NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Funding Opportunity Title: Public Scholars

Funding Opportunity Number: 20221130-FZ

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.160

Application Deadlines:
November 30, 2022
November 29, 2023

Ensure your Grants.gov registration and password are current. NEH will not grant deadline extensions for lack of registration.

Division of Research Programs
Telephone: 202-606-8200
Email: publicscholar@neh.gov
Federal Relay: 7-1-1

Executive Summary

The National Endowment for the Humanities (NEH) Division of Research Programs is accepting applications for the Public Scholars program. The program offers grants to individual authors for research, writing, travel, and other activities leading to the creation and publication of well-researched nonfiction books in the humanities written for the broad public. It encourages non-academic writers to deepen their engagement with the humanities by strengthening the research underlying their books, and it encourages academic writers in the humanities to communicate the significance of their research to the broadest possible range of readers.

Funding Opportunity Title	Public Scholars
Funding Opportunity Number	20221130-FZ
Federal Assistance Listing Number	45.160
Application Deadlines	November 30, 2022, 11:59 p.m. Eastern Time November 29, 2023, 11:59 p.m. Eastern Time
Anticipated Award Announcements	**2022 deadline**: August 2023 **2023 deadline**: August 2024
Anticipated FY 2023 and FY2024 Funding	Approximately $1,500,000 per deadline
Estimated Number and Type of Awards	Approximately 25 grants per deadline
Award Amounts	Up to $60,000 ($5,000 per month)
Cost Sharing/Match Required	No
Period of Performance	Six months to one year. **2022 deadline**: projects must start between September 1, 2023, and September 1, 2024. **2023 deadline**: projects must start between September 1, 2024, and September 1, 2025.
Eligible Applicants	Individuals See C. Eligibility Information for additional information.
Program Resource Page	https://www.neh.gov/grants/research/public-scholar-program
Pre-Application Webinar	Wednesday, October 12, 2022, from 2-3 p.m. Eastern Time
Published	August 8, 2022

Table of Contents

A. Program Description

1. Purpose

The Public Scholars program offers grants to individual authors for research, writing, travel, and other activities leading to the creation and publication of well-researched nonfiction books in the humanities written for the broad public. Writers with or without an academic affiliation may apply, and no advanced degree is required. The program encourages non-academic writers to deepen their engagement with the humanities by strengthening the research underlying their books, and it encourages academic writers in the humanities to communicate the significance of their research to the broadest possible range of readers. NEH especially encourages applications from independent writers, researchers, scholars, and journalists.

The program welcomes projects in all areas of the humanities, regardless of geographic or chronological focus. The resulting books might present a narrative history, tell the stories of important individuals, analyze significant texts, provide a synthesis of ideas, revive interest in a neglected subject, or examine the latest thinking on a topic.

Books supported by this program must be written in an accessible style. They must clearly explain specialized terms and concepts and must frame their topics to have wide appeal. At the same time, they should be authoritative, carefully researched, and appropriately documented, making use of relevant primary and/or secondary sources and showing appropriate familiarity with relevant existing publications or scholarship.

Proposals for books directed primarily to professional scholars are unlikely to be competitive in this program.

The program supports projects at any stage of development. You may propose to complete your manuscript during the period of performance or at a later date. You may also seek support for the creation of digital or web-based products intended to supplement your proposed book.

NEH prohibits certain types of publications and activities from receiving support under this program. See [D6. Funding Restrictions](#) for unallowable publications and activities.

See [E1. Review Criteria](#) for the criteria NEH will use to evaluate applications under this notice.

2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#). Awards are subject the [NEH Public Scholars Program Terms and Conditions](#).

According to the [National Foundation on the Arts and the Humanities Act of 1965](#), "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 the 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."

Use the [Funded Projects Query Form](#) to find examples of NEH-supported projects.

[Learn more about NEH](#).

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice (as opposed to supplements or renewals). You may revise and submit a previously rejected application.

NEH will provide funding in the form of grants.

2. Summary of Funding

Award amounts

Successful applicants will receive a stipend of $5,000 per full-time month; the maximum award is $60,000 for a twelve-month period. You may work on your project part time or full time (or combine periods of part-time and full-time work). NEH will reduce awards to reflect the smaller time commitment when recipients work part time or for less than twelve months. The minimum award is $30,000, corresponding to six months of full-time work or the equivalent.

NEH anticipates approximately $1,500,000 to fund approximately 25 recipients per deadline. Successful applicants will be awarded outright funds. Outright funds awarded by NEH are not contingent on additional funding from other sources.

NEH will not determine the funding available each fiscal year until Congress enacts the final budget. This notice is subject to the availability of appropriated funds and is a contingency action taken to ensure that, should funds become available for this purpose, NEH can process applications and issue awards in a timely manner.

Period of performance

The period of performance must start on the first day of the month and end on the last day of the month.

