



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF RESEARCH PROGRAMS

**AWARDS FOR FACULTY AT
HISPANIC-SERVING INSTITUTIONS,
HISTORICALLY BLACK COLLEGES
AND UNIVERSITIES, AND TRIBAL
COLLEGES AND UNIVERSITIES**

FREQUENTLY ASKED QUESTIONS

I. Eligibility

1. I teach at a minority-serving institution, but not at an institution officially designated as a Hispanic-Serving Institution, Historically Black College or University, or Tribal College or University. Am I eligible to apply?

Only applicants who teach at, serve on the staff of, or have retired from officially designated Hispanic-Serving Institutions, Historically Black Colleges or Universities, or Tribal Colleges or Universities are eligible to apply to the Awards for Faculty programs.

2. How do I know whether I am affiliated with a Hispanic-Serving Institution, Historically Black College or University, or Tribal College or University (and therefore eligible to apply for an Award for Faculty)?

A list of Historically Black Colleges and Universities is available [here](#) (click on “Accredited HBCU listing”), and a list of Tribal Colleges and Universities is available [here](#). If the institution with which you are affiliated is on either of those lists, you are eligible to apply.

To determine whether you are affiliated with an eligible Hispanic-Serving Institution, begin by consulting the most recent Eligibility Matrix, compiled by the Department of Education and available [here](#). (Scroll down to the middle of the webpage; then click on “Eligibility Matrix.” The Eligibility Matrix typically appears as the second item under “Tips and Assistance.”)

The Eligibility Matrix is a read-only Excel worksheet that lists data for all potentially eligible postsecondary institutions. First, locate your institution’s name in column A (“Institution Name”). Next, scroll across to look at column AV (“HSI Elig”). If the row for your institution in

that column appears green and has a number 5 or 6, you are affiliated with an eligible institution, and you are eligible to apply.

3. The Eligibility Matrix does not indicate that my institution is a Hispanic-Serving Institution. Are there other ways in which I may demonstrate eligibility?

Yes. You may establish your institution's eligibility by: a) verifying that at least 25 percent of your institution's undergraduate full-time equivalent students are Hispanic, as determined in the Eligibility Matrix, column AH ["Hispanic % (FT UG)"] AND b) submitting a 2017 or 2018 letter or other document from the Department of Education, certifying Title V eligibility. Submit the Department of Education letter or other document to the program by including it in the application along with your statement of eligibility. (The answer to the next question provides instructions for the statement of eligibility.) You may also fax the letter or other document to 202-606-8204 or send a PDF version by e-mail attachment to FacultyAwards@neh.gov. If you fax the document or send it by e-mail attachment, it must arrive on or before May 9, 2018.

Another way in which you may be able to establish your institution's eligibility is by visiting the U.S. Department of Education's Office of Postsecondary Education Institutional Service website, available here: <https://hepis.ed.gov/title3and5/>. Click on "Application for Designation as an Eligible Institution." Then click on "Check Main Campus Eligibility." Enter the name of your institution or OPE ID number. Select your institution and click on "View Eligibility." If your institution is eligible for Title III and Title V programs and meets the criteria for "Title V – Developing Hispanic-Serving Institutions (HSI)," submit a screen shot of this page and upload with your statement of eligibility (Attachment 4).

4. What is the statement of eligibility?

If you are applying to the Awards for Faculty at Hispanic-Serving Institutions program, you must include in attachment 4 of the application a statement of eligibility, confirming that your institution is a Hispanic-Serving Institution as determined by the Department of Education.

There are two different versions of the statement, of which you must choose one: 1) "[Institution name] is a Hispanic-Serving Institution, as determined by the most recent Eligibility Matrix compiled by the Department of Education, column AV ("HSI Elig")" OR 2) "I am submitting [or intend to submit by May 9, 2018] a letter or other document from the Department of Education, certifying [institution name] as an eligible institution under Title V programs. I have verified that at least 25 percent of the undergraduate full-time equivalent students at [institution name] are Hispanic, as indicated in the Eligibility Matrix compiled by the Department of Education, column AH ["Hispanic % (FT UG)"] or by checking my institution's eligibility through the Department of Education's Office of Postsecondary Education Institutional service website."

