



## UC MEXUS Grants for Dissertation Research

**\$12,000 Maximum for Two Years**

**Deadline for receipt of proposals: *March 31, 2008***

UC MEXUS is pleased to announce a competition for support of dissertation research or MFA final projects by University of California graduate students in the areas of

*Mexico-Related Studies—All Disciplines*

*Latino Studies*

*United States-Mexican Relations*

*Critical U.S.-Mexico Issues*

*Mexican and Latino Topics in the Arts and Humanities*

Projects funded are expected to lead to the completion of dissertations or MFA degrees in these areas. Preference will be given to projects that hold significant promise for the advancement of science or scholarship in areas of interest to UC MEXUS; that involve meaningful collaboration with a Mexican institution and/or a Mexican scientist or scholar; or that address issues of importance to Mexico and/or the Mexican-origin population in California and/or the United States.

### *Eligibility*

University of California graduate students in good academic standing are eligible if they will be advanced to candidacy for the research doctorate by June 30, 2008. Successful proposals will not be funded until advancement to candidacy is attained. Only one proposal will be accepted from any student. Proposals for renewals of previous UC MEXUS awards will not be considered.

### *Conditions of Award*

Each grant is expected to result in the completion of research to support the dissertation within two years of the UC MEXUS grant award. UC MEXUS support of the project shall be acknowledged within the dissertation and in publications that result, fully or partially, from the UC MEXUS grant. A copy of the dissertation or other publications must be provided to UC MEXUS. During the project period, grant recipients may be asked to participate in seminars, conferences, and educational activities organized by UC MEXUS.

Any selected project that uses human subjects, including pilot surveys or interviews, will be required to provide a copy of a UC campus IRB Human Subjects approval or exemption before the grant can be awarded. Students who are conducting research in Mexico are expected to acquire all required permits for sampling or fieldwork in Mexico, as well as export and import permits as appropriate. Copies of human subject review approvals or necessary research permits that have been obtained already should be included in the proposal as an attachment.

Proposals for research to be performed in Mexico must reflect a collaborative relationship with a Mexican scholar or scientist and an affiliation with a host Mexican academic institution. **A copy of a letter of invitation from the Mexican institution is required with the proposal.**

## *Budgets*

Grants of up to \$12,000 for periods of up to two years (July 1, 2008 - June 30, 2010) will be provided to support research leading to the dissertation. Allowable expenses include:

- Domestic and international travel for field, laboratory and archival research; data collection; and meetings. Keep in mind that the program is intended to fund research activities directly related to completing the dissertation or MFA final project. As a result, conference attendance is given lower priority in the review process and, if included, should be limited to one meeting, no more than \$500 of the total budget, and directly related to the development of the dissertation research or reporting on its results.
- Computing, lab analyses, and other costs necessary to the research.
- Payment for field or research assistants, but only if well justified as to why this work would not be done by the applicant.
- Support stipends for periods of field and archival research if well justified and when no other source of support is available. Stipends are limited to a maximum of \$1,000 per month and may not exceed \$6,000 over the entire two-year project period.

Items which will not be funded include:

- Salaries or tuition.
- Equipment purchases, including computers, computer parts, and accessories.
- Indirect costs or institutional overhead assessments.
- Printing, publication, or editing costs of the dissertation or MFA final project.
- Reimbursement for activities that occur before the project period begins.

All budgets are subject to strict administrative review. No project will be funded until all the appropriate items have been approved.

## *Submission of Proposals*

Approval by the student's research professor/faculty advisor is required; academic standing must be certified by the Graduate Division serving the student. Procedures established by each campus for the submission of grant proposals must be followed. On most campuses, these procedures provide for review of the proposal and budget by the Contracts and Grants or Research Office that serves the student's faculty advisor. For additional information about these procedures, contact your local Contracts and Grants or Research Office (a list of campus offices is provided at the front of this booklet). ***Please note that campus offices may require that proposals be submitted for internal review well before the published deadline in this Call for Proposals.***

Submit 10 complete application sets (originals plus nine copies) with the required signatures indicated on the application forms from Graduate Division and the Contracts and Grants or Research Office serving your campus to:

UC MEXUS (Attn. Martha Ponce)  
3324 Olmsted Hall  
University of California  
Riverside, CA 92521

## *Faculty Recommendations*

Two separate faculty recommendation letters are required:

- 1) By the proposal deadline, the student's research professor/faculty advisor needs to send a separate, confidential letter of recommendation to the Program Director at the address listed at the bottom of the page.
- 2) An additional letter of recommendation is required from a faculty member other than the student's advisor. This person need not be from the student's department, and the letter may be written in English or Spanish.

## *Deadline for Receipt of Proposals*

To be considered, proposals must be received by UC MEXUS, with all required campus approvals, not later than **Monday, March 31, 2008**. Late or incomplete proposals, faxes, and other electronic submissions will not be accepted. Successful proposals will be funded on July 1, 2008. No reimbursements will be given for research activities prior to this date.

