

Faculty Research Grants in Humanities and Arts Guidelines, Revised January 2024

Deadline: March 1, annually, at 11:59 pm (or by the following Monday if the 1st falls on a weekend)

Program Description

The goal of the Junior and Senior Faculty Research Grants in Humanities and Arts Program is to support and encourage the development of an impactful program of research or creative practice and activity by faculty in the humanities and arts. Grants are considered "seed money" for research, in that they should lead to the growth and development of continuing research or creative programs, in particular those that lead to external awards, grants, fellowships and other forms of significant recognition, including books, performances and installations. Proposals are solicited once per fiscal year.

Eligibility

- Ranks: Assistant Professor, Associate Professor or Professor
- Submission limited to one proposal per eligible individual per year
- Any faculty member that received an FRG within the last three years (an FY22 grant or later) is not eligible.

Review Process and Funding

- Proposals are reviewed by a faculty review committee administered by the Willson Center for Humanities & Arts. Proposals are evaluated on research excellence or creative potential of the proposed project; quality of the research proposal in definition, organization, clarity and scope; the potential for external impact, as outlined above; and budget detail and justification.
- Funding is provided to successful applicants on the next July 1 for a duration of one year.

Required Proposal Content:

1. BIOGRAPHICAL SKETCH. 2 page limit. Include education, job history, publications, funding history (internal and external), funding applications (internal and external), awards (internal and external), and other significant accomplishments.
2. DETAILED BUDGET. (See the Budget Development section for detailed instructions.)
3. BUDGET JUSTIFICATION NARRATIVE. (See the Budget Development section for detailed instructions.)
4. PROJECT SUMMARY. 3 page limit. Arial, size 12 font, 0.5" margins. Using generalist language that can be understood by faculty peers outside of your research area, briefly describe the following in the order specified:
 - a. The proposed research question(s) or creative practice and activity, including a timeline over the award period.
 - b. The significance and impact of this research or creative activity to your progress, with reference to potential external awards, fellowships, grants or other markers of achievement, as appropriate. Please name specific opportunities if you can.

- c. The ways in which this project will enable and strengthen your research or creative practice in a three year context, with reference to its significance for partners on campus and interdisciplinary activity, as appropriate.
 - d. The potential of your research or creative practice to address or engage with a large scale societal question, as appropriate.
5. DOCUMENTATION OF COMPLIANCE (if applicable). 2 page limit. Arial, size 12 font, 0.5" margins. All research carried out under the sponsorship of a Faculty Research Grant is subject to all of the University's standing policies regarding research. In particular, proposers of projects involving human subjects, laboratory animals, biohazardous materials, recombinant DNA, etc., must obtain the necessary approvals before commencing work. Provide titles, approval dates, protocol numbers and brief summaries (≤200 words each) of all relevant protocols and projects. If approval is pending, indicate as such.
6. REFERENCES CITED (in Project Summary).

Proposal Submission Instructions

Applicants should prepare their final proposal as a single PDF file and upload it to the Willson Center grants system by going [here](#). Humanities and Arts applicants who do not already have an account will need to create a new account in the system. Once an account is created, it may be used for all Willson Center grant applications in the future.

Budget Development

Funding requests should not exceed \$15,000. Award amounts may be adjusted during the review and funding phases. Please download the budget template that must be used for budget preparation. Only allowable expenses should be requested (see below). Inclusion of non-allowable expenses will automatically trigger budget reduction by the associated amount. The appropriateness of the budget will be considered during the evaluation process. Each line item must be justified as part of the Budget Justification Narrative (item 3) under proposal content and confirmed to be unavailable through other sources.

1. ALLOWABLE EXPENSES: Faculty Research Grants will provide support for the following categories of expenditure. Detailed justification for each line item is required.
 - a. UGA personnel who are benefits eligible. Benefit costs MUST be included for all categories. (Please contact your Franklin FAST team or college business manager for fringe benefit information) Allowable UGA personnel categories:
 - i. PI/Co-PI course release buyout in Academic Year or Summer (summer course buyout only allowed if the applicant has an instructional EFT in summer). FRG proposals requesting course buyout are limited to a single course as part of the total budget and will be considered only if the individual's requirements could not have normally been met by the Willson Center Faculty Fellowships. Justification for course buyout should note department head approval of the request and that the correct course buyout and benefit amounts have been certified by the business manager of the department or college.
 - ii. Student Employees - graduate assistantships, training grant recipients, fellowships.

- iii. Staff.
- b. Other personnel (non-UGA employees such as professionals, undergraduates and graduate students who are not eligible for Graduate Assistant Health Insurance). Benefit costs are not allowable for such personnel.
- c. Equipment essential for the proposed research or creative practice and activity.
- d. Supplies/general expenses/honoraria.
- e. Travel that is integral to the proposed research or creative practice and activity.

2. NON-ALLOWABLE EXPENSES

- a. "Matching" funds for a submitted or imminent external proposal.
- b. Travel to attend a professional meeting, PI or Co-PI salary, and publication charges.
- c. Sole-source support of a student's thesis or dissertation completion.

Contact for questions: wcha@uga.edu