DIVISION OF **RESEARCH PROGRAMS**

SUMMER STIPENDS

The Summer Stipends program provides $6,000 to support continuous full-time work on a humanities project for a period of performance of two consecutive months. Projects may begin as early as May 1, 2019.

Deadline: September 26, 2018

If after reading this document you have questions about this program, contact NEH's Division of Research Programs at 202-606-8200 or stipends@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

Summer Stipends support individuals pursuing advanced research that is of value to humanities scholars, general audiences, or both.

Eligible projects usually result in articles, monographs, books, digital materials and publications, archaeological site reports, translations, or editions. Projects must incorporate analysis and not result solely in the collection of data.

Summer Stipends support continuous full-time work on a humanities project for a period of two consecutive months.

Summer Stipends support projects at any stage of development. NEH funds may support recipients' compensation, travel, and other costs related to the proposed scholarly research.

Summer Stipends are awarded to individual scholars. Organizations are not eligible to apply.

NEH encourages submission of Summer Stipends applications from independent scholars and faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities, Tribal Colleges and Universities, and community colleges.

Summer Stipends may not be used for

- promotion of a particular political, religious, or ideological point of view;

- advocacy of a particular program of social or political action;

- support of specific public policies or legislation;

- projects that fall outside of the humanities (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies);

- research for doctoral dissertations or theses by students enrolled in a degree program;

- the preparation or revision of textbooks;

- curriculum development;

- the development of teaching methods or theories;

- educational or technical impact assessments;

- inventories of collections; or

- the writing of guide books, how-to books, and self-help books.

Standing Together

NEH invites projects related to its Standing Together initiative, which encourages projects related to war and military service.

Protecting our Cultural Heritage

In response to the destruction of cultural heritage materials worldwide, NEH encourages applications for projects that study, document, or create digital representations of lost or imperiled cultural heritage materials. Proposed projects should be based on scholarly work and follow standards and best practices. Projects must demonstrate the capacity to be sustained and must be widely accessible to the public. For more information click here.

The Summer Stipends program will give equal consideration to all applications in accordance with the program's review criteria, whether or not they respond to the Standing Together initiative or focus on lost or imperiled cultural heritage materials.

Providing access to NEH-funded 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 products. For the Summer Stipends program, such products may include digital resources, websites, and the like. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public. You can find additional guidance on access and dissemination matters below. See beneath the "Final product and dissemination" heading in the instructions for the narrative in Section II of these guidelines.

Award information

Summer Stipends provide $6,000 for two consecutive months of research and writing. Recipients must work full-time on their projects for these two months and may hold other non-NEH sources of support (for example, sabbaticals and supplementary funding) or grants for the same project during the summer stipend period of performance. Summer Stipends normally support work carried out during the summer months, but arrangements can be made for other times of the year. If you have questions, contact the Summer Stipends staff at stipends@neh.gov.

An individual may not hold more than one NEH individual award (for example, a Fellowship, a Public Scholar award, or a Summer Stipend) at the same time. Nor may an individual work on a project supported by an NEH institutional award as either a project director or participant while holding an NEH individual award. An individual may not accept a teaching assignment or

undertake any activities diverting the individual from the summer stipend project during the period of performance of the award.

Cost sharing and indirect costs

NEH Summer Stipends are awarded to individuals, not to institutions. They do not require cost sharing and do not include indirect costs.

Eligibility

Within the parameters listed below (see the next several headings), the Summer Stipends program accepts applications from individual researchers, teachers, and scholars, whether they have an institutional affiliation or not. Applicants holding tenured or tenure-track positions at institutions of higher education must, however, be nominated by their institutions. (See the "Faculty nomination section" below.)

Organizations are not eligible to apply for Summer Stipends.

Formal education

All applicants must have completed their formal education by the application deadline. While applicants need not have advanced degrees, individuals currently enrolled in a degree-granting program are ineligible to apply. Applicants who have satisfied all the requirements for a degree and are awaiting its conferral may apply, but such applicants must include as an attachment to the application a letter from the dean of the conferring school, attesting to the applicant's status as of September 26, 2018.