To use statement 2, you must submit a 2017 or 2018 letter or other document from the Department of Education, confirming your institution's Title V eligibility. You may upload a PDF version of the document along with your statement of eligibility. Alternatively, you may send a PDF version of the document by e-mail attachment to FacultyAwards@neh.gov or fax the document to the Awards for Faculty program at 202-606-8204. The document must arrive on or before May 9, 2018.

If you have verified your institution's eligibility based on the Department of Education's Office of Postsecondary Education Institutional Service website, include a PDF of a screen shot from this website indicating that your institution is eligible for Title III and Title V programs and meets the criteria for "Title V – Developing Hispanic-Serving Institutions (HSI)."

Note that only applicants to the Awards for Faculty at Hispanic-Serving Institutions program must submit a statement of eligibility. Applicants to the Awards for Faculty at Historically Black Colleges and Universities and Awards for Faculty at Tribal Colleges and Universities programs do not need to submit a statement of eligibility.

5. I am a graduate student. Am I eligible to apply for an award?

No. However, if you have successfully defended your dissertation, teach at one of the target institutions, and are merely waiting for your degree to be conferred, you are eligible to apply to one of the NEH Awards for Faculty programs. Have your dean or department chair fax a signed letter to NEH (to 202-606-8204), stating that you have successfully completed all requirements for the Ph.D.; alternatively, the dean or department chair may send a PDF version of the signed letter by e-mail attachment to FacultyAwards@neh.gov. NEH must receive the letter on or before May 9, 2018.

6. To be eligible, must my project have some connection to the identity of my institution as a Historically Black College or University, Hispanic-Serving Institution, or Tribal College or University?

No. Projects addressing any topic within the humanities (or the social sciences employing humanistic methods) are eligible, except for those projects disallowed in Section I of the guidelines ("Program Description"). Proposing a topic connected to the identity of your institution will neither improve nor lessen your chances of receiving an award.

7. Does this program support projects whose results will be written in a language other than English?

Yes. Applicants must, however, provide a rationale for projects that will be written in a language other than English. The proposal itself must be written in English.

8. 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.

9. I am involved in a collaborative project. Can collaborators split an award?

No. This program is designed primarily 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. 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 or for an appropriate Humanities Initiatives grant ([Humanities Initiatives at Community Colleges](#), [Humanities Initiatives at Hispanic-Serving Institutions](#), [Humanities Initiatives at Historically Black Colleges and Universities](#), or [Humanities Initiatives at Tribal Colleges and Universities](#).)

10. I want to use my award to post on a website materials for a course that I teach regularly, so that it will be more interesting to students. Am I eligible to apply?

You are eligible, but the proposal is unlikely to be competitive. This program is intended to foster projects that are research-based, which require grantees to spend significant time pursuing a plan of research. While work with technology can be incorporated into the plan in order to enhance the research agenda, projects aimed chiefly at working with technology or learning technological skills are ineligible; applicants must show specifically how the digital technology will be applied to the proposed research and describe the expected results in the classroom.

11. I want to apply to improve a course that enrolls both undergraduate and graduate students. Am I eligible to apply?

You are eligible, but the course must be listed independently as an undergraduate course and must enroll a majority of undergraduate students. Applicants must demonstrate how the proposed project encourages excellence in undergraduate teaching of the humanities. Projects that focus exclusively or primarily on graduate teaching are ineligible.

12. May I continue to carry a normal teaching load while holding a part-time award from NEH?

No. If you hold a part-time award during a period in which you are teaching, you must reduce your teaching load accordingly. For example, if you are holding the award half-time, you may carry only half the teaching load that your institution considers normal.

