PROGRAM INFORMATION
The Herchel Smith-Harvard Undergraduate Science Research Program was established from a gift of the estate of Dr. Herchel Smith to support highly motivated, talented, and promising undergraduates who are conducting full-time summer research in mathematics; engineering; or life, physical/natural, or computer sciences at Harvard and its affiliate research enterprises or at other domestic and international centers of excellence.

The program experience is designed specifically to prepare outstanding continuing students (i.e., rising sophomores, juniors, and seniors) in good standing for competitive postgraduate fellowships (such as NSF), graduate/doctoral study domestically and internationally (such as Cambridge University), and post-baccalaureate research positions in the private sector. Since 2004, the program has provided exceptional opportunities for over 200 recipients to explore their scientific interests. While most fellows have pursued their activities in the United States — many of them at Harvard and MIT — a number also have undertaken scientific research activities abroad.

There is no preference for any particular research focus or environment, as long as the project provides a substantive experience in one of the science fields listed above. Students may develop their organizational affiliations independently, but ideally will do so with the guidance of a Harvard faculty member in the discipline of the research. Please note that applicants must submit a letter of invitation and support from the host principal investigator at the time of application. (This letter is not required if one of the recommenders is also serving as the research host.)

POLICIES & EXPECTATIONS
• **Duration**: Students must undertake a project that is at least ten weeks in duration
• **Reporting**: Fellows must submit a midterm and final report
• **Presentations**: Fellows must participate in an honors symposium and poster presentation of their research in the academic year following their award

ELIGIBILITY
• All Harvard College continuing undergraduates in good academic and disciplinary standing
• Must be able to commit at least 10 weeks of full-time effort to the proposed project
• Preference for students pursuing (or intending to pursue) concentrations and post-graduate study or a professional trajectory in the sciences for whom research experience is essential
• Preference for students who have not previously been awarded a Herchel Smith summer fellowship
• May accept funding for only one Harvard-funded summer experience, per the Harvard College Summer Funding Policy.

* Note: Applications for formal coursework or practical clinical training are not eligible.

CONTINUE TO THE NEXT PAGE FOR ADDITIONAL PROGRAM INFORMATION.
BENEFITS
- A generous summer stipend
- Travel funds necessary for domestic and international locations outside of Boston, if applicable
- Funding allowance for expenses related to presenting research at professional conferences or meetings (e.g., registration fees, travel costs)

SELECTION CRITERIA
Applicants will be evaluated on the quality of their proposals and their academic and personal qualifications to pursue the indicated research project. In particular, the selection committee will look for:
- A compelling, well-designed research project with a faculty host, specific to a particular site;
- Evidence of appropriately high academic preparation and achievement;
- Relevant work or other experience;
- Strongly positive endorsements from Harvard faculty recommenders;
- A commitment to full-time research of at least ten weeks duration.

CONTINUE TO THE NEXT PAGE FOR APPLICATION INSTRUCTIONS.
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.

- **CURRENT UNOFFICIAL TRANSCRIPT**
  Download your unofficial transcript from my.harvard.edu, including your fall course grades and spring course listing.

- **ESSAY RESPONSES**
  In a separate document, please provide responses to the following two statements. Please be sure to include your name at the top of the page(s).

  1. **Briefly describe the research project you would like to pursue this summer and why.** (1,000 words maximum.)

     This essay should convince an interdisciplinary committee of scientists that you have thought carefully about the science yourself and are not simply rewording material from Wikipedia or a lab web page. Please be as specific as possible, and describe the research in your own words. The project description should include methodology, techniques you plan to use, and be mindful of what is feasible during the ten weeks of the award. If pertinent, please articulate how the project is independent, or how it contributes to a broader scientific mission of the host lab.

  2. **Describe how the research project will contribute to your short- and long-term academic and professional goals.** (500 words maximum.)

- **BUDGET**
  If your project is taking place in a location other than Boston/Cambridge, complete the appropriate budget information request lines found in the Budget tab of your funding source application in CARAT. **Please indicate “0” on any budget information request lines if your research is at Harvard or an affiliate in the Boston area.**

- **LETTERS OF RECOMMENDATION**
  Two academic letters of recommendation are required. See the Herchel Smith Recommender Instructions below. Send your recommender the instructions, which will guide recommenders on the topics we would like addressed in their letter of recommendation.

   Preferably one letter should be written by someone in the Harvard academic/research community who can comment on your initiative, and interest in pursuing excellence. This letter should include brief examples of how you will benefit from the Herchel Smith Fellowship. If one of your academic recommenders is also your summer faculty research host, they also should confirm your lab placement in that letter; in this case, this letter of recommendation will also count as a letter of support, and therefore you do not need a separate letter of support.

- **LETTER OF SUPPORT FROM RESEARCH HOST**
  A letter from your designated research principal investigator must confirm your placement in the lab, provide details about the proposed project, as well as to what extent and by whom you will be mentored. Your faculty host should email their confirmation letter in pdf format to undergradresearch@fas.harvard.edu with HERCHEL SMITH and [YOUR LAST NAME] in the subject line. **If your faculty host is also your academic recommender, your faculty host should confirm your lab placement in their letter of recommendation, which they will upload directly to CARAT on your behalf after you indicate them in the Recommendations section.**

CONTINUE TO THE NEXT PAGE FOR APPLICATION UPLOAD INSTRUCTIONS.
PLEASE SUBMIT YOUR APPLICATION AS FOLLOWS:

1. **LOG IN TO CARAT USING YOUR HARVARD KEY** and confirm that your profile information is correct.

2. **“APPLY” TO THE HERCHEL SMITH “FUNDING SOURCE”**
   Fill out all required fields.

3. **REQUEST RECOMMENDATIONS (via “Recommendations” 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 recommendation 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 the Office of Undergraduate Research and Fellowships at (617) 495-5095 or undergradresearch@fas.harvard.edu.

### DEADLINE: THURSDAY, FEBRUARY 9, 2023 AT 11:59PM EST
Instructions for the Academic/Research Recommender from the Herchel Smith-Harvard Selection Committee

This student is applying to the Herchel Smith-Harvard Undergraduate Research Program. Recipients of this prestigious award are selected on the basis of a compelling, well-designed, full-time research project of at least ten weeks duration in the summer linked with a dedicated host institution and faculty principal investigator; evidence of high academic achievement and preparation for the proposed research; and strongly positive endorsements from Harvard faculty and other academics regarding the candidate’s overall intellectual strengths and likelihood of success as a scientist. A critical factor in evaluating the application is evidence of initiative and motivation in an academic and/or research setting. The applicant has selected you to provide a letter of recommendation to the Herchel Smith-Harvard Selection Committee, and we thank you for your effort on the applicant’s behalf. We would appreciate it if you would address the following questions in your letter:

1. In what capacity do you know the applicant?

2. Can you provide brief examples of initiative, motivation, and determination in an academic and/or research activity?

3. Can you evaluate the likelihood of the applicant’s success in the project and as a developing scientist, based on your observation?

You will receive an email prompt generated by the Centralized Application for Research and Travel (CARAT) after the applicant has invited you to submit a recommendation. Simply follow the directions to upload a signed PDF version of your letter on official institutional stationary to the CARAT online link indicated on the invitation.

The deadline for receipt of application materials is Thursday, February 9, 2023 at 11:59pm (EST). If you have any questions, please contact the Office of Undergraduate Research and Fellowships at undergradresearch@fas.harvard.edu.