All applications should be submitted online at harvard.communityforce.com

January 17, 2020
Application website opens

April 1, 2020
Applications Due

July, 2020
Awards are made

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 1, 2020. Applications are accepted through the Harvard University Funding Portal (HUFP).

**Review Criteria and Fund 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; standard one-time, no-cost extensions of 12-months may be applied for, in writing, at least thirty (30) days prior to the expiration date of your grant. 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, as may those in a post-doctoral position at Harvard with a formal accepted offer to join the Junior Faculty at one of Harvard’s schools. 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 17, 2020.
2. Full Proposals will be due on April 1, 2020 at 11:59 PM.
3. Award Decisions will be announced in July, 2020.
4. Funds will be made available by September, 2020. Fund disbursal will occur upon receipt of signed award terms and conditions, and provision of any other required documentation. Delayed receipt of documentation may delay the disbursal of funds.
5. Research Reports will be due from award recipients one year after initial receipt of funds. Reports may be no longer than two pages.

Application Requirements

To apply for funding, please visit the Harvard University Funding Portal at harvard.communityforce.com. You will be asked to submit the following information and documentation by April 1, 2020:

1. Contact information for the Principal Investigator.
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. Note that the Milton Fund faculty review committee is comprised of members in various disciplines, which may or may not include that of the applicant. Therefore, applicants are strongly encouraged to submit proposals demonstrating impact in a manner comprehensible to a highly-educated lay audience.
3. A 200-word summary statement. 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. Bio sketch or CV for Principal Investigator, Co-Investigators, Collaborators, and other team members limited to two pages each, uploaded as a single document in pdf form.
5. Project Budget requiring both a Budget Form and Budget Justification. Applicants must use the Budget Form and Budget Justification Form provided in the application.

Personnel

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. Other travel is not an allowable budget item unless it can be related directly to the enhancement and/or dissemination of the funded project.

Supplies

All research-related supplies are allowed.

Overhead

Overhead is not allowed as per the terms of the original bequest.

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. Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual’s research endeavors, including but not limited to research grants, cooperative agreements, contracts and/or institutional awards. Please include any Harvard internal grants or major, project-specific support. Please do not include any "start-up" packages and/or tenure-transfer funding. Also include a short narrative (no more than one paragraph) which demonstrates the applicant’s need for Milton funding.

6. **Letters of Reference:** Junior Fellows of the Harvard Society of Fellows must include at least one and no more than two letters of reference. Applicants in a post-doctoral position at Harvard with a formal, accepted offer to join the Junior Faculty at Harvard must include their offer letter, showing acceptance. Other categories of eligible applicants need not include letters of reference.

7. **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. Awardees will be asked to provide the name and signature of a school, department, or institutional 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.