**ISHR Graduate Research Funding Application**

ISHR offers a research stipend to students currently enrolled in a graduate program at Columbia who are conducting research in the field of human rights. Priority is given to PhD students completing the GSAS/ISHR human rights certificate. Students are required to have a minimum GPA 3.33 and will be required to submit proof of IRB approval (or exemption), if conducting interviews.

Students should email the following information to humanrightsed@columbia.edu with the subject line **ISHR Graduate Research Funding:**

* Research project proposal (700-800 words): The proposal should provide a brief description of your research 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 you are seeking to answer. 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.
* Detailed budget proposal
* Application form for Graduate Research Stipend (see below).
* Supervisor research reference form.
* Resume: Maximum one page.
* Location of research
* Time period of research
* Institutional affiliation (if any)
* Alternative sources of funding for this research. If alternative funding is received, please attach information outlining other sources of funding you have received – such as grants, scholarships and stipends.
* Documentation demonstrating IRB approval or exemption, if applicable.

**Deadlines/Timeframe**

Priority will be given to applications received by May 1st.

**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 Graduate Research Stipend**

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

Degree Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 research 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 you are seeking to answer. 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. **Graduate research reference form:** To be submitted by your research supervisor (or anticipated supervisor).
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 research proposal substantively changes. I waive my right to review the reference form submitted by my current or anticipated research 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  |