



### **AY24-25 Departmental Research Fellowship Request Form**

HEB graduate students are invited to apply annually for financial research support from the department for research they will undertake during the academic year and summer ahead.

Fellowship [CARAT Portal](#) Opens 9/3/2024

Fellowship [CARAT Portal](#) Closes 6/1/2025

At this time, if needed, you are invited to apply for departmental financial support for research you will conduct this academic year, and summer. There are three categories of departmental research support. Graduate students normally receive funds in category one and two only once during their graduate student career.

1. **Early Training and Research Support (normally \$5,000 or less)**

Up to the time of approval of the dissertation prospectus, small grants are available for early training and research support. This support is meant for research expenses. It is not stipend support for living expenses.

2. **Advanced Studies Support (should not exceed \$6,000)**

These awards ordinarily supplement other research grants that students have received or expect to receive from other sources. Eligible students are usually in their third or fourth year of study, have fulfilled all program requirements (except the dissertation), and have approved thesis prospectus in hand. May also be used for "emergency funding" for students already engaged in dissertation research.

3. **Hooton Fund Buy-Out/Supplement (should not exceed AY Academic Stipend rate)**

**This is a very rare award, and requires full Faculty Committee approval along with a letter of recommendation from the student's Primary Advisor. This is by no means guaranteed for every student.** The aims for this special fund are, in general, to support the research and study needs of faculty and graduate students in physical anthropology at Harvard, including but not limited to: supplementing the scholarships of graduate students in need, facilitating work or hiring of post-doctoral individuals in the Department, aiding with special research and education needs of students and faculty (e.g. equipment, computer time, publication costs) not covered in grants of other ways. The Fund is not meant to substitute for FAS sources or compete with agencies like the National Science Foundation, but its uses may be interpreted as widely as needed.

To apply for departmental financial support for summer research (or coming academic year research), please submit the following c/o Derek Healey:

- \* completed CARAT application
- \* two-page maximum, typed, double-spaced statement of your project summary with purpose/description of research
- \* itemized budget (on separate page). Please be specific (see attached for model budget). You are welcome to review your budget with Miguelina Rodriguez or Derek Healey beforehand.
- \* brief letter or email note of support from your faculty advisor via CARAT. Derek could follow up with your advisor on this, if needed.

**Because you are a Harvard U. student (and not a university employee), departmental research support would qualify as a fellowship award, and is taxable income. The IRS provides clear guidelines on this subject, which can be found here: <https://www.irs.gov/taxtopics/tc421>**

A Federal 1099 Form will not be generated by Harvard University for US Tax residents, but it would be in your best interest to consult a tax advisor concerning fellowship payment tax implications as well as how to report expenses as deductions. For your record-keeping, if you receive HEB research support, we suggest keeping your original receipts of expenses paid from your research fellowship.

If approved, you will receive your fellowship funding via payment in Buy-to-Pay (B2P), Harvard's procurement platform. For a timeline of expected payment, please contact Carolina Fontoura ([carolina\\_fontoura@fas.harvard.edu](mailto:carolina_fontoura@fas.harvard.edu)) and Miguelina Rodriguez ([mrodriguez@fas.harvard.edu](mailto:mrodriguez@fas.harvard.edu)) for assistance with spending these funds.

**Here are the key steps to register for B2P payments through Harvard:**

- You will receive an email invitation from [ap\\_supplieronboarding@harvard.edu](mailto:ap_supplieronboarding@harvard.edu) to register. Click the "Register Now" button in the email.
- New international suppliers will receive an email from Sprintax Calculus to complete registration and provide personal/immigration details.
- Existing international suppliers only need to access Sprintax Calculus if updating personal details, renewing a tax treaty, or accessing a 1042-S tax form.
- During registration, select your preferred payment method - either paper check or electronic payment via Zelle if eligible.
- To receive payments via Zelle, enroll at [enroll.zellepay.com](https://enroll.zellepay.com) using the same email address as your bank account.
- Check your spam folder if you don't receive the registration email invitation.
- The invitation email contains a unique link - use Chrome or Firefox as your browser.
- To make any needed updates to your supplier profile information, please send an email to Fontoura, Carolina A [carolina\\_fontoura@fas.harvard.edu](mailto:carolina_fontoura@fas.harvard.edu).

