

**GRADUATE SOCIETY RESEARCH FELLOWSHIPS  
(INCLUDES TERM-TIME AND MERIT)  
2016-2017**

**NOTE that departments must submit applications for this award electronically via Accellion Secure File Transfer to the e-mail address: [gsasres@fas.harvard.edu](mailto:gsasres@fas.harvard.edu). (Submission to an incorrect e-mail address would interfere with proper processing of a department's pool of applicants; see full instructions for department submissions below.)**

**PURPOSE**

The Harvard Merit/Term Time Research Awards are available to outstanding GSAS students in all fields, including GSAS departments in the natural sciences. These fellowships are normally to be held in the fourth or fifth year, or earlier, and are for the purpose of allowing the students to devote a greater portion of their time to research, fieldwork, and writing than would otherwise be possible if they have a heavy teaching load or other employment. Students must have passed Generals and have an approved dissertation prospectus at the time of nomination, or be scheduled to have approval by the time the award begins (the award otherwise will be forfeited if approval does not materialize).

**STIPEND, TENURE, AND LOCATION**

The maximum grant is a single term standard cohort stipend (in FY 15, it was \$13,400). The award is taken for one semester, either fall or spring. During the semester that the award is held, teaching is restricted to 1/5 (one section), with no restriction in the non-fellowship term. Similarly, during the Merit semester, no other employment is allowed. The stipend is paid in five monthly installments: either September 1<sup>st</sup> through January 1<sup>st</sup> or February 1<sup>st</sup> through June 1<sup>st</sup>.

**ELIGIBILITY AND OTHER CRITERIA**

Merit/Term Time candidates may be in any field within GSAS. All candidates must have passed Generals and have an approved dissertation prospectus at the time of nomination, or must be scheduled to have an approved prospectus by the time the award begins (the award otherwise will be forfeited if approval does not materialize). Normally, at the time of nomination, the candidates will be in the fourth or fifth year, or earlier of the doctoral program. **It should be noted that the applicant pool for this fellowship is extremely large, with only a limited number of available awards; typically only around 21% of the applicant pool receive this award. Merit nominees must report promptly if they receive another fellowship offer, since Merit nominees ordinarily are not permitted to hold another fellowship during the Merit semester.**

**Applicants in this pool may not apply in any other category of Graduate Society Fellowships, or in the completion fellowships category; they may not apply if they have already received this award.**

**STUDENTS MUST APPLY TO THEIR GSAS DEPARTMENT TO BE NOMINATED:  
FIRST STEP, FIND OUT DEPARTMENT DEADLINE**

MATERIALS REQUIRED OF CANDIDATES TO BE SUBMITTED TO THE CANDIDATE'S DEPARTMENT BY THE DEPARTMENTAL DEADLINE:

1. Application form, which includes a brief synopsis of the proposed project;
2. Candidate's Statement of Purpose, two to four pages (double-spaced) in length;
3. A curriculum vitae;
4. Two letters of recommendation from faculty members; and
5. Candidate's graduate school transcript. Note that when applying for internal Harvard fellowships, students do not need to submit an official transcript from the Registrar's Office. They may submit a copy of their grade report available online from the Registrar's Office. To access our grade report, go to <http://my.harvard.edu> and sign in using your ID and PIN. Click on "Campus Resources." Under "FAS Academics," click on "Online Student Record."

**PROCEDURE FOR CANDIDATES IN SEEKING DEPARTMENT NOMINATION**

If you meet the eligibility and other criteria described above, then you should: (a) prepare the required proposal or statement as described above; (b) seek required letters of recommendation as early as possible, submitting a copy of your proposal to the letter writer; and (c) instruct letter writers to submit letters to the appropriate department administrator by the departmental deadline and verify that this has been done once the deadline has been reached.

**DEADLINE FOR CANDIDATES**

**Submit all required materials to the department by the date designated by the department.**

**PROCEDURES FOR DEPARTMENTS IN MAKING NOMINATIONS IN RANKED ORDER**

**Reminder: Applicants in this pool may not apply in any other category of Graduate Society Fellowships, or in the completion fellowships category.**

**First step: announce department deadline to students**

Students in the humanities and social sciences apply for the Merit and the Graduate Society Research Fellowships in a single process. Applicants in this pool may not apply in any other category of Graduate Society Fellowships. Applicants in the natural sciences must be registered in a GSAS department and must apply through that department.

Once the required materials have been submitted by the applicants, the ranking and nomination procedures may vary according to the size of the department and the size of the eligible candidate pool. In some cases, a committee is formed; in others, the determination is made through informal consultation. In general, the determination is based on a combined evaluation of the applicant's Statement of Purpose, the faculty letters of recommendation, and the overall performance of the student.

**Please list your nominees in rank order.** Once the department has done its ranking and entered it on the nomination form, we request that the departments forward to the fellowships office a complete application packet for each candidate in the departmental pool.

Submissions should be done electronically by scanning all the application materials for each candidate and submitting each as a single pdf file. The file name for each individual applicant should include: a) the student's name, and b) the name of the fellowship competition. For example, "Jane Smith Research Fellowship." Be sure to include the department ranking form as the first page of each individual pdf application. Submission for this fellowship must go to: [gsasres@fas.harvard.edu](mailto:gsasres@fas.harvard.edu). Each file must be sent via Accellion Secure File Transfer.

**DEADLINE FOR DEPARTMENT EMAIL SUBMISSION**

Department nominations and accompanying materials should be submitted by the deadline of **Friday, February 12, 2016** to: [gsasres@fas.harvard.edu](mailto:gsasres@fas.harvard.edu). Please use this email address for submissions only. Questions may be addressed to Cynthia Verba, Director of Fellowships, 617-495-1814.

**APPLICATION FOR MERIT/TERM TIME RESEARCH FELLOWSHIPS  
2016-2017**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Date \_\_\_\_\_

GSAS Department \_\_\_\_\_ Dissertation Advisor \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Local Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Present Year of Graduate Study (G1, G2, etc) \_\_\_\_ Harvard ID# \_\_\_\_\_

Date of Dissertation Prospectus Approval (or Expected Date) \_\_\_\_\_

Bachelor's Degree Institution \_\_\_\_\_ Year \_\_\_\_\_ Major \_\_\_\_\_

Master's Degree Institution \_\_\_\_\_ Year (or Year Expected) \_\_\_\_\_

List of fellowships previously received as a GSAS student over and above the Financial Aid Package (FAP).  
If more than one fellowship previously received, please attach a sheet.

**Note: Providing complete information for previously received fellowships is a requirement for the present application to be considered.**

Name of Fellowship and Granting Agency \_\_\_\_\_

Fellowship period starting and end dates \_\_\_\_\_ Total stipend amount \_\_\_\_\_

List other fellowships for which candidate is applying.

\_\_\_\_\_

List publications or professional talks (if any). Can just refer to c.v., if you wish.

Names of Faculty Referees \_\_\_\_\_

Synopsis of Statement of Purpose (50 words maximum)

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\_\_\_\_\_  
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