Summer 2015 – Reporting Requirements

Please read carefully the below instructions and information concerning the reporting requirements for grant recipients.

There are four required components for reporting on how you used your grant funds: a mid-research blog post, a final report due upon completion of your research, documentation of your expenses, and participation in an online forum.

1) Blog post – to be completed in the field

We would like to share your field activities and research with the CLACS community at large via the web and/or our print newsletter. To that end, please provide us with a brief report on a current event in your research site that connects to your research agenda. The write-up should be brief (ideally between 500-700 words) and be accompanied by (1) a cover photo: an image that sheds light on some aspect of the current event you are reporting on and (2) a photo that includes you at your research site (please include unedited, full resolution photos, and CLACS will resize and crop as needed).

2) Final Report – due September 1, 2015

We will require a final report. The report will consist of a front cover page with a section to report your expenses and list how you used CLACS FIELD RESEARCH GRANT funds. You do not need to detail the budget for your entire trip, if some portion thereof was covered by other funds. The report will also require a 2-3 page narrative in which you describe your initial findings and how they will lead toward next steps in your project. That section will also give you the opportunity to discuss any changes in the scope or focus of your research, which are not at all uncommon for pilot projects.

3) Documentation of Expenses Abroad – due September 1, 2015

Please Note: You will need to furnish receipts only for those expenses that you wish to charge to your grant. So if, for example, you spend $1500 on international airfare and your grant is for $1000, we would need only your receipt for international airfare.

As stated in all award letters, your expenditure of Field Research Grant funds must break down in the following fashion:

No less than 75% toward Travel Expenses:
International airfare, in-country flights, local ground transportation (taxis, buses, trains, subway, etc.), car rentals

No more than 25% toward Field Expenses:
Food, accommodation, research expenses (photocopying, materials, etc.), visas, insurance
• We will require that you provide documentation of this expense breakdown upon returning from your travels, and if you are unable to do so, a portion of your grant could be revoked. Detailed below are the types of receipts that we will and will not require. Where receipts are not required, we will simply ask for an aggregate expense breakdown on your final report.

Receipts Required:

- **International Airfare**: Yes. An electronic receipt, with full itinerary, can suffice – no need for paper receipts.
- **In-country Airfare**: Yes. An electronic receipt, with full itinerary, can suffice – no need for paper receipts.
- **Car rental**: Yes.
- **Longer-distance bus and train travel**: Yes, if possible. We understand that receipts may not always be available in some settings.
- **Local bus, taxi, and subway fare**: Not exactly. We understand that collection of receipts will be either impossible or highly impractical for grantees who make regular use of some urban transport systems. If you plan to claim this sort of transportation as a grant-related expense, please simply save one or two representative receipts (if available) for submission, and then aggregate the total amount that you spent in your final report.
- **Lodging**: Yes. If you pay for a “homestay” arrangement, we can accept a letter signed (in Spanish) by the homeowner, specifying the dates you stayed and the total amount charged.
- **Food**: No. Please just aggregate this expense category in your final report.
- **Other Field Expenses**: Whenever possible/practicable.

4) **Presentation of Results – due date TBD**

The final required reporting component of your grant will be an online forum in which you will post a slightly revised version of your Final Report. Forums will consist of 3-5 grantees with thematically and/or regionally congenial projects, and once reports are posted, you will be expected to offer comments on the projects of the other members of your group. We will contact you mid- to late-summer with further instructions about the forum.

**Other Information about your Grant**

• Minor revisions of your travel dates and/or your research foci are to be expected and do not require prior approval from CLACS. Please contact us directly only if your research plans undergo major changes in scope or duration.

• Please be aware that, as a financial aid award posted to your Bursar account and reported on the 1098-T issued to you by Indian University, your grant may be subject to federal, state, and local income tax. The IRS addresses these types of issues in depth in its Publication 970 (see here for information applicable to 2011 - [http://www.irs.gov/publications/p970/index.html](http://www.irs.gov/publications/p970/index.html)). We encourage you to research the particulars of your situation and make preparations accordingly, since the Bursar will not make any withholdings on the “front end” of your grant.
As mentioned in the offer letter, we will be contacting you in the future in order to collect success stories, publications, conference presentations, and additional funding procured as a result of your research. We appreciate your cooperation in responding to these information requests, as these professional and academic achievements demonstrate to our financial supporters the ongoing impact and importance of offering these grants.