What do I need to submit a proposal?

**Individual:**

Did you look and see if others are submitting individual proposals with your same theme? [http://lasa.international.pitt.edu/auth/prot/papermatch/](http://lasa.international.pitt.edu/auth/prot/papermatch/) You may be able to submit a panel proposal together instead. This will help ensure that you are in a panel with others in the same theme, selected by you!

If you still want to submit as an individual, you will need:

1. Paper title (with mixed case and no longer than 15 words), such as: Let all be happy.
2. Paper abstract (no longer than 250 words).
3. Your co-authors last name as it appears in LASA’s records. You can search for it here: [http://lasa.international.pitt.edu/auth/prot/mdsearch/](http://lasa.international.pitt.edu/auth/prot/mdsearch/) (Include tildes if they have a tilde. If not sure, search partial last names such as “Hern” for Henandez). **Make sure the correct person is selected. Confirm with their affiliation.**

**Panel:**

1. Panel title (with mixed case and no longer than 15 words), such as: Let all be happy.
2. Panel abstract (no longer than 100 words)

You will also need the following information from the paper presenters (to submit a panel you need a *minimum of 3 papers*). You can submit it with 3 papers and then edit it as needed until the deadline:

3. Paper title (with mixed case and no longer than 15 words), such as: Let all be happy.
4. Paper abstract (no longer than 250 words).
5. Their last name (and first name) as it appears in LASA’s records. You can search for it here: [http://lasa.international.pitt.edu/auth/prot/mdsearch/](http://lasa.international.pitt.edu/auth/prot/mdsearch/) (Include tildes if they have a tilde. If not sure, search partial last names such as “Hern” for Henandez). **Make sure the correct person is selected. Confirm with their affiliation.**
6. You only need the last name (and first name) as they appear in LASA’s records of your chairs, organizers and discussants.

**Workshop (learning session) or Roundtable (open discussion):**

1. Workshop/Roundtable title (with mixed case and no longer than 15 words), such as: Let all be happy.
2. Workshop/Roundtable abstract (no longer than 100 words)
3. The participant’s last name (and first) as it appears in our records. You can search for it here: [http://lasa.international.pitt.edu/auth/prot/mdsearch/](http://lasa.international.pitt.edu/auth/prot/mdsearch/) (Include tildes if they have a tilde. If not sure, search partial last names such as “Hern” for Henandez). **Make sure the correct person is selected. Confirm with their affiliation.**
4. You only need the last name (and first name) as they appear in LASA’s records of your chairs, organizers and discussants.

**Travel Grant:**

1. Type of grant you will be submitting: 1) Latin America resident (students and non-students), 2) student (outside of Latin America), 3) a U.S. full time non-tenured track professor or 4) a professor outside of Latin America and the U.S.
2. A reason for needing the grant (less than 250 words).
3. Financial information for the trip (Include the estimated cost of transportation, lodging and meals for the LASA2017 trip. Also include any additional sources of funding you may receive to attend LASA2017 including foundations, institutions, LASA Sections, etc. in US$)
4. Your CV (needs to be attached in the CV Document space before submitting the proposal for evaluation). **If you are a US full time non tenured professor, you also need to attach a letter from your university that you are a full time professor in a non-tenured track position.**