Citizenship

United States citizens, whether they reside inside or outside the United States, are eligible to apply. Foreign nationals who have been living in the United States or its jurisdictions for at least the three years immediately preceding the application deadline are also eligible.

Recent awards and fellowships held by the applicant

Individuals who have either held or received a major fellowship or research award or its equivalent within the three academic years prior to the deadline are eligible. Everything else being equal, though, the program will give preference to applicants who have not received such support. A "major fellowship or research award" is a postdoctoral research award that provides a stipend of at least $15,000. Sabbaticals and awards from an individual's own institution and stipends and awards from other sources supporting study and research during the summer are not considered major fellowships. If you have received **any** fellowships or research awards within the three academic years prior to the deadline, please indicate on your résumé the total amount of each award. If you fail to do so, your application may be disqualified.

Previously supported projects

Individuals who have previously received Summer Stipends may apply to support a new stage of their projects. These applications do not receive special consideration and will be judged by the same criteria as others in the competition. However, NEH will ask reviewers to take into account the accomplishments from the prior Summer Stipends award and determine if the project warrants additional support.

Faculty nomination

Faculty members with tenured or tenure-track positions who teach full-time at institutions of higher education must be nominated by their institutions to apply for a Summer Stipend. Each institution of higher education in the United States and its jurisdictions may nominate two faculty members. Any faculty member is eligible for nomination.

NEH is not responsible for the nomination procedures established by any educational institution. Each institution must designate a nominating official, usually an academic vice president or dean. NEH expects nominating officials to announce the selection procedures to all prospective applicants and to conduct fair and open competitions to select their institutions' nominees.

Prospective applicants should become familiar with their institutions' nomination procedures before the September 26 application deadline. Once nominated by their institutions, faculty members must submit their applications via Grants.gov. Applicants must include the name and e-mail address of the nominating official for their institutions. If you are nominated and subsequently apply, your nominating official will receive an e-mail message seven to ten days after the application deadline, asking for confirmation of your status as one of your institution's nominees. Confirmation must be submitted online no later than October 18, 2018.

Applicants exempt from nomination

The following individuals may apply without a nomination:

- independent scholars not affiliated with an institution of higher education;

- staff members at institutions of higher education who are not faculty members and will not be teaching during the academic year preceding the award;

- community college faculty;

- emeritus faculty; and

- adjunct faculty, part-time faculty, and applicants with academic appointments that terminate by the summer of the period of performance.

Collaborative projects

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. Panelists 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.

Multiple applications

Applicants may hold only one NEH award to individuals at a time.

Applicants may not participate in a project supported by an NEH institutional award (such as a Summer Seminar or Institute) while holding an NEH individual award that requires continuous, full-time work.

Summer Stipend applicants may compete concurrently in the following NEH programs (though they may hold an award from only one of these programs at a time):

- [Public Scholar Program](#);

- [Awards for Faculty at Hispanic-Serving Institutions](#), [Historically Black Colleges and Universities](#), and [Tribal Colleges and Universities](#);

- [Fellowships](#) or [NEH-Mellon Fellowships for Digital Publication](#);

- [Summer Stipends](#);

- NEH and National Science Foundation - [Fellowship Program for Documenting Endangered Languages (DEL)](#); and

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

Note: If an applicant accepts a Fellowship and applies for a Summer Stipend in the same fiscal year, the Summer Stipends application will be automatically withdrawn after the Fellowship is accepted.

Applications must be complete, must observe the specified page limits, and must be validated by Grants.gov under the correct funding opportunity number to be considered under this notice.

NEH will not review late, incomplete, or ineligible applications.

