



NATIONAL ENDOWMENT FOR THE HUMANITIES

DIVISION OF RESEARCH PROGRAMS

Instructions for Fellowship Selection Reports (FPIRI)

All reports must be submitted electronically in PDF format via REACH, the NEH online grant management system, located at <https://securegrants.neh.gov/egms-reach/Login.aspx>.

All NEH project directors and institutional grants administrators (IGAs) are assigned Reach accounts, and their user names are shown next to their names (in parentheses) on the *Official Notice of Action* included with the award documents. Existing e-GMS accounts have been converted to Reach, including login information. A User Guide containing detailed instructions for using Reach is available at the Reach webpage. If you have questions about the Reach system, please contact FPIRI program staff (contact information appears at the end of this document). If an additional member of your institution's staff needs access to Reach, please contact Peter Scott of the Office of Grant Management for assistance: psscott@neh.gov or 202-606-8615.

Incomplete reports will need to be revised and resubmitted. If you anticipate missing the April 30 deadline for any of the three parts of your report, please contact program staff as soon as possible.

Questions? Contact Geoff Burrows at gburrows@neh.gov, 202-606-8479; or Jennifer Untalan at juntalan@neh.gov, 202-606-8389.

Part one:

Fill out electronic data forms for new fellows at

<https://securegrants.neh.gov/Misc/Centers.aspx>.

Please proof your entries carefully. The information that you provide is uploaded directly into the database as it is entered—including typos. If you find an error in a previously submitted entry, please resubmit the form. Then send an e-mail to juntalan@neh.gov indicating which entry is correct.

Part two:

Enter publications and other grant products in the Products section of the *FPIRI grant that funded the research* in Reach. Include all NEH fellows, not just those funded by the current award. Contact program staff for access to previous awards as needed.

- Only include publications that are a direct result – entirely or in part – from the fellows' work during their FPIRI-funded fellowships.
- If a publication is already listed, you need not include it again. However, you may add new information to an existing entry, such as book awards or prizes.

- Do not click “Copy sent to NEH”. Please remind your fellows to send copies of their books to the address below. Program staff will update the entry when the book is received.

Part three:

Submit a narrative pdf in the Reports section of your current grant. The report asks for the following information.

1) New NEH fellows

List the following information for each new NEH-funded fellow. Include Alternates, if they were selected.

- a) Name, title, field of research, department, and institutional affiliation. Include city and state of residence for nonaffiliated scholars;
- b) Stipend amount. Differentiate between NEH funding and any additional non-NEH funding. It is not necessary to specify non-NEH funding sources;
- c) Proposed tenure dates. If dates change after reporting, please notify FPIRI program staff;
- d) For fellows traveling abroad, list the country or countries in which they plan to be conducting research;
- e) Title of funded research project;
- f) Detailed abstract paragraph describing the project and the work to be done during the fellowship tenure. If applicable, indicate which of the locally held collections the fellow will use.

2) Updates for last year’s NEH fellows

List the following information for each NEH fellow selected the previous year (i.e., the fellows just completing their tenures):

- a) Name;
- b) Actual tenure dates;
- c) Actual stipend (list NEH and non-NEH funds separately);
- d) For fellows traveling outside the US, list the actual number of months spent in each country;
- e) If this information differs significantly from the information submitted last year on the fellow’s data form (see Step 1 above), provide a short explanation.

3) Announcements and publicity

- a) URL of the institutional webpage publicizing the availability of NEH fellowships. Indicate whether or not the institution produces printed material for publicity. If yes, describe it briefly; it is not necessary to attach or submit copies.
- b) Briefly describe the audience at which publicity is aimed. Describe efforts to reach as large and diverse an applicant pool as possible.
- c) Briefly describe the range of journals, listservs and other online sites, newsletters, institutions/departments, and other organizations to which materials were sent electronically or by mail.

4) Selection process

- a) List the names, titles, institutional affiliations, and fields of selection committee members.

- b) Describe the institution's efforts to assure diversity among selection committee members in terms of geographic location, disciplinary field, type of institution, and academic rank. Explain how the process ensures a fair and objective review of applications.
- c) State the criteria by which the selection committee and staff or outside readers, where applicable, were asked to judge applications.
- d) In a narrative statement explain the selection process in detail. Include the following information:
 - i) When panel members were selected;
 - ii) When they received the applications and review instructions;
 - iii) When they met (in person or virtually) to discuss applications;
 - iv) An account of any primary review of applications by institution staff or outside readers, if any;
 - v) A short summary of the committee's deliberations (indicating, for example, what the particular points of discussion were, whether the committee members were sharply divided or generally in agreement, whether there were recusals, the length of the discussion, etc.).

5) Statistical Data

- a) Eligible applicants and awards made. Include the following:
 - i) Total number of NEH-*eligible* applications received;
 - ii) Total number of NEH awards;
 - iii) Total number of applications submitted to the institution for *all* available fellowships this year;
 - iv) Total number of fellowship awards made this year.
- b) Provide tables with a comparative statistical analysis of this year's NEH-eligible applicants and award recipients by field, academic rank, type of institution, and state of residence. Regarding the latter, you need only list the states represented by the current pool of applicants. Do not include this information about non-NEH applicants and grantees.
- c) If there are any discernible statistical trends or unexpected changes seen this year (compared to the previous one), describe them and discuss the possible reasons in a brief narrative statement.

6) Other news

If applicable, report on changes in the staff, program, or other administrative matters that affect the fellowship program. Major staff changes must be accompanied by the appointee's résumé. Changes to NEH award participants such as Program Director or Grant Administrator must be submitted via Reach as soon as possible.

If there are no changes to report, you may skip this section.