



Harvard University Research Centers & Institutes
2012 Summer Travel Grants Common Application Process

DEADLINE: FRIDAY, FEBRUARY 17, 2012, 3:00 P.M.
CGIS SOUTH, ROOM S030, 1730 CAMBRIDGE STREET

About the common application process:

A number of the University's research centers and institutes (referred to as "centers" in this document) will use a common application submission process this spring for their undergraduate summer grants. This application process consists of several common elements:

- An application form (using the Web-based CARAT application tool)
- Standard application components (a cover sheet, transcript, resume, proposal, budget, and recommendations)
- A single application deadline (Friday, February 17, 2012, 10:00 AM - 3:00 PM)
- A single application collection point (CGIS South Building, Room S030, 1730 Cambridge St.)

Application instructions:

There are four basic steps to this application, which are listed below:

- Register through [CARAT](#)** (the on-line "Central Application for Research and Travel" tool). The information you provide when you register will allow you to generate the application form and budget proposal, and will notify centers of your intent to submit an application. Please note that completing the CARAT registration process is only the first step; you must still submit your application as outlined in the following steps. You may complete your registration through CARAT at any time until February 17.
- Print and sign the forms generated by CARAT.**
- Assemble one complete set of application materials for each center to which you are applying.** A complete set of materials (securely paper-clipped or binder-clipped: NO staples) includes the following items, collated in the following order:
 - The application form generated by CARAT, including budget form
 - A proposal of no more than 750 words outlining the project you hope to undertake and the rationale for pursuing it in your destination(s)
 - A current one-page resume
 - A current official transcript (or photocopy)
 - Letter(s) of recommendation. **Please confirm how many letters are required by the center(s) to which you are applying.** Letters should be sealed in original envelopes. Please paper-clip the sealed envelopes to each application packet.



- Some centers or grants may require additional materials which must be included with the completed application. Please check with the centers you are applying to regarding any additional materials. It is the student's responsibility to ensure that the application is complete.

You are responsible for providing all necessary copies of application materials. **All documents must be single-sided and paper-clipped or binder-clipped (NO staples).**

☑ Bring your application to Room S-030, CGIS South Building, 1730 Cambridge Street on Friday, February 17, between 10:00 A.M. and 3:00 P.M. Please note that this is a non-negotiable deadline, though students in line at 3:00 P.M. will be allowed to submit their applications. If you cannot submit your application during this window, you must make other arrangements with individual centers. Also please note that depending on the number of students submitting applications at any given time, you may have to wait in line, so please plan accordingly.

Additional application considerations:

If you are planning to conduct research that involves human subjects (interviews, written surveys, observations, etc.), you will need to contact the [Committee on the Use of Human Subjects in Research](#) to determine if your project needs approval. Committee approval is not required at the time of your application submission to centers. The Committee can be reached at 617-496-2847 or cuhs@fas.harvard.edu.

Harvard College policy may prevent the sponsorship of undergraduate activities taking place in countries with certain U.S. Department of State travel warnings. Please consult the [Harvard College Policy on Undergraduate Travel Abroad](#) for more information.

NOTE: If you experience technical difficulties using the on-line CARAT application tool, e-mail FAS Administrative Computing Support at asperin@fas.harvard.edu or call (617) 495-7983, well before the deadline.