

## Charles O. and Margaret Lerche Travel Grant

### Application & Checklist

Date of  
Application:

Name:

Address:

Telephone:

E-mail:

Dates of Proposed Visit:

Amount Requested:

Other Sources of Funding  
You Are Pursuing:

**Brief Description of Travel:**

-Country and City

-SRP/Thesis/Internship/  
Conference?

-Topic or Focus

(No more than one paragraph)

**Please Review The Below Checklist To Ensure All  
Application Materials Are Submitted**

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### Application Attachment Checklist

Use the list below to identify necessary documentation to accompany your application. Be sure to include all attachments related to your specific travel: either research proposal, **OR** internship **OR** conference attendance.

☐ **Research/Internship Proposal OR Conference Explanation:**

In no more than three pages, please include:

- Relevance of the proposal to your program of study and commitment to IPCR Principles
- Detailed plan of action (specify what you will do while there; projected date of completion; how the project will meet SRP/Thesis or Internship requirements)
- Evidence of institutional support (who you will be working with; what type of institutional affiliation you will have; how you will arrange housing and other logistical necessities)

☐ **Supporting letters from overseas sponsors/organizations or persons who will support your research project or internship OR conference brochure/announcement.**

☐ **Brief estimate of budget for funds requested, including estimated cost of airfare.**  
(Budget proposals accepted in any amount, up to \$2,000)

☐ **Unofficial Transcript**

☐ **Resume**

☐ **Name of a faculty member who will supervise the project/internship**

-Name of Faculty Member:

☐ **Any other supporting documents**

**Thank you for applying for the Charles O. and Margaret Lerche Travel Grant.**  
**If there are any questions or concerns about the application and acceptance process, please contact the IPCR Coordinator's Office in SIS-214, by phone: 202.885.1622 or E-mail to: [peace@american.edu](mailto:peace@american.edu)**