**HUMANITIES INSTITUTE SUMMER GRANTS**

**(2025)**

**Deadline: 5 p.m. Feb. 14, 2025**

The Humanities Institute, College of Arts and Sciences, invites applications for summer

2025 competitive grants of up to **$5,000** each to enhance research and creative activities in the humanities. These grants will be awarded to scholars who are working in the humanities and who are presently engaged in a scholarly project that will enhance the reputation of the scholar, their department/college, and the university. These funds may be used for travel for research, archival work, essential project-driven equipment, publishing support, research assistance, or summary salary.

**Eligibility**:

1. Applicants must be current tenured or tenure earning faculty members in the College of Arts and Sciences. Scholarship in the humanities must fall within the broad definition established by the National Endowment for the Humanities.\*
2. Faculty members who received a Humanities Institute Summer Grant at full funding ($5,000) in 2024 will not be eligible. Those who received partial funding ($4,500 or less) in 2024, or who were funded in 2023, are eligible. However, preference will be given to faculty who did not receive an HI grant for either 2023 or 2024.
3. Grant recipients for Summer 2024 who have not provided a report on their grant activities will not be eligible.
4. Applicants who have accepted other grants or awards for Summer 2025 *for the same scope of work* are ineligible to accept an HI Summer grant. Successful HI applicants who receive other grants will be asked to show that the HI grant will be used to fund a different project, or a different aspect of the same project.
5. The research project must not be designed primarily for curriculum or educational

development, e.g. preparation of textbooks or course materials as ends in themselves.

1. HI Summer Grants are designed to enhance research at and for USF. A faculty member who leaves USF at the end of the year in which they receive notification of a grant cannot accept the funds, and must return them if already transferred. (E.g. grant is awarded in March 2025 for Summer 2025, after which the faculty member accepts a position elsewhere, to start Fall 2025).
2. Any unused summer grant money must be returned to HI at the end of October, 2025. CAS URAs will be assisting in this audit and return process. Extensions for travel may be granted on an individual basis.

**Evaluation Criteria**:

1. Relevance to the humanities
2. Potential to contribute to the applicant’s professional growth
3. Potential to contribute to the applicant’s discipline or field
4. Potential to contribute to the reputation of the department, college, or university
5. Feasibility and clarity of processes and activities for the funded portion of the project
6. Precise explanation of objectives for the proposal
7. Preference will be given to applicants below the rank of Full Professor
8. Preference will be given to applicants who use funding for activities other than summer salary
9. Late applications and applications that do not adhere to all requirements (including word counts) will not be reviewed

**Allowable costs:**

1. Travel for the applicant necessary to research the project. Travel to present at and/or attend a national/international conference is **not** covered under the grant.
2. Equipment and/or supplies required for the project. In the case of equipment, applicants must show that the equipment is not available to them through other channels at USF (e.g. AV services).
3. Operating costs directly related to the research, e.g. copying, postage, etc.
4. Appointment of personnel for tasks that directly support the research (e.g. transcription).
5. Summer salary, **including fringe benefits**; grant cannot, however, supplement regular summer salary over 100%. If used as salary, HI grants are subject to taxes in the same way as any other income.

**Application Review Procedures:**

Each proposal will be reviewed by multiple members of the HI Faculty Advisory Board and 2024 Summer Grant Recipients, with recommendations made to the Director of the Humanities Institute.

Applicants will *not* receive individualized comments with their grant decision.

**Application [Please submit electronically as a single pdf document that includes the following]**

1. Cover sheet (attached)

2. Description of Project

3. Budget

4. Funding Disclosure

5. Scholar’s CV, not to exceed **2** pages

**Submit to:**

CAS Humanities Email: cas-huminst@usf.edu

Copy to Director Elizabeth Kicak: ekicak@usf.edu

\*According to the 1965 National Foundation on the Arts and the Humanities Act, “The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

**Humanities Institute Summer Grant [Cover Page]**

**2025**

Name (Last, First) Click here to enter text.

USF Employee #: Click here to enter text.

USF Phone: Click here to enter text. Home or Cell Phone: Click here to enter text.

Department: Click here to enter text.

Address: (USF) Click here to enter text.

(Home) Click here to enter text.

(E-mail) Click here to enter text.

Title of Project Click here to enter text.

Faculty rank [ ] Assistant Professor [ ]  Associate Professor [ ]  Full Professor

Did you receive a Humanities Institute Summer Grant? [ ]  2024 [ ]  2023

Name and contact information for staff person who will handle grant:

Click here to enter text.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Digital signature accepted)

**Deadline and Submission: The deadline for receipt of applications is 5 p.m. Feb. 14, 2025**.

**Submit application electronically to:**

**cas-huminst@usf.edu**

**ekicak@usf.edu**

All recipients of the summer research grants must submit a report following the completion of the summer segment of the project (**due October 10, 2025)**.

Description of Project **(Maximum 1,000 words, double-spaced)**

Provide an overview of the project’s significance to the humanities and its potential contribution to your professional development and the advancement of your discipline. Include objectives, specific activities, and anticipated results for the funded portion of this project. It is important to explain clearly and realistically what you hope to achieve during the grant period (e.g. chapters of ongoing book; article(s) completed). *Remember that some or all of the proposal reviewers will be from outside your discipline; your writing should be accessible and free of jargon.*

Budget

List all estimated costs of your project, and detail how you intend to use the requested funds.

Funding Disclosure

List all financial support you have received, or plan to apply for, to support this project and identify how the HI Summer grant would be used for a unique scope of work.