Harvard College
Harvard College Research Program (HCRP) Term-Time
2023-2024 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 create an environment where students will gain experience, personal encouragement, and insight into academic life and research.

HCRP welcomes applications of either in-person or remote term-time research experiences! The proposed project should be deliberately designed around the intended medium of work.

COMPONENTS & EXPECTATIONS

HCRP recipients must abide by the following policies:

- **Academic standing:** Students must remain in good academic standing throughout the term. Second-term seniors may apply for funding.
- **Timing of research:** The research conducted must occur during the award period for which funding is requested.
- **Reporting:** 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 any funds associated with the award (see below for details).
- **Academic credit:** Students conducting research that accrues academic credit cannot receive HCRP funding, except if there are incidental costs related to their research (i.e. research-related expenses). Students then must detail these expenses in their research proposal.
- **Additional funding:** Students receiving additional funding for the same project outside of HCRP *must* notify HCRP as soon as possible of all other sources of funding, amounts, and eligible expenses reimbursed.

HCRP Final Report

All final reports require the approval of the student's faculty mentor 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 Deadlines:

- Fall 2023: Sunday, December 10, 2023 at 11:59 PM
- Spring 2024: Wednesday, May 1, 2024 at 11:59 PM

ELIGIBILITY

- Degree-seeking students who are enrolled for the duration of the funded semester
- Students in good academic and disciplinary standing
- Students whose research project faculty mentors are members of a Harvard Faculty

BENEFITS

In addition to the experience of conducting independent research and working alongside a faculty member, HCRP benefits also include:

- **Funding:** Term-time funding award amount is up to $1,000
- Students are awarded a flat-rate stipend amount* to recognize the strength of the proposed research project.
    - * Please see **Academic credit** point on first page for information about applying to HCRP to support research-related expenses. Those students will receive an amount specific to their research needs and *not* the flat-rate stipend.

SELECTION CRITERIA

HCRP applications are reviewed by faculty, advisors, and URAF staff members. Applicants will be notified of funding decisions within approximately three weeks of the application deadline. 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 mentor's area of expertise**
- Autonomy in the development, direction and preparation of the overall proposed research project

** HCRP does not support the work of a research assistant, so research projects very closely related to the ongoing work of a faculty member must demonstrate clear independence from the faculty member's research. The proposed project should be a fully fleshed-out, independent research project.

PLEASE NOTE: If you are 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. **Your research proposal should be 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 your faculty mentor should provide an overall evaluation of your performance and demonstrate a need for continued support.

ACCOMODATIONS

Harvard University welcomes individuals with disabilities to participate in its programs and activities. Students who need accommodations during the application process and/or during the research experience itself should contact Elizabeth Perten, HCRP Program Administrator, (eperten@fas.harvard.edu). Any medical documentation related to accommodation requests should be sent to the Disability Access Office (https://dao.fas.harvard.edu). URAF does not review or receive medical documentation.

CONTINUE TO THE NEXT PAGE FOR APPLICATION INSTRUCTIONS.

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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. Fall Term applicants should upload transcripts that include their Fall course schedule. Spring Term applicants should upload transcripts that include Fall course grades.

■ **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, steps you will take to execute the project, etc.)**
3. Time frame
4. Use of funds (<u>detailed explanation of funds requested only if taking research for credit</u>; otherwise, you need not include information about use of funds for term-time applications)
5. Faculty involvement; please feel free to add additional details about your advising/support network, if relevant

■ **LETTER 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 letter writer on the topics we would like addressed in this letter of support.

<u>The letter of recommendation must be written by the Harvard-affiliated faculty member who will provide direct guidance and supervision on your project</u>. 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.

** Please watch the "Writing a Strong Research Proposal" presentation from Fall 2022 (and any others which pique your interest!) for additional insight and also consider attending the HCRP Fall 2023 infosession in early September. These resources will help you to craft a competitive proposal and answer any questions that you might have regarding the HCRP research proposal.

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PLEASE SUBMIT YOUR APPLICATION AS FOLLOWS:

1. **LOG IN TO CARAT USING YOUR HARVARD KEY** at
   https://apps2.registrar.fas.harvard.edu/carat/ and confirm that your profile information is correct.

2. **"APPLY" TO THE APPOPRIATE "FUNDING SOURCE"**
   Fill out all required fields.

3. **REQUEST RECOMMENDATIONS (via "References" tab)**
   You are STRONGLY ENCOURAGED to solicit the letter of recommendation at least three weeks ahead of the application deadline. Once you have provided the name (Last, First) and contact information for your recommender, **YOU MUST CLICK "Send Reference Request"** under the 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. 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 application.*

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

■ ■ FALL DEADLINE: SUNDAY, SEPTEMBER 10, AT 11:59PM ■ ■

■ ■ SPRING DEADLINE: SUNDAY, JANUARY 28, AT 11:59PM ■ ■

INSTRUCTIONS FOR RECOMMENDERS OF HCRP APPLICANTS

Memo to: Prospective Harvard College Research Program Faculty Mentors
From: Elizabeth Perten, HCRP Program Administrator
Subject: Letter of Recommendation 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 mentor. 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 mentor. 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
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