II. Other Fellowship Opportunities

1. Can I apply for other NEH grants to support the same project that I am submitting to the Awards for Faculty program?

Yes. NEH encourages applicants to apply to all programs for which they are eligible. Applicants to the Awards for Faculty program are especially encouraged to consider applying to the NEH Fellowships program or the NEH-Mellon Fellowships for Digital Publication program and the Summer Stipends program. Check the [list of grant programs](#) on the NEH website to find the application deadlines for these programs.

2. What if I am offered more than one NEH award?

You may hold or accept only one NEH individual award in a given fiscal year. (The fiscal year runs from October 1 to September 30.) Applicants may not participate in a project supported by

an NEH institutional award while holding an NEH individual award that requires continuous full-time work.

3. Can I apply to one of the Awards for Faculty programs if I previously received support from NEH for an earlier stage of the same project?

Applicants may not apply for funding for a project previously supported by an NEH Fellowship, an NEH-Mellon Fellowship for Digital Publication, a Public Scholar award, or an Award for Faculty. Applicants may, however, apply for funding for a project previously supported by a two-month NEH Summer Stipend. In such a case NEH will ask evaluators to review the accomplishments from the previous award to determine whether the project warrants additional funding.

An NEH grant for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

4. How does the Awards for Faculty program differ from the NEH Fellowships program, the NEH-Mellon Fellowships for Digital Publications program, and the Summer Stipends program?

In many cases, you will be able to submit a substantially similar application to all three programs, but there are several important differences to keep in mind. They are summarized in this table:

	Awards for Faculty	Fellowships and NEH-Mellon Fellowships for Digital Publication	Summer Stipends
Term of Award	2 to 12 months, full-time equivalent. May be held part-time.	6 to 12 months, full time.	2 months, full time.
Type of Project Supported*	Research and/or writing in the humanities, including (but not limited to) translation, the development of digital tools, and research leading to the revision of an existing undergraduate course or the achievement of institutional or	Projects focused on course revisions or the achievement of institutional or community goals are ineligible.	Projects focused on course revisions or the achievement of institutional or community goals are ineligible.

*For complete details, consult the guidelines for each program.	community goals.		
Eligibility	Limited to applicants affiliated with officially designated institutions. No nomination is required.	Open to all applicants, including those with no institutional affiliation. No nomination is required.	Open to all applicants, including those with no institutional affiliation. Nomination may be required (please consult the guidelines).
Stipend	\$5,000 per full-time month or the part-time equivalent (for example, \$5,000 for two half-time months)	\$5,000 per month	\$6,000 for two months
Letters of Recommendation	Two letters, one of which must be from your department chair or dean or another official at your home institution. The second should come from someone at a different institution.	Two letters, from any qualified persons; evaluators sometimes prefer that neither letter come from your home institution.	Two letters, from any qualified persons; evaluators sometimes prefer that neither letter come from your home institution.
Deadline	April 11, 2018. Staff comments will be provided to those applicants submitting drafts by March 1, 2018.	April 11, 2018. Staff is unable to comment on drafts.	September 26, 2018. Staff is unable to comment on drafts.

5. What other programs are offered by institutions with which NEH collaborates to support individual research in the humanities?

NEH collaborates with several organizations to offer support for research programs:

- *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) – Fellowship Program 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. Application guidelines are available [here](#).
- *NEH Grants for Fellowship Programs at Independent Research Institutions (FPIRI)*
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 themselves. [Here](#) is a list of currently funded institutions.
- *NEH and National Science Foundation Fellowship Program for Documenting Endangered Languages (DEL)*
Projects on endangered languages are eligible for support. A full description of the DEL program is located [here](#).

