



NATIONAL ENDOWMENT FOR THE  
**Humanities**

DIVISION OF RESEARCH PROGRAMS

**SUMMER STIPENDS**

FREQUENTLY ASKED QUESTIONS

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**I. Eligibility**

**1. I am an independent scholar. What are my chances of receiving a Summer Stipend?**

Your chances are the same as any other applicant's. All applicants must propose a significant project and must also present evidence of their qualifications, including publications, presentations, and other relevant experiences.

**2. I am a graduate student. Am I eligible to apply for a Summer Stipend?**

No. However, applicants who have satisfied all the requirements for a degree and are awaiting its conferral may apply. Such applicants need a letter from the dean of the conferring school, attesting to the applicant's status as of September 27, 2017. This letter must be received by the Summer Stipends program by October 19, 2017. You may fax the letter to the program at 202-606-8204; alternatively, you may include a PDF version of the signed letter as an attachment to an e-mail message sent to [stipends@neh.gov](mailto:stipends@neh.gov).

**3. Does NEH support projects whose results will be written in a language other than English?**

Yes. Applicants with projects that will be written in a language other than English must explain how access and dissemination will be affected.

**4. May I apply to translate a work into English if other English translations already exist?**

Yes. In the proposal narrative, provide a rationale for a new translation.

## **5. I am involved in a collaborative project. Can collaborators split a Summer Stipend?**

No. The NEH Summer Stipends program is designed for individual researchers. Awards may not be divided. If you are seeking funding for more than one participant in a collaborative project, each person seeking funding must submit a separate application specifying the individual contribution. Peer reviewers will be asked to evaluate each application on its own merits. Each application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Applicants who are seeking funding only for themselves but who are working as part of a collaborative team are also eligible. In this case, too, the application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Applicants proposing to work together may wish to apply instead or in addition for an NEH [Collaborative Research](#) grant.

## **6. I plan to complete a draft of my book prior to the start of the award. May I use the award period to respond to the publisher's readers' reports?**

Using a Summer Stipend to revise work is fully acceptable under program guidelines. However, work plans must not depend entirely upon factors outside an applicant's control. For instance, Summer Stipends should not be used to respond to pending or anticipated readers' reports.

## **II. Other Fellowship Opportunities**

### **1. Does NEH offer additional funding opportunities for individual scholars in the humanities?**

NEH [Fellowships](#), [NEH-Mellon Fellowships for Digital Publication](#), and the [Public Scholar Program](#) support individual scholars for periods of six to twelve months. NEH Awards for Faculty support individual scholars for periods of two to twelve months. Fellowships, NEH-Mellon Fellowships for Digital Publication, and the Public Scholar Program are open to scholars who have completed their formal education, regardless of their institutional affiliation. Awards for Faculty are open only to faculty members at [Hispanic-Serving Institutions](#), [Historically Black Colleges and Universities](#), or [Tribal Colleges and Universities](#). Applicants apply directly to NEH.

### **2. Does NEH collaborate with other institutions to provide additional funding for individual scholars in the humanities?**

NEH collaborates with several organizations to offer support for research:

*Library of Congress (LOC) – John W. Kluge Center Fellowships*

Projects that draw on the collections of the Library of Congress are eligible for support. Interested applicants should apply directly to [LOC's Kluge Center Fellowships Program](#).

*Japan-United States Friendship Commission (JUSFC) – [Fellowships for Advanced Social Science Research on Japan](#)*

Subjects may include modern Japanese political economy, international relations and society, and United States-Japan relations. Applicants may consult the [JUSFC website](#) for additional information.

*NEH Grants for Fellowship Programs at Independent Research Institutions*

Projects to be undertaken at independent centers for advanced study, libraries, and museums in the United States, and research centers overseas, are eligible for support. Individual scholars must apply directly to the institutions. A list of currently funded institutions is available [here](#).

*[NEH and National Science Foundation Fellowships Program for Documenting Endangered Languages \(DEL\)](#)*

Projects on endangered languages are eligible for support. A full description of the DEL program is available [here](#).