Your period of performance must:

- be continuous
- be the equivalent of six to twelve full-time months. If you propose a time period of less than the equivalent of six full-time months, NEH will reject your application
- not exceed twelve months, even if it includes part-time work

You must:

- work at least half time on your project throughout your period of performance
- forego other major activities, including teaching, while holding a full-time award
- carry a reduced teaching load when working part time on your project, if you teach while holding an award

If you apply for this deadline....	Your project must start between...
2022	September 1, 2023, and September 1, 2024
2023	September 1, 2024, and September 1, 2025

The period of performance is the span of time during which you are committed to working on your NEH-supported project. You should request a period of performance that suits your schedule and the needs of your project. Requesting a period of performance shorter than twelve months will not improve your chances of receiving an award.

C. Eligibility Information

1. Eligible Applicants

The Public Scholars program accepts applications from individuals, whether they have an affiliation with a scholarly institution or not.

To be eligible to apply, you must have either:

- written as sole author a nonfiction book published by a university or trade press; OR
- written at least three articles or essays appearing in general-interest publications that reach a large national or international audience. The articles or essays may be published either in print or electronically.

You must list the relevant publication(s) on your résumé, providing a citation sufficient to identify the work(s). NEH will reject your proposal if you fail to do so.

You may not meet this requirement with a co-authored volume, an edited collection of essays or anthology, a scholarly edition, a translation, a dissertation, a book that has not been published by the application deadline, or a self-published book. (Self-published books include books published by a press that requires payment from the author to the press as a condition of publication.) Nor may you meet the requirement with podcasts or other audio broadcasts (even if preserved in transcription), self-published or co-authored articles or essays, or writings appearing in publications aimed primarily at readers with a professional interest in the material, including peer-reviewed academic journals, or edited volumes of essays or articles.

In addition, you must meet the conditions below to be eligible to apply.

Citizenship

U.S. citizens, whether they reside inside or outside the United States, are eligible. Foreign nationals who have lived in the United States or its jurisdictions for at least the three years immediately preceding the application deadline are also eligible. Foreign nationals who take up permanent residence outside the United States any time between the application deadline and the end of the period of performance will forfeit their eligibility. It is permissible to leave the U.S. on a temporary basis.

Currently enrolled students

While you do not need to have an advanced degree to apply, you are ineligible if you are currently enrolled in a degree granting program.

Dissertation and thesis revisions

You may not request funding for a project based on a completed dissertation or master's thesis.

Projects previously supported by NEH

NEH will not fund a project that has been previously supported by a Fellowship, a Public Scholars award or an Award for Faculty. You may, however, apply for funding for a project previously supported by a Summer Stipend, provided that the award would support different tasks. If you submit an application to the Public Scholars program for a new or subsequent stage of a project for which you received a Summer Stipend, NEH will review the accomplishments from the previous award to determine whether the project is likely to result in a book of broad interest to a general audience.

NEH evaluates applications for each stage of a project independently using the same criteria it applies to the other applications in that competition.

Collaborative projects

The Public Scholars program is designed for individual researchers. You may not divide an award between team members. If you are seeking funding for a co-author, each person must submit a separate application specifying their individual contribution and each applicant must independently meet the eligibility requirements, including the requirement for previous publications. Both applications must clearly explain how the collaborators will divide the work and the extent to which each author's contribution depends on that of the other(s). NEH panelists will evaluate each application on its own merits.

Applicants who are seeking funding only for themselves but who are working as part of a collaborative team are eligible. The application must clearly explain how the collaborators will divide the work and the extent to which each collaborator's contribution depends on that of the other(s). Applicants with an institutional affiliation who are working as part of a collaborative team should consider applying to the Collaborative Research program.

2. Cost Sharing

Cost sharing is not required in this program.

3. Other Eligibility Information

You may compete concurrently in the Public Scholars program and the following NEH programs for individuals in a given year:

- Fellowships or NEH-Mellon Fellowships for Digital Publication
- Awards for Faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities, or Tribal Colleges and Universities
- Summer Stipends
- Dynamic Language Infrastructure - Documenting Endangered Languages Fellowships
- Fellowships for Advanced Social Science Research on Japan

You may also apply for an NEH-funded fellowship offered by an independent research institution.

Each competition has distinct application requirements. Follow the instructions in the relevant Notice of Funding Opportunity.

Concurrent grants from other organizations

If you receive a Public Scholars award, you may simultaneously hold fellowships or grants from other institutions in support of the same project during the period of performance. You may be on sabbatical (paid or unpaid). You may also accept an advance from a publisher.

Organizations

Organizations are not eligible to apply on your behalf and NEH will not transfer awards to your institution. If you elect to have the stipend paid through your institution, the institution must remit all NEH funds to you. It may not take an institutional allowance or claim indirect costs.

Other restrictions

- If you submit more than one application prior to the application deadline (including submitting to the wrong funding opportunity number or making corrections or updates), NEH will accept your last validated submission, under the correct funding opportunity number, prior to the Grants.gov application deadline as the application of record.
- You may not hold two or more NEH individual awards with overlapping periods of performance (for example, a Fellowship and a Summer Stipend) or in support of the same tasks. NEH will not delay the period of performance beyond the stated timelines of this NOFO to prevent overlap between individual awards.
- You may not work on a project supported by an NEH institutional award as either a project director or team member during the period of performance of an NEH individual award that you are holding full time.