## *Review Process and Criteria*

Each proposal will be reviewed, evaluated, and rated by a committee of UC and Mexican scientists and scholars representing expertise in relevant topics of either the natural and physical sciences or the social sciences, humanities, and arts. Proposals should be written for a committee of broadly-based expertise and interests. Appropriate bibliographies and supporting documents should be provided.

In addition to such standard review criteria as clarity, quality, and feasibility of the proposal, the Committee will assign importance to whether the proposed activities support research directly applicable to completion of the doctoral dissertation. Additional consideration will be given to the significance of the proposed work for society and for the advancement of scholarship in the discipline(s); the protocols of research, particularly with respect to cultural factors affecting human subjects and non-academic participants; and the preparation of the student to undertake the project. For projects in Mexico, reviewers will seek evidence of affiliation or collaboration with Mexican institutions and/or scholars. A letter of intent must be included from each additional academic participant named in the proposal. In addition, reviewers will consider whether the budget is in keeping with the methodology, appropriate to the program goals, and within the allowable criteria set forth by UC MEXUS (see p. B-2 under "Budgets").

Students are expected to exercise sound environmental protection standards when conducting research in Mexico and be particularly attentive to the risk of introducing or spreading pathogens or invasive exotics in native ecosystems or agricultural systems. In addition, applicants are expected to follow research protocols that demonstrate sensitivity to cultural factors affecting human subjects and non-academic participants. In the proposal narrative, particular attention should be given to research methodology, including how samples will be drawn, how control groups will be used, how questionnaires will be constructed and administered, and, in general, how cooperation will be elicited from local informants and subjects. Selected projects that involve human subjects, including interviewing, will be contingent upon receipt of a copy of a campus IRB human subjects approval or exemption (see "Conditions of Award")

UC MEXUS does not provide pre-review of proposals nor will reviewer comments be provided following the competition. However, **proposal writing suggestions** specific to this program can be found on the UC MEXUS website under "Resources."

## *For additional information contact*

Andrea Kaus, Ph.D., Director of Grants Programs, UC MEXUS  
3324 Olmsted Hall, University of California, Riverside, CA 92521  
tel: (951) 827-3519, e-mail: [andrea.kaus@ucr.edu](mailto:andrea.kaus@ucr.edu)



## ***Important Points***



- ❑ **Submit the proposal by the deadline.** Proposals that are received after this date will not be accepted, even if they are postmarked earlier. Faxed or electronic submissions will not be accepted.
- ❑ **Allow at least two weeks before the UC MEXUS deadline to meet internal campus deadlines and to get your advisor's signature.** The application requires several signatures, including that of your advisor, Graduate Division, and the Contracts and Grants or Research offices at your campus. Each one will have deadlines for the submission of proposals for their review well before the published deadline in this Call for Proposals.
- ❑ **Observe the indicated page limits (maximum 5 pp.) for the narrative statement.**
- ❑ **Submit all narrative materials, *including the abstract*, in at least 11-12 point font with adequate spacing and margins.** The review committees will be reading many proposals, so make your proposal easy to read, both in content and format.
- ❑ **Be clear but detailed in your budget.** Note carefully the instructions on allowable expenses on page B-2 when preparing the detailed budget justification. The review committees evaluate the budget in terms of whether it is reasonable, clear, and appropriate for the project methodology and whether it stays within the guidelines for allowable expenses.
- ❑ **Include all signatures**, as indicated on the application form, from the faculty advisor, the graduate division, and the Contracts & Grants or Research Office serving the student's campus. Check that the Graduate Division has indicated that the student has advanced to candidacy. Proposals without the appropriate signatures will be considered incomplete and will not be accepted.
- ❑ **Advise your advisors of the critical deadlines.** Make sure that your faculty advisor and additional faculty member are aware of the deadline to submit their letters of recommendation to UC MEXUS. Your advisor most likely will want to read your proposal draft with sufficient time to make suggestions and changes well before you submit it for review to the Contracts and Grants Office on your campus. The recommendation letters should be submitted separately, i.e., you advisor and additional faculty member need to send it to UC MEXUS directly, independent of your proposal packet.
- ❑ **For any research to be undertaken in Mexico, you must include a letter of invitation from a Mexican institution of research and/or higher education with your proposal.** UC MEXUS only needs a copy of the letter. Retain the original for your own use and documentation while in Mexico.
- ❑ **Include letters of intent and short curricula vitae from any additional academic participants (except for other students) listed on the application forms.** E-mail messages will not be accepted. The letters must include letterhead and an original signature. Keep in mind that the review committees will look over these materials to evaluate the commitment and qualifications of the additional participants for the project.
- ❑ **Retain a copy of all application materials submitted for your own records.** UC MEXUS will not provide you with copies of submitted materials.

