Application guidelines for term/summer undergraduate research support from the Harvard Oceanography Fund

If you are applying for support for doing research during the semester or summer at Harvard, the application process mirrors that of HCRP ([http://uraf.harvard.edu/research-funding](http://uraf.harvard.edu/research-funding)). If applying for both, the various components of the HCRP application can be used for this request without need for change, excepting with respect to the budget, which should be distinct.

Applications should contain the following:

1. ACADEMIC LETTER OF SUPPORT: **If you are applying for a support for research within Harvard**, summer or term, the letter of support needs to be written by the faculty member who will provide direct guidance and supervision on your project. The letter must confirm the faculty has agreed to host/support your project and should on your preparedness to undertake independent research. **If you are applying for a program outside of Harvard**, provide the details and an acceptance letter to that program.

2. RESEARCH PROPOSAL: In 1-2 double-spaced pages (or 3-5 if submitting the HCRP application), describe your research project including its objective, significance, and implications. Include a research plan that specifies your role and responsibilities, the steps you will take to execute the project, and the time frame under which research is projected to be completed. Also provide explanation of fund requests or other relevant details.

3. RESUME: Provide a 1-page resume that includes your work experience and a description of your scholarly and extracurricular activities.

4. BUDGET Provide an itemized budget indicating all expenses included in requested funding. Also, clearly list other funding you are applying for or that will be available to you. It is your responsibility to update this budget should additional funds become available that offset any stated expense. The program is not to provide for a stipend or salary that would go beyond research and living expenses.

Application material and faculty support letter should be submitted to aperez02@fas.harvard.edu.