



## Application Guide - Faculty Research Awards

### Award timeline:

Proposals must be submitted by 5:00 p.m. CST on **October 23, 2018** (*for projects beginning July 2019*). Applicants will be notified of decisions by the **end of the autumn 2018 academic quarter**.

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### Questions?

Contact Carolyn Ownbey, Assistant Director of Research Initiatives, at 773-834-5497 or [ownbey@uchicago.edu](mailto:ownbey@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, inspire an interdisciplinary approach, 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 as Principal Investigators. Current members of the Neubauer Collegium Faculty Advisory Board are ineligible to apply.

### III. Types of Financial Support

The following categories of funding are guidelines:

*Collaborative 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 Fellow Projects:* 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.

*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 Carolyn Ownbey at 773-834-5497 or [ownbey@uchicago.edu](mailto:ownbey@uchicago.edu) to arrange a consultation.

#### **V. Application Submission**

Proposals must be submitted online via the application portal. The application includes a project title, the name(s) and CV(s) of the principal faculty leader(s), a 200- to 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 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 Neubauer 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? What are the measures for success and failure?

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. A brief budget narrative should be included to describe how estimates were calculated and why budgeted activities are necessary to the project's aims. Please include all budgeted expenses necessary for the project to fulfill its aims in a cost-effective manner.

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. Please find a sample conference event budget [here](#).

Projects that incorporate an **exhibition** must budget for exhibition costs. Please find a sample exhibition budget [here](#).

Projects that intend to bring **Visiting Fellow(s)** must include a budget for housing, airfare, and living expenses for each visitor. The Neubauer Collegium typically does not fund salary for Visiting Fellows. Visiting Fellows must also 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. Please find a sample Visiting Fellow budget [here](#).

Projects that intend to hire new research personnel, such as **postdoctoral researchers or other professional (non-student) research assistants**, must include a line item for salary and fringe benefits in the project budget. The proposal should clearly demonstrate how the postdoctoral researcher(s) and/or other professional research assistants are integral to the intellectual goals of the project. Postdoctoral researchers will only be funded to the extent that they are working on Neubauer Collegium research projects. Salary estimates should be commensurate with experience. Fringe benefits should be calculated as 29.8% of salary for more than half-time positions (19.5 hours per week) 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 fringe benefits for the student employees. 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.

## VIII. Review and Selection Process

The Faculty Director and Advisory Board of the Neubauer Collegium will evaluate collaborative research project 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 aligns with the Neubauer Collegium's mission (to encourage collaborative research into significant problems; and to develop the scope and methods of humanistic inquiry);
- 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 overall.

Proposals for Visiting Fellow projects 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 2018. Funding awards become available beginning July 1, 2019. Projects must submit a report assessing the project's success and impact in July, following each year of funding.