COLLABORATIVE RESEARCH GRANTS

FREQUENTLY ASKED QUESTIONS

Program Description

1. What kinds of projects are supported in this program?

Collaborative Research supports three types of projects: **Convening Grants** for conferences and working groups, **Publication Grants**, and **Archaeology Grants**. All three grant categories are for projects that plan publications, whether in print or online.

2. We were awarded a Convening Grant. Can we apply for any other Collaborative Research grant after that?

Yes, you may apply for a Publication Grant.

3. We want to apply for a Publication Grant. Do we have to receive a Convening Grant award first?

No, a prior Convening Grant is not necessary to apply for a Publications Grant, if you have already done preliminary planning.

4. How many participants must a project have to qualify for a Collaborative Research grant?

Collaborative Research projects must have at least two participants, each of whom must be a scholar.

5. I am working on a research project, but I am the only participant. May I apply to the Collaborative Research program?

No. Collaborative Research grants support original research undertaken by a team of two or more participants; at least two project participants must be scholars. If you are the only participant, you should apply to the Fellowships program.

6. May a Collaborative Research grant be used for an interdisciplinary project?

Yes. Résumés of the participants should demonstrate pertinent expertise.

7. Our archaeology project doesn't focus on digging and laboratory analysis. Instead we want to produce a monograph and create a website about our findings. Are we eligible to apply?

Yes. The Collaborative Research program supports archaeology projects that focus on data reuse and the publication of findings.

8. Must all Collaborative Research projects have project websites? Must they disseminate their results electronically?

No. Although NEH encourages its grantees to have an online presence, projects without their own websites are eligible. Projects intending to disseminate their results only in print volumes are also eligible. For further guidance applicants should consult the guidelines (specifically, the instructions for the narrative under the "Final product and dissemination" heading.)

Award Information

9. What is the length of the grant period for a Convening Grant? What is the size of the award?

Convening grants are for one year. The maximum award is $50,000.

10. What are the lengths of the grant periods for Publication Grants and Archaeology Grants? What is the size of the awards?

Publication Grants and Archaeology Grants are from one to three years. The awards are capped at $100,000 per year, with a maximum total award of $250,000.

11. Must indirect costs be paid for out of the funds awarded by NEH, or does NEH defray indirect costs through a separate award?

NEH makes only one award, which includes all project costs—both indirect and direct.

12. Why is cost sharing important?

Cost sharing can be vital to the successful completion of a project, since the Collaborative Research program is often unable to support the full costs of projects approved for funding.

Eligibility

13. I am a U.S. citizen teaching at a foreign university. Am I eligible to apply for a Collaborative Research grant?

Yes. You may apply through a sponsoring U.S. nonprofit institution with 501(c)(3) status, or you may apply (if you are not affiliated with an eligible institution) as an unaffiliated project director.

14. I am a U.S. citizen collaborating with someone from another country. May I include payments to this person in the project budget?

Yes. Collaborators may be from other countries, and payments to such collaborators may be included in the project budget. At least 50 percent of the budget must, however, support U.S. institutions and U.S. citizens or residents.

15. I am a graduate student completing my Ph.D. May I apply as a project director for a Collaborative Research grant?

Persons enrolled in academic degree programs are not eligible to apply as project directors for Collaborative Research grants. If you have passed your dissertation defense but have not yet received the degree, you are eligible to apply through a sponsoring U.S. nonprofit institution with 501(c)(3) status. (U.S. citizens but not noncitizens are also eligible to apply as unaffiliated project directors.) To demonstrate that you have completed the requirements for the Ph.D., your dean or department chair must fax a signed letter to NEH (to 202-606-8204) on or before December 6, 2017, stating that you have successfully completed all requirements for the Ph.D.; alternatively, the dean or department chair may include a PDF version of the signed letter as an attachment to an e-mail message sent to collaborative@neh.gov.

16. Do I need to have an advanced degree such as a Ph.D. to apply as a project director for a Collaborative Research grant?

No. However, your résumé should include publications, presentations, and other related experience that demonstrate your ability to carry out the project that you are proposing.

17. May I apply as an unaffiliated project director for a Collaborative Research grant, or must I apply through my institution?

Only adjunct faculty and those who are not affiliated with a U.S. nonprofit institution with IRS tax-exempt status may apply as unaffiliated project directors, although they are strongly encouraged to seek a sponsoring institution. Project directors affiliated with such an institution must ordinarily apply through that institution. If the project can be better hosted by a different institution, they may apply through that institution.

18. May an institution submit more than one application to the Collaborative Research and Scholarly Editions and Translations programs?

Yes. However, any one project director may direct only one application to either the Collaborative Research program or the Scholarly Editions and Translations program, but not both.

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

No. Project directors or co-directors may submit only one application to either the Collaborative Research program or the Scholarly Editions and Translations program, but not both; they may, however, apply for other NEH awards, including Fellowships and Summer Stipends.

20. May a project director or co-director hold more than one award from the NEH Division of Research Programs at a time?

No. Collaborative Research project directors or co-directors may not hold more than one award at a time from the Division of Research Programs.

Application Preparation and Submission Information

21. Must we apply through Grants.gov?

Yes. All applications to this program, both from institutions and from unaffiliated project directors, must be submitted via Grants.gov. You can find a link to the instructions on the [program resource page](#).

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

You may apply until 11:59 p.m., Eastern Time, on the day of the deadline. However, NEH **strongly** suggests that you submit your application no later than 5:00 p.m., Eastern Time, on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov. For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.

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

No. The project director must be a leading scholar participating in the project.

24. Neither I nor my collaborators are able to work on our project during the academic year. Can we work on our project only during the summers?

No. The Collaborative Research program supports sustained, full-time or part-time activities over the course of one to three years. If you are unable to devote a substantial amount of time to

your project during the course of the year, you should consider applying instead to the [Summer Stipends](#) program.

25. Our project is a conference, and we plan to apply for a Convening Grant. Do we need commitments to participate from all invited conference participants before applying?

No. However, it is preferable to have commitments from as many participants as possible.

26. We plan to hold several meetings to explore our chosen topic. Can we apply for the entire series in one Convening Grant application?

Yes. All of the meetings must, however, relate to the same project and publication plan.

27. What type of dissemination is expected in the Collaborative Research program?

All three types of Collaborative Research grants must result in some form of publication. Examples of acceptable dissemination include monographs, multi-authored volumes, edited volumes, themed journal issues, or digital publication.

28. May a Collaborative Research project create a tool (for example, a digital tool, database, visualization or map)?

Yes, but this cannot be the only outcome of the project. The project must also publish substantive interpretive scholarship, addressing one or more significant humanities research questions.

29. Must we have a contract with a publisher before applying?

No. Although having a contract may be helpful, proposals lacking a contract often are successful, so long as there is an appropriate and feasible plan for publication.

30. We have some supporting materials that are not in electronic format. How can we submit them?

All materials must be submitted electronically (as PDF files) through Grants.gov.

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

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

Budgets

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

You can customize the form to suit your project and enter any explanation directly on the form. The primary budget form should, however, include only costs that NEH is asked to support. Prospective applicants are urged to consult with program staff to avoid requesting budget items that NEH cannot support.

33. How do we explain our cost-sharing arrangements and third-party contributions?

Itemize these amounts on a separate, secondary spreadsheet to make clear what parts of the project will be supported by non-NEH sources. You may also provide this information in a narrative. All sources from which you are requesting or receiving support must also be listed in the **Statement of funding received and requested.** Include in this statement funds that you anticipate receiving, as well as other funds that you are requesting from another funder.

34. Does the Collaborative Research program support the payment of open access fees?

Yes. You may ask for such support if you know the exact amount of the fees and submit supporting documentation.

35. Can we put a subvention and payments to a publisher in our budget?

No. The Collaborative Research program does not support subventions or payments to publishers.

36. The budget has a line for items that I will not be asking for, but I do not see items that I need. What should I do?

You can customize the form to suit your project. You can remove the line items that you do not need and add the ones that you do need.

37. We will be serving food at our meeting(s). Where do we list this expense?

NEH cannot cover the cost of food at a meeting or a conference. You may, however, ask for a per diem (room and board) amount for the participants.

38. Members of our project team travel regularly to the national conference for our discipline. May we charge these costs to the project budget?

No. The program does not provide funding for this purpose.

Application Review

39. Our application for a Collaborative Research grant was unsuccessful. Is there anything I can do to increase my chances for success next time?

In addition to examining sample proposals and submitting a draft proposal for comment, as described below (see question 40), you may also ask for copies of the evaluators' comments about your proposal. For reasons of confidentiality, requests must be filed by e-mail (collaborative@neh.gov) by either the project director or the institutional grants administrator.

40. What should we include in our draft proposal?

A draft application should include, at a minimum, a statement of significance, the narrative section, and a budget. In addition, returning applicants must explain how the draft proposal addresses recommendations made by the previous set of reviewers.

41. We applied for a grant last year and were unsuccessful. Will this be held against us if we apply again this year?

No. NEH regards all applications as new applications.

42. What help is available for all applicants?

The staff of the Collaborative Research program will answer questions and review drafts of proposals submitted up to October 15. A response cannot be guaranteed if the draft arrives later. In addition, applicants may examine the narrative sections of sample funded proposals; samples are available on the program resource page. Applicants may contact staff by telephone (202-606-8200) or e-mail (collaborative@neh.gov). Draft proposals must be submitted by e-mail.