



Harvard College Conference Funding Program 2023-2024 Application Instructions

PROGRAM INFORMATION

Funded by the Faculty of Arts and Sciences and alumni/ae donations, the conference funding program supports Harvard College undergraduate students in presenting their original, independent research (poster or paper) at an academic conference. These grants underline the College's commitment to independent research experiences and they help to create an environment where students will gain experience, personal encouragement, and insight into academic life and research.

COMPONENTS & EXPECTATIONS

Conference funding recipients must abide by the following policies:

- **Academic standing:** Students must remain in good academic standing throughout the duration of time for which funding is requested (from application to presentation to submission of conference report). Second-term seniors may apply for funding, though the conference should fall when the student still has an active student status.
- **Reporting:** Students must submit a conference report. Conference reports not received within one month of the deadline will result in forfeiture of all funding associated with the award.
- **Additional funding:** Students receiving additional funding for the same conference presentation outside of this program *must* notify the conference funding administrator of all other sources, amounts, and eligible expenses covered.

ELIGIBILITY

- Enrolled Harvard College degree-seeking students
- Students in good academic and disciplinary standing
- Students enrolled for the duration of the funded semester *
- Students may receive conference funding **one time** per academic year [the new academic year starts on 1 July 2023] **[new for 2023-2024]**

* Students in good standing on a voluntary leave of absence for Spring 2024 may apply for conference funding for a Summer 2024 presentation provided that they obtain prior approval for funding from the Administrative Board.

BENEFITS

- **Funding:** Domestic conference presentation funding ranges from \$750-\$1000; international conference funding ranges from \$1000-\$1500.

SELECTION CRITERIA

Applicants will be notified of funding decisions within approximately two 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, etc.)
- Research connected to a larger body of knowledge
- Autonomy in the development, direction, and preparation of the overall proposed research project

Please note: students should apply to the Conference Funding Program *before* their presentation takes place; we are not able to retroactively award funding.

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PLEASE 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 include transcript that includes Fall course schedule. Spring Term applicants should upload transcripts that include Fall course grades.

■ **CONFERENCE FUNDING PROPOSAL**

In 2-4 double-spaced pages, describe your research project and conference participation, being sure to address the following proposal components:

1. Overview of conference and your conference participation (ex. description of your participation, motivation for attending, what you hope to gain from the experience, etc.)
2. How this conference presentation fits into your Harvard academic trajectory and/or research goals
3. Objective, significance, and implications of research project
4. Detailed plan for research (the status of the research project in question; how does the conference presentation fit into the overall research plan?)
5. Use of funds (provide detailed estimates and quotes of all anticipated presentation expenses; it's okay if total goes beyond \$1000)
6. Faculty involvement

■ **CONFIRMATION OF CONFERENCE ACCEPTANCE**

Please upload a screenshot or document confirming your conference acceptance.

■ **LETTER OF RECOMMENDATION**

One academic letter of recommendation is required. The letter of recommendation must be written by a Harvard-affiliated faculty member who is familiar with both your research project and your intention to present that research at an upcoming conference. At minimum, the letter must (1) confirm the faculty member is in full support of your conference presentation and (2) comment on the status of your independent research project and your preparedness for this presentation.

DEADLINE INFORMATION [STUDENT ACTION NEEDED!]

The conference program deadline is **rolling**. Please submit your conference funding application in CARAT upon receiving acceptance to present your independent research at the conference in question. After submitting in CARAT and confirming in CARAT that your letter of recommendation has been uploaded**, **please email Elizabeth Perten (eperten@fas.harvard.edu) to inform her that your conference funding application is ready for consideration.** Applicants will be notified of funding decisions within approximately 2 weeks of application submission.

** Letters have been successfully uploaded into CARAT when the recommender's name is highlighted in green in the "Submitted Applications" tab.

CONTINUE TO THE NEXT PAGE FOR APPLICATION UPLOAD INSTRUCTIONS.



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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 APPROPRIATE “FUNDING SOURCE”**
Fill out all required fields.
3. **REQUEST RECOMMENDATION (via “References” tab)**
You are STRONGLY ENCOURAGED to solicit the recommendation as soon as possible. Once you have provided name (Last, First) and contact information for your recommender, **YOU MUST CLICK “Send Reference Request”** under your recommender’s entry in order for CARAT to send the notification to your recommender’s email. **“Save and Next” will NOT submit your recommendation request.**
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.”

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