HARVARD
FAS Division of Science

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Science Education Conference Presentation Grants

for Undergraduate Researchers

Guidelines and FAQ

General Guidelines

The Science Education Office offers a competitive grant program for Harvard undergraduates whose independent research has been accepted for presentation at a regional, national, or international scientific conference in the life, physical, or mathematical sciences. Undergraduates who are currently enrolled Harvard College students can apply for a grant for up to $1200 to attend and present at a conference in the life, physical, or mathematical sciences. Not all applications can be funded and funding of 100% of the amount requested is not guaranteed.

Conference grants are awarded on a reimbursement basis and require submission of original itemized receipts to the Science Education Program Coordinator for review and disbursement of the award.

Grant Deadlines

Grant applications should be submitted as soon as the student's abstract has been accepted for presentation and no later than two months prior to the conference. Applications are accepted on a rolling basis and applicants will be notified about their application's status four weeks or fewer after submission. Please contact the Associate Director of Science Education, Dr. Margaret A. Lynch at margaretlynch@fas.harvard.edu with questions.

***Please note that applications for international conferences are due at least 3 months prior to the conference date.**

Eligibility

- Harvard College undergraduates who are in good standing are eligible to apply for a Conference Presentation Grant.
- The accepted research presentation must be in the life, physical, or mathematical sciences or a closely related area.
- The undergraduate application must be the primary presenter and first author of the research presented.
- The conference attended must be directly related to the life, physical, or mathematical sciences or a closely related area.

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Frequently Asked Questions

1. Can more than one student from a single concentration apply for a grant?

2. How much funding may be requested from the Science Education Office?

3. What do I need to do to get my funding? How do I get my funding?

4. What are reimbursable expenses?

5. Can conference funds be received in advance of attending the conference?

6. Can a student apply for reimbursement after attending a conference?

7. What constitutes a complete application?

8. How do I submit the application?

9. What are some of the criteria used to award grants?

1. Can more than one student from a single concentration apply for a grant?

Yes. But no more than four students from a single concentration may receive awards for a Conference Presentation Grant in a single academic year.

2. How much funding may be requested?

Conference Grants may cover up to a maximum $1200 of accountable expenses, but no more than is requested in the original application. Amounts spent in excess of a Grant allocation, even if documented with original receipts, cannot be reimbursed.

3. What do I need to do to get my funding? How do I get my funding?

- ✓ Apply to present a poster or an oral presentation at a conference in a science field related to your academic concentration or research interest.
- ✓ Once the conference organizers have accepted your abstract, submit a copy of the abstract along with a completed conference grant application to the Science Education Office by the appropriate deadline for your event. (See #7 below for what constitutes a complete application.)
- ✓ If you are awarded a grant, you will receive an award letter indicating the amount of your grant and any additional documentation that may be required.
- ✓ Once you return from the conference, to receive your funding you will need to submit itemized receipts for the expenses incurred that the award will reimburse. Once the Science Education Office has a complete application file along with itemized expense receipts, and you have completed the post-conference reflection and conversation, your award check will be disbursed.

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4. What are reimbursable expenses?

Transportation (by the most economical means available), lodging (economy), registration fees, and expenses related to presenting research (e.g. poster printing) are all accountable. Restaurant bills and costs related to personal advancement, such as copying and distribution of resumes, are not reimbursable expenses. Amounts spent in accordance with a Grant allocation, but for which original receipts are not provided, cannot be reimbursed.

5. Can conference funds be received in advance of attending the conference?

No. A student may apply for a Grant in advance of the date of the conference, and receive a commitment of funding, but no funds will be disbursed until the student has provided the Science Education Program Coordinator with original receipts for expenses incurred. submitted a post-conference reflection and had a post-conference conversation with the Associate Director of Science Education, Dr. Margaret A. Lynch. Students with extenuating circumstances can contact Dr. Lynch at margaretlynch@fas.harvard.edu with questions.

6. Can students apply for a conference grant after they attend a conference?

No. Applicants are strongly encouraged to plan in advance and to try to secure funding in advance of their conferences.

**** Note that the Science Education Office does not accept retroactive applications*

7. What constitutes a complete application?

Instructions about completing an application are on the main application page. All materials containing personal information will be kept confidential. A complete application will include the following:

- Short statement (500 words maximum) on the relevance of the conference/meeting to your research
- An abstract of the paper/poster you intend to present
- Proof of paper/abstract acceptance (if available)
- Student signature
- Faculty (lab PI) or concentration advisor original signature

8. How do I submit the application?

Submit your completed applications (with your P.I's signature) via Accellion (https://fta.fas.harvard.edu/courier/web/1000@/wmLogin.html) to both rmora@fas.harvard.edu and margaretlynch@fas.harvard.edu. Submissions will not be considered complete until signed by both faculty and student.

Also submit a copy of your research abstract and documentation that the abstract has been selected for conference presentation before the appropriate deadline for your event. (See #7 above for what constitutes a complete application.)

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9. What are some of the criteria used to award grants?

Some of the guiding questions used to assess Science Education grant applications are as follows:

- Has the applicant's **statement** been tailored for the grant being requested?
  - *Provide a concise and compelling argument for why this particular funding opportunity is vital to your scholarship*.
- **Budget:** is the amount of the funding request reasonable?
  - Has the applicant done his or her best to minimize expenses (e.g. economical flight and lodging selections)?
  - What other funding will the applicant have at his or her disposal?
  - Has the applicant previously received significant funding from Science Education?
- **Conference experience**:
  - Does the conference focus on topics directly related to the academic and research interests of the student?
- **Presentation experience:**
  - Is the applicant presenting a poster or giving a talk? How does the presentation opportunity enrich the student's education and professional development as a scientist?