LASA2021 Travel Grant Submission Instructions

Online Submission Deadline: September 7, 2020 at 17:00 hrs, EDT.

Which are the LASA Travel Grant requirements?

Members who received a LASA travel grant in 2018 and 2019 do not qualify for funding for 2021. People whose travel grant for LASA2020 was revoked after the transformation to a Virtual Congress, may reapply for another grant for the next Congress LASA2021.

To apply for a grant, you must be in one of the grant categories, which can be found here: https://lasaweb.org/en/lasa2021/travel-funds/

Applying for a grant type that you are not eligible for will invalidate the travel grant application.

Only paper presenters are eligible for travel grants. Therefore, you will not be able to send a travel grant application if you have not sent a paper proposal, individually or in a panel session.

For more information regarding travel grants requirements visit the following link: https://lasaweb.org/en/lasa2021/travel-grant-submission-requirements/

Before you begin, please note:

Only current LASA members are eligible to apply for travel grants. Membership must be renewed by the deadline of **September 7, 2020 at 17:00 hrs, EDT**. For other key dates, please visit: https://lasaweb.org/en/lasa2021/important-dates/

If someone is not appearing in the proposal system, it is because he/she is not a current LASA member. Please ask him/her to join or renew his/her LASA membership: https://lasaweb.org/en/join/

You will not be able to save a proposal in the system in order to continue working on it in another moment. You must first submit the proposal and then you will be able to edit it. In order to prove you have submitted it correctly, you will see a confirmation message on your screen and you will receive an email. You can edit the proposal until the deadline of **September 7, 2020 at 17:00 hrs, EDT.** Please remember to attach your CV and any other required document to your application.

The travel grantee application is personal and should be submitted only once. Remember that this application count as one of the four active participations (neither session organizer nor contact person count towards these participations) in the Congress.

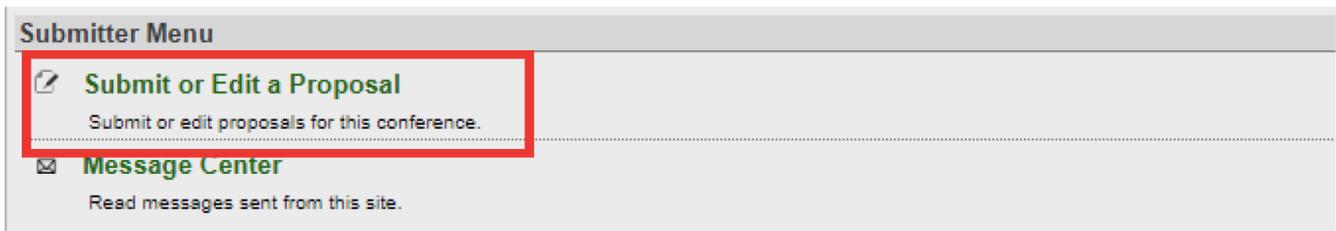# Instructions for submitting a Travel Grant application for LASA2021

Step 1: Click on the link https://lasaweb.org/en/lasa2021/proposals/
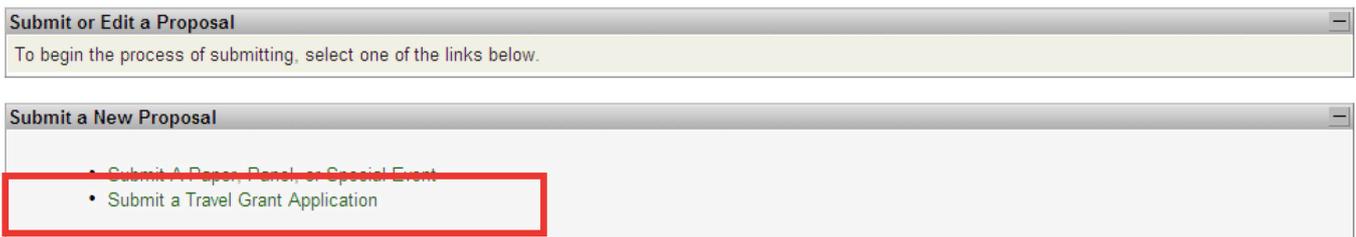Select **"Submit a proposal"** and enter your LASA member ID and password.

Proposal Submission

Proposal Submission

- Call for papers
- Submission rules
- Submission instructions
- Paper Match
- Submit a proposal

Step 2: Select **"Submit or Edit a Proposal"**.

