

Guidelines and Application Form
Junior Faculty Summer Research Support Program for the Humanities and Social Sciences

The Arts and Sciences provides small grants to support summer research by its junior faculty in the Division of the Humanities and the Division of Social Science. The grants are designed to help non-tenured faculty complete work that might otherwise be delayed by a lack of resources or time. Although modest in size, the stipends can be used to defray the costs of travel, research assistance, equipment and materials, or to reduce financial pressures during the summer.

Award Regulations

In order to be considered for a grant, an applicant must hold a full-time, continuing non-tenured faculty teaching appointment beginning with the rank of assistant or associate professor in one of the following departments in the Arts and Sciences: Anthropology; Art History and Archaeology; [School of the] Arts; Classics; East Asian Languages and Cultures; Economics; English and Comparative Literature; French and Romance Philology; Germanic Languages and Literatures; History; Italian; Latin American and Iberian Cultures; Middle Eastern, South Asian and African Studies; Music; Philosophy; Political Science; Religion; Slavic Languages and Literatures; Sociology.

The applicant must hold the Ph.D. degree. Funds awarded may not be used to support research that is directed toward the satisfaction of requirements for advanced degrees. A total of \$6,000 is available for every eligible faculty member. Faculty may apply for \$3,000 for each of two summers during their non-tenured career in the Arts and Sciences. The recipient may not teach in a summer program at Columbia or elsewhere. If this condition is not met, the grant must be surrendered and the funds returned.

Due to a 2007 change in policy governing the junior faculty research grants, recipients have the option to accept the award in one of two ways:

Option A) The award, which is non-tax-exempt, will appear either in the May or June salary check, as a line of "additional compensation," and taxed at a lump sum rate. The withholding here reflects federal, state, city, as well as Social Security taxes. A lump sum grant of \$3000 may result in a net amount of up to 50% less, depending on the amount of withholding allowances the faculty member currently claims on the W4 and IT2104.

Option B) The award will appear as a research account set up in the home department by the end of May 2018. This \$3000 research account is to be used in accordance with University business expense policies and procedures as posted here: <http://www.columbia.edu/cu/administration/policylibrary/>

For guidance about expenses charged to the research account and reimbursements from the account, please consult your Director of Academic Administration and Finance or business manager. The funds in this research account (the full \$3000) will be available to you until it is spent down.

The award must also be surrendered if the recipient receives from another source a grant covering the expenses for which the Arts and Sciences grant was allocated. This will not affect the recipient's overall eligibility for the full \$6,000.

Recipients of grants are expected to submit a one-page summary of the progress they made on their research projects to Susan Drange, Associate Dean, Faculty Development and Diversity, Office of the Executive Vice President for Arts & Sciences (smd2195@columbia.edu) following the conclusion of the grant period. Reports on summer 2018 awards will be due by December 17, 2018.

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All publications that result from research done under the auspices of an Arts and Sciences grant should contain appropriate acknowledgment of the aid in a preface or, in the case of an article, in the footnote. The precise form of this acknowledgment is not specified, but the reference should be to “the Columbia University Summer Grant Program in the _____” (Humanities or Social Sciences, whichever applies.)

Application Materials and Instructions

The application is to be submitted electronically in either a Microsoft Word or Adobe PDF format. It should contain the following three items in this order:

1. An application cover sheet with the appropriate signatures (see attached).
2. A description of the proposed research (maximum length of five double-spaced pages, including the budget, with a font size of at least 10 point.).
3. An updated curriculum vitae, including a list of all publications.

The description of the proposed research should include the following:

An overview of the proposed project. Your goals should be clear, limited and realistic.

The rationale for the proposed project. Indicate the purpose and possible results of your research, its significance for your discipline, and its relation to the scholarly work of others.

A summary of the current status of your work in the area of the proposal, citing research and publications. Indicate whether you will be beginning, continuing or finishing a book or monograph; researching an article or paper; revising a dissertation, etc.; as part of the proposed project.

The proposed work plan. Indicate concretely the steps that will be taken to secure the successful completion of the project as proposed, within the time limitations and with the means available. Describe the methodology to be employed and the reasons for employing it.

A project budget. The amount of support being requested and the manner in which it will be spent.

Grant applications will be reviewed by a committee of tenured faculty from the Humanities and Social Sciences. Therefore, the project description should be written so that scholars broadly conversant with your subject can evaluate it. Grants are not made on a competitive basis. Thus, the only criteria are the quality and feasibility of the proposal.

Each year, proposals are also reviewed for special recognition. The most meritorious proposals may be selected for a Hettleman Summer Grant.

No one may receive more than two summer research grants during their time in the Arts and Sciences. Applications for the summer of 2018 should be submitted electronically to facdev_as@columbia.edu no later than midnight on Wednesday, February 28, 2018. Late proposals will not be accepted. Awards will be announced in the spring of 2018.

Please direct any questions about the program and the application process to Susan Drange, Associate Dean, Faculty Development & Diversity, Arts & Sciences, smd2195@columbia.edu or call (212) 854-6266.

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Date: _____

Name: _____

Current Rank: _____

Department: _____ Office Tel. No.: _____

Department Address: _____ Alternate Tel. No.: _____

Email address: _____

Have you previously received a Summer Research Grant from Arts and Sciences?

No _____ Yes, in year _____

Please indicate what type of award you are requesting (see page 1 of the guidelines):

Option A (lump sum) _____ Option B (research account) _____

Please provide a brief description of the proposed research project (limit to 50 words):

Signature of Applicant

Signature of Department Chair

This proposal has been reviewed by the department chair or by another senior member of the department.

Submit completed application packages to facdev_as@columbia.edu no later than midnight on Wednesday, February 28, 2018.