



Faculty of Arts and Sciences Research and Academic Exchange for Late-Stage Graduate Students and Postdocs Participant Timeline

Apply	<p>Submit your application 3-6 months before your desired visit date. Please consult the webpage for application deadlines. <i>Tip: speak with your research advisors about your application and potential hosts.</i></p> <p><i>The FAS team will review your materials and get faculty host approval. If approved, your visit planning can begin!</i></p>
Develop your Goals	<p>Once your application is approved, discuss what you would like to accomplish during your visit, and how you can achieve it, with your advisors and mentors.</p>
Contact your Visit Resources	<p>Once your Harvard faculty host is confirmed, work with them to find visit dates and review and define mutual expectations for a productive visit. (Please see participant guide for a list of participant and host faculty responsibilities.)</p> <p><i>The FAS Program Manager will work with you throughout the visit planning process and be a resource for you during your visit.</i></p>
Draft your Visit Schedule	<p>1-2 months before your visit, connect with your Harvard faculty host to draft a visit schedule. Be sure to include any of the following activities that are relevant for you: research talks, meetings with graduate students and faculty, laboratory visits, networking meals, and library and museum collections use. (If relevant, ask your faculty host about any research or lab access policies.)</p> <p>Consider contacting student and/or postdoc groups of interest at Harvard for a meeting during your visit.</p> <p><i>Tip: See a sample itinerary for reference,</i></p>
Make Travel Arrangements	<p>1-2 months before your visit, book your travel and hotel arrangements. Contact the Program Manager for support. Travel and lodging expenses will be reimbursed by Harvard.</p>
Visit	<p>Have a productive, fruitful visit with your Harvard faculty host and their department. Share your work and exchange ideas with academic peers and scholars.</p>
Complete Post-Visit Tasks	<p>Submit your travel reimbursement documents to the Program Manager ASAP after your visit. Allow 15-30 days from submission for processing.</p> <p>Complete the short evaluation form within two weeks of your visit to help us continually improve our programming.</p>

Contact Program Manager Katie Fleming at kate_fleming@fas.harvard.edu with any questions or for support with any part of the visit process.