



# HARVARD COLLEGE

Office of Undergraduate Research and Fellowships

## INSTRUCTIONS FOR RECOMMENDERS OF HCRP APPLICANTS

Memo to: Prospective Harvard College Research Program Faculty Sponsors  
From: Elizabeth Perten, HCRP Program Coordinator  
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 the Centralized Application for Research and Travel (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!

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