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 these **guidelines** carefully, noting what information needs to be provided in the application;
- consult the program's **review criteria**, which are listed immediately below;
- review the **sample narratives**, which are available on the program resource page;
- read the **Frequently Asked Questions**, which are available on the program resource page; and
- contact the **program staff** (at 202-606-8200 or stipends@neh.gov) to discuss your project and raise any questions you may have about the application.

Because of the large number of applications, the Summer Stipends staff is not able to read and comment on draft proposals. However, potential applicants may discuss with the staff specific concerns or questions that arise during the preparation of their proposals. Contact the NEH Division of Research Programs at 202-606-8200 or stipends@neh.gov. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

Once an application has been submitted, the staff will not comment on it except with respect to issues of completeness and eligibility. All applications must be created in Grants.gov Workspace and submitted via Grants.gov.

Review criteria

Reviewers are asked to apply the following criteria in assessing applications:

1. the intellectual significance of the proposed project, including its value to humanities scholars, general audiences, or both;

2. the quality or promise of quality of the applicant as an interpreter of the humanities;

3. the quality of the conception, definition, organization, and description of the project and the applicant's clarity of expression;

4. the feasibility of the proposed plan of work, including, when appropriate, the soundness of the dissemination and access plans; and

5. the likelihood that the applicant will complete the project.

Application elements

Your application must include the parts listed below. No budget is required. Applicants are responsible for ensuring that all parts of the application, including letters of reference, have been properly submitted. Applications exceeding the page limits for the various components or violating the format instructions will not be reviewed.

1. **Narrative—Not to Exceed Three Single-Spaced Pages**

   Your narrative should include a project title not to exceed 125 characters (including spaces and punctuation). Successful grant proposals will typically have titles that are descriptive of the project, substantive, and free of specialized language. Your title should match the title provided in section 6.a. of the SF-424 Application for Federal Domestic Assistance – Short Organizational (part of the Grants.gov application package). Most importantly, your title should be easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products. You can find guidance for writing a good title in the Frequently Asked Questions, which are available on the [program resource page](#).

   Applicants should provide an intellectual justification for their projects, conveying the ideas, objectives, methods, and work plan. A simple statement of need or intent is insufficient. The narrative should not assume specialized knowledge and should be free of technical terms and jargon.

   Applicants should format pages with one-inch margins and with a font size no smaller than eleven point. Single-spacing is permissible (and is the norm among successful applications).

   In the course of writing a narrative, applicants should address the following areas:

   o *Research and contribution*

      Describe the intellectual significance of the proposed project, including its value to humanities scholars, general audiences, or both. Provide an overview of the project, explaining the basic ideas, problems, or questions examined by the study. Explain how the project will complement, challenge, or expand relevant studies in the field.

   o *Methodology and work plan*

      Describe your method(s) and clarify the part or stage of the project that will be supported by the Summer Stipend. Provide a work plan, describing what you will accomplish during the period of performance. Your work plan must be based on a

full-time commitment to the project; part-time work is not allowed. If you do not anticipate finishing the entire project during the period of performance, discuss your plan for doing so.

For book projects, explain how the final project will be organized. If possible, provide a brief chapter outline. For digital projects, describe the technologies that will be used and developed, and explain how the scholarship will be presented to benefit audiences in the humanities. For edition or translation projects, describe the annotations or other scholarly apparatus that you plan to include. If you are proposing to translate into English a work for which other English translations already exist, provide a rationale for the new translation.

Note that work plans should not be wholly dependent upon factors beyond an applicant's control. For example, an applicant should not request an award solely to respond to readers' reports on a book manuscript, if the applicant has not yet received those reports.

If you are requesting funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must conduct a due diligence search at the Data.gov list of datasets to discover whether the needed geospatial-related data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services in compliance with applicable proposed guidance posted at http://www.fgdc.gov.

o *Competencies, skills, and access*

Explain your competence in the area of your project. If the area of inquiry is new to you, explain your reasons for working in it and your qualifications to do so. Specify your level of competence in any language or digital technology needed for the study. Describe where the study will be conducted and what research materials will be used. If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources.

o *Final product and dissemination*

Describe the intended audience and the intended results of the project. If relevant, explain how the results will be disseminated and why these means are appropriate to the subject matter and audience. If the project has a website, please provide the URL.

