

## 2019 Science Education Conference Presentation Grants for Undergraduate Researchers

**2019 Deadlines:** Applications will be accepted on a rolling basis. Students can expect to receive a decision approximately 2 weeks after submission of a complete application that meets all eligibility guidelines (see below).

The Science Education Office offers a competitive grant program for Harvard undergraduates whose independent research in the life, physical, biomedical, and mathematical sciences has been accepted for presentation at a regional, national, or 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 including conference undergraduate travel awards from the organizing professional society, 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 a question or challenge in the life, physical, biomedical, 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 all of the items below in your application:**
- ◆ The completed application form
- ◆ Your accepted conference abstract
- ◆ 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 when they receive notification of funding.
- ◆ Submit your completed application (with your P.I.'s signature) to [scienceeducation@fas.harvard.edu](mailto: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**

**weeks.** 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).
- ◆ Also 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](mailto:scienceeducation@fas.harvard.edu).

### APPLICANT INFORMATION

HUID:	Email Address:	Phone:
Last Name:	First Name:	Middle Initial:
Current Address:		
Academic concentration:	Research Interest:	
Secondary field:	Expected Graduation Year:	

### CONFERENCE-RELATED INFORMATION

Conference Name:			
Conference/Program Date(s):		Conference web site:	
Conference location and venue			
City:	State:	ZIP Code:	
Nature of participation (check one): Poster:      Oral presentation:      Other:      (specify):			
Abstract Title:			
Conference funding requested: \$			

Have you also applied for conference funding from the Harvard College Research Program (HCRP)? (Students are encouraged to apply to all funding sources for which they are eligible.)	YES	NO
Are you applying for or receiving any other sources of funding to attend this conference? <b>If yes</b> , please indicate the source(s) and amount(s) here.	YES	NO
Have you previously received a Conference Grant from the Science Education Office?	YES	NO

## 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 be reimbursed at the economy rate only. Food costs are not covered by this program. Students are highly encouraged to pursue additional sources of financial support.

Registration fees: \$	Lodging name/city: \$	Cost per night:
Total Lodging Fees:: \$	Poster printing fees: \$	
Transportation types: \$	Transportation Fees: \$	
Total accountable expenses: \$	Total funding request: \$	

### GRANT AGREEMENT AND STUDENT SIGNATURE

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 all I meet all of the requirements for the release of the award.

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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.*

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**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 project and professional development."

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Faculty Advisor printed name \_\_\_\_\_

Faculty title and Harvard affiliation \_\_\_\_\_

Faculty email \_\_\_\_\_

Faculty Advisor signature \_\_\_\_\_

Date \_\_\_\_\_

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Submit your completed application to [scienceeducation@fas.harvard.edu](mailto:scienceeducation@fas.harvard.edu)