



# THE WILLIAM F. MILTON FUND

## APPLICATION AND PROPOSAL INSTRUCTIONS 2018

(Updated December 15, 2017)

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



The William F. Milton Fund, established in 1924, is one of the oldest bequests made to Harvard University. Funding research projects in the fields of medicine, geography, history and science, the winning projects must either promote the physical and material welfare and prosperity of the human race, or investigate and determine the value and importance of any discovery or invention, or assist in the discovery and perfecting of any special means of alleviating or curing human disease.

The Office of the Vice Provost for Research administers the Milton Fund. The Office invites eligible faculty to submit proposals for funding no later than April 3, 2018. Applications are accepted through the [Harvard University Funding Portal](#) (HUFPP).

### Goals

Reviewers will evaluate applications on intellectual merit, interdisciplinary collaboration, innovation, and likely impact on all fields of medicine, geography, history and science. Funds awarded through the Milton Fund support research to explore new ideas, to act as the catalyst between ideas and more definitive directions, and to consider new methods of approaching global solutions.

### Available Funding

Applicants may apply for up to **\$50,000** payable over one year. Grants are non-renewable, but no-cost extensions may be applied for, in writing, at least thirty (30) days prior to the expiration date of your grant. The maximum extension available is a one-time, 12-month extension. The Office of the Vice Provost for Research reserves the right to terminate any grant at any time for cause.

### Eligibility

Applications are invited from individuals who hold a “junior faculty” appointment at a Harvard school (including those based at affiliated hospitals). “Junior faculty” is defined as those with the title of Assistant or Associate Professor. Those who hold the title of Instructor at Harvard Medical School, Assistant Clinical Professor at Harvard Law School, and those with the title Assistant or Associate Professor in Practice at the Harvard Graduate School of Design may also apply. Junior Fellows of the Harvard Society of Fellows may also apply. **This award is intended for early-career scholars and thus preference will be given to junior investigators.**



**Disqualifiers:** Anyone who has received a Milton Fund grant within the previous five years.

### Submission Cycle Timeline

1. The online application portal will open on **January 10, 2018**.
2. **Full Proposals** will be due on **April 3, 2018 at 11:59 PM**.
3. **Award Decisions** will be announced in **July, 2018**.
4. Funds will be made available by September, 2018. Fund disbursement will occur upon receipt of signed award terms and conditions, and provision of any other required documentation. **Delayed receipt of documentation may delay the disbursement of funds.**
5. **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.

### Application Requirements

*To apply for funding from the Milton 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 April 3, 2018:*

1. **Contact information** for the PI, PI's department administrator(s) and PI's department chair.
2. **Four-page Proposal Narrative** (single or double-spaced) that describes the specific aims and methodology of the proposed project. A separate field will be provided for upload of associated citations and/or graphics.
3. **A 200 word summary statement** written for a layperson. This summary is to be typed directly into the applicant's electronic dashboard. Applicants may write their summary ahead of time in a Word document and then cut and paste it into their online application.
4. **Assurance of Compliance** All recipients of an award from the Milton Fund are expected to comply with all University, (or local institutional, if awarded through an affiliated entity), policies governing the conduct of research including, but not limited to, the use of animals, human subjects, hazardous materials, and export controls. Applicants must provide the name and contact information of a school or department administrator who, in addition to the principal investigator, will certify that the project complies with all relevant policies. Funds will not be made available, and invoices from non-Harvard entities will not be reimbursed, without such certification. All applicants are subject to audit.
5. **Biosketch**, limited to five pages for each principal investigator and any co-investigators.
6. **Project Budget** requires both a **Budget Form** and **Budget Justification**.
  - a. **Budget Form:** applicants must use the budget form provided in the application.
  - b. **Budget Justification:** applicants must use the budget justification form provided in the application to explain each budget line item.



## **Personnel**

- i. Salary support may be requested for the Principal Investigator, postdoctoral scholars, research assistants and laboratory technicians to the extent that they work on the Milton-supported investigation. Any benefits-eligible personnel expenses in the budget must include the appropriate fringe rates for the year. Applicants should consult with Human Resources at their home school for applicable rates.

## **Equipment**

Only expenditures for the purposes of the proposed investigation are allowable for Milton Fund grants. Funds for large pieces of equipment planned to improve the general facilities of the laboratory will not be approved. Funds for maintenance or service contracts are not allowable. Equipment becomes the property of Harvard University upon the termination of the project.

## **Travel**

Travel to collect specimens or obtain data necessary to conduct the proposed research is allowable and must be explained thoroughly in the budget justification. Travel to scientific meetings is not an allowable budget item unless it can be related directly to the funded project.

## **Supplies**

All research-related supplies are allowed.

## **Overhead**

Not allowed.

## **Other Support**

A form is provided in the application where the applicant must include a detailed list of active and pending support for the Principal Investigator. Information provided should include: name of sponsor, award period, award amount, and name of project. Also include a short narrative (no more than one paragraph) which demonstrates the applicant's need for Milton funding.