



UC MEXUS Grants for Dissertation Research

\$12,000 Maximum for Two Years

Deadline for receipt of proposals: *March 30, 2009*

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, 2009. 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 that include any research that will be undertaken 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, 2009 - June 30, 2011) 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, student fees, 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

Proposals must be submitted by eligible UC graduate students using the electronic submission site at ucmexus.ucr.edu under “funding opportunities” (click on the “UC MEXUS Dissertation Research Grants” link in the center column). The items required in a complete application are listed below and on the electronic submission application. Each of the items must be completed online before you will be allowed to submit the entire application.

In addition, three hard copy sets of one complete proposal packet (original plus two copies), including the Institutional Approval Forms with original signatures, must be submitted to UC

MEXUS at the address listed below within 10 days following the electronic submission deadline of **March 30, 2009**, for the application to be considered complete (i.e., by **April 10, 2009**). The proposal packets must include hard copies of all files uploaded to the electronic submission site.

Procedures established by each campus for the submission of grant proposals must be followed. Approval by the student's research professor/faculty advisor is required; academic standing must be certified by the Graduate Division serving the student. 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. A list of the offices serving each campus is available on the UC MEXUS website under "Resources." Institutional Approval Forms, which document the required signatures, are available on the online application site and also included at the end of this Call for Proposals. Students are responsible for securing all appropriate approvals from their campus prior to submission of the proposal to UC MEXUS. Please note that campus offices may require that proposals be submitted for internal review well before the UC MEXUS deadline.

All proposals must include a complete original set of the following items:

- Application Cover Sheet**, providing summary information about the project, student, advisor, and additional academic participants. For the hard copies to be sent after the electronic submission, the cover sheet can be printed out directly from the on-line application, where it says "print application." Keep in mind that the abstract should be understandable to a review committee of diverse academic expertise.
- Project Institutional Approval Sheet**, completed and signed in all the places indicated by the student, advisor, UC campus Graduate Division, and UC campus Research or Contracts and Grants Office. The form can be downloaded from the on-line application or printed out from the end of this Call for Proposals. The signed form should be sent with the hard copies.
- Project Plan. *Do not exceed 5 pages.*** Provide detailed information about the project you propose to develop within a narrative statement. The project plan narrative should include the academic bases for the proposed activities, specific research plans and methodology, and potential results of the project. Refer the section below, "Review Process and Criteria," for additional considerations. A bibliography of relevant work should be attached separately in the next checklist section. 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. For any project activities to be conducted in Mexico, 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 (see "Conditions of Award" above). You may disregard this instruction if your project does not involve fieldwork or travel to Mexico. The project plan is uploaded to the electronic submission site and also included in the hard copies sent to UC MEXUS. The letter can be uploaded under "attachments."
- Bibliography.** Provide an abbreviated list of bibliographic references for your project plan and/or relevant work for your dissertation topic. Keep the list brief, no more than 2-3 pages. The bibliography is uploaded to the electronic submission site and also included in the hard copies sent to UC MEXUS.
- Budget Request** specifying the cost to support the project activities along with a detailed explanation of all requested items. Refer to the budget section above regarding eligible ex-

penses. Keep in mind that the budget is part of the criteria for the review process. For the hard copies to be sent after the electronic submission, the cover sheet can be printed out directly from the on-line application, where it says “print application.”

- ❑ **Abbreviated Curriculum Vitae**, in English or Spanish, for the student, the advisor, and any additional academic participants (except for students) in the project. Do not exceed five pages for each individual; list only current and/or most relevant publications. The c.v. is uploaded to the electronic submission site and also included in the hard copies sent to UC MEXUS.
- ❑ **Letters of intent to participate** from any additional academic participants, written in English or Spanish. (Letters of intent are not required from the applicant, students, or the advisor.) The letters are uploaded to the electronic submission site and the paper versions with signatures included in the hard copies sent to UC MEXUS. Faxes and e-mail messages will not be accepted.
- ❑ **Attachments**. These should be kept to a minimum. Attach only critical documents in the on-line submission, such as maps or sample survey instruments. If these items cannot be incorporated into the electronic submission site, please provide 10 copies for reviewers. Items that are not uploaded must be included with the hard copy set (they cannot be added in after the deadline) and should not exceed 10 pages in length. For research to be performed in Mexico, the proposal must include a copy of a letter of invitation from a Mexican academic and/or research institution is required. Please upload a copy of the letter here and include a hard copy with the proposal packet sent to UC MEXUS. The letter should be addressed to the applicant, and the applicant should retain the original for his/her use while in Mexico.
- ❑ **Support letters**. Two separate faculty recommendation letters are required from 1) the student's research professor/faculty advisor, and 2) 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. Both letters must be uploaded by the electronic submission date. Information regarding uploading letters separately and confidentially is provided on the electronic application site. Letters should be addressed to the UC MEXUS Review Committee and, after uploading them to the electronic submission site, the faculty members should send their letters directly to UC MEXUS at the address listed below.
- ❑ **Retain a copy** of all application materials submitted.

Within 10 days following the electronic submission deadline of **March 30, 2009**, send three hard copies (original plus two copies) of a complete application set with all required materials listed above, including the signed institutional approval sheet, in one package to the following address:

UC MEXUS – Grants Programs
3324 Olmsted Hall
University of California
Riverside, CA 92521 U.S.A.
Attn: Martha Ponce; tel. (951) 827-4773

Deadline for Receipt of Proposals

To be considered, proposals must be submitted to the electronic site not later than **5:00 p.m. Monday, March 30, 2009**, and the three hard copies of the complete proposal packet must be received by **Friday, April 10, 2009**. Hard copies of proposals not previously submitted electronically will not be accepted, nor will late submissions, faxes, e-mail attachments, incomplete, or subsequently revised proposals. The copies sent to UC MEXUS must match the text and information submitted in the on-line version of the proposal. The proposal will not be entered into the competition unless the hard copies and required institutional approval forms are received by the deadline. We strongly suggest that students obtain the required institutional signatures well before the proposal is submitted electronically.

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. 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 the previous section 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



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 in the "Budgets" section 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 Institutional Approval 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 are uploaded by them separately to your on-line application and remain confidential. Remind your advisor and additional faculty member that they also need to send a hard copy of the letter 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. However, you do not have to list any additional academic participants at all. Include only those researchers outside of those in an advisory role whom you anticipate will be actively adding to the intellectual content of your 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” under “Resources”*

CHECKLIST



Proposals must be submitted using the electronic submission process available on the UC MEXUS website at *ucmexus.ucr.edu*. Instructions for uploading proposal items are available on the website.

Proposal checklist to be completed on the electronic submission website by **Monday, March 30, 2009**:

- Application Cover Sheet
- Project Plan
- Bibliography
- Budget Request - summary table and detailed justification
- Abbreviated Curriculum Vitae for each academic participant (except for students)
- Letters of intent from Additional Academic Participants (except for students)
- Support letters from the faculty advisor and an additional faculty member. After uploading their letters, the faculty members should send hard copies of their letters separately to the address below.
- Attachments (optional)

Additional requirements to be included with the three hard copies of the proposal packet sent to UC MEXUS:

- Institutional Approval Form* with the signature of the applicant, faculty advisor, UC campus Graduate Division, and UC campus Research or Contracts and Grants Office.

A complete proposal packet with three hard copies (original plus two copies) of all the information listed above, except for the faculty support letters, must be received by UC MEXUS at the address below within 10 days of the electronic submission deadline (*i.e.*, by ***Friday, April 10, 2009***).

UC MEXUS – Grants Programs
3324 Olmsted Hall, University of California
Riverside, CA 92521 U.S.A.
Attn: Martha Ponce
Tel. (951) 827-4773

Hard copies of proposals not previously submitted electronically will not be accepted, nor will late submissions, faxes, e-mail attachments, or incomplete proposals. The proposal will not be entered into the competition unless the hard copies and required institutional approval forms are received by the deadline. We strongly suggest that applicants get the required institutional signatures well before the proposal is submitted electronically.

- Retain a copy of all application materials submitted.

** An Institutional Approval Form is included on the following page and also available for downloading on the electronic submission site.*



2009 UC MEXUS Dissertation Research Grant Institutional Approval Sheet

*This form is to be printed out and signed at all places indicated by a checkmark below.
The original signed form must be included in the hard copy proposal packet sent to UC MEXUS.*

Student Name _____

Dept. and Campus _____

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

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

CAMPUS APPROVALS: Check with your department administration for internal campus deadlines and whether the proposal needs to be submitted to UC MEXUS through Graduate Division or the Research Office. When submitting this form for signature to the campus graduate division and research administration, students should make sure to attach all additional items required by those offices, including the project plan and proposed budget.

GRADUATE DIVISION APPROVAL

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/SPONSORED PROJECTS/RESEARCH OFFICE APPROVAL



Date _____

Signature of Authorized

Ofc.

Print name and title

Campus _____ Phone _____