ISG or both.
5. Purpose of PAG or ISG (max. 400 words). If for a conference, indicate its name.
6. Brief explanation of how the research or creative production aligns with mission and annual goals of CLALS.
7. If traveling, indicate where and when.
8. Detailed Budget (only for the amount of the grant). Be sure to separate supplies, services, material expenses (ISG related) from travel, lodging and other indirect costs (PAG related).
9. Other sources of funding requested.
10. History of previous ISG and PAG grants. Indicate award date and completed outcome.
11. (Optional) Additional support documents (not to exceed 5 pages)
12. Student applicants must include letters of support from a faculty member and/or and an academic advisor.