If the final product will appear in a language other than English, explain how access and dissemination will be affected.

NEH expects recipients to provide broad access to all award products, insofar as the conditions of the materials and intellectual property rights allow. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public.

NEH also expects that any materials produced in digital form as a result of its awards will be maintained so as to ensure their long-term availability. To that end, describe how the project's digital results, if any, will be maintained and supported beyond the period of performance.

2. **Bibliography—Not to Exceed One Single-Spaced Page**

The bibliography should consist of primary and secondary sources that relate directly to the project. Include works that pertain to both the project's substance and its theoretical or methodological approaches. Reviewers will use the bibliography to assess your knowledge of the subject area. Any standard format is acceptable.

3. **Résumé—Not to Exceed Two Single-Spaced Pages**

Your résumé should provide the following:

- *Current and Past Positions.*

- *Education:* List degrees, dates awarded, and titles of theses or dissertations.

- *Awards and Honors:* Include dates. If you have received prior support from NEH, indicate the name of the NEH program or award, the period of performance, and the publications that resulted from the award(s). When applicable, provide the names and dollar amounts of any awards or fellowships not funded by NEH that you received in the three years preceding the application deadline.

- *Publications:* Include full citations for publications and presentations.

- *Other Relevant Professional Activities and Accomplishments.*

4. **Appendix—Only for Editions, Translations, or Database Projects, for Proposals that Include Visual Materials, or for Proposals from Applicants Who Have Satisfied all the Requirements for a Degree and are Awaiting its Conferral**

- *Editions or Translations:* Provide a sample of the original text (one page) and the edited or translated version (one page).

- *Database Projects:* Provide a sample entry (one page).

- *Visual Materials:* Provide a sample (one page) in PDF format, not .jpg or other common graphic format.

- o *Proposals from Applicants Awaiting the Conferral of a Degree:* Provide a PDF version of a signed letter from the dean of the conferring school, attesting that you have satisfied all of the requirements for the degree as of September 26, 2018.

Applications including any other appendices (such as a writing sample or a table of contents for a proposed book) will be declared ineligible.

5. **Letters of Recommendation**

In addition to preparing the narrative, bibliography, résumé, and (if necessary) appendix, applicants are also asked to solicit two letters of reference. Provide the names, e-mail addresses, and affiliations for your two reference letter writers on the NEH Supplemental Information for Individuals Form. Please supply only **one** e-mail address for each referee in the relevant field. (The form is explained below, in the instructions for Form III.) Letters of reference are more highly regarded if they address the specific proposed activity and the candidate's ability to undertake it. Ideally, referees should come from different institutions. Applicants are responsible for providing both referees with relevant materials (such as a draft of the application).

Approximately seven to ten days after the deadline, NEH will e-mail requests to your letter writers, asking them to submit their letters online. Applicants are responsible for ensuring that these requests have been received. Although all submitted letters will be added to an applicant's file, it is possible that evaluators will not take into account letters submitted after the October 18, 2018, deadline.

If you find that you must change one or both of your referees after the application deadline, you may do so by contacting program staff.

Missing reference letters will not disqualify an application from review.

III. Submitting your Application

All applications to this program must be accessed through Grants.gov Workspace, completed, and submitted via Grants.gov. Applicants for an NEH Summer Stipend must register with Grants.gov independently of their institution's apparatus for submitting applications to Grants.gov. Applicants may enlist support from their institution's authorized representatives in preparing an application for submission through Grants.gov, but applicants must use their own username and password to submit the application, not the institution's username and password.

Individuals do not need to register in the System for Award Management (SAM). Awards will not be processed for individuals with delinquent federal debt or for individuals who have been suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any federal department or agency. To see if you have delinquent federal debt or other exclusions recorded in SAM, go to the [SAM website](#); click on "Search Records," and then on "Advanced Search - Exclusion."