**Nonresident international students please note that Harvard is required to report payments to the IRS. The recipient will receive a Form 1042-S indicating "fellowship/scholarship" for non-qualified payments. Withholding is required (at 14% or 30% depending on visa type) but can be reduced or made exempt by tax treaties if determined eligible beforehand. For an up-to-date list with specifics, please visit: <https://www.irs.gov/businesses/international-businesses/united-states-income-tax-treaties-a-to-z>**



## Application for Departmental Research Funding

Date: \_\_\_\_\_

I am applying for:

\_\_\_\_\_ Hooton Buy-out /Hooton Supplemental (up to AY Academic Stipend)

\_\_\_\_\_ Early Training and Research Support (up to \$5,000)

\_\_\_\_\_ Advanced Studies Support (up to \$6,000)

Name: \_\_\_\_\_ Amount requested: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

What is your current year of graduate study (G-?): \_\_\_\_\_

Academic advisor who will write/send brief letter or email note of support for your request:

\_\_\_\_\_

1. For what purpose are you requesting these funds? Please provide a (one or two sentence) summary here describing the research for which you are requesting departmental support. Please attach a (one- to two-page) statement of purpose that describes your proposed research in need of departmental funding and a holistic overview of your research to date. On a separate page, please prepare a detailed budget for your proposed research (a sample budget is attached).
2. Most research involves IRB or IACUC approval. Has the research approval process been discussed (with your advisor) or initiated (with IRB or IACUC committee) or completed?
3. Please list any other fellowship or research support for which you have applied or are applying (e.g., NSF, Leakey, Wenner-Gren Foundation, another funding agency), the amounts you could be awarded, and when you expect to receive a reply. If you did not apply elsewhere in support of your current research, please explain why. Please let us know if you applied for funding from external sources but did not receive it. Please tell us your history of fund- seeking fully.
4. Please list the years, dollar amounts received, and types or purposes of previous departmental or other Harvard grants that were awarded to you (e.g., summer or term stipend support, conference travel support, early training or research support, pre-dissertation research support). If you're not sure about this, HEB administration can clarify.

Example of a detailed, itemized research budget

<b>Instructions:</b>	Please add a detailed budget that includes all of your research expenses, and funding for your research project, and differentiate between those items for which you are requesting HEB departmental funds (versus those items for which you have other sources of funding or have requested funding from other sources).																				
<b>Detailed research costs</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Travel cost to research site: airfare and 45 days at field site</td> <td style="text-align: right;">\$2,100</td> </tr> <tr> <td>Participant costs (50 participants) and 1 translator (for interviews):</td> <td style="text-align: right;">\$3,000</td> </tr> <tr> <td colspan="2">Participant compensation for longitudinal dried blood spot collection for longitudinal analysis of CRP (150 participants, 2 samples each = 300 total samples, \$10/sample compensation cost)</td> </tr> <tr> <td>Lab Supplies: Dried blood spot collection supplies (Whatman 903 filter paper cards = \$1200, lancets = \$250, gloves = \$150, silica desiccant = \$130, plastic bags = \$25). These items are budgeted within NSF DDIG and Wenner Gren proposals (pending).</td> <td style="text-align: right;">\$1,755</td> </tr> <tr> <td>Laboratory analysis of longitudinal CRP dried blood spots</td> <td style="text-align: right;">\$2,000</td> </tr> <tr> <td>OMRON HEM-907 Digital Monitor (blood pressure monitor)</td> <td style="text-align: right;">\$500</td> </tr> <tr> <td>CardioChek machine for metabolic assays, metabolic assays, and capillary blood draw equipment</td> <td style="text-align: right;">\$2,780</td> </tr> <tr> <td>Portable Tanita</td> <td style="text-align: right;">\$1,500</td> </tr> <tr> <td>150 DBS samples collected at health fair for analysis of CRP</td> <td style="text-align: right;">\$1,250</td> </tr> <tr> <td>Research Assistant (local resident at field site)</td> <td style="text-align: right;">\$400</td> </tr> </table>	Travel cost to research site: airfare and 45 days at field site	\$2,100	Participant costs (50 participants) and 1 translator (for interviews):	\$3,000	Participant compensation for longitudinal dried blood spot collection for longitudinal analysis of CRP (150 participants, 2 samples each = 300 total samples, \$10/sample compensation cost)		Lab Supplies: Dried blood spot collection supplies (Whatman 903 filter paper cards = \$1200, lancets = \$250, gloves = \$150, silica desiccant = \$130, plastic bags = \$25). These items are budgeted within NSF DDIG and Wenner Gren proposals (pending).	\$1,755	Laboratory analysis of longitudinal CRP dried blood spots	\$2,000	OMRON HEM-907 Digital Monitor (blood pressure monitor)	\$500	CardioChek machine for metabolic assays, metabolic assays, and capillary blood draw equipment	\$2,780	Portable Tanita	\$1,500	150 DBS samples collected at health fair for analysis of CRP	\$1,250	Research Assistant (local resident at field site)	\$400
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<b>Total cost of research</b>	Total cost of dissertation research (fieldwork and lab analyses): \$15,285																				
<b>Total funding = funds received or pending versus requested from department</b>	<p>Wenner-Gren for fieldwork travel costs (proposal submitted; awaiting decision): \$5,000 pending</p> <p>NSF Doctoral Dissertation Improvement Grant (DDIG) for lab-related costs (awarded 8/01/2017): \$10,000 awarded/received</p> <p>HEB department funding: \$5,000 requested, pending Wenner-Gren decision.</p> <p>If Wenner-Gren awarded, no departmental support needed. Should know Wenner-Gren's decision by early June.</p>																				