**Winter Term International Travel Grant Application for January 2024**

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| Before completing this application, students should review the HLS [Winter Term International Travel Grants](https://hls.harvard.edu/ils/opportunities-abroad/winter-term-abroad/winter-term-international-travel-grants/) webpages carefully. |

**Instructions**

In addition to this form, applicants should attach:

1. A **resume or Curriculum Vitae**
2. A **copy of your complete substantive program application** as follows:

J.D. and LL.M. students applying for clinicals – a copy of the project proposal submitted to the Office of Clinical Programs

LL.M. students applying for Winter Term Writing – a copy of the application and narrative description submitted to the Graduate Program

J.D. students registering for Winter Term Writing – a copy of the registration form and proposal submitted to the Office of the Registrar or, if not attached, authorization for subsequent access as noted at the end of this application form

1. For students conducting research/writing projects: a **bibliography of basic sources** on the topic you wish to explore

And have sent:

1. A **current official Harvard Law School transcript** from the Office of the Registrar, including your most recent reported grades as of the application deadline. Students can order their official transcript online by going to the Office of the Registrar's [Transcript Requests](https://hls.harvard.edu/registrar/transcript-requests/) page and selecting "Placing a Transcript Order Online." Official transcripts must be sent directly from the Office of the Registrar, or, if delivered by the student, arrive in the original signed and sealed envelope. *(Please note that requests for HLS transcripts may take 3-5 days to process, so applicants should plan accordingly.)*
2. A **letter or email from your HLS faculty supervisor** indicating that they have reviewed the proposed project and offering comments on its merit and the student’s ability to conduct the work. (This letter or email should be sent directly to International Legal Studies by the faculty member.)

Application materials should be sent to International Legal Studies at ils@law.harvard.edu.

**Application Deadlines**

The complete grant application must be submitted to International Legal Studies by 5:00 pm on **Friday, November 3, 2023** (exception: LL.M. students applying for Winter Term Writing Program projects must submit travel grant applications by 5:00 pm on **Monday, November 13, 2023**).

**Student Information**

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| --- | --- |
| Last Name:       | First Name:       |
| Preferred Pronouns:       |  |
| Email:       | Phone:       |
| Current year of study: [   ]2L [   ]3L [   ]LL.M.  |
| U.S. Mailing Address (must include a ZIP+4 code): |
|       |
| U.S. Citizen/Permanent Resident? [   ]Yes [   ]No  |

**Project Information:**

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| What Winter Term program will you be participating in?  |
| [   ] J.D. Writing Program | [   ] LL.M. Writing Program | [   ] Independent Clinical (J.D or LL.M.) |
| Placement Organization (clinical projects only): |
|       |
| Faculty Supervisor: |
|       |
| Travel Dates: |
| Beginning:   /  /     | Ending:   /  /     |
| Project Location: |
| City:       | Country:       |
| If you will be in more than one location, please list additional locations here: |
|       |
| Are you considering travel to a destination classified as [High Risk](https://www.globalsupport.harvard.edu/travel/risk-ratings) by Harvard University? [   ]Yes [   ]No  |
| \*Please note that high risk travel is subject to review as described on the [HLS International Travel Procedures web page](https://hls.harvard.edu/ils/opportunities-abroad/international-travel-procedures/) and that students must submit a travel questionnaire to Global Support Services no fewer than 30 days prior to travel. |
| Have you been in contact with a representative of the Committee on the Use of Human Subjects? [   ]Yes [   ]No  |
| If yes, what is the determination about your project?  |
| [   ]Still under consideration | [   ]No further review needed | [   ]Review required |
| For participants in the Winter Term Writing Program: Have you met with an HLS Reference Librarian to discuss your planned research? [   ]Yes [   ]No  |

**Proposal Summary:**

In no more than 500 words, please summarize the nature of your project and its relation to your studies at HLS, other study or work experience, and future plans. You should indicate the potential value of your project as well as possible challenges. **Please be sure to fully explain your proposed methodology/work plan** — for example, the substantive legal work you expect to undertake during a clinical placement, or the specific questions you plan to address and the people or resources you will consult for a research and writing project — **and how the scope of your work will fit into the duration of Winter Term**.

If you are conducting a writing project, you should also attach a bibliography of basic sources on the topic you wish to explore.

If your reasons for wishing to travel to this country also include visiting family members or friends while there, you must indicate this.

If you will be going to a country where a language other than English is commonly used, please indicate the basis for your proficiency in the relevant foreign language or, alternatively, provisions for interpreters.

**Budget Proposal:**

Please complete the table(s) below for itemized travel-related expenses you will incur as a part of your Winter Term project. At the end of your project, all expenses listed below, up to the granted amount, must be verified with receipts.

**FLIGHTS:** Flight expenses should be reasonable and verifiable (economy class fares only). If your flight will not originate in Boston, it should be because the proposed flight is less expensive. The same principle applies for return flights.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Price** | **DepartureDate** | **Return Date** | **Originating City/State** | **Arrival City/Country** | **Where was price found?**(name of website, travel agency, etc.) |
| $     |       |       |       |       |       |
| $     |       |       |       |       |       |
| $     |       |       |       |       |       |
| $     |       |       |       |       |       |

**OTHER TRAVEL EXPENSES:** Expenses such as lodging, meals, or other transportation costs can be submitted for funding consideration if your project requires the expenditure and the cost is reasonable. Expenses related to retaining an apartment in Cambridge while traveling abroad are not eligible for funding.

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| --- | --- | --- |
| **Price** | **Detailed Description and Purpose of Expense** | **Where was price found?** (name of website, travel agency, etc.) |
| $     |       |       |
| $     |       |       |
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| $     |       |       |

**OTHER SOURCES OF FUNDING:** If you have applied for or received any other funding for this project, please list it here.

|  |  |  |
| --- | --- | --- |
| **Amount**  | Source of Funding  | **Applied for or Received?** |
| $     |       |       |
| $     |       |       |
| $     |       |       |

**TOTAL FUNDING AMOUNT REQUESTED FROM WINTER TERM INTERNATIONAL TRAVEL GRANT PROGRAM:**

I verify that the project information provided above is accurate and the expenses I am submitting for funding consideration are reasonable and necessary for my Winter Term project. I understand that Winter Term International Travel Grants are not guaranteed, nor are they based on financial need, and I will take appropriate steps to secure all funding needed.

For J.D. students undertaking Winter Term Writing: I hereby authorize International Legal Studies to obtain a copy of the registration form and proposal after I submit it to the HLS Office of the Registrar.

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| Signature:       | Date:       |

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