What follows is a step-by-step guide for submitting your NEH Summer Stipends application through Grants.gov.

STEP 1: Register with Grants.gov

NEH strongly recommends that you complete or verify your registration at least two weeks before the application deadline, since it takes time to process your registration.

If you are registering with Grants.gov for the first time as an individual applicant, go to https://www.grants.gov/web/grants/applicants/registration.html. If necessary, enter the Funding Opportunity Number below:

20180926-FT

When registering as an individual, note that Grants.gov provides a default code of INDV00000 in the required DUNS field at the registration site. Do not change that code when registering. However, when filling out the application's NEH Supplemental Form for Individuals, you will be prompted to indicate your institutional affiliation (if you have one). At that point, you will be required to include your institution's DUNS number in the designated DUNS field. The reason for requiring the DUNS number on that form is that it helps keep track of institutions represented in the applicant pool.

Applicants who have already registered at Grants.gov as individuals need not re-register with Grants.gov to submit their Summer Stipends proposals. We encourage you, however, to check your account before the deadline to confirm that it is still active and that your password has not expired.

Applicants who lose their username and password can request a reminder at https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1.

Please be certain to use a Grants.gov individual account to submit your application. The Grants.gov system will not allow you to submit a Summer Stipends application through an institutional account.

If you have problems registering with Grants.gov, contact the Grants.gov help desk at 1-800-518-4726 or support@grants.gov.

STEP 2: Check Adobe compatibility or download the current version of the Adobe Reader

Using Grants.gov Workspace to prepare your application, you may complete the application forms online without using the Adobe Acrobat Reader software. You will in any case need to convert the files that you will attach to the Attachments Form—see below for information about this form—into PDFs.

If you are filling out the application forms as PDFs, you will need to download and install the latest version of Adobe Acrobat Reader, which is available at no charge and is compatible with both PCs and Apple computers. **Using older versions of the Adobe Acrobat Reader, or other readers such as Apple Preview, will prevent your application from being processed properly.** Visit Grants.gov's Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version at https://www.grants.gov/web/grants/applicants/adobe-softwarecompatibility.html.

STEP 3: Access the application package using Grants.gov Workspace

Using Grants.gov Workspace, you may complete the application forms online. You may also download the forms as PDFs. Information about Workspace is available here. (Grants.gov recommends that you use the latest version of any of the following browsers: Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, and Apple Safari.) You can access the forms online or download the PDFs at any time. (You do not have to wait for your Grants.gov registration to be complete.) A link to the Grants.gov application package can be found on the program resource page.

STEP 4: Prepare the application forms

The application package contains three forms that you must complete in order to submit your application:

1. **Form I: Application for Federal Domestic Assistance - Individual Form**—this Grants.gov form asks for basic information about the project and the applicant.

2. **Form II: Attachments Form**—this Grants.gov form allows you to attach the components of your application: the narrative, the bibliography, the résumé, and (if necessary) an appendix.

3. **Form III: NEH Supplemental Information for Individuals Form**—this NEH form asks for professional and institutional information about you and about your reference-letter writers.

Form I: Application for Federal Domestic Assistance – Individual Form

You may disregard items 1-4 on the form:

1. **Name of Federal Agency:** This will be filled in automatically.

2. **Catalog of Federal Domestic Assistance Number:** This will be filled in automatically.

3. **Date Received:** Please leave blank.

4. **Funding Opportunity Number:** This will be filled in automatically.

    Title: Provide the title for your project.

