

Responsibilities of Institutions Administering Fellowship Programs Supported by NEH

The following conditions govern National Endowment for the Humanities fellowships awarded by independent research institutions through the FPIRI program. Program staff is available to assist with questions about the responsibilities outlined below. Contact Stefanie Walker, Senior Program Officer, swalker@neh.gov; 202-606-8478. Grant correspondence should be routed through eGMS, the NEH electronic grant management system at <https://securegrants.neh.gov/eGMS/>.

Application and eligibility requirements for NEH fellowships

Fellowships, supported entirely or in part by NEH funds, are for individuals who have completed their formal professional training. Consequently, **degree candidates and individuals seeking support for work in pursuit of a degree are not eligible to hold NEH fellowships administered by independent institutions.** Advanced degree candidates must have completed all requirements, except for the actual conferral of the degree, **by the application deadline for the fellowship.**

Foreign nationals are not eligible to apply unless they have lived in the United States for the three years immediately preceding the application deadline for the fellowship.

Institutions must give all eligible applicants equal consideration; they may not restrict applications to members of a scholarly organization or to persons affiliated with institutional members of a scholarly organization.

Institutions may not accept applications from any of their own officers, employees, members of the board of trustees or advisers, or selection committee members, until at least one year has elapsed since the person's last service in such a position. The same restriction applies to officers, employees, and board members of parent organizations.

Institutions may not require an administrative or application fee of applicants for NEH fellowships.

Institutions should make every effort to move to a paperless application system.

Publicity

Institutions are responsible for publicizing the availability of NEH fellowships and their application procedures clearly and effectively, so that all potential applicants can learn of the full range of opportunities. Publicity materials should contain an **explicit reference to the National Endowment for the Humanities fellowships** offered through the institution. (The reference should include the NEH logo, which can be downloaded at <http://www.neh.gov/brand-materials>.)

The fellowship announcement must state the amount of the NEH stipend contribution (\$4,200 x months of tenure).

Selection of NEH fellows

Each institution must ensure the **fair and informed selection of recipients** of NEH fellowships by relying on the recommendations of an external committee composed of qualified scholars drawn from outside the institution's staff and governing bodies. The committee should meet in person, and all members should be replaced each year. NEH recommends a committee of five; three is the minimum.

Grantee institutions must avoid real or perceived conflicts of interest in the deliberations of the selection committee. **Staff, officers, board members, and trustees of the institution may not serve as voting members** on committees that review applications for NEH awards. The same restrictions apply to staff, officers, and trustees of parent organizations. Persons holding individual memberships at an institution should not constitute a majority on that institution's selection committee.

NEH funds may be awarded only to applicants recommended by the external committees.

Tenure of NEH fellowships

Fellowship tenure must be continuous and last from four to twelve months. Residential NEH fellows are expected to remain at the center during their entire tenure period and to work on their projects on a full-time basis; likewise, nonresidential NEH fellows are expected to work on their projects on a full-time basis. If a fellow is obliged through special circumstances to depart before the end of the tenure period, he/she shall receive a pro rata stipend payment (see "Stipends," below).

An individual long-term fellowship may be split between two FPIRI-funded institutions. Cooperating institutions should discuss and agree upon the tenure and stipend to be awarded by each institution to ensure that the maximum fellowship stipend and tenure are not exceeded (see "Stipends," below). Institutions should ask individuals to whom they are offering awards if they have applied for or are already receiving any other NEH funding.

Stipends

NEH stipends for fellows are \$4,200 per month, for a minimum of four and a maximum of twelve months. A grantee institution must inform applicants and awardees of the stipend rate and disclose, when applicable, what amounts it is adding to the NEH-funded stipend or by what amount the stipend is being reduced (for example, to defray the costs of lodging, regular meals, or prepaid travel). Stipend deductions for other fees or indirect costs are not allowed. Stipend deductions for fringe benefits can be offered to the fellow on a voluntary basis.

If a fellow is obliged through unanticipated circumstances to depart before the end of his/her tenure period, the grantee institution must prorate the NEH fellow's stipend or ensure that the appropriate pro rata share of the stipend is returned if the fellow has already received the full stipend.

An organization can supplement stipends from its own funds, and fellows can receive additional funds from other sources. Although NEH fellows may hold other fellowships or grants during fellowship tenure, including sabbaticals and grants from their own institutions, **they may not hold another concurrent NEH grant of any kind.**

Other benefits and services to NEH fellows

Institutions must grant recipients of NEH funds all benefits, services, and accommodations normally accorded other fellows.

Annual reports

After the completion of each competition and the awarding of fellowships, the grantee institution must provide NEH's Division of Research Programs with an annual **Fellowship Selection report. The report is due on or before April 30.** A detailed guide for preparing the report is contained in Instructions for Fellowship Selection Reports. In particular, the institution must provide the following information:

1. A list of the NEH fellows selected, annotated with their fields and departments, their institutions, and their mailing addresses; the tenure periods and NEH-funded amounts of their awards (for combined awards, indicate the amount of the additional funding); a paragraph-length description of their projects; and, in the case of fellows going abroad, the country or countries in which they will be conducting research. Fill out the electronic data forms for fellows at <https://securegrants.neh.gov/Misc/Centers.aspx>.
2. The URL at which material used to publicize the availability of NEH fellowships supported by the institution can be viewed; a brief description of the nature of the audience at which the publicity was aimed and a summary of journals, newsletters, institutions, and other organizations to which publicity materials were sent.
3. A detailed account of the procedures used to select recipients of NEH funds, including the names, institutions, and fields of the people who reviewed the applications; and the criteria for selection supplied to reviewers.
4. A comparative statistical analysis of this year's **NEH stipend recipients** and **NEH-eligible applicants** by field, academic rank, type of institution, and state of residence; the numbers of applications and awards made **overall** in the institution's competitions this year; a comparison of this year's NEH grantees and NEH-eligible applicants with those of the previous year; and an analysis of any discernible statistical trends in recent years or sudden changes from the previous year.
5. List grant products (books, articles, websites, videos, CD-ROMs, etc.) resulting from NEH fellows' work that have appeared in the past year and any prizes or other acknowledgements garnered for them. Enter this information under the appropriate grant in eGMS at the "Products and Coverage" tab.
6. A statement of the amount of any funds remaining unexpended and therefore available for the next competition.
7. If applicable, report on changes in the staff, program, or other administrative matters that affect the fellowships program. Major staff changes, such as the appointment of a new program director, must be accompanied by the appointee's résumé.

If an individual reported as an NEH fellow later declines or is unable to complete the full tenure of the fellowship, institutions must inform NEH program staff through eGMS. If an alternate candidate is subsequently awarded a fellowship, the full information about that individual (see 1, above) must be provided and an electronic data form submitted for that individual. For stipends that are supplemented with non-NEH funds, indicate the total NEH

portion of the award in the data form and, if applicable, add the amount of additional funding in parentheses. The institution should inform NEH program staff through eGMS of subsequent changes in stipends or tenure as they occur.

Maintenance of files of NEH fellows

Institutions must maintain for a period of four years, dating from the beginning of the tenure period of the fellowship, files containing the full applications of NEH-funded scholars, including résumés and project proposals and indicating tenure periods and stipend amounts. Institutions also must keep a record of the selection committee's deliberations, including application ratings and the selection committee members' written comments about the proposals. Institutions are required to provide copies of application files immediately, upon the request of the Endowment.

Research misconduct policy

Each institution must have in place a research misconduct policy. Institutions administering NEH fellowships are subject to NEH's policy on research misconduct, as spelled out in [Article 38 of the General Terms and Conditions for Awards](#). The full text of [NEH's research misconduct policy](#) is available online.

Acknowledgment of NEH support

All materials publicizing or resulting from grant activities must contain an acknowledgment of NEH support. This requirement includes materials that advertise the availability of fellowships at the institution and should contain a statement of the estimated number of NEH grants available. (The acknowledgment should incorporate the NEH logo, which can be downloaded at <http://www.neh.gov/brand-materials>.)

For example, acknowledgements should appear in

- announcements of the fellowship opportunity,
- materials that describe the procedures for the selection of fellows and other grantees,
- announcements of the individuals selected (persons supported in whole or in part by NEH funds must be so identified, even when other sources of funding are involved), and
- reports on substantive work accomplished by NEH fellows.

Institutions are expected to ensure that all products—scholarly articles, books, videos, CD-ROMs, websites, etc.—resulting from work conducted by NEH fellows contain an acknowledgment of NEH support.

The acknowledgment on grant products, including those produced by NEH fellows and reports on work accomplished by NEH fellows, must contain the following statement: “Any views, findings, conclusions, or recommendations expressed in this [publication/program/website] do not necessarily reflect those of the National Endowment for the Humanities.”

Certifications from participants

A grantee institution must ensure that NEH fellows are not debarred or suspended from doing business with the federal government. Therefore the institution's agreement with the fellow should include the following term or condition: “As an NEH grant recipient, [name of grantee institution] is prohibited from doing business with any organization or person if they have been debarred or suspended by any federal department or agency. As subrecipients of NEH

funds, fellows may not be debarred or suspended by any federal department or agency and must comply with the *OMB Guidelines to Agencies on Governmentwide Debarment and Suspension* contained in Subpart C of 2 CFR Parts 180 and 3369. The OMB and NEH guidelines on Debarment and Suspension are available on the NEH website.” For further information, please refer to [Article 29 Debarment and Suspension](#) of the General Terms and Conditions for Awards.

Grant products by NEH fellows

In its annual Fellowship Selection reports to NEH a grantee institution should list all scholarly articles, books, videos, CD-ROMs, websites, etc. appearing during the year being reported that were prepared by NEH fellows supported under the current or previous grants and any prizes won by such grant products. The institution should enter this information under the appropriate grant numbers in eGMS at the “Products and Coverage” tab. It should remind its NEH fellows to send one copy of all such books, articles, and monographs to the Endowment’s Division of Research Programs (FPIRI).

Final Reports

In addition to a final financial report, a **final performance report** (approximately 5-10 pages) must be submitted to NEH. This report need not repeat information provided in the interim reports, but it should offer an overview of the institution’s fellowship program during the grant period. It should comment on **significant program activities and accomplishments**, such as special events, new resources, building improvements, etc. It should also include a **brief self-assessment** and mention any problems that occurred. The report should briefly describe and **evaluate the applicant pool** during the entire grant period, noting any changes or trends; it is not necessary to append statistical tables. **A list of the names of NEH fellows funded by the grant** should include publications, prizes, or other activities by the individuals. Any changes occurring in the grant period in the administrative policy, procedures, or staff associated with the program should also be noted.