



## NATIONAL ENDOWMENT FOR THE HUMANITIES

### DIVISION OF RESEARCH PROGRAMS

# SCHOLARLY EDITIONS AND SCHOLARLY TRANSLATIONS

## FREQUENTLY ASKED QUESTIONS

### Program Description

**1. How many collaborators must a project involve to qualify for a Scholarly Editions and Scholarly Translations Grant?**

Scholarly Editions and Scholarly Translations projects must involve at least two scholars.

**2. Would a new edition or translation of a work be eligible for support if an earlier edition or English-language translation already exists?**

Yes, but you must make the case for such a project by explaining in the narrative the problems or inadequacies of the earlier work and how your project would solve the problems or remedy the inadequacies.

**3. Does this program support the translation of works from English into another language?**

No. This program supports only critical editions in their original language or translations into English with a new critical apparatus.

**4. We want to digitize a critical edition that has already been published in English or translate a critical edition that has been published in another foreign language without adding new annotations or any other new editorial content. Would this program support such projects?**

No. The program supports editorial projects that are adding a new scholarly editorial apparatus whether they are print or digital projects.

**5. Are projects that create digital tools, databases, visualizations, and maps for an edition appropriate for this program?**

No, not unless the project is primarily producing a new edition or translation with scholarly apparatus.

**6. Our project is at an early stage of development. Can we apply for support for planning activities through this program?**

Yes. This program supports editions and translations projects at any stage of development, but organizations applying for planning stage projects must limit the period of performance to two years and may request up to \$65,000 in outright funds.

**7. If our project is at a planning stage, can we request three years of support and the maximum of \$300,000 in outright funds?**

No, projects that are at a planning stage may request up to two years of support and no more than \$65,000.

**8. What kinds of activities may be paid for with NEH funds for early stage projects?**

If your project is at a planning phase, you may request funds to collect and evaluate materials for your edition or translation, determine the size and scope of the corpus, establish editorial and translation policies, evaluate target audiences, select and meet with collaborators and consultants, and decide on appropriate dissemination and digital sustainability plans. You may use NEH funds, for example, to pay salary, travel to evaluate collections and speak with humanities experts, and supply consultant fees to solicit advice for the planning of an edition or translation.

**9. Does NEH require that all Scholarly Editions and Scholarly Translations projects be published online and with free online access?**

No. Although NEH encourages online publication, especially for new projects, editions and translations need not be published online. Applications for projects that intend only print publication are eligible. For further guidance, applicants should consult the Notice of Funding Opportunity (specifically, the instructions for the Project Narrative under the “Final product and dissemination” heading).

## **Award Information**

**10. We are working on an ongoing project. What is the maximum period of performance and award amount we may request?**

You may apply for up to three years of funding and up to \$150,000 per year if you request at least \$50,000 per year in matching funds. Applicants whose projects are at a planning stage may apply for up to two years of support and up to \$65,000 in outright funds. See section B2 of the Notice of Funding Opportunity for additional information.

**11. We plan to apply for a period of performance of 18 months. May we ask for \$200,000 in outright funding?**

No. Periods of performance for partial years must be prorated by month up to the maximum of \$100,000 per year in outright funds. As a reminder, applicants whose projects are at a planning stage may apply for up to a two-year period of performance and up to \$65,000.

**12. May we ask for \$450,000 in outright funds for three years?**

No, the total of amount of outright funds you may request is \$300,000 for 3 years. If you wish to request \$450,000, you must request at least \$150,000 in matching funds and describe how you will raise matching funds in the [budget justification](#), including the likely source(s) for meeting the match.

**13. Our project can raise more than \$50,000 per year in matching funds. Can we request more than \$50,000 in matching funds per year?**

Yes, you can request more than \$50,000 per year in matching funds, provided the total amount of funds requested (outright and matching combined) does not exceed \$150,000 per year and \$450,000 for three years.

## **Eligibility**

**14. I am not a U.S. citizen. Am I eligible to serve as a project director in this program?**

Yes. You may serve as the project director on a proposal submitted by an eligible U.S. institution.

**15. I am a U.S. citizen without an institutional affiliation. Am I eligible to apply for an award this program?**

No. Only eligible U.S. institutions may apply.

**16. Our project involves collaboration with scholars from another country. May we include payments to such personnel in the project budget?**

Yes. Scholars may be from other countries, and payments to such personnel may be included in the project budget. Please explain the need for and benefits of involving scholars at non-U.S. institutions. See section C3 of the Notice of Funding Opportunity for additional information for projects that include international collaboration.

**17. Do I need to have an advanced degree such as a Ph.D. to apply as a project director for a Scholarly Editions and Scholarly Translations Grant?**

No. However, your résumé should include publications, presentations, and other related experience that demonstrate your qualifications to carry out the project that you are proposing. Students currently enrolled in an academic program are not eligible to serve as a project director or co-directors.

**18. May an institution submit more than one application to this program?**

Yes, an institution may submit multiple applications for distinctly different projects provided they are led by different project directors and co-directors. Overlapping project costs between two or more applications for federal funding and/or approved federal award budgets is not permitted.

**19. May a project director or co-director submit more than one application to the Scholarly Editions and Scholarly Translations programs?**

No. Project directors or co-directors may be named as directors on only one application to the Scholarly Editions and Scholarly Translations program for each deadline.

**20. May a project director or co-director serve as the project director or co-director for more than one Scholarly Editions and Scholarly Translations award at any one time?**

No. Project directors and co-directors may only serve as project director or co-director on one Scholarly Edition and Scholarly translation award at any one time. They may apply for another while directing an award provided the periods of performance will not overlap.

