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**FACULTY RESEARCH GRANT APPLICATION FORM**

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| **Principal Investigator(s)’s Name**:  | **Date**: |
| **Department/School**:  | **Mailing Address**: |
| **Phone**: | **E-mail address**: |
| **Title of Research Project**:   |
| **Proposed Project Start Date and End Date**:[[1]](#footnote-2) |
| **Amount requested (in USD or INR)**:  | **Does your research involve human subjects?**[ ] Yes [ ] No  |
|  **Grant subcategory (check one)**: [ ] Exploratory Research Project [ ] Advanced Research Project |
|  **Please indicate where you would like to receive funds.** [ ] U.S (USD) [ ] India (INR) This will be determined by the site of research activities. Funding is available in the U.S. for research focused on South Asia and with activities based in the U.S. as well as in the region. Funding is available in India, through the Mittal Institute’s New Delhi office and the Harvard Global Research Support Center India, for research focused solely on India and with activities based in India.  |

**Please submit this application form and all required materials in accordance with the format and word limits specified in the following pages.** **Your application must be submitted electronically as a single PDF, via email to** **namitavarma@fas.harvard.edu****.** For more information on eligibility criteria, application requirements, and award amounts, please visit our [Faculty Research Grants](https://mittalsouthasiainstitute.harvard.edu/mittal-institute-faculty-grants/) web page.

**This application Form includes:**

1. **Abstract:** limited to 2 paragraphs
2. **Narrative**: 2-4 pages long, describing the proposed project including research question(s), methodology, impact, proposed outcome (ex. a book, a journal article, etc.) and any collaboration with Researchers in the region. Please be sure to discuss how the work will lead to new scholarship, support early ideas, and creatively enhance research or teaching missions at Harvard. Demonstrate a seasoned understanding of the problem and show prior preparatory work in this area. Advanced Research Projects should include a few paragraphs that describe how the use of this grant will advance the existing project. For India-based projects, in addition to the above, please describe how your project facilitates, advances, and/or encourages research, training, and support to programs in India that are for the benefit of the public good of India. Please also describe how this will be disseminated to the general public in India.
3. **References Cited and Related Bibliography:** Up to 2 pages of additional materials (citations, images, bibliography etc.) may be included, if necessary.
4. **Brief Bios of Team Members:** Please limit team bios to 2 pages.
5. **Detailed Budget:** Budget by expense categories such as personnel, materials, hardware, software, equipment, travel etc. (For projects based in India, please refer to the note in this section regarding management of expenses and restrictions on personnel-related funds). Funding requests involving travel must adhere to [Harvard University’s travel policies and guidelines](https://policies.fad.harvard.edu/pages/travel-0). If you are requesting a grant for US-based projects, the total requested amount should not exceed $15,000. If you are requesting a grant for India-based projects, the total requested amount should not exceed INR 10,65,000.
6. **IRB Approval and other Clearances, where applicable:** Proposals involving human subjects will require institutional review board approval. The Principal Investigator(s) is solely responsible for securing IRB approval and other research clearances before commencement of the project. Proof of IRB approval and other research clearances must be submitted to the Mittal Institute prior to fund disbursement. Please indicate in this form the status of your IRB and other research clearance requests.

**ABSTRACT:** (limited to 2 paragraphs)

*[insert abstract here]*

**NARRATIVE**: (2-4 pages long), describing the proposed project including research question(s), methodology, impact, proposed outcome (ex. a book, a journal article, etc.) and any collaboration with Researchers in the region. Please be sure to discuss how the work will lead to new scholarship, support early ideas, and creatively enhance research or teaching missions at Harvard. Demonstrate a seasoned understanding of the problem and show prior preparatory work in this area. Advanced Research Projects should include a few paragraphs that describe how the use of this grant will advance the existing project. For India-based projects, in addition to the above, please describe how your project facilitates, advances, and/or encourages research, training, and support to programs in India that are for the benefit of the public good of India. Please also describe how this will be disseminated to the general public in India.

