

Tips for a Successful Alvarez Grant Application

International Student Programs

See below for tips for a successful application.

Regarding the activity proposal, explain...

- Why you are going to the specific location
- Why you are meeting with specific people, and who
- What activities you plan to do during the opportunity
- Why you are doing these specific activities
- What are your learning objectives?
- What are some questions you'd ask while networking?
- What your desired short-term outcome is and how this opportunity will help you achieve that

Regarding logistics, explain...

- What type of accommodation(s) you are considering
- Breakdown larger categories into smaller sections
 - For example: instead of "transportation \$500" list each type of transportation that you plan to take and the estimated cost per trip
- Types of transportation and rationale for these
 - For example: if there is a metro in the location, explain why are you requesting funding for Uber
- If there is more than one destination proposed, an explanation of the benefit of each part of the journey
- Specific details about splitting costs with friends/roommates

Regarding budget, explain...

- Include costs per week along with the total for the duration of the opportunity
- Detail your per week costs (groceries, meals out, transportation, rent) and total costs based on the number of weeks of your experience.
- Breakdown larger categories into smaller sections
 - For example: instead of food include both groceries and meals
- Costs should be well researched. You are encouraged to include links to sources that have helped you prepare your budget.
- Clearly include all funding you will receive from additional sources including additional grants, salary, and/or personal funding.
- Miscellaneous categories should be minimal and never exceed 10% of total request. As much as possible, indicate what type of items you are referencing.