



## Application Guide - Faculty Research Awards

### Award timeline:

Proposals must be submitted by 5:00 p.m. CST on **October 25, 2016** (*for projects beginning July 2017*). Applicants will be notified of decisions by the **end of the autumn 2016 academic quarter**.

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### Questions?

Contact Brigid Balcom, Assistant Director of Research Initiatives, at 773-702-6030 or [bbalcom@uchicago.edu](mailto:bbalcom@uchicago.edu)

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#### I. Program Description

The Neubauer Collegium provides financial, strategic, and administrative support for research projects that enable University of Chicago faculty to pursue complex questions that require collaboration and are informed by a humanistic perspective. The Neubauer Collegium encourages experimentation in the conceptualization and implementation of collaborative work.

#### II. Eligibility

Proposals may originate from any discipline or unit of the University of Chicago, provided humanistic modes of inquiry are central to the pursuit, and provided University of Chicago faculty are engaged in the principal research activities. Current members of the Neubauer Collegium Faculty Advisory Board are ineligible to apply.

#### III. Types of Financial Support

The Neubauer Collegium offers a range of strategic, administrative, and financial supports to all funded projects. Applicants are encouraged but not required to consult with the Neubauer Collegium prior to submitting a proposal. The following categories of funding are guidelines:

*Research Projects:* The Neubauer Collegium provides a range of funding for research projects from seed awards of \$10,000-\$25,000/year to a small number of large-scale awards of up to \$100,000/year. Seed-level awards are intended for projects at early stages of development, or for projects that need strategic funds to explore new research trajectories. All levels of funding may be multi-year (1-3 years).

*Visiting Fellows:* In addition to supporting Visiting Fellows affiliated with specific research projects, the Neubauer Collegium supports Visiting Fellows whose work will contribute more broadly to the intellectual and creative life of the campus community. Proposals for visitors may be submitted by any individual or group of faculty, and should describe how the Visiting Fellow will catalyze or strengthen collaborative research on campus. We welcome proposals that include sabbatical funding for the visitor while on leave from his/her home institution.

*The Neubauer Collegium is unable to fully fund postdoctoral researchers. Postdoctoral researchers will only be funded to the extent that they are working on Neubauer Collegium research projects.*

**IV. Pre-Proposal Consultation**

Prospective applicants are encouraged to consult with the Neubauer Collegium about the content and format of the proposal. Please contact Brigid Balcom at 773-702-6030 or [bbalcom@uchicago.edu](mailto:bbalcom@uchicago.edu) to arrange a consultation.

**V. Application Submission**

Proposals must be submitted via the online application. The application includes a project title, the name(s) and CV(s) of the principal faculty sponsor(s), a 200-250 word abstract, a five to ten page project narrative, and a budget.

**VI. Narrative Guidelines**

The project narrative is an opportunity to provide an intellectual justification for the research project and to describe the appropriate work plan. It should be five to ten pages single-spaced, and must include the following:

**1. The major research question(s) and the contribution to scholarship**

The research project should address an important question in the humanities and/or the humanistic social sciences. In cases where a major part of the project involves other fields and methodologies, please describe the critical contribution that humanistic knowledge and modes of inquiry will make to the project.

**2. The need for a collaborative approach**

The proposal should explain why the proposed collaborative approach is needed in order to address the project's central research question(s).

**3. The work plan and research methodology**

The proposal should describe a plan of work designed to advance the project's principal research objectives, including a description of the research methodology(ies) to be used.

*Projects that involve human subjects are required to submit an IRB approval or determination letter to the Neubauer Collegium prior to issuance of an award. Please see the [Institutional Review Board website](#) for further details.*

**4. The distinctive impact of support from the Neubauer Collegium on the project**

The proposal should describe how the Collegium's particular forms of support would make a substantial and distinct impact on the proposed research project.

**5. The anticipated result of the project**

What will be different as a result of this project? Who will be affected?

