



Harvard College
Harvard College Research Program (HCRP) Summer
2022-2023 Application Instructions

PROGRAM INFORMATION

Funded by the Faculty of Arts and Sciences and alumni/ae donations, HCRP is intended for Harvard College undergraduates conducting student-initiated, independent scholarly research or creative endeavors in close collaboration with a Harvard faculty mentor. The grants underline the Harvard Faculty's commitment to individual work and they help to create an environment where students will gain experience, personal encouragement, and insight into academic life and research.

COMPONENTS & EXPECTATIONS

HCRP recipients must abide by the following policies:

- **Academic standing:** In order to receive the entirety of their awards, students must remain in good academic and disciplinary standing during the Spring term and throughout the Summer.
- **Timing of research:** The research conducted must occur during the award period for which funding is requested.
- **Reporting:** In order to receive the entirety of their awards, students must submit a final report at the end of their term of research. Final reporting requirements not received within one month of the deadline will result in forfeiture of funds associated with the award (see below for details).
- **Academic credit:** Students conducting research that accrues academic credit can only apply to HCRP to support research-related expenses not covered by the course.
- **Additional funding:** Students receiving additional funding or non-monetary benefits (ex. free Summer housing) outside of HCRP must notify HCRP of all other sources, amounts, and eligible expenses reimbursed.

HCRP Final Report

All final reports require the approval of the student's faculty sponsor before submission is considered complete. For files that remain incomplete within one month of the deadline, funds associated with the award will be returned.

Report Deadline: Friday, August 25, 2023 at 5:00 PM

HARVARD COLLEGE SUMMER FUNDING POLICY

HCRP will abide by the Harvard College Summer Funding Policy:

Harvard College prioritizes the wide distribution of Summer funding to ensure that as many undergraduate students as possible can have a meaningful summer experience. For funded Summer 2023 experiences, students may only apply Harvard University funding to **one** Summer experience, regardless of duration of time (ex. only four weeks or a part-time effort). Co-funding between multiple sources of funding is permitted only if the funding jointly supports the same Summer experience.

Please read the policy in full on the [Office of Undergraduate Education website](#).

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ELIGIBILITY

- Enrolled Harvard College degree-seeking students
- Students in good academic and disciplinary standing
- Students whose research project faculty mentors are members of a Harvard Faculty

Please Note: Students in good standing on a voluntary leave of absence during the Spring 2023 term may apply for HCRP Summer funding provided that they obtain prior approval to do so from the Administrative Board. Ad Board approval will also enable students to access CARAT, our application portal. To start this process, students should contact their Resident Dean. *Please do so as soon as possible!*

FUNDING & CO-FUNDING

Base stipend:

HCRP will support all funded students with a living stipend, which will be pro-rated according to the duration of the research project proposed (10-week maximum). For a 10-week, full-time effort, HCRP will offer students a \$5000 stipend. When completing the HCRP Summer application in CARAT, applicants will be asked to confirm the amount of time that they plan to dedicate to their research (number of hours per week and number of weeks) to aid us in calculating a corresponding award offer.

Research-related expenses:

Students will be given the opportunity in the application to expound upon any research-related expenses that they expect to incur while conducting their research project this Summer. HCRP will offer up to an additional \$1000 to support these research-related expenses (a \$6000 total award). Please see a list of eligible and ineligible expenses below. Research-related expenses do not include living costs as those will be covered by the base stipend. Please contact Elizabeth Perten (eperten@fas.harvard.edu) with any questions!

Eligible research-related expenses: costs related to domestic or international travel directly related to the project, archival access, research materials, local transportation, vaccinations, other related costs and fees (ex. passport or visa fees)

Ineligible research-related expenses: cost of rental cars, tuition or fees for a study program, lab or research facility materials/supplies (these should be provided by the faculty), cost for interview transcriptions, any itemized cost being reimbursed by another funding source

Additional funding:

HCRP continues to encourage students to apply broadly to support their Summer research endeavor. HCRP will co-fund with other offices up to a \$6000 total award for the same 10-week period; faculty mentors/PIs can also supplement the base stipend up to \$1000 (so a \$6000 total award) for the same 10-week period. Students should expect to report any additional Summer funding to the HCRP administrator as part of the terms of accepting the HCRP award.