NEH does not make awards to other federal entities. If your project is so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities, it is ineligible. You may use funds from, or sites and materials controlled by, other federal entities in your project.

Except for the rare cases covered by its late submission policy, NEH will not consider applications submitted after the deadline.

NEH will not consider incomplete, nonresponsive, or ineligible applications for funding.

NEH will not consider applications that exceed page limits or violate formatting instructions. See the Application Components Table.

D. Application and Submission Information

1. Application Package

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20221130-FZ. There is also a link on the program resource page.

Once you have located the funding opportunity in Grants.gov, you will find the application package under the "Package" tab. It includes a series of required and conditionally required forms. You will upload additional application components using the Attachments Form.

Contact publicscholar@neh.gov to request a paper copy of this notice.

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 7-1-1.

2. Content and Form of Application Submission

Your application will consist of a series of forms included in Grants.gov Workspace and other components that you will prepare and upload using the [Attachments Form](#). The Application Components Table below will help you prepare a complete application. A budget is not required in this program.

In addition to submitting the forms and attachments listed in the Application Component Table, you should arrange for two separately submitted letters of reference. Instructions for the letters of reference appear below under [D7. Other Submission Requirements](#).

If you do not submit all required and relevant conditionally required components listed in the table, **NEH will not review your application.**

Take note of the page limits and formatting instructions in this notice. **NEH will not review applications that exceed mandatory page limits or violate formatting instructions.**

Do not include attachments other than those required or conditionally required in this notice. If you do, NEH will reject your application.

Unless otherwise stipulated in specific instructions, attachments must conform to the following formatting requirements:

- pages no larger than standard letter size (8 ½" x 11")
- at least one-inch margins on all sides for all pages
- a font size no smaller than 11-point
- single-spacing
- recommended fonts: Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style is acceptable; citations are included in page counts

NEH has assigned each application component one of the following designations:

- Required: You must submit this component.
- Conditionally Required: You must submit this component if your proposal meets the specified conditions.
- Recommended: NEH encourages, but does not require, you to submit this component.

Application Component Table

Application Component	File Name	Designation	Page limit
Grants.gov forms			
SF-424 Application for Federal Assistance - Individual		Required	
NEH Supplemental Information for Individuals Form		Required	
Project/Performance Site(s) Location Form		Required	
Attachments Form		Required	
Attachments			
1: Narrative	narrative.pdf	Required	3 pages (mandatory)
2: Work plan	workplan.pdf	Required	1 page (mandatory)
3: Bibliography	bibliography.pdf	Required	1 page (mandatory)
4: Résumé	resume.pdf	Required	2 pages (mandatory)
5: Writing sample	writingsample.pdf	Required	See instructions. (mandatory)
6: Publisher's letter of interest of commitment	publisherletter.pdf	Recommended	
7: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	

SF-424 Application for Federal Assistance – Individual

This form requests basic information about you and your proposed project. Items **1**, **2**, and **4** will be automatically filled in; leave item **3** blank.

5a-d. Applicant Information

Provide your name, telephone number, email address, and mailing address. You must include an email address in the "Email" field, even though it is not highlighted as a required field. NEH will use this address to notify you of the outcome of your application.

Provide your mailing address. Your ZIP code must include the four-digit extension preceded by a hyphen. If you do not know your four-digit extension, use "-0000" (four zeros). Indicate your citizenship status with an "X."

Provide your congressional district by giving your two-character state abbreviation followed by a hyphen and your three-character district number. For example, if you live in the 5th congressional district of Alabama, enter "AL-005." If you live in a state or U.S. jurisdiction that does not have districts, enter "000" in place of the district number. If you live outside the U.S., enter "00-000."

6. Project Information

a. Project Title: Provide your project's title. It should be brief (no more than 125 characters, including spaces). Your title should be descriptive of the project and easily understood by the

general public. If possible, include places and dates indicating a project's scope. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but you may use your preferred title for any award products.

b. Project Description: Provide a brief description of your project. It should be written for a non-specialist audience and should make clear the importance of the proposed work for the humanities. This description will appear on your application cover sheet and will serve as a project abstract during the review process. Do not exceed one thousand characters, including spaces. If you exceed one thousand characters, including spaces, Grants.gov may reject your application or cut off your project description at the thousand-character limit.

c. Proposed Project: List the start and end dates for your period of performance. Because award amounts depend on the number of months of work that you specify, the dates that you enter here will determine the maximum amount of your award. For more information on how NEH calculates awards, see B2. Summary of Funding. You may change your start and end dates if you receive an award, but the change must not increase the approved amount or reduce it below $30,000.