    Provide the following information for items 5-7:

5. **Applicant Information** (includes the following sections):

    a. "Name and Contact Information." Provide your name, telephone number, **e-mail address**, and mailing address. **Note: You must include an e-mail address in the "Email" field, even though it is not highlighted as a required field. NEH will use this e-mail address to notify you of the outcome of your application.**

    b. "Address." Provide your mailing address. **Note:** Your ZIP code must include the four-digit extension, preceded by a hyphen. **If you do not know your four-digit extension, use "-0000" (four zeros).**

    c. "Citizenship Status." Indicate with an "X."

    d. "Congressional District of Applicant." Enter the number (just the number, not the state) of your Congressional district. To find the number of your Congressional district, visit the House of Representatives website at http://www.house.gov and type your ZIP code into the "Find Your Representative" tool. If you do not have a Congressional district (that is, you are in a state or U.S. territory that does not have districts or you are in a foreign country), enter a "0" (zero). If you live in one district but your institution is in another, provide the number for the district in which you live.

6. **Project Information** (includes the following sections):

    a. "Project Title." Enter this, even though the field is not highlighted. The title should be brief (not more than 125 characters), descriptive, and informative to a nonspecialist audience. Note that NEH reserves the right to change the titles of projects that receive awards.

    b. "Project Description." Describe your project for a nonspecialist audience, stating the importance of the proposed work to larger issues in the humanities. This description will appear on your application cover sheet and will serve as a project abstract during the review process. **Do not exceed one thousand characters, including spaces.** If you exceed one thousand characters, including spaces, the Grants.gov validation software may reject your application or cut off your project description at the thousand-character limit.

c. "Proposed Project." Enter the starting and ending dates for your project. You must start your project on the first day of the month and end it on the last day of the month. You may change these dates if you receive an award.

7. **Signature: Click on the "I Agree" box.**

Click on the "Save" button at the top of the form to save your work and return to the main menu.

Form II: Attachments Form

To ensure that NEH's system does not reject your application after it has been retrieved from Grants.gov, check that your attachments meet the following requirements:

1. **The component parts of your application must be attached to the Attachments Form in Portable Document Format (PDF).** NEH cannot accept attachments in their original word processing, graphic, or spreadsheet formats. Visit Grants.gov's Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version at https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html. Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach to the Attachments Form into PDFs. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

2. Attachments must be in the specified order and must use the specified names. Do not use accent marks or other special characters in your file names. Use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space ( ), period, parenthesis (), curly braces {}, square brackets [], ampersand &, tilde ~, exclamation point !, Comma , Semicolon; Apostrophe ', at sign @, number sign #, dollar sign $, percent sign %, plus sign +, equal sign = . File names must be limited to 50 or fewer characters. If you include any other character in a filename, Grants.gov will reject your application.

When you open the Grants.gov Attachments Form, you will find fifteen attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach. You must name and attach your files in the proper order, as listed below:

ATTACHMENT 1: To this button, attach your project **narrative**. Name the file **"narrative.pdf"**.

ATTACHMENT 2: To this button, attach your **bibliography**. Name the file "**bibliography.pdf**".

ATTACHMENT 3: To this button, attach your **résumé**. Name the file "**resume.pdf**". **Note:** Do not use accent marks in the name of this file (for example, "résumé.pdf"); doing so may cause an error in the processing of your application.

ATTACHMENT 4: To this button, attach your **appendix or appendices** (only if necessary). Allowable appendices include editing samples, translation samples, database samples, visual materials, and (for applicants awaiting the conferral of a degree) a signed letter from the dean of the conferring school, attesting that you have satisfied all of the requirements for the degree as of September 26, 2018. Name the file "**appendix.pdf**".

Note: To ensure that NEH's system does not reject your application after it has been retrieved from Grants.gov, check that your attachments meet the following requirements:

1. All attachments must be in PDF format.

2. Attachments must be in the specified order and must use the specified names.

3. Attachments must not exceed the specified length limitations.

4. No attachments other than those specified above may be included.

Form III: NEH Supplemental Information for Individuals Form

Open the form and provide the following information:

- **Field of Project:** Using the drop-down menu, indicate the field(s) of your project. You may select one, two, or three fields. If you select more than one, list the primary field first. Program staff will use this information as a means of assigning your application to an appropriate review panel.