III. Application and References

1. What help is available for preparing the proposal?

Although applicants to this program are not required to submit a draft, program staff will read and comment on draft proposals submitted by e-mail not later than March 1, 2018. NEH staff members are also available to answer specific questions about preparing your proposal and about your eligibility. They may be reached at (202) 606-8200 and at FacultyAwards@neh.gov. Applicants are encouraged to review the list of sample projects and the sample applications. (The list of sample projects and the sample applications are available at any of the three program resource pages: [Awards for Faculty at Hispanic-Serving Institutions](#), [Awards for Faculty at Historically Black Colleges and Universities](#), and [Awards for Faculty at Tribal Colleges and Universities](#).) Applicants are also encouraged to study sample Fellowships proposals, which are available [here](#). Applications for Fellowships and for Awards to Faculty must make the same kind of case for their projects.

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

No. NEH encourages previous applicants to reapply and does not inform panelists that a proposal was unsuccessful in a previous competition. Moreover, NEH employs different evaluators from year to year. You are strongly encouraged to ask to see the reviewers'

assessments of your rejected proposal; considering the issues that they raised may help you craft an improved application for resubmission.

3. My project is interdisciplinary. What is the most effective way of characterizing it for the review process?

NEH supports proposals that cross disciplinary boundaries. 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. When selecting references, choose two who can effectively attest to your ability to work in the different disciplines that are relevant to your project—keeping in mind that one of the letters must be written by your department chair or dean, or by another academic official at your institution.

4. Whom should I ask for letters of reference? What makes a letter of reference effective?

In the Awards for Faculty competition, one letter must come from your department chair or dean, or from another academic official at your institution. This letter is required primarily to ensure that applicants seeking an award are supported by their institutions, even though the award might reduce their teaching load. The second letter should come from someone who has expertise in your proposed area of research (and preferably is affiliated with an institution other than your own). Letters that assess the value of the specific project that you propose and your ability to complete it are more highly regarded than those that speak in generalities, focus on the applicant's personal qualities, or repeat the language of the application narrative. You are strongly encouraged to provide your letter writers with a draft of your application well ahead of the deadline, and to discuss your proposal with them.

5. My reference is unable to submit a letter online. Is there an alternative?

NEH strongly encourages referees to submit their letters online. If they are unable to do so, referees may e-mail letters to FacultyAwards@neh.gov or fax them to 202-606-8204.

6. Do I need to submit a budget as part of the application?

No. No budget is required, and you should not submit one. The awards pay at a fixed rate of \$5,000 per full-time month (or equivalent). You need only specify how many months of support you are requesting. More details about specifying the terms of your award appear in Section I of the guidelines ("Award Information").

7. How will my application be reviewed?

All applications receive peer review. Teachers and scholars in the humanities will read and rate your application, using the evaluation criteria listed in Section II of the application guidelines. The staff will compile a slate of recommended applications based on the evaluators' comments and ratings. The National Council on the Humanities will review the recommendations and provide additional insight. All advice—from the panelists, staff, and National Council—will be sent to the NEH Chairman. By law, only the Chairman is empowered to make an award. More details about NEH's review process are available [here](#).

8. Can I see the evaluators' comments after the competition has ended?

Yes. To request the comments, send an e-mail message including your NEH application number to FacultyAwards@neh.gov. If your application is unsuccessful, the comments may help you revise it for resubmission. If you also submitted an application for an NEH Fellowship or an NEH-Mellon Fellowship for Digital Publication, you must separately ask to receive the comments on that application, by sending an e-mail to Fellowships@neh.gov.

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. 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.

As stated above, 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. Can I check to see whether my letter writers have submitted their letters?

Yes. You will be notified by e-mail when each of your letters of reference has been received. After you have received your NEH application number, you may also 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 also send reminders to your letter writers (including the upload link) from this site.

3. 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.

4. What is a DUNS number? What is a TIN/EIN number? How do I find out my institution’s numbers?

DUNS stands for “data universal numbering system.” DUNS numbers are issued by Dun and Bradstreet (D & B) and consist of nine digits. TIN/EIN stands for “Taxpayer Identification Number/Employer Identification Number.” You should be able to get these numbers from your institution’s sponsored research office. Omit hyphens when entering these numbers into the electronic application forms.

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