7. Signature
By clicking on the "I Agree" box, you certify the following:

1) You are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, and have not—within the three years preceding the submission of this application—been convicted of or had a civil judgment rendered against you for commission of fraud or a criminal offense in connection with a public (federal, state, or local) transaction or a contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or default; and are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses. See 2 CFR 180 and 3369.

2) You are not delinquent in the repayment of any federal debt or you are providing explanatory information about any delinquency. Examples of relevant debt include student loans, delinquent taxes, delinquent child support payments, and delinquent payroll taxes for household or other employees. See OMB Circular A-129.

3) You will comply with the Public Scholars Terms and Conditions.

Click the "Save" button at the top of the form to save your work and return to the main menu.

NEH Supplemental Information for Individuals Form
This form requests additional professional information about you, your institution (if affiliated), and your references.

Field of Project
Using the drop-down menu, indicate the field(s) of your project. You may select one, two, or three fields. If you select more than one, list the primary field first. Program staff will consider this information when assigning your application to a review panel.

Project Director Field of Study

Using the drop-down menu, choose the field of study that best describes your area of expertise.

Address Information

Indicate whether the address you provided on the [Application for Federal Assistance SF 424 – Individual](#) form is your home or work address.

Institutional Affiliation

If you are not affiliated with an institution of higher education, click "No" and continue to the Status section. If you are affiliated with an institution of higher education, complete the information for that institution. If you have an institutional affiliation, you must include your institution's Unique Entity Identifier (UEI), omitting hyphens. You can request this number from your institution's sponsored research office. It ensures that NEH identifies your institution correctly on the cover sheet we attach to your application.

Status

You do not have to be a professional scholar in order to apply to this program. However, for purposes of processing, indicate your status as a "junior scholar" or "senior scholar." If you are seven years or fewer beyond the day you received your highest formal degree, choose "junior scholar." If you are more than seven years beyond the day you received your highest degree, choose "senior scholar."

Reference Letters

Provide the names, email addresses, and affiliations (if applicable) for your two references. **Enter only one email address for each letter writer.** If you provide two email addresses for a reference, NEH will be unable to contact that person. You are responsible for providing accurate email addresses. NEH's grants management system will use the addresses exactly as you enter them.

NEH will contact your letter writers on or about January 9 to request their letters.

See [D7. Other Submission Requirements](#) for more details on submitting reference letters and confirmation of their receipt by NEH.

Nominating Official

Leave this section blank.

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will occur **during the period of performance**. This form allows you to list multiple performance sites. You may view instructions for each data element by positioning your cursor over the blank field.

Include only sites where you are reasonably certain at the time of application that you will conduct project activities. It is possible to add sites later. For "Organization," you may substitute a brief description of locations that do not have a formal organizational name (e.g., "Residence of applicant" or "Interview site in Chicago to be determined"). You may omit the UEI (Unique Entity Identifier) for locations that do not have one.

Provide your [congressional district](#) by giving your two-character state abbreviation followed by a hyphen and your three-character district number. For example, if you live in the 5th

congressional district of Alabama, enter "AL-005." If you live in a state or U.S. jurisdiction that does not have districts, enter "000" in place of the district number. If you live outside the U.S., enter "00-000."

The form has space for 300 sites. If your project includes additional locations, list them in a separate document. Save the document as a PDF named additionallocations.pdf and attach it under "Additional Locations."

Attachments Form

This form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).** Convert all non-PDF files (e.g., Word, Excel, images, etc.) to PDFs. If an attachment contains multiple documents, merge them into a single file. Be aware that, occasionally, converting a document to PDF may alter its length. If applicable, you must ensure that all attachments are within the mandatory page limits.

Do not attach portfolios containing multiple PDFs.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures). Remove these features ("flatten" these files) before uploading to Grants.gov.

Consult the Application Components Table to name and sequence your attachments so that NEH can easily identify them. Grants.gov may reject your application if file names are more than 50 characters; if you use the same name for multiple files; or if file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign.

Grants.gov may accept and validate your application even if you are missing required components or have formatted them incorrectly. You must ensure that you have formatted, attached, and submitted all required components correctly. If you have not, NEH may reject your application as incomplete or nonresponsive.

Learn about Adobe software compatibility with Grants.gov and ensure that you can use your version of Adobe Acrobat Reader to download, complete, and submit your application.

Attachment 1: Narrative (required)

The narrative provides a comprehensive framework and description of the proposed project. It should be succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

You must limit the narrative to three single-spaced pages with one-inch margins and a font size no smaller than eleven points. Images, charts, diagrams, footnotes, and endnotes are allowed if they fit within the three-page limit.

Name the file narrative.pdf.

NEH has aligned each section of the narrative with corresponding review criteria. In accordance with Review Criterion 4, the entire narrative and writing sample will be evaluated for clarity of expression.

Successful applications will contain the information below. Use the following section headings for the narrative.