***Consult the UC MEXUS web page for proposal writing suggestions  
([ucmexus.ucr.edu](http://ucmexus.ucr.edu) under "Resources")***



- Natural & Physical Sciences
- Social Sciences, Humanities, Arts



**2008**  
**UC MEXUS**  
**Dissertation Grant**  
**Application**



- This project qualifies for funding under the program for Latino Studies

PROJECT TITLE: \_\_\_\_\_

Student Name: \_\_\_\_\_ Degree Objective: \_\_\_\_\_  
*First name Middle Initial Last name*

Home Address: \_\_\_\_\_

Department/Campus Address: \_\_\_\_\_

\_\_\_\_\_ e-mail: \_\_\_\_\_ phone: \_\_\_\_\_

Research Professor/Faculty Advisor (name, title, UC address, phone, e-mail):

\_\_\_\_\_  
 \_\_\_\_\_

Additional Academic Participants, if applicable – Provide names, titles, institutional affiliations, addresses, and telephone numbers; attach a letter of intent from each academic participant (except for students). For projects in Mexico, include a letter of invitation from the host institution in Mexico. Use additional sheets if necessary.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ABSTRACT OF PROPOSAL (please use only the space provided and at least 11-12 point font)

**PROPOSED BUDGET**  
(not to exceed \$12,000)

1. Supplies and Expenses	_____
2. Travel	_____
3. Other	_____
<b>TOTAL (not to exceed \$12,000)</b>	<b>\$ _____</b>



Attach a detailed budget for the project period, July 1, 2008 – June 30, 2010, that specifically relates each item to proposed activities. Refer to the instructions on p. B-2 regarding eligible expenses.

**PROJECT PLAN**



Provide within a narrative statement (*maximum five pages*), the academic bases for the proposed activities, specific research plans and methodology, and potential results of the project. Attach a bibliography of relevant work. Proposals for work in basic science should address the potential applications of the work to a problem of importance to both Mexico and the United States. Planned involvement of Mexican collaborators must be clearly detailed and supported in writing, *including a copy of a letter of invitation from the host Mexican institution for any project activities to be conducted in Mexico* (see “Conditions of Award,” p. B-1).



Attach student’s *curriculum vitae* to each copy of the proposal.



**Two letters of recommendation:** The student’s faculty advisor also must sign the statement below and provide a separate letter of support for the project plan, detailing the student’s preparation for and ability to accomplish the proposed work. An additional faculty member familiar with the student’s work must send a separate letter of recommendation, in English or Spanish. Both faculty letters should be sent separately to the Program Director by **March 31** at the address listed on the next page (B-7).

**STUDENT'S STATEMENT**

I understand and agree that if UC MEXUS funds are awarded to this project, they are intended for support of the project as described in this proposal; that the dissertation or any other publication resulting from this grant will acknowledge UC MEXUS support of the project; and that a copy of the dissertation or other publication will be provided to UC MEXUS.



Date \_\_\_\_\_  
Signature of Student

**RESEARCH PROFESSOR'S/FACULTY ADVISOR'S STATEMENT**

(By **March 31** send a separate letter of recommendation to the Program Director at the address listed on p. B-7. )

I concur with the student's proposal and I agree to administer UC MEXUS funds awarded on behalf of this project. Final reports and accountings of expenditures will be submitted as required by UC MEXUS, and unused funds will be refunded to UC MEXUS.



Date \_\_\_\_\_  
Signature of Faculty Advisor

Student Name: \_\_\_\_\_



**ADDITIONAL LETTER OF RECOMMENDATION**

*(By **March 31** a faculty member other than the student's advisor should send a separate letter of recommendation to the Program Director at the address listed below )*

**GRADUATE DIVISION APPROVAL** *(required for submission)*



The student has \_\_\_\_\_ has not \_\_\_\_\_ been advanced to candidacy and is in good standing as of this date.



Date \_\_\_\_\_

*Signature of Authorized Ofc.*

\_\_\_\_\_  
*Print name and title*

**CONTRACTS AND GRANTS/RESEARCH OFFICE APPROVAL** *(required for submission)*

*(Please note that campus offices may require that proposals be submitted for internal review well before the UC MEXUS deadline)*



Date \_\_\_\_\_

*Signature of Contracts & Grants Ofc.*

\_\_\_\_\_  
*Print name and title*

Campus \_\_\_\_\_ Phone \_\_\_\_\_

Send 10 complete application sets (original plus nine copies) to:

UC MEXUS (Attn. Martha Ponce)  
3324 Olmsted Hall  
University of California, Riverside, CA 92521.

**—DEADLINE: 5:00 p.m. March 31, 2008—**

*LATE OR INCOMPLETE PROPOSALS, FAXES, OR ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED.  
Proposals postmarked by the deadline but received later will not be accepted.*