

# Application Guide

## Faculty Research and Visiting Fellow Awards

### Award timeline:

Proposals must be submitted by 5:00 p.m. CST on **October 19, 2026** (*for projects beginning July 2027*).  
New projects will be announced in Winter Quarter 2027.

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### Questions?

Contact us at [collegium@uchicago.edu](mailto:collegium@uchicago.edu).

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### 1. Program Description

The Neubauer Collegium supports significant collaborative research projects informed by a humanistic perspective. The Collegium encourages experimentation in the aims as well as execution of the research project.

### 2. Eligibility

Proposals may originate from any discipline, art, science, or administrative unit of the University of Chicago, provided humanistic knowledge and modes of inquiry are central to the pursuit, and provided at least one member of the University of Chicago faculty is engaged as a research leader.

- Projects with postdoctoral researchers as the only University of Chicago team member are not eligible for support.
- In some cases eligibility may be impacted by a collective bargaining agreement.
- Current members of the Neubauer Collegium Faculty Advisory Board are ineligible to apply.

### 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 Fellows:* The Neubauer Collegium supports two categories of Visiting Fellows: Visiting Fellows associated with its research projects and Visiting Fellows who will contribute to interdisciplinary collaborative research more broadly at the University. Proposals for Visiting Fellows, whether associated with a research project or not, may be submitted by any individual or group of faculty and should describe how the Visiting Fellow will strengthen interdisciplinary 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 Keelin Burke at [krburke@uchicago.edu](mailto:krburke@uchicago.edu). No consultations will be scheduled after October 9, 2026.

#### 5. Application Submission

Proposals must be submitted online via the application portal in InfoReady. 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. Sample conference and Visiting Fellow budgets can be found [here on InfoReady](#).

*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 knowledge
- The humanistic perspective or methodology undergirding the project
- The need for a collaborative approach
- The work plan and research methodology (including interdisciplinarity)
- The distinctive impact of support from the Neubauer Collegium on the project
- The anticipated result(s) of the project
- The reasonableness of cost in relation to anticipated results

#### 7. Budget Guidelines

The Neubauer Collegium provides administrative partnership for research projects, including event planning, communications and marketing, and project management. Project proposals do not need to include these in their budgets.

Budgets should itemize direct costs of research and research activities which Collegium funding does support. Multi-year projects should include an itemized budget, preferably in spreadsheet form, for each year. If the itemized budget cannot fully describe how costs are calculated, please include a brief justification of costs. Examples of budgeted activities could include:

- **Conferences/Events**
- **Exhibitions**
  - All gallery exhibitions at the Neubauer Collegium are curated by Dieter Roelstraete and involve a separate approval process. Please email [roelstraete@uchicago.edu](mailto:roelstraete@uchicago.edu) to schedule a consultation.
  - Research projects may include exhibitions at venues other than the Neubauer Collegium in which case no prior consultation with Roelstraete is necessary.
- **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. The Collegium will arrange for housing for Visiting Fellows unless advised otherwise by the research team. Visiting Fellows must also have health insurance coverage for the duration of the visit. A sample Visiting Fellow budget is [available here](#).
- **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. 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 and only up to 50% of FTE. 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. Fringe benefits may change from year to year.

- **Student research assistants:** Projects that propose to involve student research should describe how the R.A. position(s) will contribute to the project's research activities and/or assist in the management of the research project. The Faculty Advisory Board strongly prefers projects to consider University of Chicago students for R.A. positions.

Support from the Neubauer Collegium cannot be used 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 (for example, a self-employed artist) on a case-by-case basis. Please include a description of the purpose for honoraria in your budget narrative.

Please contact Keelin Burke ([krburke@uchicago.edu](mailto:krburke@uchicago.edu)) for further information and/or examples of research budgets.

## 8. Review and Selection Process

Projects that do not fulfill eligibility requirements will not be included for review by the Faculty Advisory Board of the Neubauer Collegium. The Faculty Advisory Board will evaluate proposals on the following criteria:

- The originality and intellectual significance of the proposed research
- The degree to which the humanistic element is integral to the success of the project
- The degree to which collaboration is essential for the aims of the research
- Fit between the design and feasibility of project activities and the project's intellectual goals
- The clear and distinct impact that Neubauer Collegium support will make on the project
- The reasonableness of costs in relation to anticipated results

## 9. Award Administration

The Neubauer Collegium provides comprehensive support throughout the life cycle of the project. Support includes financial administration, research development, events planning and execution, logistical support, project communications, access to facilities, and post-award strategy.

New projects launch July 1, 2027. All projects must submit an annual report in July, following each year of funding.