Significance and contribution (aligns with [review criteria 1 and 3](#))

Describe the significance and appeal of the proposed project for general audiences. Explain why your topic matters, and why it will be of interest to general readers. Summarize the project, explaining its scope and the basic ideas, problems, arguments, questions, texts, people, and/or events that it will explore. Discuss how it relates to previous work on the topic and how your work makes a new contribution.

Sources and organization (aligns with [review criteria 1 and 3](#))

Discuss your sources and research materials. Explain how you will use appropriate primary and/or secondary sources, including such things as historical or contemporary documents or other writings, artifacts or objects, literary or artistic or cinematic or visual works, print or digital publications or other digital resources, interviews, observation (including participant observation), the administration of surveys or questionnaires, or other fieldwork. Explain how you will locate or select your sources and how they will support your treatment of the topic.

Explain how you plan to organize your book. Provide a chapter outline, with brief explanations of each chapter's contents.

Competencies, skills, and access (aligns with [review criteria 2 and 5](#))

Explain your competence in the area of your project and describe your experience in conveying scholarship to, or otherwise writing for, a broad audience. If the subject is new to you, explain your reasons for working in it and your qualifications to do so. Specify your level of competence in any language or skills needed for the study. If relevant, specify the arrangements for access to archives, collections, or institutions that contain the resources you need, or for interviews with relevant people. If you are proposing work with a collaborator, indicate that person's competencies. If you are proposing a biography of a living person, discuss the degree of cooperation you have from that person and how this affects your project.

Final product and dissemination (aligns with [review criteria 1 and 5](#))

Describe your final product(s) and the audience(s) you aim to reach. Discuss why your treatment is appropriate to the subject matter and audience.

Indicate when you expect to submit the project for publication and when you expect the book to appear. If you have a publisher, describe your plans to disseminate and market the book, explaining how you will reach general readers. If you do not have a publisher, describe your plans to secure one. If you propose creating supplemental digital materials, discuss their technical specifications and explain how you will support and maintain them beyond the period of performance.

Explain how you will handle the documentation of sources, and what form you expect the documentation to take. Briefly discuss how you will balance readability against the need for thoroughness and precision in your documentation of sources.

If the project involves publishing materials that are under copyright, indicate your plans for securing the necessary permission.

<table>
<tr><td colspan="2">Narrative Alignment

Each section of the narrative aligns with corresponding review criteria. Use this table to ensure you address all criteria. In accordance with <u>Review Criterion 4</u>, the entire narrative and writing sample will be evaluated for clarity of expression.</td></tr>
<tr><td><u>Narrative Section</u></td><td><u>Review Criteria</u></td></tr>
<tr><td><u>Significance and contribution</u></td><td><u>1</u> and <u>3</u></td></tr>
<tr><td><u>Sources and organization</u></td><td><u>1</u> and <u>3</u></td></tr>
<tr><td><u>Competencies, skills, and access</u></td><td><u>2</u> and <u>5</u></td></tr>
<tr><td><u>Final product and dissemination</u></td><td><u>1</u> and <u>5</u></td></tr>
</table>

Attachment 2: Work plan (required)

Present a schedule for the period of performance. Explain the tasks you expect to accomplish and your timeline for them. Explain how many months of support you are requesting and whether you propose full- or part-time work, or a combination of the two. If you propose part-time work, indicate the fraction of time you will devote to the project (e.g., half-time or three-quarters time). Specify the part or stage of the project that the award will support. Identify what, if any, parts of the project you have already completed. If you will not complete the project during the period of performance, state when you expect to complete it. State when you expect to submit the project for publication, and when you expect the book to appear.

Indicate where you will work and, if you will be in more than one location, how long you will spend in each.

If you are seeking funds as part of a larger collaborative project, clearly explain how you will divide the work and the extent to which each collaborator's contribution depends on that of the other(s).

Your work plan should not depend on factors outside your control, such as the receipt of an editors' comments by a particular date. If you plan to submit your manuscript to an editor or publisher before the end of the period of performance, explain what additional work the project will require after you submit the manuscript and why it merits support.

The work plan must not exceed one page. It must not include information that belongs in the narrative statement, such as a detailed chapter outline or discussion of your competencies and skills. You may present information in table form.

Name the file workplan.pdf.

Attachment 3: Bibliography (required)

The bibliography should list primary and/or secondary sources that relate directly to the project. If you propose work with archival materials, indicate the archive(s) in which they are held. If your sources include interviews, identify when they were conducted. Reviewers will use the bibliography to assess your approach to your topic and your knowledge of the subject area.

Any standard bibliographic format is acceptable. Items referenced in the narrative need not appear in the bibliography if the citation in the narrative enables readers to identify the work.

The bibliography must not exceed one page. Name the file bibliography.pdf.

Attachment 4: Résumé (required)

Your résumé should include the following information:

- name
- current and past positions
- education (list degrees, dates awarded, and titles of theses or dissertations)
- awards and honors, including dates. If you have received prior support from NEH, indicate the dates of these awards and the products that resulted from them.
- publications (provide full citations for publications and presentations, including your writing sample if it consists of published material)
- other relevant professional activities and accomplishments, including your level of competence in any relevant foreign languages.

