



# HARVARD UNIVERSITY

The Graduate School of Arts and Sciences

## Graduate Society Research Fellowships: Term-Time and Merit

### Instructions for Students and Departments 2018-2019

These fellowships allow outstanding GSAS students to focus their time on research, fieldwork, and writing. The award is available to all departments, including the natural sciences. 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 20-25% of the applicant pool receive this award.

Advising on fellowship proposals and all aspects of the application process is available by making an appointment with the GSAS Fellowships Director Cynthia Verba at 617-495-1814. The online publication *Scholarly Pursuits* includes advice and samples of winning proposals and can be accessed on the Fellowships Office website at [gsas.harvard.edu/fellowships](https://gsas.harvard.edu/fellowships).

### Instructions for Students

#### Eligibility

To be eligible, you must:

- have passed your Generals
- have an approved dissertation prospectus at the time of nomination, or no later than the beginning of the semester when the award is taken.
- be registered in a GSAS department and must apply through that department.

#### Conditions

- Students in the humanities and social sciences may apply in only one category of GSAS fellowships in any given year (for example, you cannot apply for a summer award or Dissertation Completion Fellowship while applying for a research/merit award).
- Students who receive a Merit offer and a full-year award from another source may not accept a Merit offer.
- Students who receive a Merit offer plus another single-semester offer from a Harvard research center or other source, the acceptance of both must be approved by both sources and used for separate semesters.
- Acceptance of an award may not be deferred; students must reapply.
- A given GSAS fellowship can only be held a single time.

## **Stipend, Tenure, and Location**

The maximum grant is a single-term standard cohort stipend (in FY 17, it is \$14,010). The award is taken for one semester and may be taken in either fall or spring. The stipend is paid in five monthly installments: either September 1–January or February –June 1.

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.

## **How To Apply**

- Find out your departmental deadline
- Complete your application in CARAT by the deadline, including:
  - Application form, which includes a brief synopsis of the proposed project (the CARAT “Project Description” tab)
  - Statement of Purpose two-to-four pages (double-spaced) in length
  - Curriculum vitae
  - Graduate school transcript (Students may submit an unofficial transcript generated from **my.harvard** to represent their current graduate studies)
  - Two letters of recommendation from faculty members, to be submitted electronically through CARAT

## **Criteria Used to Evaluate Candidates**

### **Quality of Proposal:**

1. Clarity of the statement in terms of the major question(s) to be examined and the description and justification of the research methods and sources to be used, with attention paid to making it accessible for people outside the field;
2. Relationship of the proposed project to the literature on the topic and its importance to the concerns of the discipline;
3. Feasibility of the proposed project in terms of preliminary research and preparation already completed or to be completed prior to the grant, including language or other necessary skills, as well as knowledge of the kinds, quality and availability of data required for implementing the project;
4. Reference letters reveal that the writers are well informed about the student’s work on the topic, indicating a high level of communication between student and recommenders. The level of approval of the project reveals the strongest support.
5. Overall strength of the applicant’s graduate academic record, including honors and publications, plus extent to which the record demonstrates a strength relevant to the proposed project:

### **Instructions for Departments**

- Announce department deadline to students
- Complete evaluation/ranking form\*
- Upload form as an attachment to each student's application in CARAT
- Submit nominations to CARAT by December 11, 2017 (this is an earlier deadline than in previous years)

#### **\*A Note about Evaluation/Ranking Forms**

A newly designed evaluation form for the humanities and social sciences replaces the previous nomination ranking form; the natural sciences, however, will continue to use the original nomination ranking form.

The new evaluation form for the humanities and social sciences provides numerical totals of Overall Quality for each applicant in the department pool and include criteria on which the evaluations are based. The new form for the humanities and social sciences will help us to achieve greater consistency in the ranking process, and also provide valuable input to the faculty selection committees, and eventually, provide feedback to applicants.

For all departments, the steps for completing the evaluation or nomination forms 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.

**Department forms should be submitted in CARAT by the deadline of December 11, 2017 (M).** This is a new and earlier deadline (replacing a later February deadline).

Questions about the submission process may be addressed to Cynthia Verba, Director of Fellowships, (617) 495-1814.