- **Project Director Field of Study:** Using the drop-down menu, choose the field of study that best describes your area of expertise.

- **Address Information:** Please indicate whether the address that you have given on the Application for Federal Domestic Assistance - Individual form is your home or work address.

- **Institutional Affiliation:** If you are not affiliated with an institution of higher education, please click "No" and continue to the Status section. If you are affiliated with an institution of higher education, please complete the information for that institution. Applicants are strongly encouraged to include their institution's DUNS number. (You must omit hyphens.) This number is generally

provided by an institution's sponsored research office and greatly improves efficiency when your application is being processed.

o **Status:** Indicate if you are a junior scholar or a senior scholar. Junior scholars are defined as those who are seven years or fewer beyond their final degree; senior scholars are defined as those who are more than seven years beyond their final degree.

o **Reference Letters:** Provide the names, e-mail addresses, and affiliations for your two recommenders. **Enter only one e-mail address for each recommender.** If you provide two e-mail addresses for a recommender, the NEH system will be unable to contact him or her. (Applicants are responsible for providing accurate e-mail addresses. The NEH system will use the addresses exactly as they have been entered on this form.)

To ensure full consideration, letters must be submitted online not later than **October 18, 2018**.

Late letters will be added to your file when they arrive, but it is possible that evaluators will not take them into account. If you find that you must change one or both of your referees after the application deadline, you may do so by contacting program staff.

About seven to ten days after the deadline, NEH will e-mail requests to the two recommenders, with instructions for submitting their letters online. Applicants are responsible for ensuring that their recommenders have received these requests and that the letters are properly submitted. (For additional information, see the "Checking the status of your letters of reference" section below.) Applicants are also responsible for providing referees with relevant materials (such as a draft of the application).

Missing reference letters will not disqualify an application from review.

o **Nominating Official:** If applicable, provide the name, e-mail address, and affiliation for your nominating official. After the deadline, NEH will contact this person, requesting confirmation of your nomination status. Confirmation must be submitted online **not later than October 18, 2018**. In response to this submission, both the nominating official and the applicant will receive a confirmation via e-mail. NEH will declare ineligible all applicants who do not fit one of the exempt categories and do not have their nomination status confirmed.

STEP 5: Submit your application to Grants.gov

When you have completed the Application for Federal Domestic Assistance - Individual Form and the NEH Supplemental Information for Individuals Form and attached the component parts of your application to the Attachments Form, perform validation checks on the application

as needed, and fix any errors. After you have done so, you are ready to submit your application to Grants.gov.

To submit your application, your computer must have an active connection to the Internet. To begin the submission process, click the "Submit" button. A page will appear, asking you to sign and submit your application. When you click the "Sign and Submit Application" button, your application will be submitted to Grants.gov. Please note that it may take some time to submit your application, depending on the size of your files and the speed of your Internet connection.

After the submission is complete, a confirmation page will appear. This page, which includes a tracking number, indicates that you have submitted your application to Grants.gov. Please print this page for your records.

If you find that you need to make a change to your application after you have submitted it, you may do so any time before the application deadline. Simply submit the corrected version through Grants.gov. All submissions are time-stamped, and NEH will use only your most recent one.

Deadline for submitting applications

Applications for NEH Summer Stipends must be received by Grants.gov by 11:59 p.m. Eastern Time on September 26, 2018. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

V. What Happens After the Submission of an Application

Confirming the acceptance of your application

After you submit your application, Grants.gov will send you up to four 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 four 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 exceeds the character limit), 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. Your application must be received and validated by Grants.gov prior to the application deadline.

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.)

Additional Information

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 or during scheduled maintenance. Each message includes your application's Grants.gov tracking number, and the fourth message also includes the NEH application number. Keep these messages for your records.

If you receive a message (ordinarily, the second 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 any e-mail messages, check your "spam" folder, which may contain one or more of them. If you still can't find them, use the Grants.gov Track my Application tool to check the status of your application. If you're unable to check online, 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. Include the Grants.gov tracking number in any correspondence regarding the application.

