Frequently Asked Questions

Q: How do I find funding opportunities?

A: All faculty may make an individual appointment with FAS Research Development to discuss their funding interests and needs. A member of the Research Development team is available to meet with you to discuss your research program and available resources and/or will also conduct a customized funding search based on your needs. To request Research Development support or arrange an appointment, email research_development@fas.harvard.edu.

Q: Are there online tools to search for funding opportunities?

A: Through Harvard's institutional subscriptions, all Harvard University affiliates have access to several funding search engines and databases. For questions about these databases or to set up a weekly alert that will deliver funding opportunities to your desktop based on keywords you select, please contact Jennifer Corby, jcorby@fas.edu or Caitlin McDermott-Murphy, cmcdermottmurphy@fas.harvard.edu

Q: What administrative support is available for the preparation, submission and management of grant proposals and awards?

A: If you are a faculty member or administrator in a department in the Arts & Humanities Division with a question about proposal preparation, budget preparation, how to submit a grant application, manage an award or how to prepare or submit a grant progress report, please contact Jimmy Matejek-Morris at jmatejek@fas.harvard.edu or 617-496-6216 for advice and assistance. Jimmy can answer all of your questions about applying for funding and will provide support for these activities as well.

Q: Who can help me create a budget for my proposal?

A: Research Administration Services offers support for administrative aspects of the proposal preparation and submission process, including construction of proposal budgets and coordination of the University's review and submission process. Please contact Jimmy Matejek-Morris at jmatejek@fas.harvard.edu or 617-496-6216.

Q: What is the proposal submission process at Harvard?
A: In FAS, all requests for funding to be submitted to an external sponsor must be reviewed and approved by the following entities prior to submission:

1. The PI's Department Chair;
2. the Dean of FAS or his/her designee;
3. and, on behalf of the President and Fellows of Harvard College, by and Authorized Organizational Representative (AOR) at the Office for Sponsored Programs or, for industry sponsored agreements, the Office for Technology Development.

Proposals must be submitted to the Faculty of Arts and Sciences and the Office of Sponsored Programs **five (5) business days** BEFORE they are DUE to the sponsor, per Harvard's Proposal Submission Policy.

For more information about the review process see Review and Submission on the FAS Research Administration Services website. Complete support with the proposal submission process is provided to ALL faculty in the Arts & Humanities Division. If you are planning a submission, please contact Jimmy Matejek-Morris at jmatejek@fas.harvard.edu or 617-496-6216 as early as possible with an indication of your intention to apply.

Q: Do all proposals require institutional review prior to submission?

A: In most cases, proposals to external sponsors require institutional authorization. They are therefore submitted through Harvard's Office of Sponsored Programs and are subject to the review and submission process described above. Some opportunities, such as fellowships and certain sabbatical opportunities, **may** be submitted directly by faculty to the sponsor without institutional review. If you are planning a submission, please contact Jimmy Matejek-Morris at jmatejek@fas.harvard.edu or 617-496-6216 as early as possible with an indication of your intention to apply to receive support with the review and submission process and for clarification on whether institutional review is required for a specific opportunity.

Q: When should I start looking and applying for sabbatical funding?

A: We recommend that you begin looking for funding **in the spring or the summer up to a year and a half before your scheduled leave because sabbatical funding opportunity deadlines often occur at least one (1) year before a scheduled sabbatical**. Some sponsors run competitions even earlier; the National Endowment for the Humanities has a May deadline for projects beginning as early as January the following year and as late as September of the following year. More information on sabbatical funding can be found here.