*[insert narrative here]*

**REFERENCES CITED AND RELATED BIBLIOGRAPHY:** Up to 2 pages of additional materials (citations, images, bibliography etc.) may be included, if necessary

*[insert additional materials here, if necessary]*

**Brief Bios of Team Members:** Please limit team bios to 2 pages**.**

*[insert bios here]*

**DETAILED BUDGET:** Budget by expense categories such as personnel, materials, hardware, software, equipment, travel etc. (For projects based in India, see note below regarding management of expenses and restrictions on personnel-related funds). Funding requests involving travel must adhere to [Harvard University’s travel policies and guidelines](https://policies.fad.harvard.edu/pages/travel-0). If you are requesting a grant for US-based projects, the total requested amount should not exceed $15,000. If you are requesting a grant for India-based projects, the total requested amount should not exceed INR 10,65,000.

*Unallowable costs for US and India-based projects: Awards may not be used for faculty salary support or student tuition. For India-based projects, funds may not be used to hire staff at the Mittal Institute’s New Delhi office.*

**For India-based Projects:**

For faculty grants awarded in India, the Mittal Institute’s New Delhi office, through Harvard Global India, can either manage funds in-house or provide a grant to an Implementing Partner organization(s) based in India to undertake research activities. ***Funds must mandatorily be utilized within India.***

**Award funds managed by the Mittal Institute’s New Delhi office:**

Award funds managed by the Mittal Institute’s New Delhi office, through the Harvard Global Research Support Center India, can only be used towards the appointment of Independent Contractor(s) (ICs) to undertake research activities. All proposed Independent Contractors (IC) should fulfill hiring requirements as laid out in [Harvard’s Independent Contractor Policy](https://policies.fad.harvard.edu/files/fad_policies/files/independent_contractor_policy.pdf), and also be compliant with Indian labor and employment laws. **N.B.** IC stipends/fees will be subject to applicable local taxes and the IC is solely responsible for taxes. *The Mittal Institute’s New Delhi office cannot manage funds related to other budget categories such as materials, hardware, software, equipment, travel etc. Additionally, funds cannot be used to hire staff at the Mittal Institute’s New Delhi office.*

**Award funds contracted to an Implementing Partner:**

In cases where project implementation entails expenses related to materials, hardware, software, equipment, travel etc., the Principal Investigator(s) is required to identify a partner organization(s) who can receive a grant from the Mittal Institute’s New Delhi office, through the Harvard Global Research Support Center India, and serve as the Implementing Partner(s) for the project.

**N.B.** Only India-based entities can serve as an Implementing partner/grantee organization. Grants to an implementing partner can cover expenses related to personnel, materials, hardware, software, equipment, travel etc., and will be based on budgets provided by the Principal Investigator(s) in the table above. Please note that a grantee organization’s actual indirect overheads are an allowable expense. Fund transfers are within India, and a grantee organization will not require FCRA (Foreign Contribution Regulation Act) clearance to serve as an Implementing Partner. However, a tax exemption certificate from Indian tax authorities is required in order for the transfer to be considered a grant. Grantee organizations are solely responsible for any applicable taxes. Grantee organizations are required to provide a ‘Fund Utilization Certificate’ at the end of the grant period.

*(Fill in the table below by double clicking on it – if necessary, add notes and comments below table).*

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If you are requesting funding from India, please indicate how you plan to utilize funds:

[ ] Mittal Institute’s New Delhi office is requested to manage funds.

[ ] Grant to Implementing Partner(s). Identify an organization(s) that can serve in this role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IRB Approval and other Clearances, where applicable:** Proposals involving human subjects will require institutional review board approval. The Principal Investigator(s) is solely responsible for securing IRB approval and other research clearances before commencement of the project. Proof of IRB approval and other clearances must be submitted to LMSAI prior to fund disbursement. If your project requires IRB approval and other clearances, please indicate in this form the status of these approval requests.

*[insert text here]*

1. Funding for grants awarded in the U.S. will be made available on February 1, 2023. Funding for grants awarded in India will be made available on April 1, 2023, to coincide with the Indian fiscal year. [↑](#footnote-ref-2)