THE UNIVERSITY OF CHICAGO | **NEUBAUER COLLEGIUM FOR CULTURE & SOCIETY**

Application Guide
Faculty Research and Visiting Fellow Awards

Award timeline:
Proposals must be submitted by 5:00 p.m. CST on **October 21, 2024** *(for projects beginning July 2025).* New projects will be announced in Winter Quarter 2025.

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Questions?
Contact us at collegium@uchicago.edu.

1. **Program Description**
   The Neubauer Collegium supports significant collaborative research projects informed by a humanistic perspective. The Collegium encourages experimentation in the design of collaborative work.

2. **Eligibility**
   Research projects should pursue complex questions that require collaboration, inspire an interdisciplinary approach and are informed by a humanistic perspective. Any member of the faculty may apply (except current members of the Faculty Advisory Board). The Neubauer Collegium will fund research conducted by graduate students and postdoctoral researchers who are part of the research project. The Neubauer Collegium does not provide salary replacement.

3. **Categories of Funding**

   Collaborative Research Projects: The Neubauer Collegium provides a range of funding for research projects, from seed awards up to $25,000/year to larger-scale awards of $25,000–$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. Projects may be 1-3 years in length.

   Visiting Fellow Projects: The Neubauer Collegium supports Visiting Fellows associated with its research projects. It also invites nominations for Visiting Fellows who will contribute to collaborative research more broadly at the University. Proposals for Visiting Fellows may be submitted by any individual or

group of faculty and should describe how the Visiting Fellow will strengthen collaborative research on campus.

4. **Pre-Award Consultation**
Prospective applicants are encouraged to consult with the Neubauer Collegium about the content and format of the proposal. To arrange a consultation, please contact us at collegium@uchicago.edu.

5. **Application Submission**
Proposals must be submitted online via the application portal. The application includes a project title, the names and CVs of the core research team, a 200- to 250-word abstract, a five- to ten- page project narrative, and a budget.

*Please Note: Projects that involve human subjects are required to submit an IRB approval or determination letter prior to issuance of an award. Please see the **Institutional Review Board** website for details.*

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

- **The major research question(s) and the contribution to scholarship**
- **The need for a collaborative approach**
- **The work plan and research methodology**
- **The distinctive impact of support from the Neubauer Collegium on the project**
- **The anticipated result(s) of the project**

7. **Budget Guidelines**
Budgets should itemize direct costs of research and research activities. Multi-year projects should include an itemized budget for each year. A brief budget narrative should describe how costs were calculated and why budgeted activities are necessary to the project's aims. Examples of budgeted activities include:

- **Conferences/Events**
- **Exhibitions**
- **Visiting Fellows**: Please include a budget for housing, airfare, and living expenses for each visitor. The Neubauer Collegium 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**.
- **Research Personnel**:
  - **Postdoctoral researchers or other professional (non-student) research assistants**: Budgets should include a line item for portion of salary or hourly rate and fringe benefits when appropriate 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. Fringe benefits should be calculated as 24.8% of salary for more than half-time positions (19.5 hours per week) and 7.4% for less than half-time positions.
  - **Student research assistants**: Projects that propose to involve student research assistant(s) should consult with staff at the Neubauer Collegium. 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.

The Neubauer Collegium does not offer honoraria for faculty. We will consider line items for honoraria for non-faculty research partners on a case-by-case basis. Please include a description of the purpose for honoraria in your budget narrative.

Please contact collegium@uchicago.edu for further information and/or examples of research budgets.

8. **Review and Selection Process**
The Faculty Advisory Board of the Neubauer Collegium will evaluate proposals on the following criteria:
   - The originality and significance of the proposed research;
   - The collaborative nature of the project;
   - The quality and feasibility of the project design;
   - The distinct impact of Neubauer Collegium support.

9. **Award Administration**
The Neubauer Collegium provides comprehensive support throughout the life cycle of the projects. Support includes financial administration, research development, logistical support, project communications, access to facilities, and post-award strategy.

New projects launch July 1, 2025. All projects must submit an annual report in July, following each year of funding.