Your résumé must not exceed two pages. Do not submit a narrative biographical statement instead of a résumé. Applications including a biographical statement instead of a résumé will be disqualified.

Name the file resume.pdf.

Attachment 5: Writing sample (required)

You must submit a writing sample. NEH recommends that you submit a draft chapter or partial chapter of the proposed book if possible. If a draft chapter is not available, a sample in the style of the proposed book is acceptable.

Your writing sample should demonstrate how the final product will read. If it is drawn from the proposed book, it should demonstrate how you will document your sources or contain a note explaining this.

You must submit your writing sample in one of two formats: as typescript or as a reproduction of previously published pages.

- **If you submit typescript, the writing sample must not exceed twenty double-spaced pages.** You must use a font no smaller than standard 11-point. You may include end notes or footnotes, tables, visual material, captions, a bibliography, and/or an explanatory headnote, provided they are contained within the allotted twenty pages.

- **If you submit a reproduction of published pages, the sample must not exceed 8,500 words** (the approximate equivalent of twenty double-spaced pages in eleven-point typescript). The sample may include end notes or footnotes, tables, visual material, captions, a bibliography, and/or an explanatory headnote. You may make abridgments to conform to the word limit, and you may include a brief note explaining what has been abridged. The total word count of all text, including such explanatory notes, must not exceed the 8,500-word limit.

If the sample has been published, you must indicate this and list the publication on your résumé.

If the sample includes material that will appear in the proposed book, indicate how the sample and the proposed book relate. For example, specify which chapter it is, whether it is a complete or partial chapter, or whether you will ultimately use parts of it in several different chapters.

You must be the author of the sample. It must not be co-authored, unless you are proposing a co-authored book, in which case you may submit a sample co-authored with your proposed collaborator.

The sample must not include more than one work or excerpts from more than one work. If it does, NEH will disqualify your application.

The sample may not include a table of contents, outline, or abstract of the proposed book or portions of it (this information belongs in the narrative).

Name the file writingsample.pdf.

Attachment 6: Publisher's letter of interest or commitment (optional)

If you have already explored publication arrangements, you may submit a letter of interest or commitment from a publisher. The letter should be from an official representative of the publisher. Letters of commitment should indicate the physical format(s) planned for the book, dissemination plans, and print-run expectations.

If you submit a letter, it must be included together with your other materials. It may not be submitted separately or added to your application after the deadline.

Do not include a copy of the book contract.

Do not include a copy of email correspondence with an editor or publisher.

Do not include a letter from someone other than a publisher's representative, such as your literary agent.

Name the file publisherletter.pdf.

Attachment 7: Explanation of delinquent federal debt (conditionally required)

If you are **delinquent** in the repayment of any federal debt, provide explanatory information including evidence that you have entered into a repayment agreement with the Internal Revenue Service, and that you are current on all payments due. Examples of relevant debt include **delinquent** student loans, taxes, child support payments, and payroll taxes for household or other employees. See OMB Circular A-129.

Name the file delinquentdebt.pdf.

3. Grants.gov Registration Process

Registering and creating an "individual applicant" profile

You must submit your application via Grants.gov Workspace. If you have not already done so, you must create a [Login.gov](#) user account to register and log in to Grants.gov. Login.gov is a secure sign-in service used by the public to sign in to participating government agencies. [Create and link your account now.](#)

If you are registering with Grants.gov for the first time, go to https://apply07.grants.gov/apply/register.faces.

Once you have registered at Grants.gov, you must add an "individual applicant" profile to apply to programs for individuals. Do this by clicking on the "My Account" link, then on "Manage Profiles" and "Add Profile." Refer to [Grants.gov's instructions for adding a profile](#).

You will not be able to apply to this program until you have added an "individual applicant" profile. Once you have successfully created an individual applicant profile, the "Apply" button on the Grants.gov opportunity page will be red. Otherwise it will be grayed out.

When you create your "individual applicant" profile, Grants.gov may automatically fill in the box for the unique entity identifier number with a default value. Do not change this number.

If you have already registered at Grants.gov and created an "individual applicant" profile, you will not need to re-register to submit your proposal. However, we encourage you to check your account ahead of the deadline to confirm that it is still active and that your password has not expired.

If you have problems registering with Grants.gov or adding an "individual applicant" profile, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov.

Additional registration information

You do not need to register in the System for Award Management (SAM). NEH will not process awards for individuals with delinquent federal debt or for individuals who have been suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any federal department or agency. To see if you have delinquent federal debt or other exclusions recorded in SAM, go to the [SAM website](#); click on "Search" then "All Domains" then "Entity Information" and then "Exclusions" from the drop-down menu. Finally, enter your information into the "Excluded Individual" field."

NEH may not make an award to an applicant until the applicant has complied with all applicable requirements and, if an applicant has not fully complied with the requirements by the time NEH is ready to make an award, NEH may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

NEH strongly recommends that you complete your registration at least two weeks before the application deadline. If you fail to allow sufficient time to complete registration with Grants.gov, you will not be eligible for a deadline extension or waiver of the online submission requirement.