### **III. Application and References**

#### **1. What help is available for preparing the proposal?**

Because of the large number of applications, NEH staff members are not able to comment on draft proposals. NEH staff will, however, answer questions about preparing your proposal and about your eligibility. Staff members may be reached at (202) 606-8200 and at [stipends@neh.gov](mailto:stipends@neh.gov).

Applicants are encouraged to review the samples of previously funded applications, as well as the broader list of projects. You can find links to the sample narratives, and to the list of funded projects, on the [program resource page](#).

#### **2. I applied for a grant last year and my proposal was unsuccessful. Will I be at a disadvantage if I reapply?**

No. NEH encourages previous applicants to reapply and does not inform peer reviewers that a proposal was unsuccessful in a previous competition. Moreover, NEH employs different peer reviewers from year to year.

#### **3. My project is interdisciplinary. What category should I select from the drop-down menu for “Field of Project” on Form III (the NEH Supplemental Information for Individuals Form)?**

NEH supports proposals that cross disciplinary boundaries (as well as proposals that are rooted in a single discipline). On the NEH Supplemental Information for Individuals Form you may select up to three disciplinary fields that characterize your project. If you select more than one, list the primary field first. In selecting referees, you should choose two who can effectively attest to your ability to work in the disciplines that are relevant to your project.

Program staff will use this information as a means of assigning your application to an appropriate review panel.

#### **4. My referee is unable to submit a letter online. Is there an alternative?**

NEH strongly encourages referees to submit their letters online. If this is not possible, referees may e-mail letters to [stipends@neh.gov](mailto:stipends@neh.gov) or fax them to 202-606-8204.

#### **5. I submitted an application, but my referees haven't received requests for their letters. Why not?**

If your referees haven't yet received their requests, it's probably because NEH hasn't yet sent them the requests. NEH will contact all referees approximately seven to ten days after the application deadline—not seven to ten days after you submitted your application (if you submitted it before the application deadline). You will be notified by e-mail when each of your letters of reference has been received. After you have received the Grants.gov Agency Tracking Number Assignment message, you may check the status of your letters of reference by logging in to [the secure area of NEH's website](#). Enter your NEH application number and your Grants.gov tracking number. You will be able to see the names and e-mail addresses of your letter writers and whether their letters of reference have arrived. If necessary, you may send reminders to your letter writers (including the upload link) from this site. Do not contact your referees about the non-arrival of their letters until you know that they've received requests from NEH for their letters.

Your referees also will not receive the NEH requests if you provide incorrect or multiple e-mail addresses for them, or addresses for accounts that they don't check regularly.

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

All applications receive peer review. Scholars in the humanities will read and rate your application, using the evaluation criteria listed in Section II of the application guidelines. 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](#).

#### **7. Can I see the evaluators' comments after the competition?**

Yes. The notification you receive about the decision made on your application will contain instructions for requesting the evaluators' comments. If your application is unsuccessful, the comments may help you revise it for resubmission.

## IV. Using Grants.gov

### 1. How do I know if I have submitted my application successfully?

**After you submit your application, Grants.gov will send you up to five e-mail messages confirming receipt of your application. These messages represent different stages in the application acceptance process. You should verify that you have received all of the following five confirmation messages. Please note that e-mail filters may send these messages to your spam or junk folder.**

**Message 1:** After you submit your application, Grants.gov will immediately assign the application a Grants.gov tracking number (a number like GRANT11791444). Grants.gov will send you an e-mail with this number. The subject line of the message will include the words “Grants.gov Submission Receipt.”

**Message 2:** At this point Grants.gov attempts to validate the application. If everything checks out, Grants.gov will send you a **second** e-mail confirming that it validated the application, and that it will send the application to NEH. The subject line of the message will include the words “Grants.gov Submission Validation Receipt for Application.” (This message—and all subsequent messages from Grants.gov—again includes the Grants.gov tracking number.) But if Grants.gov discovers a problem with the application (for example, the project description component of the Application for Federal Domestic Assistance exceeds the thousand-character limit, or a file name includes an unacceptable character such as a comma), then the attempt at validation fails; Grants.gov accordingly rejects the application. Grants.gov would then send you a message, indicating that the application has been “rejected with errors,” and that you must resubmit. Once you correct the error and resubmit, the process starts all over again. (In other words, Grants.gov would then send you a new version of Message 1, including a new Grants.gov tracking number.) Note that NEH does not receive an application that Grants.gov rejects because it has errors.

