2019 Science Education Conference Presentation Grants for Undergraduate Researchers

2019 Deadlines: September 15 and November 15

The Science Education Office offers a competitive grant program for Harvard undergraduates whose independent research in the life, physical, or mathematical sciences has been accepted for presentation at a regional, national, or an eligible international scientific conference. Undergraduates who are currently enrolled Harvard College students can apply for a grant for up to $800 maximum to attend and present at a conference in the life, physical, or mathematical sciences. Funding or full funding is not guaranteed. Students are expected to pursue and apply for additional sources of funding (conference undergraduate travel awards, host laboratory resources, Harvard and external grants).

Eligibility

- The undergraduate applicant must be the primary presenter and first author of the research presented.
- Undergraduate projects must directly focus on the life, physical, or mathematical sciences.
- Recipients must be enrolled full-time in good standing in currently Harvard College undergraduates.
- Conferences that occur after a student has graduated from Harvard College are only eligible for funding if they occur less than 3 months after the student’s graduation date (e.g. before August 30 for May graduates).
- Each student can receive no more than one conference travel award from Science Education. If an applicant does not receive an award for a given conference, they are not eligible to reapply for funding for that same conference at a later application date.

Application procedure

- When you receive official notification from the conference/program that your abstract or research has been accepted for a presentation (poster or talk) and you meet all of the above eligibility criteria, you can apply for a conference grant. Include in the application:
  - The completed application form
  - Your abstract that was accepted to the conference
  - An official abstract acceptance confirmation from the conference organizers
  - A short statement (200-300 words) explaining why you are interested in presenting and participating at the conference.
  - Applicants need to complete and submit a signed Domestic Travel waiver release.
  - Submit your completed application (with your P.I.’s signature) to scienceeducation@fas.harvard.edu

Deadlines

- Deadlines will be announced on the Science Education website.
- Applications for travel grants should be submitted as soon as you have identified a conference of interest, and no later than 3 weeks prior to the conference. *Completed applications for travel grants for international conferences must be submitted at least 4 weeks prior to the conference.
- This program does not support retroactive funding for a conference already attended by the student.

Conditions

- Grantees agree to submit a copy of their abstract to the Science Education Office including official documentation that they have been accepted as a presenter in the program.
- For domestic travel: Awardees need to complete and submit a signed Domestic Travel waiver release to the Science Education Office before they depart for their conference. Student will receive a copy of this form if they receive an award.
- For international travel: This program supports travel to an international conference for a travel period of less than two
Awardees need to complete and submit a signed International Travel waiver release to the Science Education Office before traveling. Please note that funds will not be released until this form has been received. Student will receive a copy of this form if they receive an award. Grantees are also required to complete all forms required for Harvard College international travelers including a travel waiver and health clearance form. Health and safety requirements they must complete are the Harvard Travel Registry and the Online Orientation.

- Grantees agree to include the following statement in their oral presentation or poster: "This work was supported by a Conference Presentation Grant from the Science Education Office in the Faculty of Arts & Sciences at Harvard University."
- After returning from the conference, grantees agree to submit a 1-3 paragraph conference reflection and a have a 15-minute post-conference conversation with the Associate Director of Science Education.
- Awards can be processed after completion of all of the above-described program requirements.

**CONFERENCE GRANT APPLICATION**

**INSTRUCTIONS**

- Please read and follow the instructions below. An application is not complete without the signature of the applicant and the signature of the research group’s Principal Investigator (P.I).
- In addition, please attach the following: 1) A short statement (200-300 words) about why you are interested in attending the conference/meeting; 2) An abstract of the paper/talk you intend to present; 3) Proof of paper/abstract or program application or acceptance.
- Submit your application to scienceeducation@fas.harvard.edu.

**BIOGRAPHICAL INFORMATION**

<table>
<thead>
<tr>
<th>HUID:</th>
<th>Email Address:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>First Name:</td>
<td>Middle Initial:</td>
</tr>
<tr>
<td>Current Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic concentration:</td>
<td>Research Interest:</td>
<td></td>
</tr>
<tr>
<td>Secondary field:</td>
<td>Expected Graduation Year:</td>
<td></td>
</tr>
<tr>
<td>Have you previously received a Conference Grant from the Science Education Office?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>If yes, when? And what amount was received?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PROGRAM RELATED INFORMATION**

<table>
<thead>
<tr>
<th>Conference Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference/Program Date(s):</td>
</tr>
<tr>
<td>Conference location and venue</td>
</tr>
</tbody>
</table>
City:  
State:  
ZIP Code:  

Nature of participation (check one):  
Poster:  
Oral presentation:  
Other:  
(specify):  

Abstract Title:  

Total of grant amount requested: $  

Are you applying for or receiving other sources of funding to attend this conference?  
YES  
*  
No  

If yes, please indicate the source(s) and amount(s) here.

CONFERENCE GRANT APPLICATION

BUDGET INFORMATION

Note that Conference Grants fund a maximum of $800 accountable expenses. Lodging can be reimbursed for only those nights within the time frame of the conference and can be reimbursed for a maximum of $150 per night. Airplane travel can only be reimbursed at the economy rate. Food costs are not covered by this program. Students are highly encouraged to pursue additional sources of financial support.

<table>
<thead>
<tr>
<th>Registration fees: $</th>
<th>Lodging name/city: $</th>
<th>Cost per night:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Lodging Fees: $</td>
<td>Poster printing fees: $</td>
<td></td>
</tr>
<tr>
<td>Transportation types: $</td>
<td>Transportation Fees: $</td>
<td></td>
</tr>
<tr>
<td>Total accountable expenses: $</td>
<td></td>
<td>Total funding request: $</td>
</tr>
</tbody>
</table>

If you have applied for and/or received additional funding, please describe the funding.

GRANT AGREEMENT AND SIGNATURES

I have read the criteria for the Science Education Conference Presentation Grants for Undergraduate Researchers and the Conference Grant Application. If awarded a Conference Grant, I agree to share a summary of my work and participation at the conference or program with the Science Education Office which may be used in advertising and promotional materials for the program. I will submit itemized original receipts for approved expenses and I understand that if I do not submit receipts, my award may be reduced or not funded. I understand that any grant award is contingent upon my submission and fulfillment of all required Harvard travel waiver forms and that no funds will be disbursed until I meet all of the requirements for the release of the award.

Student signature ___________________________________________  Date ___________________________
“The information I have given in this application is true and correct as indicated on this application and I will notify the Science Education Office immediately if travel does not occur.

FACULTY SIGNATURE OF APPROVAL

By signing, you affirm the following statement: “I support this request for a Conference Presentation Grant. This conference is relevant to the student’s research and professional development.”

Faculty Advisor printed name ________________________________

Faculty title and Harvard affiliation ________________________________

Faculty email ________________________________

Faculty Advisor signature ________________________________

Date ________________________________