



NATIONAL ENDOWMENT FOR THE HUMANITIES

DIVISION OF RESEARCH PROGRAMS

**AWARDS FOR FACULTY AT HISPANIC-SERVING INSTITUTIONS, HISTORICALLY BLACK COLLEGES AND UNIVERSITIES, AND TRIBAL COLLEGES AND UNIVERSITIES**

FREQUENTLY ASKED QUESTIONS

(Updated January 11, 2023)

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**A. PROGRAM DESCRIPTION**

**1. To be eligible, must my project have some connection to the identity of my institution as a Hispanic-Serving Institution (HSI), Historically Black College or University (HBCU), or Tribal College or University (TCU)?**

No. Projects addressing any topic within the humanities (or the social sciences employing humanistic methods) are allowable, except for those activities restricted in D6. Funding Restrictions in the Notice of Funding Opportunity (NOFO).

**2. I want to apply to improve a course that enrolls both undergraduate and graduate students. Would my project be allowable in the Awards for Faculty programs?**

**HBCU and HSI:** Yes, if the course is listed independently as an undergraduate course. In your application, demonstrate how the proposed project encourages excellence in undergraduate teaching of the humanities, and how your proposed research will contribute to the students and the curriculum at your institution. Projects that focus exclusively or primarily on graduate teaching are restricted.

**TCU:** Individuals applying to the Awards for Faculty at TCUs opportunity may apply to revise both undergraduate and graduate courses. Individual faculty or staff members at TCUs may also apply to offer a new humanities seminar for the institution and/or the community. A seminar could enroll undergraduate or graduate students, or members of the community.

**3. I want to use my award to post materials online for a course I teach regularly so that it will be more interesting to students. Would this be an allowable project?**

It is allowable, but the proposal is unlikely to be competitive. This program is intended to foster projects that are research-based, which require recipients to spend significant time pursuing a plan of research. While you may incorporate work with technology into your plan to enhance your research agenda, projects aimed chiefly at learning technological skills are unallowable. Applicants seeking to learn technological skills and digital humanities methods might consider applying to attend an [NEH Institute for Advanced Topics in the Digital Humanities](#).

**4. Can I change the period of performance of my NEH Award for Faculty if I receive an award?**

Yes. You may change your start and end dates if you receive an award as long as the start date falls within the range identified in the NOFO and the change does not increase the approved award amount. For information on how NEH calculates awards, see [B2. Summary of Funding](#).

**5. What factors should I consider when deciding whether to apply to the NEH Awards for Faculty program or the NEH Fellowships program?**

To determine which NEH program best supports the goals of a project, consider the main differences between the programs summarized below:

	<b>Awards for Faculty</b>	<b>Fellowships</b>
Period of Performance	Flexibility in work plans.  The period of performance can be full time, part time, or in combination, between 2 to 12 months, full-time equivalent. Applicants must work at least half time on the NEH project.	The period of performance must be full time, between 6 and 12 months.
Type of Project Supported* and Application Format  *For complete details, consult the Notice of Funding Opportunity.	This program offers flexibility in the types of projects it supports.  Eligible project types include humanities research and writing leading to the development of peer-reviewed articles, books, digital materials, translations, or other scholarly tools; humanities research related to institutional or community goals; and humanities research leading to the revision of an existing undergraduate course.  If you are applying to the Awards for Faculty at TCUs program, additional project types are possible, including revisions of	Fellowships recipients usually produce books, monographs, peer-reviewed articles, books, digital materials, translations, or critical editions. Projects focused on research related to course revisions or the achievement of institutional or community goals are ineligible.

	graduate course and development of humanities seminars for students and/or the community. (See section A1 of the Notice of Funding Opportunity).	
Eligibility*  *For complete details, see the Notice of Funding Opportunity	Faculty and staff members affiliated with HBCUs, TCUs, and HSIs* only; full-time, part-time, adjunct, and retired faculty and staff are eligible to apply.	Individuals, including those with no institutional affiliation.
Stipend	\$5,000 per full-time month or the part-time equivalent (i.e., \$5,000 for two half-time months).	\$5,000 per month.
Draft Narratives	NEH staff will review draft narratives received approximately 8-9 weeks prior to the deadline. See D4. Submission Dates and Times in the NOFO.	NEH Staff do not review drafts.

