



HARVARD

Global Health Institute

Independent Funding Application Instructions

IMPORTANT NOTE before you begin:

You should enter your recommender in [CARAT](#) before starting any other application materials. Ask your recommender in advance, and complete the Reference part of CARAT as soon as possible so that your recommender has all the instructions for submitting the letter, which is due by the application deadline.

How to Apply

1. Visit the [Centralized Application for Research and Travel \(CARAT\)](#) site and complete all the required fields, including the budget section.

If you don't know your available dates yet, you can enter June 1st for a start date and August 15th for an end date. (This is not exact and is just for the purposes of the application.)

2. Complete all of the required fields in CARAT.

3. Provide one reference:

In CARAT, you will be asked to indicate one recommender. It is best to ask someone who knows you well and can comment about your performance in a context similar to the internship or research placement you are seeking, therefore:

If you are applying for funding for a research-related role, your letter of recommendation should be from a faculty member, TF, Proctor/Tutor, RD, etc. who can comment on your academic initiative, interests, and competencies.

If you are applying for funding for an internship or volunteer role, your recommendation should be from someone who knows you in a professional capacity and who can comment in detail about the positive skills and traits you possess.

Do not submit a reference from a family member. Below are instructions on how to enter a reference request, and additional instructions are also available directly in CARAT:

- If your recommender is a Harvard affiliate, search for them by their last name, and their information will auto-populate when you click "enter." If your recommender is outside of Harvard, manually complete the name, title, and email fields.
- Once your recommender's information is entered, click the "Send reference request" button that appears.

- CARAT will send an email request to your recommender with a URL link, which will bring them to a page in CARAT where they may upload a PDF letter of reference. The deadline for the letter is the same as the application deadline.

4. Upload the following four documents in PDF format:

A. Personal statement (750 word max)

Please articulate why you want this position, how your former experiences have inspired you to pursue this type of summer experience, how this experience will enhance your learning, and the ways you see it connecting to your future goals. Be specific!

- For **internships**, please describe the internship or type of work you will be pursuing and how this experience will further your personal and professional goals.
- For **research**, please describe the research question or problem you will be exploring, the advisor(s) you plan to work with, the types of methods that you plan to employ, and why you feel this project is important.
- If you plan to **volunteer**, please describe the types of projects you plan to work on, and how you think you will grow personally and academically through the experience.

Please address your Personal Statement to the “Selection Committee” and include a heading in the following format at the top:

- Name and Graduation Year
- Concentration and Secondary Field, if applicable
- The name of the organization to which you are applying

B. Resume (1-2 pages)

C. Unofficial transcript

Obtain a copy of your latest online unofficial transcript including your fall course grades. To access your unofficial transcript:

- Login to my.harvard.edu.
- Select Student Home at the top of the page.
- Under Grades, select Current Level, and then select View Unofficial Transcript.
- In the Academic Institution drop down menu, select Harvard University.
- In the Report Type drop down menu, select Harvard College.
- Click View Report.
- Your Unofficial Transcript should open. (If you have a pop-up blocker, you may have to disable it to allow this page to open.)
- Download and save in pdf format.

- D. Proof of acceptance** to the program or organization with which you will be working (If you have applied but have not yet been accepted, upload a sheet with the approximate date of the application results.)

5. Submit!

Selection Process and Timeline:

1. Each application is read by a committee at HGHI.
2. Most decisions are made without interviews, but some applicants may be asked to come for an in-person interview in February or March.
3. Final decisions will be announced via email in mid to late March, and students will have one week to accept or decline the award.

If you have questions, please see these [FAQs](#); you can also contact [Emily Maguire](#). For help with your cover letter and resume, please refer to [these resources](#) from OCS.