**HRSMA Thesis Research Stipend**

**Overview**

The HRSMA thesis stipend provides support to select HRSMA graduate students to conduct research for their thesis. The maximum award is $1,200, to be used to help offset costs associated with research.

**General Eligibility**

* Summer Stipend – Students who are writing the thesis in the summer or students who are conducting thesis research in the summer and will write the thesis/take the thesis class in the fall.
* Fall Stipend – Students who are writing the thesis in the fall or students who are conducting thesis research in the fall and will write the thesis/take the thesis class in the spring.
* Spring Stipend – Students who are writing the thesis in the spring or students who are conducting thesis research in the spring and will write the thesis/take the thesis class in the summer.
* Institutional Review Board approval of proposed research (if applicable. See [IRB website](http://www.columbia.edu/cu/irb/)).
* Student must be in good academic and administrative standing. See GSAS website for requirements: <http://gsas.columbia.edu/content/2011-12-bulletin?q=node/530> )
* Student must have a minimum GPA of 3.33

**Application Process**

Application materials: application form, a research project proposal, a detailed budget, resume, a thesis supervisor research reference form (posted on Courseworks).

Students should email all application materials, with the exception of the supervisor form, to humanrightsma@columbia.edu. Thesis supervisors are asked to submit the instructor reference form directly to humanrightsma@columbia.edu.

Incomplete applications will not be reviewed.

**Deadlines/Timeframe**

We will accept applications on a rolling basis, but priority will be given to those who apply by the deadline above.

**Travel Requirements**

Columbia University requires that all students comply with specific procedures for international travel. Students who expect to travel abroad must register with International SOS through the University [Global Travel Portal](http://globaltravel.columbia.edu/content/register-a-trip) and have a [health insurance policy](http://health.columbia.edu/travel-medicine) that provides for routine as well as emergency care. Students are encouraged to review carefully the complete Columbia travel policy [here](http://policylibrary.columbia.edu/international-travel-planning-policy).

**Distribution of Funds**

While the office of financial services makes every effort to distribute funds as soon as possible, receipt of the stipend check may take up to 3-4 weeks. Distribution of funds is contingent upon receipt of IRB approval of proposed research.

**Post-research Requirements**

*Students are expected to submit a write-up, based on guidelines provided by the program, within six weeks of returning from their trip. Students are also expected to participate in a panel discussion during the fall or spring semester to share lessons learned from their experiences with other students.*

**[See application starting next page.]**

**Application for Thesis Research Stipend**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UNI \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Concentration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Thesis registration semester \_\_\_\_\_\_\_\_\_\_\_\_\_

Thesis title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of proposed research project in 2-3 sentences \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Location of research \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time period of research \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institutional affiliation (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you applied to and/or received alternative sources of funding for this research? \_\_\_\_\_\_\_\_

If yes, please attach information outlining other sources of funding you have received – such as grants, scholarships and stipends.

Have you applied for IRB approval?: Y/N ; If so have you been approved: Y/N

No one may undertake research that involves human subjects, including interviews, surveys, or related methods, without prior review and approval or evidence of exemption from the Institutional Review Board (IRB). IRB guidelines are summarized in presentation notes available as a [PDF](http://hrcolumbia.org/hrstudies/human_subjects_research.pdf) or [PowerPoint file](http://hrcolumbia.org/hrstudies/human_subjects_research.ppt). Further details and applications are available at <http://www.columbia.edu/cu/irb/>.

Please submit the following materials along with this application form

1. **Research project proposal (700-800 words):** The proposal should provide a brief description of your thesis topic and its significance for the field of human rights studies. Clearly demonstrate how the research project for which you are applying for financial support is necessary for addressing the key research questions posed in your thesis. Summarize your research plan in as much detail as possible –for example, identify which organizations/ individuals/ groups you plan to work with and/or interview during the research period and why. If you are affiliated with an organization during the proposed research period, clearly explain this relationship and any tasks you will be performing for the organization.
2. **Detailed budget:** Be as detailed and accurate as possible. See sample budget on page 2.
3. **Thesis research reference form:** To be submitted by your thesis supervisor (or anticipated thesis supervisor, if he or she has not yet signed the thesis approval form).
4. **Resume:** Maximum one page.

I attest that the information I provide in my application is accurate and I understand that I am responsible for complying with university academic integrity and responsible conduct of research policies. I will update the program regarding any logistical changes to research plans or if the nature of my thesis proposal substantively changes. I waive my right to review the reference form submitted by my current or anticipated thesis supervisor.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**BUDGET** (SAMPLE)

Please

Name:

UNI:

Email Address:

|  |  |
| --- | --- |
| **ITEM** | **ESTIMATED COST** |
| **Transport** |  |
| Economy Airfare from New York to Sao Paulo, Brazil on American Airlines  | $1,000  |
| Airfare: From Sao Paulo to Minas Gerais on Air Brazil  | $300  |
| Bus rides to the historical archives in Sao Paulo (30 days x 2)  | $60  |
| Taxi rides to/from airport in Sao Paulo  | $60  |
| Taxi rides to/from airport in Minas Gerais  | $50  |
| **Accommodation**  |   |
| Sao Paulo Youth Hostel: 5 nights ($10/night) | $50  |
| Homestay: 20 nights ($100/night) | $200  |
| **Misc.** |   |
| Visa to Brazil  | $50  |
| **Additional funding sources** |  |
| **TOTAL** | $1,770  |