Students will also be given space in the application to comment in prose about any additional circumstances which they would like the funding administrators to take under consideration as a petition that their total Summer research funding possibly amount to more than \$6000 total.

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SELECTION CRITERIA

HCRP applications are reviewed by faculty, advisors, and URAF staff members. Applicants will be notified of funding decisions within approximately 4-5 weeks; decisions should be communicated in the first week of May. Preference is given to students with:

- A demonstrated background or a proven interest in the subject area (i.e. previous study or lab work, work experience, extracurricular activities, or a bibliography developed with faculty guidance)
- Research connected to a larger body of knowledge
- A strong connection to the faculty sponsor's area of expertise **
- Autonomy in the development, direction, and preparation of the overall proposed research project
- HCRP will prioritize supporting students who have not yet received HCRP Summer funding

** HCRP does not support the work of a Research Assistant. Research projects closely related to the ongoing work of a faculty member must demonstrate clear divergence and independence from the faculty member's research.

REMOTE VS. IN-PERSON RESEARCH PROJECTS

We encourage students to approach their applications for Summer HCRP funding with the best-case scenario. This means that if, ideally, a student would like to conduct their research project in-person on campus this Summer (even if their project can indeed also be adapted to be conducted remotely), then they should submit a proposal for an in-person research experience. That goes for travel as well, as we cannot predict if/when the University's travel restrictions might be amended. After funding decisions are made, we can then discuss if the project is viable as is or if the student will need to adjust their plans accordingly. Fully remote projects, if designed to be conducted remotely, are also very welcome! Please also be sure to read the College's [Summer 2023 funding policy](#) to ensure that students have all relevant information on hand when considering their Summer options.

CONTINUING HCRP-FUNDED PROJECTS

If a student is applying to HCRP to support continued work on an HCRP-funded project from a previous cycle, requirements are the same as those for a first-time applicant. **The research proposal should include a progress report and provide a specific plan for continued study. Recycled proposals which have already been supported by HCRP funding will not be considered.** The letter from the student's faculty mentor should provide an overall evaluation of their performance.

ACCOMODATIONS

We are happy to discuss potential accommodations with students for the application process and/or during the research experience itself. Please contact Elizabeth Perten, HCRP Program Administrator, (eperten@fas.harvard.edu) directly to discuss your particular situation.

CONTINUE TO THE NEXT PAGE FOR APPLICATION COMPONENTS.



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PLEASE READ CAREFULLY AND ORGANIZE THE FOLLOWING MATERIALS FOR YOUR APPLICATION:

■ **APPLICATION FORM**

Complete the online CARAT information, which will be compiled and displayed as your application cover sheet.

■ **CURRENT RESUME**

Indicate significant activities, achievements, and experiences in college that demonstrate your interests and potential achievements. Resume should not exceed one page.

■ **CURRENT UNOFFICIAL TRANSCRIPT**

Download your unofficial transcript from my.harvard.edu, including your Spring course schedule.

■ **RESEARCH PROPOSAL**

In 4-5 double-spaced pages, describe your research project, being sure to address the following proposal components:

1. Objective, significance, and implications of research
2. Detailed plan for research (research design, methodology, your specific role and responsibilities, steps you will take to execute the project, etc.)
3. Time frame
4. Use of funds (only when requesting additional research-related expenses; please provide a detailed explanation of funds requested; only include estimated amounts on the budget)
5. Faculty involvement; please include your communications plan and feel free to add additional details about your advising/support network, if relevant

■ **ADDITIONAL QUESTIONS**

The application form will request the following information from applicants:

1. *Project duration*: how many weeks you are devoting to your research and how many hours per week
2. *Research-related expenses*: there will be space for applicants to confirm that they are also applying for research-related expenses and an optional upload for students to submit a budget with all itemized expenses. Please list all expenses even if they total to more than \$1000. (Please be sure to review information on eligible and ineligible line item expenses above!)
3. *Any additional circumstances* the student would like to report. Students should detail any circumstances of types of need (financial or otherwise) that might require additional funding or other accommodations in order for the student to have a meaningful Summer HCRP experience.

■ **LETTERS OF RECOMMENDATION**

One academic letter of recommendation is required. See the HCRP Recommender Instructions below. Send your letter writer the instructions, which will guide your faculty mentor on the topics we would like addressed in the letter.

