

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

