**Restricted Funds Proposal Format – Spring 2017**

The following is a list of items in this order that must be included in your proposal to the Restricted Funds Committee:

**Section 1**

Applicant’s Name:

Email address:

Harvard ID:

Program:   
Advisor:

Year in program:

Application history (prior awards received from Restricted Funds):

Is this related to my overall research program?

Title of Project:

Amount Requested:

Other sources of funding:

**Section 2**

Description of Project (1-2 pages in length)

**Section 3**

Budget proposal – please itemize

(If applicable, include a summary of how prior funding was spent)

**Section 4**

**1**) Copy of “**Approval from the Committee on the Use of Human Subjects in Research**,” or information on “pending” status, AND

**2**) Copy of certificate of [CITI (Collaborative Institutional Training Initiative)](https://www.citiprogram.org/default.asp?language=english) <https://www.citiprogram.org/default.asp?language=english>

**Section 5**

Email approval from advisor approving of research **and** statement that advisor does not have funds that can support this project

**NOTE: Generally the RF Committee does not provide funding for the employment of undergraduate RA’s or equipment. If you are asking for an exception to this policy please explain the special circumstances the committee should consider.**