*Collaborative Research Awards may be used for basic research, however projects must include opportunities for a broader community of UChicago scholars to engage with research results, for example through workshops open to the University community.*

*Projects that include development of digital resources are expected to demonstrate provisions for long-term preservation and access. Neubauer Collegium staff members are available to consult about campus resources.*

## **VII. Budget Guidelines**

The budget is an opportunity to present the costs necessary to carry out the described research activities. It should include an itemized estimate of costs; multi-year projects should include an itemized cost estimate for each year of the project activities. A brief budget narrative may be included to describe how estimates were calculated. All budgeted costs should be necessary in order to accomplish project objectives and reasonable in relation to the anticipated outcomes.

When preparing the budget, only include direct costs of project activities. Please consult the Neubauer Collegium website for further details about [administrative support](#) provided by our staff – do not include these costs as part of your project budget.

Projects that intend to bring **Visiting Fellow(s)** for a full academic quarter (or more) must include a budget for salary and fringe benefits. Salary estimates should be commensurate with the visitor's contribution to the research project and experience. Fringe benefits should be calculated as 7.2% of salary for non-teaching appointments or 29.8% of salary for appointments that include teaching. Visiting Fellows must have health insurance coverage for the duration of the visit, and, if visiting from abroad, must meet a [minimum cost of living requirement](#); please consult with staff at the Neubauer Collegium for further details.

Projects that intend to hire new research personnel, such as **postdoctoral researchers or other professional (non-student) research assistance**, must include a budget for salary and fringe benefits. *Note, the proposal should clearly demonstrate how the postdoctoral researcher(s) and/or other professional research assistance are integral to the intellectual goals of the project.* Salary estimates should be commensurate with experience. Fringe benefits should be calculated as 29.8% of salary for more than half-time (19.5 hours per week) positions and 7.2% for less than half-time positions.

Projects that propose to involve **student research assistant(s)** should consult with staff at the Neubauer Collegium for current hourly wage rates. There are no benefits rates for to student employment. *Note, the proposal should clearly demonstrate how the R.A. position(s) will contribute to the project's research activities and/or assist in the management of the research project.*

Support from the Neubauer Collegium cannot be used by permanent University of Chicago faculty for course reduction, academic leave, or summer salary.

*Neubauer Collegium staff members are available to consult when estimating project costs. Please contact Brigid Balcom at 773-702-6030 or [bbalcom@uchicago.edu](mailto:bbalcom@uchicago.edu).*

## **VIII. Review and Selection Process**

The faculty Director and Advisory Board of the Neubauer Collegium will evaluate proposals on the following criteria:

- The originality and intellectual significance of the proposed research and the importance of the proposed collaborative approach in addressing the central research question(s);
- Whether the project advances one or more of the Neubauer Collegium's goals (to encourage exploratory research of complex problems beyond the scope of individual scholars or disciplines; to realize the contributions humanistic research can make to vital questions; to catalyze the emergence of new approaches; and to cultivate a culture of collaborative research);
- The quality of the design of project activities and the feasibility that they will lead to successful realization of the project's intellectual goals;
- The reasonableness of costs in relation to anticipated results;
- Whether support from the Neubauer Collegium will make a clear and distinct impact on the project.

Proposals for Visiting Fellows will be evaluated on the likelihood that the visitor will strengthen or catalyze a collaborative research community on campus.

#### **IX. Award Administration**

The Neubauer Collegium provides comprehensive support throughout the life-cycle of faculty research initiatives, from early conceptual stages and pre-proposal consultation, through project implementation, to planning for further development. Support includes financial administration, assistance planning and managing logistics for research activities, project communications, and access to facilities and research resources at the Neubauer Collegium. Please consult the Neubauer Collegium website for further details about [project administration and support](#).

Award notices will be sent before the end of autumn quarter 2016. Funding awards become available beginning July 1, 2017. Projects must submit a report assessing the project's success and impact in July, following each year of funding.