

# COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

Office of the Executive Vice President for Arts and Sciences

Pierre Force, Professor of French and History

Dean of Humanities

December 20, 2013

## MEMORANDUM

TO: Full-time Non-tenured Research Faculty in the Humanities and Social Sciences  
FROM: Pierre Force  
RE: Summer Research Support Program

Applications are invited for summer research support for non-tenured research faculty in the Humanities and Social Sciences. The program provides support to assist in the conduct of scholarly work that might otherwise be delayed because of a lack of funding. Any full-time, continuing non-tenured faculty member in the Humanities and Social Sciences holding the rank of assistant or associate professor may apply for summer support. Grants of \$3,000 per summer are available for any **two** summers during a faculty member's non-tenured career in the Arts and Sciences.

Attached is information describing the program and outlining the process for applying for a grant. Application materials for summer 2014 grants **must** be received in 210 Low Library by **5:00 p.m. on Friday, February 28, 2014.** Questions about the program may be directed to David Eisenberg ([de2205@columbia.edu](mailto:de2205@columbia.edu)). Decisions will be announced in the spring of 2014.

PF/de

c.: Department Chairs  
Academic Department Administrators

Attachments

**GUIDELINES AND APPLICATION MATERIALS  
FOR THE HUMANITIES AND SOCIAL SCIENCES  
JUNIOR FACULTY SUMMER RESEARCH SUPPORT PROGRAM**

The Arts and Sciences provides small grants to support summer research by its junior faculty. The grants are designed to help non-tenured faculty complete work that might otherwise be delayed by a lack of money 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 (regrettably) 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 2014. 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 department administrator 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 the Office of the Executive Vice President for Arts and Sciences

following the conclusion of the grant period. Reports on summer 2014 awards will be due by December 5, 2014. (Reports on summer 2013 awards are due by December 6, 2013.)

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, six copies of which must be assembled by the applicant, should contain the following three items in this order:

- an application cover sheet with the appropriate signatures (see attached)
- 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.)
- 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.
- the amount of support being requested and the manner in which it will be spent. (Hints for preparing a grant proposal are attached.)

The description should be written so that scholars broadly but not narrowly conversant with your subject can evaluate it. Guard against using jargon. All grant applications are reviewed by the Faculty Development Committee.

Grants are not made on a competitive basis. Rather, the intent is to provide practice in proposal writing. Thus, the only criteria are the quality and feasibility of the proposal. Applicants should therefore formulate proposals with care. Proposals judged to be insufficient in their preparation will be returned by the Faculty Development Committee for revision by the applicant.

Each year, the Faculty Development Committee evaluates the proposals for special recognition. The most meritorious may be selected for one of the named awards – a Hettleman or a MacDonald Summer Grant.

No one may apply for more than two fellowships during their time in the Arts and Sciences. Three (3) collated and completed copies of the application packet should be submitted to David Eisenberg in the Office of the Executive Vice President for Arts and Sciences, 210 Low Library. Applications for the summer of 2014 must be submitted no later than 5:00 p.m. on Friday, February 28, 2014. No proposals will be accepted after that date. Awards will be announced in the spring of 2014.

## Some Hints for Preparing Grant Proposals

To develop effective proposal-writing skills is important not only for securing grants and fellowships but also for academic jobs and book contracts. A well-written grant proposal, even where not successful in the award of funds, can help junior faculty raise their academic profile and promote their research.

Some simple considerations in applying for Arts and Sciences support or for other grants:

Read carefully and completely the application instructions or the request for proposal, noting each element to be included, their order and any formatting instructions. The *curriculum vitae* should be up to date. Stay within the limitations imposed on the length of the proposal, and take care to follow any other instructions about the submission (e.g., the order of items specified, number of copies, pagination, margins, stapling, etc.). Also be sure to have received whatever endorsements or signatures may be required.

A well-crafted proposal will be organized, engaging, and persuasive, stating clearly the project's focus and significance. The project's conceptual innovation, methodological rigor, and substantive content will be of great interest to readers; nevertheless they will want to be presented with clearly defined, easily identifiable, and persuasive reasons to fund your research. Readers of a grant application will be guided to a large extent by pragmatic concerns, so, begin with the purpose for which the specific funding is being sought. The readers should not have to search for any of the key elements required in a proposal, and an unnecessarily complex elaboration of your project may be distracting. The objectives and methodology of the research and its relevance to the field or to broader scholarship should be clearly described. The proposal might describe the expected form in which the research will be presented to the wider audience. Many proposals will conclude with a succinct restatement of objectives, situating them with respect to the long-term intellectual goals of the researcher.

Be mindful of the specific audience for your proposal. The Faculty Development Committee in Arts and Sciences includes members from a variety of disciplines. Tailor your language to the audience: highly technical language may be appropriate in some applications but in others less so. Use concise illustrative examples to support your proposal. Avoid excessive jargon and avoid trailing off into pure abstraction. Proofread carefully for typographical and grammatical errors, and aim for clarity and a smooth read. It can be useful to have a colleague read a draft of the proposal for advice on completeness, conceptual integrity, etc.

Applications will typically require a budget statement, and you should be able to provide a line item, annotated budget or table of expected expenses. Estimates should be as accurate as possible. When requesting travel funds, base your estimate on ticket prices quoted from a travel agency or service. Present a realistic budget, and keep in mind the amount of the funds available from the sought-after grant or fellowship.