## C. ELIGIBILITY INFORMATION

### 1. I teach at a minority-serving institution, but not at an institution federally designated as a Hispanic-Serving Institution, Historically Black College or University, or Tribal College or University. Am I eligible to apply?

No. Only applicants who teach at, serve on the staff of, or have retired from federally designated Hispanic-Serving Institutions, Historically Black Colleges and Universities, or Tribal Colleges and Universities are eligible to apply to the Awards for Faculty programs. If you are unsure of whether you work at an eligible institution, check with administrative staff on your campus. See C. Eligibility Information in the NOFO.

## D. APPLICATION AND SUBMISSION INFORMATION

### 1. What assistance is available for preparing the proposal?

NEH staff are available to answer specific questions about preparing your proposal and about your eligibility. Contact them at (202) 606-8200 or [FacultyAwards@neh.gov](mailto:FacultyAwards@neh.gov).

You may review sample applications, available on the three program resource pages: [Awards for Faculty at Hispanic-Serving Institutions](#), [Awards for Faculty at Historically Black Colleges and Universities](#), and [Awards for Faculty at Tribal Colleges and Universities](#), as well as a [list of recent awards](#).

Although you are not required to submit a draft narrative and work plan, program staff will read and comment on draft narratives and work plans submitted by email to [FacultyAwards@neh.gov](mailto:FacultyAwards@neh.gov) by the deadline listed in D4. Submission Dates and Times in the NOFO.

## **2. How should I title my proposal? Does NEH change project titles?**

Your title should be descriptive of the project, substantive, and free of specialized language. It should be easily understood by the general public. Omit technical terms, jargon, and unfamiliar words. The title should not exceed 125 characters, including spaces and punctuation. Your NEH project title need not be the same as the title of your proposed publication.

Avoid using a title that requires clarification by the subtitle. For example, “A History of Counterfeiting in the U.S., 1776-1900” is clearer than “Fakes and Fakers: A History of Counterfeiting in the U.S., 1776-1990.”

When possible, include places and dates indicating a project’s scope. For example, “Faith and Belief among New York City Catholics, 1945-1970” is clearer than “Faith and Belief in the Catholic Community.”

NEH reserves the right to re-title funded projects.

## **3. Do I need to submit a budget as part of the application?**

No, a budget is not required, and you should not submit one. These awards pay at a fixed rate of \$5,000 per full-time month, \$3,750 for three-quarters time, or \$2,500 for half time. However, you must clearly state in your application how many months of support you are requesting, and whether you plan to work full time, part time, or in combination during the period of performance. Your period of performance must be continuous. If you choose to work part time on your project, your regular teaching and administrative load must be reduced accordingly. More details about the period of performance and work plan appear in B2. Summary of Funding in the NOFO.

## **4. One or both of my reference letter writers did not receive the email from NEH requesting the upload of his or her letter. What should I do?**

NEH will not send out requests for letters until approximately two to three weeks after the application deadline. If one of your letter writers has not received a request after three weeks, it is usually because a junk email filter captured the request or because you supplied an incorrect email address (NEH’s automated system uses the address you enter). You may resend the upload link to your letter writers by logging in to the [secure area of the NEH website](#). If you need to correct an error in an email address, contact [FacultyAwards@neh.gov](mailto:FacultyAwards@neh.gov).

NEH encourages you to confirm that your letter writers have received the upload link before the deadline for submitting letters, which is indicated in D7. Other Submission Requirements in the NOFO. You are responsible for ensuring that your letters have arrived by the deadline.

## **E. APPLICATION REVIEW INFORMATION**

### **1. How will my application be reviewed?**

NEH utilizes a peer review process. More details about NEH's review process are available in E2. Review and Selection Process in the NOFO.

### **2. Can I see the peer reviewers' comments after the competition?**

Yes. To request the comments, send an email including your NEH application number to [FacultyAwards@neh.gov](mailto:FacultyAwards@neh.gov). If your application is unsuccessful, the comments may help you revise it for resubmission. Even if your application is successful, we encourage you to request reviewers' comments as they may help inform the project.

### **3. I applied for an award last year and my proposal was rejected. Will I be at a disadvantage if I reapply?**

No. NEH encourages previous applicants to request their peer reviewers' comments, revise their applications as appropriate, and reapply. NEH does not inform peer reviewers if an application was unsuccessful in a previous competition.