



## HARVARD UNIVERSITY CLIMATE CHANGE SOLUTIONS FUND APPLICATION AND PROPOSAL INSTRUCTIONS

All applications should be submitted online at [harvard.communityforce.com](http://harvard.communityforce.com)

**The application portal will open on July 1, 2014**



On April 7, 2014, President Drew Gilpin Faust announced the creation of the **Harvard University Climate Change Solutions Fund** to support research initiatives intended to hasten the transition from carbon-based energy systems to those that rely on renewable energy sources, to develop methods for diminishing the impact of existing carbon-based energy systems on the climate, and to propel innovations needed to accelerate progress toward cleaner energy and a greener world. President Faust contributed \$1 million to seed the Fund for the 2014 – 2015 academic year and challenged alumni and friends to assist in raising \$20 million for the Fund as an element of broader campaign efforts in energy and environment.

The Office of the Vice Provost for Research will administer the Climate Change Solutions Fund. The Office invites eligible faculty and students to submit proposals for funding no later than October 1, 2014.

### Goals

Applications are invited from researchers in all disciplines. Reviewers will evaluate applications on intellectual merit, interdisciplinary collaboration, innovation, and likely impact on all fields of energy and the environment. Strong consideration will be given to projects that demonstrate a clear pathway to application, as well as riskier proposals with the potential to be transformative over time. Proposals that demonstrate imaginative and promising collaboration among faculty and students across different parts of the University will receive special consideration.

### Available Funding

Applicants may apply for up to \$150,000 payable over one or two years, as specified by the applicant in his or her proposal. Grants are non-renewable, but there are no limits on the number of times an individual may apply for funding. The Office of the Vice Provost for Research reserves the right to terminate any grant at any time for cause.



## Eligibility

Full-time assistant, associate, or full professors from any Harvard School may apply for an award. HMS faculty must hold the title of assistant, associate, or full professor in one of HMS's Basic or Social Science departments. Students and postdoctoral scholars may apply for an award provided they have an identified faculty mentor who will supervise their research.

## Submission Cycle Timeline

1. The online application portal will open on **July 1, 2014**.
2. **Full Proposals** will be due on **October 1, 2014**.
3. **Award Decisions** will be made by **December 1, 2014**. **Fund Disbursal** will begin in December.
4. **Technical Research Reports** of research will be due from award recipients 1 year after initial receipt of funds. Reports may be no longer than two pages.
5. **Financial Reports** will be due from award recipients 1 year after initial receipt of funds, concurrent with **Technical Research Reports**. Financial reports should be submitted using Harvard's standard financial reporting template.
6. **Final Technical Reports** will be due after projects have been completed and/or when the project ceases.

## Application Requirements

*To apply for funding from the Climate Change Solutions Fund, please visit Harvard's online application portal at [Harvard.communityforce.com](http://Harvard.communityforce.com). You will be asked to submit the following information and documentation by October 1, 2014:*

1. **Contact information** that includes applicant's name, affiliation, rank, address, phone number, and email.
2. **Two-page Proposal** that describes the research project.
3. **Description of the cross-school collaboration (not required, but encouraged) and a statement on how these funds will help leverage future funding.**
4. **Bio sketch**, limited to two pages.
5. **Project Budget** requires both a **Budget Form** and **Budget Justification**.
  - a. **Budget Form** must be presented in tabular form, must use 9 point font, and should not exceed one page.
    - i. Non-allowable Expenses include:
      1. Student tuition
      2. Salary support for principal investigators
      3. Renovation costs
    - ii. If the total cost of the proposed project is larger than the award requested from the Fund, please include an overall financial plan for the project that indicates other sources of funding.



- iii. Applicants should note that any benefits-eligible personnel (e.g. faculty, exempt employees, union employees, post-doctoral fellows, teaching assistants, temps); expenses in the budget must include the appropriate fringe rates for each year of funding. If the application proposes to fund a certain amount of an existing employee's time, then the budget must also include that percentage of applied fringe. Applicants should consult with Human Resources at their home schools for applicable rates.
  - iv. Capital projects and renovation costs will not be covered.
  - v. The recipient of any funding involving travel should adhere to Harvard University's travel policies.
  - vi. **School assessments should not be included in your budget (the OVPR will arrange this with home schools separately).**
- b. **Budget Justification** should explain each budget line item, in no more than 75 words per item.
6. **Conflict of Interest** statement to identify any Harvard faculty who, if selected as a reviewer, may have a conflict of interest or bias with regards to the proposed project.