

Application guidelines for term/summer undergraduate research support from the Harvard Oceanography Committee 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>). If applying for both, the various components of the HCRP application can be used for this request without change, except for the budget, which should be distinct.

Applications should contain the following:

1. **ACADEMIC LETTER OF SUPPORT:** A support letter is required from the Harvard faculty member who will provide direct guidance and supervision on your project. The letter must confirm that the faculty has agreed to host/support your project and should comment on your preparedness to undertake independent research. If you are applying for a program outside of Harvard that is not related to research work with a Harvard group, provide the details and an acceptance letter to that program. A support letter is then required from your Harvard adviser and from the external faculty who will supervise you during your project. If there is no supervising faculty, email us first to inquire about the appropriate procedure.
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. Provide an explanation of the funds requested and other relevant details. *The research proposal would typically, although not necessarily, be prepared together with your faculty host, so your first step would be to find such a host and discuss a possible research direction with them.*
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, 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 a stipend or salary that would go beyond research and living expenses.

Application material and faculty support letter should be submitted to the email address specified as contact information in <https://groups.seas.harvard.edu/climate/eli/oceanography-committee/>.