**Message 3:** After Grants.gov has validated the application, NEH uploads the application. Grants.gov then sends you a **third** e-mail to that effect. The subject line of the message will include the words “Grants.gov Agency Retrieval Receipt for Application.” (The “agency” mentioned in the subject line is NEH, which Grants.gov also calls the “grantor agency.”)

**Message 4:** At this point, NEH assigns its own application number (different from the Grants.gov tracking number) to the application. (The NEH application number will begin with two or three capital letters, followed by a hyphen, followed by six numbers: for example, HD-123456, or HDD-123456.) NEH then informs Grants.gov of the application number that it has assigned. Grants.gov then sends you a **fourth** e-mail, providing the NEH application number (as well as, again, the Grants.gov tracking number). The subject line of the message will include the words “Grants.gov Agency Tracking Number Assignment for Application.” (What Grants.gov calls the “agency tracking number” is what NEH calls the application number.)

**Message 5:** Now that NEH has the application, it runs its own check to make sure that the application’s attachments are in proper PDF format. If everything is OK, NEH informs Grants.gov that it has accepted the application. Grants.gov then sends you a **fifth** e-mail, informing you that NEH has accepted the application. The subject line of the message will

include the words “Grants.gov Agency Notes Assigned for Application.” (If NEH accepts the application, the “Agency Notes” are as follows: “Application accepted by agency.”) But if NEH rejects the application, NEH sends its own e-mail directly to you. In that case you will receive two e-mails, one from NEH and one from Grants.gov. The NEH e-mail will inform you of the problem with the application (for example, an attachment was not submitted as a PDF). It will also tell you that you need to correct the error and then to resubmit. In that case the e-mail that Grants.gov sends you will reiterate the fact that NEH rejected the application because of problems with the attachments. After you receive these e-mails you must resubmit the application and await receipt of the five messages explained here.

Grants.gov normally sends these e-mail messages within twenty-four hours of the submission of an application. Delays can, however, occur when system usage is heavy. Each message includes your application’s Grants.gov tracking number, and the fourth and fifth messages also include the NEH application number. Keep these messages for your records.

If you receive a message (ordinarily, the second or the fifth message) indicating that your application has been rejected, read it carefully. It should explain what was wrong with your application, and what you must do to fix the problem. Once you fix the problem, you can resubmit the application (so long as you do so before the program’s application deadline).

If you submit an application and don’t receive all five of the e-mail messages, check your “spam” folder, which may contain one or more of them. If you still can’t find them, contact Grants.gov immediately to determine the status of your application, by calling 1-800-518-GRANTS (4726) or sending an e-mail to [support@grants.gov](mailto:support@grants.gov). Include the Grants.gov tracking number in correspondence regarding the application. You can also use the Grants.gov [Track my Application](#) tool to check the status of your application.

**It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application, by verifying that you have received all five of the messages described here.**

## **2. What is the Application for Federal Domestic Assistance - Individual Form, and where do I find it?**

The Application for Federal Domestic Assistance – Individual Form is a standard government application form. It is included in the “Mandatory Documents” field of the application package that you download from Grants.gov (or access through Grants.gov Workspace). To begin filling out the form, click on Application for Federal Domestic Assistance – Individual Form to open it. (See Section III of the guidelines, “Submitting your Application,” see the discussion of Form I under STEP 4.)

## **3. What is a DUNS number? How do I find out my institution’s number?**

DUNS stands for “data universal numbering system.” DUNS numbers are issued by Dun and Bradstreet (D & B) and consist of nine digits. If you have institutional affiliation, you should be able to get this number from your sponsored research office.

More information about DUNS numbers is available [here](#).