4. Submission Dates and Times

This notice covers the 2022 and 2023 Public Scholars competitions. The deadlines are:

November 30, 2022, at 11:59 p.m. Eastern Time
November 29, 2023, at 11:59 p.m. Eastern Time

Applications must be complete, comply with length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.

Once the application deadline has passed, you may not make corrections or updates or add materials to your file.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. Check your Grants.gov application status.

When NEH receives your application, the agency will assign it a tracking number beginning with FZ-. A tracking number does not guarantee that your application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not correctly formatted, eGMS, NEH's electronic grants management system, will reject your application and notify you by email. eGMS cannot detect other errors such as missing components or excess pages.

NEH recommends you submit your application 48 hours prior to the deadline so that you have time to correct any technical errors eGMS detects or that you have discovered. It is your responsibility to correct any errors prior to the deadline.

NEH will not comment on the status of your application except regarding matters of eligibility, completeness, and responsiveness.

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under Executive Order 12372.

6. Funding Restrictions

You may not use awards made under this notice for the following purposes:

- research for doctoral dissertations or theses by students enrolled in a degree program
- revision of a dissertation or thesis
- preparation or revision of textbooks
- curriculum development
- development of teaching methods or theories
- educational or technical impact assessments
- historical fiction
- philosophical novels
- guidebooks, how-to books, or self-help books
- anthologies and edited collections of essays or primary source documents

- publications consisting primarily of transcribed interviews, oral histories, or responses to questionnaires
- projects devoted primarily to promoting or disseminating a completed book
- books for children or young adults
- graphic novels, works of graphic history, or other graphic nonfiction
- translations and scholarly editions
- creation of documentary films
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

NEH issues Public Scholars awards to individuals; indirect costs are unallowable. If you elect to have your Public Scholars award paid through your institution, it must remit all NEH funds to you. The institution may not take an institutional allowance.

See 2 CFR 200 Subpart E - Cost Principles for other unallowable costs.

7. Other Submission Requirements

You may solicit two letters of reference. Provide the names, email addresses, and (if applicable) affiliations for your two letter writers on the NEH Supplemental Information for Individuals Form. Provide only one email address for each letter writer in the relevant field. Letter writers should speak directly to the program's review criteria.

On or about January 9, NEH will send requests to your letter writers, asking them to submit their letters. Your references must submit their letters online by the deadline for that round of competition:

Application Deadline	Letter Deadline
November 30, 2022	January 24, 2023
November 29, 2023	January 23, 2024

Your publisher or prospective publisher is limited to writing a letter of commitment or intent and should not submit a letter of reference.

You are responsible for ensuring that your letter writers receive the NEH request and respond by the deadline. You are also responsible for providing your letter writers with relevant materials (such as a copy of the application). NEH will notify you by email when it receives each of your letters of reference.

Once NEH confirms that it has received your application, you may check the status of your letters by logging in to the secure area of NEH's website. Enter your NEH application number and your Grants.gov tracking number. You will be able to see the names and email addresses of your letter writers and whether they have submitted their letters. If necessary, you may send them reminders (including the upload link) from this site.

NEH will add late letters to your file when they arrive, but it is possible that reviewers will not take them into account. If you find that you must change one or both of your letter writers after the application deadline, contact program staff at publicscholar@neh.gov.

Elected government officials, NEH staff, and current members of NEH'S National Council on the Humanities may not serve as letter writers.

Missing reference letters will not disqualify an application from review.

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications under this notice:

1. **The appeal and intellectual significance of the proposed book for general readers** (corresponds to the "Significance and contribution," "Sources and organization," and "Final product and dissemination" sections of the narrative, as well as the writing sample and letters of reference).

2. **The applicant's record of research and experience in interpreting the humanities for general audiences** (corresponds to the "Competencies, skills, and access" section of the narrative, as well as the résumé and letters of reference).

3. **The quality of the conception, definition, organization, and description of the project; and the breadth and depth of the humanities research underlying the project** (corresponds to the "Significance and contribution," and "Sources and organization" sections of the narrative, as well as the work plan, bibliography, writing sample, and letters of reference).

4. **The quality of the writing sample and the applicant's clarity of expression** (corresponds to the writing sample and the narrative in its entirety).

5. **The feasibility and appropriateness of the proposed plan of work, the soundness and probable reach of the dissemination plan, and the likelihood that the applicant will complete the project** (corresponds to the "Competencies, skills, and access," and "Final product and dissemination" sections of the narrative, and the work plan, résumé, publisher's letter of interest or commitment, and letters of reference).

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness. The agency then conducts a peer review process for all eligible and complete applications.

Peer reviewers are experts in their fields with knowledge and expertise relevant to the project activities supported by the program. NEH instructs peer reviewers to evaluate applications according to the review criteria in this notice. Peer reviewers must comply with federal ethics rules governing conflicts of interest.

