Preparing an International Project Proposal

For sponsored programs, the standard application provided by the sponsor is usually sufficient for Provost's review.

For non-sponsored programs, you should prepare a proposal that covers the topics outlined below, as applicable. For assistance, contact the Senior Assistant Provost for International Affairs, Todd Washburn, at todd_washburn@harvard.edu.

INTRODUCTION

• Summary of the program and its purpose

MISSION

• Academic justification for the program
• Program beneficiaries (e.g., faculty, students, and other schools or internal organizations)
• Program's consistency with vision of the School and University
• Services to be provided to Harvard faculty/staff (country experts and non-experts), to Harvard students and/or local students, and/or to the local community
• Planned or possible collaboration with other segments of the University or other institutions
• Anticipated duration of program
• Other considerations such as alumni affairs, endowment funding sources, etc.
• If applicable, request for the use of the Harvard name and discussion of how it will be used

PROGRAM PLAN

Although there isn’t a defined format for the plan, a partial list of items includes:

• Description of steps in the process and planned timeline
• Facilities and materials required, including whether the lease or acquisition of space to establish an office will be necessary
• Structure for day-to-day program management
• High-level budget and planned sources of funding
• Expected size of staff and outline of roles
• Staffing sources (e.g. Harvard employees relocated to overseas site, local hires, etc.)
• Organizational chart or description of governance structure, especially as it relates to Cambridge-based entities
• Description of how activity will be reviewed and how often
• Criteria for program termination
• Need for local advisory committee