

COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR ARTS AND SCIENCES
BRUNO BOSTEELS, DEAN OF HUMANITIES | MIGUEL URQUIOLA, DEAN OF SOCIAL SCIENCE

Guidelines and Application Form Hettleman 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. Grants are not made on a competitive basis.

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 Arts & Sciences in the Division of Social Science, the Division of Humanities, or the School of the Arts.

The applicant must have a PhD or its equivalent. A total of \$6,000 is available for every eligible faculty member. Faculty may apply for smaller amounts over the course of multiple summers, up to the total of \$6,000, or request the entire amount for use in a single summer.

Recipients have the option to accept the award in one of two ways:

Option A) The award, which is non-tax-exempt, will appear in either 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 \$6,000 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 2024. This research account is to be used in accordance with University business expense policies and procedures as posted here: policylibrary.columbia.edu. For further 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 will be available for you to use until they are spent down.

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All publications that result from research done under the auspices of an Arts and Sciences grant should contain appropriate acknowledgment. The precise form of this acknowledgment is not specified, but the reference should be to “the Columbia University Hettleman Summer Grant Program in the [Humanities / Social Sciences / School of the Arts].”

Application Materials and Instructions

The application will contain:

- A cover sheet with the signatures of the applicant and the Chair of the applicant’s department (see attached).
- A brief description of the proposed research (maximum length of two double-spaced pages), including a budget narrative.

The description of the proposed research should include an overview of the project and a work plan for the summer. It should also include a brief budget narrative naming the amount of support requested and the manner in which it will be spent.

Applications for the summer of 2025 should be submitted no later than midnight on Monday, April 7, 2025. Late proposals will not be accepted. Awards will be confirmed in May.

Faculty in any of the 13 Humanities departments and in the School of the Arts should send their applications to Jessica Lilien, Director of Decanal Affairs in the Humanities, at jl3880@columbia.edu.

Faculty in any of the 6 Social Science departments should send their applications to Jack Reilly, Director of Decanal Affairs in Social Science, at jr2813@columbia.edu.

Please direct any questions about the program and the application process to Jessica Lilien or Jack Reilly.

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

Date: _____

Name: _____

Email address: _____

Department: _____

Current Rank: _____

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

No

Yes

In year: _____

For the amount of: _____

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

Option A (lump sum) in the amount of: _____

Option B (research account) in the amount of: _____

Signature of Applicant

Signature of Department Chair

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

Applications for the summer of 2025, completed and with all signatures, should be submitted no later than **Monday, April 7, 2025**. Funds will be made available before the end of May.

Faculty in any of the 13 Humanities departments and in the School of the Arts should send their applications to Jessica Lilien, Director of Decanal Affairs in the Humanities, at jl3880@columbia.edu.

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