It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have received and validated/accepted your application.

Checking the status of your letters of reference

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.

Review and selection process

All eligible applications receive peer review. 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. 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](#).

Information for all applicants and for successful applicants

NEH will notify applicants of the results of their applications by e-mail in March 2019. NEH will send the notice to the e-mail address supplied in the application. All applicants may obtain the evaluations of their applications by sending a request to stipends@neh.gov.

Successful applicants may begin work on their projects as early as May 1, 2019.

The requirements for awards are contained in the [NEH Summer Stipends Terms and Conditions](#) document, and any specific terms and conditions contained in the award document.

A final performance report will be due within ninety days after the award ending date. This report must be submitted electronically via [eGMS Reach](#), NEH's online grant management system. See the [Instructions for Submitting the Final Performance Report for NEH Fellowships (including NEH/Japan-U.S. Friendship Commission Fellowships), Awards for Faculty, and Summer Stipends](#) for additional information.

A final financial report is not required.

V. Additional Information

Contact information for the program and Grants.gov

If you have questions about the program, contact:

Division of Research Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, D.C. 20506
202-606-8200
stipends@neh.gov

Grants.gov: www.grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov training documents and videos:
https://www.grants.gov/web/grants/applicants/applicant-training.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 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; 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

☐   **Register with Grants.gov or verify your Grants.gov registration.** NEH recommends that you register at least two weeks before the deadline.

☐   **Access the application package 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.

☐   **Complete the following forms contained in the Grants.gov application package.**

1. Application for Federal Domestic Assistance – Individual Form

2. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

    ATTACHMENT 1: Narrative (name the file "narrative.pdf")

    ATTACHMENT 2: Bibliography (name the file "bibliography.pdf")

    ATTACHMENT 3: Résumé (name the file "resume.pdf" without accent marks)

    ATTACHMENT 4: Appendix or appendices (only if necessary). Allowable appendices include editing samples, translation samples, database samples, visual materials, and (for applicants awaiting the conferral of a degree) a signed letter from the dean of the conferring school, attesting that you have satisfied all of the requirements for the degree as of September 26, 2018. Name the file "appendix.pdf".

    Note that if you do not use the file names indicated above, your application may be rejected. Do not use accents or other special characters in your file names.

    Your attachments must be in Portable Document Format (.pdf).

3. NEH Supplementary Information for Individuals Form. If you are affiliated with a U.S. institution, this form requires you to provide your institution's DUNS number. This number is generally available from an institution's sponsored research office or at your institution's website.

☐   **Upload your application to Grants.gov.** NEH **strongly** suggests that you submit your application no later than noon 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.

☐ **Verify that you received all four confirmation messages from Grants.gov.** The messages are described above in Section IV, "What Happens After the Submission of an Application."

☐ **Monitor the status of your letters of recommendation.** Approximately two to three weeks after the deadline, NEH will contact your recommenders to solicit their letters. You may check the status of your letters by logging in to the secure area of NEH's website. All letters must be received no later than October 18, 2018. You are responsible for ensuring that your letter writers have uploaded their letters by the deadline.

TIMELINE

Before the September 26, 2018 deadline: Contact Division of Research program officers (at 202-606-8200 or stipends@neh.gov) with questions and for advice (optional)

September 12, 2018: Register or verify your registration with Grants.gov by this date

September 26, 2018: Application must be submitted through and validated by Grants.gov by 11:59 P.M. Eastern Time on this date

October 4, 2018: NEH requests reference letters and confirmations of nomination

October 18, 2018: Reference letters and confirmations of nomination are due on this date

November 2018: Peer review panels take place

March 2019: Meeting of the National Council on the Humanities, followed by funding decisions

March 2019: Applicants are notified of the funding decisions

May 1, 2019: Successful applicants may begin work on their projects as early as this date