The letter of recommendation must be written by the faculty member who will provide direct guidance and supervision on your project. At minimum, the letter must (1) confirm the faculty has agreed to host/support your project and (2) comment on your preparedness to undertake independent research. The faculty member may also comment on the quality, originality, and worthiness of your proposal and provide brief examples of your initiative, motivation, and determination in an academic activity and/or relative to the proposed research project.

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PLEASE SUBMIT YOUR APPLICATION AS FOLLOWS:

1. **LOG IN TO CARAT USING YOUR HARVARD KEY** at <https://carat.fas.harvard.edu/> and confirm that your profile information is correct.
2. **"APPLY" TO THE APPROPRIATE "FUNDING SOURCE"**
Fill out all required fields.
3. **REQUEST RECOMMENDATIONS (via "References" tab)**
You are STRONGLY ENCOURAGED to solicit recommendations at least three weeks ahead of the application deadline. Once you have provided name (Last, First) and contact information for your recommenders, **YOU MUST CLICK "Send Reference Request"** under each recommender's entry in order for CARAT to send the notification to your recommender's email. **"Save and Next" will NOT submit your recommendation requests.**
4. **UPLOAD YOUR DOCUMENTS**
All documents must be submitted concurrently, in PDF format. No supplementary materials will be accepted.
5. **SUBMIT YOUR APPLICATION (via "Submission" tab)**
Enter your HUID and click "Submit." The date and time of your submission will be noted, and late applications will not be accepted. **Please note that you do not need to wait for your recommenders to submit their letters to submit your materials.**

If you or your recommenders have questions about this application or the online submission process, please contact Elizabeth Perten, HCRP Program Administrator at eperten@fas.harvard.edu.

■■■ DEADLINE: SUNDAY, MARCH 26, AT 11:59PM (EST) ■■■

NO LATE APPLICATIONS WILL BE ACCEPTED!



HARVARD COLLEGE

Office of Undergraduate Research and Fellowships

INSTRUCTIONS FOR RECOMMENDERS OF HCRP APPLICANTS

Memo to: Prospective Harvard College Research Program Faculty Mentors
From: Elizabeth Perten, HCRP Program Administrator
Subject: Letter of Support for HCRP Applicants

Recommendation Instructions

Please address the following topics in a letter to be included in your student's HCRP application:

1. The capacity in which you know the applicant
2. Brief examples of the student's initiative, motivation, and determination in an academic activity and/or relative to the proposed research project
3. The quality, originality, and worthiness of the student's proposal
4. The arrangements you have made to stay in touch with the student

You will receive an email prompt generated by CARAT after the applicant has invited you to submit a recommendation. Follow the instructions to upload a signed PDF version of your letter on official institutional letterhead to CARAT using the link provided in the email.

About the Harvard College Research Program

The Harvard College Research Program (HCRP) provides funding in support of student-initiated, independent scholarly research or creative endeavors undertaken with guidance of a Harvard-affiliated faculty mentor. HCRP grants advance academic experiences outside the classroom and expand opportunities for students to work closely with faculty members. In contrast to a research assistantship, HCRP recipients demonstrate autonomy in the development, direction, and preparation of the overall research project. Awards are available for fall and spring terms of the academic year, as well as for the summer. Undergraduate students from all concentrations are encouraged to apply.

Students can undertake research projects in every academic discipline and must work under the guidance of a Harvard faculty sponsor. Projects should demonstrate a strong connection to the faculty member's area of expertise, but (especially for proposals closely related to your own ongoing work) they must also demonstrate clear divergence and independence from your research. Because faculty-student collaboration is the cornerstone of the program, your role is particularly important: not only will you be overseeing the work of the student you are hosting, but in the spirit of HCRP, we hope you will also encourage your student by suggesting opportunities for presenting his or her research and by helping students to publish worthy results.

At the end of the term, students must submit a final report reflecting on their overall research experience. The report must be accompanied by the approval and "sign off" of the faculty sponsor. Instructions for report and approval submission will be distributed to students. Thank you for your support of the student and the HCRP program!

Office of Undergraduate Research and Fellowships

Harvard College Research Program
77 Dunster Street | Cambridge, MA 02138
617-384-7959 | eperten@fas.harvard.edu