



HARVARD UNIVERSITY INTERNATIONAL CENTERS

2009 Summer Travel Grants Common Application Process

**DEADLINE: FRIDAY, FEBRUARY 27, 2009, 3:00 PM AT ROOM S030,
CGIS SOUTH, 1730 CAMBRIDGE STREET.**

About the International Centers' common application process:

Twelve of the University's international research centers and programs will use a common application submission process this spring for their undergraduate summer grants. This application process consists of several common elements:

- An application form (using the Web-based CARAT application tool)
- Standard application elements (a cover sheet, transcript, resume, proposal, budget, and two recommendations)
- A single application deadline (Friday, February 27, 2009, at 3:00 PM)
- A single application collection point (CGIS South Building, Room S030, 1730 Cambridge St.)

Participating centers and their SRTG descriptions:

The Harvard international centers participating in this common application process are listed below. Click on a center's name to read more about its summer travel grants.

- [Asia Center](#)
- [Center for International Development](#)
- [Center for Middle Eastern Studies](#)
- [David Rockefeller Center for Latin American Studies](#)
- [Davis Center for Russian and Eurasian Studies](#)
- [Minda de Gunzburg Center for European Studies](#)
- [Fairbank Center for Chinese Studies](#)
- [Korea Institute](#)
- [Real Colegio Complutense](#)
- [Reischauer Institute of Japanese Studies](#)
- [South Asia Initiative](#)
- [Weatherhead Center for International Affairs](#)

Application instructions:

There are four basic steps to this application, which are listed below:

❶ **Register through [CARAT](#)** (the on-line "Common Application for Research and Travel" tool). The information you provide when you register will allow you to generate the application form and budget proposal, and will notify centers of your intent to submit an application. Please note that completing the CARAT registration process does not equate to submitting the complete application. Though you may

complete your registration through CARAT at any time, you must still submit the complete application in person and on the specified date.

② **Print and sign the forms generated by CARAT.**

③ **Assemble one complete set of application materials for each center to which you are applying . A complete set of materials includes the following items, collated in the following order:**

- The application form generated by CARAT, including budget form
- A proposal of no more than 750 words outlining the project you hope to undertake and the rationale for pursuing it in your destination(s)
- A current one-page resume
- A current official transcript
- Two letters of recommendation (sealed in original envelopes; this is the only part of your application that you are not required to photocopy). Please paper-clip the sealed envelopes to the each application packet. If you are submitting multiple applications but a recommender has provided only a single letter, international center staff will make and collate the required additional copies.

You are responsible for providing all necessary copies of application materials. **All documents must be single-sided and paper-clipped (no staples).**

④ **Bring your application to Room S030, CGIS South Building, 1730 Cambridge Street on Friday, February 27, between 9:00 A.M. and 3:00 P.M.** Please note that this is a non-negotiable deadline, though students in line at 3:00 P.M. will be allowed to submit their applications. If you cannot submit your application during this window, you must make other arrangements with individual centers. Also please note that depending on the number of students submitting applications at any given time, you may have to wait in line, so please plan accordingly.

NOTE: If you experience technical difficulties using the on-line CARAT application tool, e-mail [FAS Administrative Computing Support](#) or call (617) 495-7983, well before the deadline.