

## Faculty Research Grants in Humanities and Arts Guidelines, Revised January 2026

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

Please note: If you are considering the use of **Generative AI tools** in preparing a grant application you must explicitly state so. You must also explicitly state why the use of these tools is critical to the advance of your research or creative project. The [Office of Research](#) offers guidelines around research integrity and safety issues related to Generative AI tools. If you use such tools in an application you must confirm you have consulted this guidance. If a proposal is found to have used Generative AI tools without these disclosures it will be rendered ineligible.

### 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 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. **PERSONAL STATEMENT.** 1 page limit. Applicants must submit a brief Personal Statement of up to one page describing your intellectual trajectory as a scholar and/ or artist, and explaining how a FRG will help you in this journey.
2. **PROJECT SUMMARY.** 4 page limit (max 1000 words). The Project Summary is a concise description of the work you plan to develop or undertake with FRG funds. It should describe clearly the nature of that work, its significance and its planned outcomes. This should include an indicative timeline for the work during the period of funding. Up to two additional pages of images, musical scores, or other similar supporting non-text materials can be incorporated within the statement or uploaded as separate attachments.
3. **DETAILED BUDGET.** (See the Budget Development section for detailed instructions.)

4. BUDGET JUSTIFICATION NARRATIVE. (See the Budget Development section for detailed instructions.)
  
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.

### **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 \$10,000. 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. Student Employees - graduate assistantships, training grant recipients, fellowships.
    - ii. 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.

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