NEH program officers supplement the peer reviewers' comments to address matters of fact or significant points that the peer reviewers have overlooked. They then make funding

recommendations to the [National Council on the Humanities](#). The National Council meets at least twice each year to review applications and advise the NEH Chair. By law, the Chair has the sole authority to make final funding decisions.

Following NEH's public [announcement of funded projects](#), you may request copies of the peer reviewers' evaluations of your proposal by contacting [publicscholar@neh.gov](#).

[Learn more about the NEH review process](#).

3. Assessment of Risk and Other Pre-Award Activities

Following the Chair's initial selection of applications for support, the NEH Office of Grant Management (OGM) conducts a risk assessment for selected applications. OGM will consider the applicant's past performance, if applicable; confirm the applicant's continued eligibility; and evaluate compliance with public policy requirements.

OGM may request that you submit additional programmatic or administrative information or undertake certain activities in anticipation of an award. Such requests do not guarantee that NEH will make an award.

After completing its risk assessment, NEH will determine whether making an award would be consistent with the agency's risk management policy, whether it must impose any special terms and conditions, and what funding level is appropriate. NEH may elect not to make awards to applicants with management or financial instability that affects their ability to comply with the terms and conditions of the award ([2 CFR § 200.206](#)).

Award decisions are discretionary and are not appealable to any federal official or board.

4. Anticipated Announcement and Award Dates

NEH will notify you of the decision made on your application by email in:

- August 2023 (for proposals submitted to the 2022 deadline)
- August 2024 (for proposals submitted to the 2023 deadline)

This notification is not an authorization to begin performance or incur related costs. Successful applicants will be required to complete the NEH Individual Programs Acceptance Form, from which the payment schedule will be determined.

F. Federal Award Administration Information

1. Federal Award Notices

If your application is selected, the NEH Office of Grant Management will send award documents through eGMS Reach beginning in:

- August 2023 (for proposals submitted to the 2022 deadline)
- August 2024 (for proposals submitted to the 2023 deadline)

2. Administrative and National Policy Requirements

Awards are subject to the [NEH Public Scholars Terms and Conditions](#), and any specific terms and conditions that NEH places on the award in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

You must comply with [2 CFR §§ 180.335](#) and [.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

If you cannot attest to the statements in this certification, explain why not in [Attachment 7: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

As a taxpayer-supported federal agency, NEH strives to make the products of its awards available to the broadest possible audience. NEH's goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of award products. All other considerations being equal, NEH gives preference to projects that provide free access to the public.

Copyright information

Subject to applicable law, you may copyright work that you develop or acquire under an award. In accordance with [2 CFR § 200.315(b)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish excerpts of grant products in *Humanities* magazine or on its website.

Acknowledging NEH support

Materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) for guidance.

NEH Research Misconduct Policy

In accordance with the [Federal Policy on Research Misconduct](#), NEH established procedures for handling allegations of research misconduct applicable to both internal and external research programs. Review the [NEH Research Misconduct Policy](#).

Coordination of geographic information and related spatial data

If you request funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must first conduct a due diligence search of the [Data.gov list of datasets](#) to determine whether the needed data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services in compliance with applicable [Federal Geographic Data Committee](#) guidance.

Eliminate waste, fraud, and abuse

Help NEH eliminate fraud and improve management by reporting allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures the [NEH Office of the Inspector General](#).

Termination

NEH reserves the right to terminate awards consistent with [2 CFR § 200.340](2 CFR § 200.340).

3. Reporting

You must submit a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to your accomplishments during the period of performance; the products arising or anticipated to arise from the project; financial support apart from NEH sources; the project's impact; and acknowledgement of NEH support. You must submit the final report online through eGMS Reach. NEH will provide further information in the Notice of Action.

Learn more about the reporting requirements for Public Scholars award recipients.

A final financial report is not required.

NEH encourages you to send copies of books resulting from research supported by NEH awards to the address below. In addition, you are asked to update the "Products and Prizes" tab in eGMS Reach for any publications or prizes resulting from NEH support.

G. Agency Contacts

If you have questions about the program, contact:

Division of Research Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8200
publicscholar@neh.gov

If you have questions about administrative requirements or allowable costs, contact:

Office of Grant Management
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8494
grantmanagement@neh.gov

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 7-1-1.

If you have questions about registering or renewing your registration with login.gov or SAM.gov, contact the Federal Service Desk, Monday – Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, at:

Federal Service Desk
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov Applicant Support at:

[Grants.gov Applicant Support](#)
Telephone: 1-800-518-4726
International Calls: +1-606-545-5035
[support@grants.gov](#)

Always obtain a case number when calling for support.

H. Other Information

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, *et seq*](#). Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice ("SORN") published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that on average it takes sixty hours to complete an application. This estimate includes time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Time needed may vary from program to program.

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at [grantmanagement@neh.gov](#). According to the [Paperwork Reduction Act of 1995](#), no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2024.