Submitter Menu

✎ **Submit or Edit a Proposal**
Submit or edit proposals for this conference.

✉ **Message Center**
Read messages sent from this site.

Step 3: Select **"Submit a Travel Grant Application"**. Only paper presenters are eligible for travel grants. Therefore, if you do not have an individual paper proposal or paper in a panel, this option will not be available to you. Please submit your paper proposal first and then you can submit your travel grant application.

Submit or Edit a Proposal
To begin the process of submitting, select one of the links below.

Submit a New Proposal

- Submit A Paper, Panel, or Special Event
- Submit a Travel Grant Application

Step 4: Read the Travel Grant Information and select *"Submit Now"*.

Step 5: Enter the information on the Travel Grant Request such as the type of travel grant being requested, the justification, etc. Once all the information is entered, click on *"Accept and Continue"*.

Step 6: Ensure your name appears in the Person/Individual Submission section and click on *"Accept and Continue"*. Note: You may only request your own Travel Grant. You cannot request a travel grant for another participant.

Step 7: Review the information and edit as necessary.

Step 8: Upload an official letter (For any Non Tenured track U.S. based professors) and CV to your application. For any Non Tenured track U.S. based professors, an official letter confirming a non-tenured track, full time position should be uploaded as well clicking **"Upload Official Letter"** (I), then **"Seleccionar archivo"** (II) and finally **"Upload"**. To upload the CV, click **"Upload CV Document"** (III) and then click on **"Seleccionar archivo"** (II). Find your CV and select **"Accept and Continue"**.
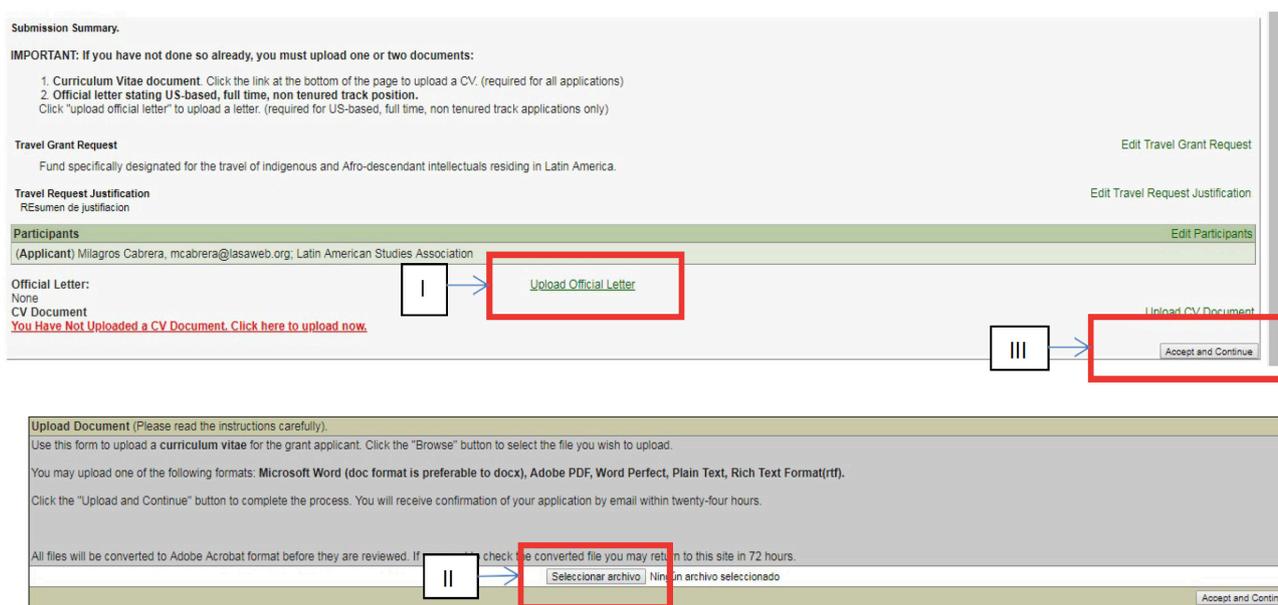
Step 9: Review the information, edit as necessary and then click on **"Accept and Continue"**.

ONLY if you uploaded your CV and completed all the required fields, you will receive a confirmation message on your screen and a confirmation email on your submission.

If you do not receive an email, please contact lasa@lasaweb.org to verify the submission went through before **September 7, 2020 at 17:00 hrs, EDT.**

Thank you for your interest in LASA2021!

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LASA**2021**