

**GSAS Research Workshop Program**  
**APPLICATION GUIDELINES**  
Research Workshops for Graduate Students and Faculty  
Funded by the Graduate School of Arts and Sciences

**GSAS Research Workshops provide graduate students in the humanities and social sciences with opportunities to develop their ideas and share their work as they move towards thesis prospectuses, publications, and dissertations. Often cross-disciplinary, these workshops also offer faculty an opportunity to share drafts of their scholarly work.**

**WHO SHOULD APPLY:**

Two or more faculty members in the social sciences or humanities may apply for a grant of up to \$3,000 to fund a research workshop for graduate students and faculty. The workshop should have a theme or subject focus, meet weekly or bi-weekly over the course of a year, and encourage the discussion of scholarly work in progress. The main focus of the workshop must be on the discussion of scholarly work in progress, including the work of six or more graduate student participants. One faculty member at a time may attend workshop sessions, but there must be at least two faculty members in charge of coordinating the workshop as a whole.

**WHAT FUNDING WILL COVER:**

Funds may be used to cover such expenses as photocopying, modest refreshments, a small salary for a graduate student responsible for coordinating workshop activities (approximately \$15/ hr). On occasion, funds may cover travel and lodging expenses for **one outside visitor per semester** who are participating in workshop. Honoraria for visiting speakers must be kept to a limit of \$200. These individuals should be engaging with students during their visit.

**APPLICATION DEADLINE:**

**April 30, 2021** for funding to begin in the fall term of 2021-2022

**APPLICATION PROCEDURE:**

Upload a two to three-page description of the proposed research to the [Google form](#). The application should include:

- The “[Application Cover Sheet](#)” (submit via Google form)
- The title of the proposed workshop, a brief explanation of its purposes, and the schedule of proposed meetings.
- The names, titles and departmental affiliations of at least two FAS faculty coordinators.
- Discussion of anticipated graduate student interest, including a list of student participants (minimum of six) and their departments, and how many of the meetings will be devoted to student presentations.
- A budget, including an explanation of each item, and the name of a Financial Administrator within the department who would be responsible for managing the workshop account.

**TO RENEW A PREVIOUSLY FUNDED WORKSHOP**

**To secure continued funding for an existing workshop, a reapplication must be submitted.** To apply for continued funding please include a report on workshop activities of the previous funding period; include details about the presentation of research by graduate students participating in the workshop, with a full list of the year’s meetings, names and departmental affiliation of the student participants and which of the meetings were devoted to student presentations. You should also include a summary of the workshop’s expenditures for the current year and an updated budget for the upcoming year. **NOTE:** If the grant funds have not been fully spent by the end of the workshop period, the unspent balance will be transferred back to GSAS at year-end to be used for future distribution to workshops.

**PROPOSAL GUIDELINES FOR 2021-2022**

- Names and Departments of Graduate Student Participants (renewals should also include names and departments of 2019-20 student participants).
- Schedule of Meetings: include which meetings will have student presentations. Renewals should include the 2019-20 list of meetings and topics, and indicate which meetings had student presentations.
- 2021-2022 Budget Proposal. Renewals should also include list of 2019-20 expenditures.

**FURTHER INFORMATION**

Contact GSAS Academic Programs, at [gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu).