



NATIONAL ENDOWMENT FOR THE  
**Humanities**

**DIVISION OF EDUCATION PROGRAMS**

# **SUMMER SEMINARS AND INSTITUTES**

**Deadline: March 1, 2017 (for seminars and institutes in summer 2018)**

Catalog of Federal Domestic Assistance (CFDA) Number: 45.163

If after reading this document you have questions about this grant program, contact the staff of NEH's Division of Education Programs at 202-606-8471 or [sem-inst@neh.gov](mailto:sem-inst@neh.gov). Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

# Contents

- I. Program Description ..... 3
  - Program duration and formats ..... 3
  - The Common Good: The Humanities in the Public Square ..... 4
  - Types of projects not supported ..... 5
  - Providing access to grant products ..... 5
  - Award information ..... 5
  - Grant period ..... 5
  - Cost sharing ..... 5
  - Eligibility ..... 6
  
- II. Preparing and Organizing your Application ..... 6
  - Resources for preparing a strong application ..... 6
  - Evaluation criteria ..... 7
  - Application elements ..... 8
  
- III. Submitting your Application ..... 16
  - Deadlines for submitting optional draft proposals and applications ..... 17
  
- IV. What Happens After the Submission of an Application ..... 17
  - Review and selection process ..... 17
  - Information for all applicants and for successful applicants ..... 17
  
- V. Additional Information ..... 18
  - Contact information for the program and Grants.gov ..... 18
  - Privacy policy ..... 18
  - Application completion time ..... 19
  
- APPLICATION CHECKLIST ..... 19
  
- TIMELINE ..... 20

## I. Program Description

NEH Summer Seminars and Institutes grants support professional development programs in the humanities for school teachers and for college and university faculty. Seminars and institutes may be as short as one week or as long as four weeks.

NEH Summer Seminars and Institutes

- provide models of excellent teaching;
- provide models of excellent scholarship;
- broaden and deepen understanding of the humanities;
- focus on the study and teaching of significant topics, texts, and other sources;
- contribute to the intellectual vitality of participants; and
- build communities of inquiry.

An NEH Summer Seminar or Institute may be hosted by a college, university, learned society, center for advanced study, library or other repository, cultural or professional organization, or school or school system. The host site must be suitable for the project, providing facilities for collegial interaction and scholarship. These programs are designed for a national audience of participants.

NEH Summer Seminars and Institutes may be held only in the United States and its territories.

### Program duration and formats

All programs described below may run for one, two, three, or four weeks. One-week programs may be offered twice during a summer.

- **Seminar for school teachers—sixteen participants (NEH Summer Scholars):** A seminar enables sixteen participants to study a well-focused humanities topic under the guidance of one or two established scholars. Seminars have few, if any, visiting faculty. Seminars emphasize discussion of common readings, sustained interaction among the participants and the director(s), and intellectual commitment to teaching. The director(s) also advise participants on individual projects.
- **Institute for school teachers—twenty-five to thirty-six participants (NEH Summer Scholars):** An institute allows participants to undertake an intensive program of study with a team of scholarly experts. These scholars present a range of perspectives on a humanities topic that is taught in the nation's schools. Participants and scholars together explore connections between the institute content and classroom teaching. The emphasis is on teaching the specific humanities subject matter and not on pedagogical theory and approaches.

- **Seminar for college and university faculty—sixteen participants (NEH Summer Scholars):** A seminar enables sixteen participants to study a well-focused humanities topic under the guidance of one or two established scholars. Seminars have few, if any, visiting faculty. Seminars emphasize discussion of common readings, sustained interaction among the participants and the director(s), and intellectual commitment to teaching and scholarship. The director(s) also advise participants on individual projects.
- **Institute for college and university faculty—twenty-five to thirty-six participants (NEH Summer Scholars):** An institute allows participants to undertake intensive study of a humanities subject of importance in undergraduate education. Guided by a team of core and visiting scholars, participants explore a variety of perspectives on the subject and generate connections to classroom teaching.

The Summer Seminars and Institutes program encourages Summer Seminars and Institutes in the following areas:

- foreign language projects for school teachers or college and university faculty designed to strengthen instruction at the intermediate or advanced level through the use of humanistic sources; and
- projects intended primarily for community college faculty and/or non-tenure-track/adjunct faculty.

The program also encourages Summer Seminars and Institutes in areas related to two NEH initiatives: 1) The Common Good: The Humanities in the Public Square; and 2) Standing Together: The Humanities and the Experience of War.

### The Common Good: The Humanities in the Public Square

NEH invites proposals for Summer Seminars and Institutes related to its initiative, [The Common Good: The Humanities in the Public Square](#). This initiative seeks to connect the study of the humanities to the current conditions of national life. Many of today's challenges require more than ever the forms of understanding and knowledge represented by the humanities. They require the broadest possible engagement of scholars and the public with the resources of the humanities, including but not limited to the study of language, literature, history, philosophy, comparative religion, and ethics. The study of the humanities can help illuminate the complexity of many contemporary challenges while enriching our understanding of the common good.

Note that the Common Good initiative incorporates the [Standing Together](#) initiative, which encourages projects related to war and military service.

NEH also especially encourages projects that include Native American organizations as lead applicants.

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they are foreign language projects, projects intended primarily for community college faculty and/or non-tenure-track/adjunct faculty, projects that respond to the Common Good initiative or the Standing Together initiative, or projects including Native American organizations as lead applicants.

## Types of projects not supported

The NEH Summer Seminars and Institutes program does not support

- projects that seek to promote a particular political, religious, or ideological point of view;
- projects that advocate a particular program of social action;
- empirical research in the social sciences;
- specific policy studies;
- educational or technical impact assessments; and
- projects that center on pedagogical theories and strategies, or on research on educational methods, tests, or measurements.

## Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH grant products. For projects that develop Web-based resources, all other considerations being equal, NEH prefers those that provide free access to the public.

NEH grantees must follow the requirements of Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of handicap in any program or activity receiving federal financial assistance. For more information consult Design for Accessibility: A Cultural Administrator's Handbook [here](#).

## Award information

Depending on the seminar's duration, awards for seminars range between \$50,000 and \$135,000 in outright funds, for a grant period of twelve months.

Depending on the institute's size and duration, awards for institutes range between \$60,000 and \$225,000 in outright funds, for a grant period of fifteen months.

## Grant period

Seminars (twelve months): October 1, 2017, to September 30, 2018

Institutes (fifteen months): October 1, 2017, to December 31, 2018

## Cost sharing

Cost sharing is not required in this program.

## Eligibility

Any U.S. nonprofit organization with 501(c)(3) tax-exempt status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply.

A director who submitted his or her first successful NEH summer program application at the February 2016 deadline is not eligible to reapply at the March 2017 deadline. First-time directors must instead complete their 2017 summer program, and receive evaluations from the NEH Summer Scholars, before they can submit proposals to direct future NEH summer programs.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Late, incomplete, or ineligible applications will not be reviewed.

## II. Preparing and Organizing your Application

### Resources for preparing a strong application

To prepare a strong application, applicants are encouraged to take the following steps:

- read the **guidelines** carefully, noting what information needs to be provided in the application;
- review the **sample narratives**, which are available on the [program resource page](#);
- consult the program's **evaluation criteria**, which are listed immediately below;
- read the **Frequently Asked Questions**, which are available on the [program resource page](#);
- contact the **program staff** (at 202-606-8471 or [sem-inst@neh.gov](mailto:sem-inst@neh.gov)) to discuss your project and raise any questions you may have about the application;
- submit an optional **draft proposal** by January 31, to which program staff will respond with suggestions and advice;
- contact **referees** (up to two per project director), as described below in section 6 of the application instructions (applies only to project directors who have not previously directed an NEH summer program); and
- include in the application **participant evaluations** from the most recent NEH summer program, as described below in section 5 of the application instructions (applies only to project directors who have previously directed an NEH summer program).

## Evaluation criteria

Applications are evaluated according to three general criteria of evaluation: intellectual quality and significance, program design and feasibility, and impact.

### **1. Intellectual quality and significance**

- Does the project focus on a significant subject for teaching and scholarship in the humanities?
- Is the proposal's intellectual rationale clear, persuasive, and fully developed?
- Does the proposal provide a balanced exploration of the subject, with a variety of approaches and viewpoints?
- Does the project refrain from proposing advocacy and other activities not supported by NEH? (See the list on page 5 above.)
- Are the primary and secondary texts well chosen to illuminate the subject under study? If applicable, are other sources (for example, artworks, material objects, performances) also well chosen?
- Do the faculty members have strong and relevant scholarly expertise?
- Do their contributions promise to illuminate the topic(s) and involve the participants in collegial inquiry?
- Does the proposal give evidence of intellectual commitment to teaching?
- Is the proposal free of jargon and accessible to nonspecialists?

### **2. Program design and feasibility**

- Is the program's length well considered with respect to the scope of material?
- Are the project schedule and activities well planned, described in adequate detail, and realistic?
- Will the project provide access to facilities and other resources conducive to academic study and collegial exchange?
- Do letters from the host institution, visiting scholars, and consultants indicate commitment to the project?
- Is the budget reasonable in view of the project design?

### **3. Impact**

- Will the participants draw sustained intellectual and professional benefits from their experience of the program?
- Does the project show promise of advancing teaching and scholarship in the humanities?
- Where included, do the proposed dissemination activities and/or digital products appear likely to reach the intended audience?

As noted earlier, applicants are encouraged to contact program officers, who can offer advice about preparing the proposal and respond to draft proposals. Draft proposals should be submitted no later than January 31, 2017; earlier submission is recommended. Responses to late-arriving drafts cannot be guaranteed.

Staff responses to draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal. However, previous applicants have found them helpful in strengthening their applications. Draft proposals are optional; if you choose to submit one, send it as an attachment to [sem-inst@neh.gov](mailto:sem-inst@neh.gov).

Your application should be free of academic jargon and accessible to nonspecialists. Applicants must refrain from proposing activities not supported by NEH. (These activities are listed near the end of the Program Description section of the guidelines above, beneath the “Types of projects not supported” heading.)

## Application elements

Your application should consist of the following parts:

### 1. **Table of contents**

List all parts of the application with page numbers. Beginning with the narrative description, number the pages consecutively through all sections of the application, including the appendices. (Use appendices to provide concise supplementary material directly germane to the project.)

### 2. **Narrative description**

Limit the narrative description to *fifteen* double-spaced pages with one-inch margins and a font size no smaller than twelve points.

Provide a detailed description of the project, including the following elements.

#### a) **Intellectual rationale**

State clearly in the narrative’s opening paragraph the project’s category (seminar or institute), duration, and audience (school teachers or college and university faculty).

Explain the subject to be studied, its intellectual significance, and its benefits for teaching and scholarship in the humanities. Clearly and persuasively justify the themes and approaches to the subject set forth below in the program of study.

Explain why the program’s length is appropriate to the scope of the material that it will examine.

#### b) **Program of study**

Describe the structure of the seminar or institute and how its subject matter will unfold. Explain how the project will encourage collegial intellectual inquiry.

Make sure that you

1) describe the questions to be engaged, discussion topics and themes, and presentations;

- 2) discuss core readings, indicating how they present a variety of approaches to and viewpoints on the subject under study;
- 3); describe how principal and (in the case of institutes) visiting faculty will illuminate these questions and readings and involve participants;
- 4) describe how participants will contribute to the intellectual life of the project (for example, by leading sessions, participating in sustained discussions, and undertaking individual projects);
- 5) describe opportunities for participants to discuss how they would use the materials under study in the classroom; and
- 6) briefly describe any activities or products for broad dissemination (that is, beyond the audience of seminar or institute participants), including public events, the project website, and digital materials.

Include a full syllabus in an appendix.

Give careful consideration to the dates of the project, in light of the variety of school and college schedules across the country. NEH Summer Seminars and Institutes should begin no earlier than the third week of June and end before the second week of August.

**c) Project faculty and staff**

***For seminars:*** Discuss the relationship between the seminar topic and the director's or co-directors' and (if any) visiting scholars' interests and accomplishments. For seminar directors, provide résumés of no more than five pages in an appendix. For visiting scholars, provide résumés or narrative biographies of no more than two pages in an appendix. A seminar should average no more than one visiting scholar per week.

***For institutes:*** Describe the roles and qualifications of the project director(s), resident faculty, and/or visiting faculty. For persons who bear primary intellectual responsibility for the institute, provide résumés of no more than five pages in an appendix; for others include two-page résumés or narrative biographies.

***For both seminars and institutes:***

Include a brief description of the role of key support staff and on-site assistant(s).

Include in an appendix letters or e-mail messages of commitment for all project scholars other than the project director(s).

**d) Participant selection**

Describe the anticipated audience for the seminar or institute and your plans for attracting a national pool of applicants from which to select your NEH Summer Scholars. Indicate any special criteria pertinent to the proposed

project, for example, foreign language proficiency. College and university seminars must include three or more contingent Summer Scholars (that is, non-tenure-track/adjunct faculty). College and university institutes must include five or more contingent Summer Scholars (that is, non-tenure-track/adjunct faculty).

NEH will provide guidance on creating a participant selection committee. The committee comprises three or more members, including the director(s). List any special qualifications that members of the selection committee should possess. Selection committees for school teacher seminars and institutes must include at least one school teacher.

**e) Project website**

Describe the design and content of the project website. This website will help recruit prospective NEH Summer Scholars and provide intellectual and practical resources for participants. It will also disseminate the intellectual content of the project beyond its primary audience of NEH Summer Scholars.

You may budget up to \$5,000 to develop the website and related publicity.

**f) Professional development for NEH Summer Scholars**

In projects for school teachers, participants may wish to obtain continuing education units (CEUs) or in-service credit. When appropriate, discuss how the program will provide necessary documentation for school teachers. (This section is irrelevant to projects for college and university teachers.)

**g) Institutional support**

Describe how the resources of the host institution will serve the proposed project. Discuss suitability of housing and supporting facilities as well as academic and technological resources.

Include in an appendix a letter of support from a senior official of the host institution confirming the institution's commitment to the project and assuring that relevant offices will provide timely and effective support.

**3. Budget**

Provide a budget. You can find a budget form (MS Excel) and sample budgets for seminars and institutes on the [program resource page](#). All of the items listed must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization.

You must calculate your budget correctly. If your application is approved for funding and the budget submitted as part of the application included errors, you will be required to submit a revised budget correcting the errors.

When indirect costs are charged to the project, be careful not to charge to the project as direct costs those items that are included in the organization’s indirect-cost pool.

If the applicant institution is claiming indirect costs, submit a copy of its current federally negotiated indirect-cost rate agreement. Do not attach the agreement to your budget form. Instead you must attach it to the Budget Narrative Attachment Form (also known as the Budget Narrative File). (See the instructions for this form in the Application Checklist near the end of this document.) Alternatively, you must attach a statement to the form, explaining a) that the applicant institution is not claiming indirect costs; b) that the applicant institution does not currently have a federally negotiated indirect-cost rate agreement; or c) that the applicant institution is using the government-wide rate of up to 10 percent of the total direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each subgrant or subcontract in excess of \$25,000).

**A. Participant stipends**

Each participant will receive a stipend according to the duration of the seminar or institute, whether one (\$1,200) two (\$2,100), three (\$2,700), or four (\$3,300) weeks. The stipend is intended to help cover travel to and from the project location, housing, meals, and other living expenses. The sponsoring institution is expected to make provision for suitable housing for participants at reasonable rates.

**B. Operating costs**

**Item 1: Salaries and wages**

**Item 1a:** List here compensation for the project director(s) employed by the applicant institution. Project directors are compensated for all aspects of the program, including overseeing all arrangements, recruiting and selecting the participants, and conducting the residential portion of the project during the summer. Seminar directors may not assume any other commitments when the participants are in residence. Institute directors or lead faculty who bear primary intellectual responsibility for the project should be present throughout the program. Project directors are compensated at a fixed rate, depending on the number of directors and the length of their programs, as presented in the chart below:

# directors	1 week	2 weeks	3 weeks	4 weeks
1	\$12,500	\$15,000	\$17,500	\$20,000
2	\$7,500 each	\$9,000 each	\$10,500 each	\$12,000 each

Directors conducting two one-week programs will receive the two-week compensation rate.

If two persons are directing a project together, each of the two project directors will receive 60 percent of the base rate for a single director, as indicated in the chart above. Compensation for directors or co-directors not employed by the applicant institution should be listed under Item 3.

The compensation rates outlined above typically apply to project directors who also serve as principal faculty of the program. Project directors who will not serve as principal faculty should discuss their situation with NEH program staff before submitting an application.

**Item 1b:** List here other project faculty, lecturers, or professional administrative staff employed by the applicant institution. We recommend that applicants employ coordinators or assistants, as appropriate to the managerial and on-site needs of the project. Depending on their assignments and duties, the compensation of other project faculty, lecturers, and professional staff may be calculated on the basis of a suitable percentage of their full-time academic-year or administrative salary or on a per diem basis. Costs charged to the project budget should be entirely justified by the role and duties to be performed.

If a member of the participant selection committee (other than the project director) is employed by the applicant institution, a \$250 stipend for that individual would be included in this budget item.

**Item 1c:** List here clerical and administrative support as well as any support to be provided by graduate assistants.

### **Item 2: Fringe benefits**

Fringe benefits should be calculated for those individuals employed by the applicant institution and listed in Items 1a, 1b, and 1c. Fringe benefits may include contributions for Social Security, employee insurance, pension plans, etc. Only those benefits that are not included in an organization's indirect-cost pool may be shown as direct costs. Keep in mind that fringe benefits for clerical, administrative, and part-time personnel may be calculated at different rates than those used for employees on academic-year appointments. The different rates should be reflected in the breakdown shown on the budget form.

### **Item 3: Consultant fees**

List those individuals who are not employed by the applicant institution and will contribute to the project as directors, co-directors, visiting lecturers, leaders of study sessions, etc. The honoraria for visiting faculty and other consultants should be no higher than \$750 per person per day or \$3,000 per person per week. Travel and subsistence reimbursement for consultants should be entered below in Item 4.

*Note:* A \$250 stipend for any member of the participant selection committee (other than the project director) who is not employed by the applicant institution would be included in this budget item. If a director or co-director is

not employed by the applicant institution, this person's salary should be entered here, using the amount provided in Item 1a above.

#### **Item 4: Travel**

Participant travel is covered by the stipend awarded to each NEH Summer Scholar. List here travel and accommodation expenses for visiting consultants listed in Item 3 and the costs likely to be incurred by the project director(s) to attend a two-day project directors' meeting held in Washington, D.C. A project director's travel to and from a seminar or institute site away from the director's home institution is allowed, as are accommodation expenses at this site.

Calculate costs in accordance with the applicant institution's policy, and provide the method of calculation.

#### **Item 5: Supplies and materials**

You may request funds to cover reasonable administrative and project charges for materials such as office and computer supplies. You may also include the cost of core texts and flash drives for additional readings, up to \$125 per participant. Please note that these costs may be included only if they are not part of the indirect-cost pool.

#### **Item 6: Services**

Include the costs of museum admissions, cell phone and Wi-Fi charges, the rental of films and equipment such as buses and vans, and subcontracts of any kind. You may also include the costs of duplication, printing, and postage, but we encourage digital dissemination of publicity and academic materials whenever possible. If you plan to collaborate with another institution, the grants office of the applicant institution may wish to consult with the NEH Office of Grant Management. Note that you may include modest charges for food, such as light refreshments and water on site visits, in this budget item. All services must be essential to the project. (See below for the list of inadmissible budget items.) Justify these requests in the budget notes, which are discussed below. Include an itemization of subcontract costs.

*Note on publicity and project website.* NEH posts lists of the seminars and institutes on its website; it also distributes this information to teachers through electronic bulletin boards, e-mail discussion lists, individual e-mail messages, and printed brochures distributed at professional conferences. To supplement this general publicity, project budgets should include a modest amount of money (up to \$5,000) for expenses such as developing a project website, hiring a communications intern, and undertaking publicity efforts to constituencies unique to the specific seminar or institute.

**Item 7: Total operating costs** are calculated by adding items 1 through 6.

### **C. Indirect costs (overhead)**

These are costs incurred for common or joint objectives that cannot be readily identified with a specific project or activity of an organization. Items that would be regarded as indirect costs include the salaries of executive officers, and the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

Indirect costs are computed by applying a negotiated indirect-cost rate to a distribution base (typically a portion of the direct costs of the project). Note that NEH does not allow grantees to charge indirect costs on participant stipends. For that reason, you may not include participant stipends in the distribution base.

Organizations that wish to include overhead charges in the budget but do not have a current federally negotiated indirect-cost rate or have not submitted a pending indirect-cost proposal to a federal agency may choose one of the following options:

1. NEH will not require the formal negotiation of an indirect-cost rate, provided that the charge for indirect costs does not exceed the government-wide rate of up to 10 percent of direct costs, less distorting items (including, but not limited to, capital expenditures, participant stipends, fellowships, and the portion of each individual subgrant or subcontract in excess of \$25,000). This option is not available to a sponsorship or umbrella organization—that is, an organization that applies for a grant on behalf of an organization that may not be eligible to apply directly to NEH for a grant. Applicants choosing this option should understand that they must maintain documentation to support overhead charges claimed as part of project costs.
2. If your organization wishes to use a rate higher than 10 percent, provide on the budget form an estimate of the indirect-cost rate and the charges. If the application is approved for funding, the award document will provide instructions on how to negotiate an indirect-cost rate with NEH.

### **D. Amount requested from NEH**

Amount requested includes items A, B, and C.

### **Budget notes**

You may include as part of the budget brief budget notes when requested costs are not obviously related to the proposed project. In particular, it may be useful to clarify requested compensation levels. If released time from teaching duties is proposed, indicate clearly how it will be used. Provide justifications in the narrative for equipment rentals and purchases.

### **Inadmissible budget items**

The following costs are not allowable and may not appear in project budgets:

- the cost of replacement teachers or compensation for faculty members performing their regular duties;
- the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment; and
- tuition fees for participants or student assistants. At the discretion of the applicant institution, credit may be awarded to participants who seek it. If any filing fee or tuition must be charged, it should be charged directly to those participants wishing to receive credit and should be fixed at the lowest possible rate. Such fees should **not** be deducted from the participants' stipends.

### **4. Appendices**

Limit your appendices to directly relevant materials discussed in the narrative, including

- a day-by-day syllabus,
- detailed reading lists,
- brief résumés or biographies,
- letters of commitment from all project scholars other than the project director(s), and
- letter(s) of support from the host institution.

Number the pages of your application consecutively, including appendices. The proposal narrative should refer to items in the appendices by page number.

### **5. Evaluations**

**Project directors of previously funded NEH summer programs** must submit

1. copies of all NEH Summer Scholars' evaluations of their most recently offered seminar, institute, or Landmarks workshop; and
2. an explanation of how their experience as directors has shaped the project currently being proposed. This explanation may be woven into the narrative description of the project or included in this section of the application.

### **6. Reference letters**

Note: Project directors who have previously directed a seminar, institute, or Landmarks workshop should **not** submit reference letters.

**Project directors who have not previously directed a seminar, institute, or Landmarks workshop** must solicit two reference letters (or up to two letters per co-director). These letters should address the merits of the project, the qualifications of the director(s), and the director(s)' suitability for implementing the project. (Project directors are responsible for providing referees with a draft of the proposal narrative.)

Project directors are responsible for informing institutional officials who will submit the application via Grants.gov of the specific instructions regarding the referees. The submitting official must use the Key Contacts form to list the referees. **On the form list only the names and contact information for the referees—not for the project staff.** See the instructions for preparing and submitting the Grants.gov application package, which are available on the [program resource page](#).

Several days after the deadline, NEH will contact the referees via e-mail, asking them to submit their reference letters online. **Letters must be submitted online no later than March 14.**

### III. Submitting your Application

To be able to submit an application, applicants must have registered with Grants.gov and must have an updated Entity record in the System for Award Management (SAM). More detailed information is immediately below.

**All applications to this program must be submitted via Grants.gov.** NEH strongly recommends that you complete or verify your Grants.gov registration at least two weeks before the application deadline, since it takes time to process your registration.

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, an applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your organization's Entity record at least annually after the initial registration, and more frequently if required by changes in your organization's information or another award term. In order for your organization to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in its Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register or update your organization's Entity record. NEH strongly recommends that applicant organizations update (or, if necessary, create) their SAM Entity record at least four weeks before the application deadline.

Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#).

**Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.**

## Deadlines for submitting optional draft proposals and applications

Draft proposals (optional): Program staff recommends that draft proposals be submitted no later than January 31, 2017. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Staff comments in response to draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Draft proposals should be submitted to [sem-inst@neh.gov](mailto:sem-inst@neh.gov).

**Applications must be received by Grants.gov on or before March 1, 2017. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.**

## IV. What Happens After the Submission of an Application

### Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

Proposals to repeat seminars or institutes previously offered are evaluated by the same criteria as new proposals. Note, however, that previous funding does not guarantee that a project will be funded again. Former project directors must submit copies of all evaluations by NEH Summer Scholars of their most recently offered NEH summer program, and they should add evidence of responsiveness and fine-tuning where appropriate. NEH may give preference to new applicants whose projects would study new topics.

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Uniform Guidance [§200.205](#). (See the second paragraph below the next heading for more information about the Uniform Guidance provided by the Office of Management and Budget.) This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

### Information for all applicants and for successful applicants

Applicants will be notified of the decision by e-mail in August 2017. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in September 2017. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The [Grant Management](#) section of the NEH website outlines all the responsibilities of award recipients, including anti-

lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to [sem-inst@neh.gov](mailto:sem-inst@neh.gov).

In September 2015 NEH adopted without exception a new government-wide regulation for federal awards, referred to as the “Uniform Guidance.” The Uniform Guidance applies to all NEH awards and is aimed at reducing the administrative burden on award recipients and improving accountability of federal financial assistance for tax payers. (See 2 C.F.R. Part 200: [UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#).) NEH will identify in each grantee’s award documents the relevant terms, conditions, and administrative requirements from the Uniform Guidance with which the grantee must comply.

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the NEH Office of the Inspector General. You can find details on how to report such allegations and suspicions [here](#).

## V. Additional Information

### Contact information for the program and Grants.gov

If you have questions about the program, contact:

Division of Education Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8471  
[sem-inst@neh.gov](mailto:sem-inst@neh.gov)

Grants.gov: [www.Grants.gov](http://www.Grants.gov)  
Grants.gov help desk: [support@grants.gov](mailto:support@grants.gov)  
Grants.gov customer support tutorials and manuals:  
<http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>  
Grants.gov support line: 1-800-518-GRANTS (4726)

### Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or 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 the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please 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 Guidelines Officer, at [guidelines@neh.gov](mailto:guidelines@neh.gov); the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. 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.

## APPLICATION CHECKLIST

- Verify and if necessary update your institution’s Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- Verify your institution’s registration or register your institution with Grants.gov.** Complete at least two weeks before the deadline.
- Access the application package from Grants.gov by downloading it, or through Grants.gov Workspace.** The [program resource page](#) on NEH’s website has a direct link to the package. You can also search Grants.gov for this program. (Note that Grants.gov tells you to download the “application instruction” as well as the “application package.” The “application instruction” is this document, so there’s no need to download it.) The program resource page also has a direct link to the instructions for completing the package.
- Complete the following forms contained in the Grants.gov application package.**
  1. Application for Federal Domestic Assistance - Short Organizational
  2. Supplementary Cover Sheet for NEH Grant Programs
  3. Project/Performance Site Location(s) Form
  4. Attachments Form—using this form, attach the parts of your application as described in the guidelines:
    - ATTACHMENT 1: Table of contents (name the file “contents.pdf”)
    - ATTACHMENT 2: Narrative (name the file “narrative.pdf”)

- ATTACHMENT 3: Budget (name the file “budget.pdf”)
- ATTACHMENT 4: Appendices (name the file “appendices.pdf”)
- ATTACHMENT 5: Evaluations, required only of project directors who have previously directed an NEH summer program (name the file “evaluations.pdf”)
5. Key Contacts Form (list referees here; required only of project directors who have not previously directed an NEH summer program)
  6. Budget Narrative Attachment Form (also known as the Budget Narrative File)—using this form, attach **only** a copy of the applicant institution’s current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). (See the Grants.gov instructions for applicants to conduct Summer Seminars and Institutes, which are available on the program resource page, for additional information.)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

**Upload your application to Grants.gov.** 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](mailto:support@grants.gov).

**Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.**

## TIMELINE

**Before the March 1, 2017 deadline:** Contact Division of Education Programs program officers (at 202-606-8471 or [sem-inst@neh.gov](mailto:sem-inst@neh.gov)) with questions and for advice (optional)

**January 31, 2017:** Submit draft proposals by this date (optional)

**February 1, 2017:** Create or verify your institution’s Entity record at the System for Award Management by this date

**February 15, 2017:** Register your institution (or verify its registration) with Grants.gov by this date

**March 1, 2017:** Submit application through Grants.gov by this date

**April-May 2017:** peer review panels take place

**July 2017:** meeting of the National Council on the Humanities, followed by funding decisions

**August 2017:** applicants are notified of the funding decisions

**September 2017:** institutional grants administrators and project directors of successful applications receive award documents by e-mail

**October 2017:** successful applicants' grant periods begin

**June-August 2018:** Summer Seminars and Institutes take place