**21. May a project director or co-director serve as a project director for more than one award from the NEH Division of Research Programs at a time?**

Yes, they may, provided the director and co-directors do not commit to more than full-time work for the total time work commitments. Project directors and co-directors may not, however, hold full-time awards such as NEH Fellowships or Summer Stipends in combination with Scholarly Editions and Scholarly Translations awards during the period of performance.

## **Application Preparation and Submission Information**

**22. Until what time can we apply on the day of the deadline?**

You may apply until 11:59 p.m., Eastern Time, on the day of the deadline (see section D4 of the Notice of Funding Opportunity). However, NEH strongly recommends that you submit your application 48 hours before the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on federal holidays), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov). For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.

**23. I am the lead scholar on a project, but my institution wants to designate an administrator or a press official to serve as the project director. Is that allowed?**

No. The project director must be the lead scholar, not an administrator or press representative. An administrator or press representative may, however, be designated as a co-director. See section C3 of the Notice of Funding Opportunity for additional information.

**24. Neither my collaborators nor I will be able to work on our project during the academic year. Would our application be competitive if we only plan to work on the project during the summers?**

No, such a project is unlikely to be competitive. The Scholarly Editions and Scholarly Translations program supports sustained, full-time or part-time activities over the course of one to three years. Editorial or translation work that is only conducted during the summer or for part of the year is not sustained activity.

**25. Must we have a contract with a publisher before applying?**

No. Applications without a publication contract can be successful provided there are specific, appropriate, and feasible plans to disseminate the results.

**26. We have some supporting materials that are not in a digital format. How can we submit them?**

You must convert all supporting materials, including samples, into PDF files. Review the instructions for using the Attachments Form in the Notice of Funding Opportunity and refer to the Application Components Table.

**27. We expect to receive some supporting materials after the deadline. Can they be added to our application?**

No. Additional materials may not be added to an application after the deadline.

**28. May the project director also serve as the institutional grant administrator?**

No. As a matter of NEH policy, the same individual may not serve as both the Project Director and Primary Contact/Grants Administrator.

## **Budgets**

**29. My collaborators and I are working on an application to be submitted by my university, and we have questions about the budget for our project. Who can we contact for help?**

You should begin by contacting the sponsored programs office at your institution, which will be familiar with the budget form and federal requirements. If your sponsored programs office has questions about administrative requirements or unallowable costs, they can contact the Office of Grant Management directly at [grantmanagement@neh.gov](mailto:grantmanagement@neh.gov).

**30. Some of the items on our budget form can't be explained in the space available. Can we submit an additional written explanation for these items?**

Yes. You must include a budget justification, which briefly describes the amounts requested for each line item of the budget. The budget justification document must specifically describe how each item will support the achievement of the proposed objectives. The budget justification is attached to the Research and Related Budget. Prospective applicants may consult with the NEH

Office of Grant Management at [grantmanagement@neh.gov](mailto:grantmanagement@neh.gov) to avoid requesting budget items that NEH cannot support.

**31. How do we explain our voluntary cost-sharing arrangements and third-party contributions?**

Provide this information in the budget justification. Please discuss there your plans to raise matching funds, including who will perform fundraising activities, how much time will be devoted to fundraising, and the expected source(s) of funding, either specifically (if already known) or generally.

**32. Members of our project team travel regularly to the national conference for our discipline and present research from our current NEH award. May we charge these costs to the project budget?**

No. The program does not provide funding for attendance at annual meetings of professional organizations or other regularly scheduled academic conferences, even for the purposes of project dissemination.

**33. May we use project funds for concluding conferences or public events to disseminate the results of the project?**

No. Meetings, conferences, and other uses of travel funds must be for the purposes of work leading to the production of the edition and not for publicizing or celebrating the conclusion of the project.

**34. May we request funding for computers and peripherals in our project budget?**

No. As a matter of programmatic policy, the purchase of computers and peripherals equipment is not allowable in this program.

**35. We plan to hold a workshop to train team members in working with texts they have not encountered before. Is this an allowable cost?**

Yes. If necessary, you may provide essential training in editorial practice to students and volunteers; they may receive either academic credit or financial compensation, but not both.

## **Application Components**

**36. What constitutes a good title for my project?**

Your title should be brief (not exceeding 125 characters, including spaces and punctuation) and descriptive of the project. It should also be free of specialized language that might not be understood by the general public. Note that any material exceeding 125 characters and spaces will be automatically deleted during submission. NEH reserves the right to re-title funded projects that do not follow agency guidelines. Award recipients, however, are permitted to use their preferred title for any award products.

**37. We do not yet have any samples of annotated work from our project. May we submit samples of work from previous publications?**

No. In order to be able to evaluate your project, samples are required from both the original texts that will be worked on and the final annotated text (in the original language and, when applicable, in translation) from the proposed period of performance.

## **Application Review**

**38. What technical assistance is available for all applicants?**

The staff of the Scholarly Editions and Scholarly Translations program is available to answer your questions. All applicants are encouraged to visit the [program resource page](#), where you will find the Notice of Funding Opportunity and sample narratives from funded proposals. You may also submit a draft, following the instructions and adhering to the deadlines found in section D4 of the Notice of Funding Opportunity. Applicants with questions may contact staff by telephone (202-606-8200) or e-mail ([editions@neh.gov](mailto:editions@neh.gov)).

**39. We applied for an award last year and were unsuccessful. Will this affect our chances for funding if we apply again this year?**

No. NEH regards all applications as new applications. Previous unsuccessful applications are considered confidential. The fact that you have applied previously will not be disclosed to the reviewers by NEH staff.