# INSTITUTES FOR ADVANCED TOPICS IN THE DIGITAL HUMANITIES WEBINAR

National Endowment for the Humanities
Office of Digital Humanities

Webinar for the 2022 Funding Cycle



### TOPICS COVERED

- Program Overview
- Funding statistics
- Deadlines & Eligibility
- Planning your application
- Review criteria
- Application & review process
- Resources
- Key dates
- Contact information
- Questions

# TOPICS IN THE DIGITAL HUMANITIES (IATDH)



Image: IATDH program logo is three human figures gathered around a globe

The Institutes for Advanced Topics in the Digital Humanities program supports national or regional (multistate) training programs for scholars, humanities professionals, and advanced graduate students to broaden and extend their knowledge of digital humanities.

Through this program, NEH seeks to increase the number of humanities scholars and practitioners using digital technology in their research and to broadly disseminate knowledge about advanced technology tools and methodologies relevant to the humanities.

# TOPICS IN THE DIGITAL HUMANITIES (IATDH)



Image: IATDH program logo is three human figures gathered around a globe

- digital scholarly communication and publishing
- advanced geospatial applications
- artificial intelligence and its use in text, sound, or image analysis
- physical computing, such as three-dimensional printing and wearable computing, and their implications for humanities research and public engagement
- immersive and virtual environment design for humanities research, or for computer gaming or simulations as applied to the humanities
- information aesthetics and approaches to visualizations of humanities topics and research
- creative approaches to implementing digital humanities methods at institutions with specific needs, such as community colleges, liberal arts colleges, or minority-serving institutions
- innovative approaches for engaging public audiences with digital humanities
- high-performance computing or supercomputing applicable for humanities research and teaching •
- critical algorithm studies
- analysis of and research on the impact of digital media and culture on society, including the intersection of digital methodologies and race, gender, class, and ability



#### SPECIAL OPPORTUNITY

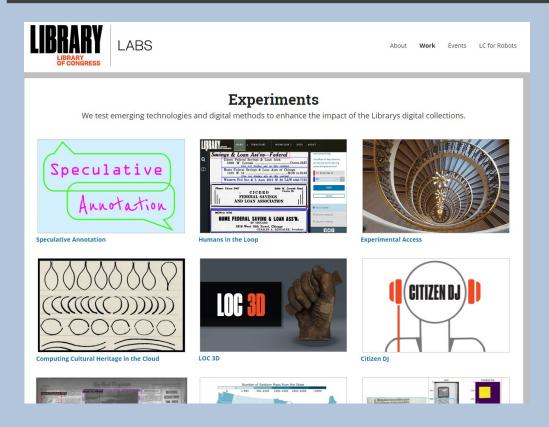


Image: screenshot of the Library of Congress LC Lab webpage of experiments

Library of Congress



National Library of Medicine,
 National Institutes of Health





### IATDH STATS

### 2017-2021 IATDHs

20 awards | 31% funding average

- Find all <u>IATDH Awards in the NEH</u> <u>public database</u>
- Review the <u>white papers from past IATDH</u> awardees

### **2022 IATDHs**

- Anticipated Funding: \$850,000
- Awards: 3-6



### DEADLINES & ELIGIBILITY



Image: Institute participants in discussion, gathered around a table with laptops as part of an institute on digital humanities at community colleges

#### **DHAG Deadlines**:

March 2, 2022

### **Eligibility:**

(Section C., NOFO p. 4-5 for complete list):

- US & territorial 501 C3 orgs; state or local governmental agencies; federally recognized Native American tribal governments
- Project directors and Co-Project
   Directors may only submit I IATDH application per deadline.

### IS THIS PROJECT AN IATDH?

What Grant Program Fits my Digital Project?

# Does your project fit within our program priorities?

### Other grant programs fund professional development opportunities:

- Institutes for Higher Education Faculty or K-12 Educators (Division of Education Programs)
- Education and Training (Division of Preservation and Access)

### Other grant programs support conferences, symposia, and project planning workshops:

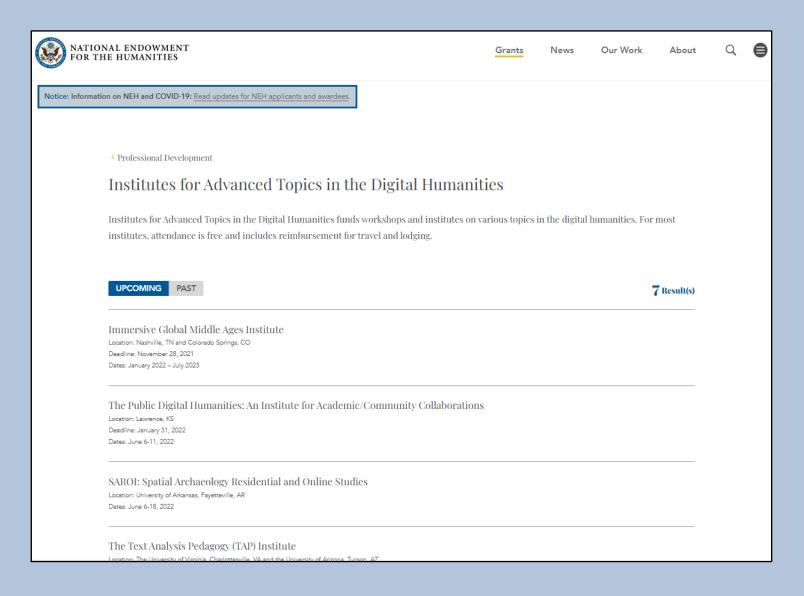
- Collaborative Research (Division of Research Programs)
- Digital Humanities Advancement Grants (Office of Digital Humanities)

### ACTIVITIES WE DO NOT FUND

### **Funding Restrictions**

### (NOFO pp 22-23):

- digitizing collections
- graduate or undergraduate courses or programs in the digital humanities
- programs that are not regional (multistate) or national in scope
- institutes held outside the United States or its jurisdictions
- meals, food, or refreshments at receptions or "networking" events
- promoting a particular political, religious, or ideological point of view
- advocating for a particular program of social or political action
- supporting specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences



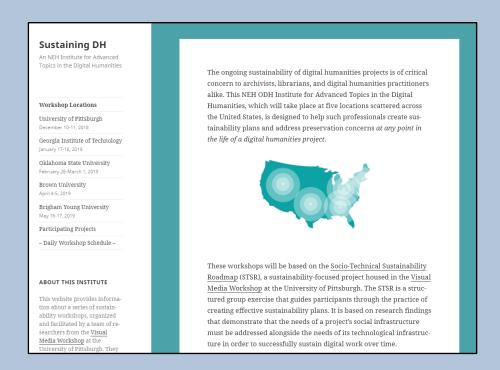
### https://www.neh.gov/divisions/odh/institutes

Image: screenshot of the IATDH list of upcoming and past opportunities on the NEH website

### PAST OFFERINGS



Hosted by the University of Florida (Image: Institute website)



Hosted by the University of Pittsburgh (Image: Institute website)

### **UPCOMING OFFERINGS**





Hosted by the University of Arkansas, Fayetteville (Image: Institute website including a cuneiform tablet)

Hosted by the Santa Fe Institute (Image: Institute website)

### AWARD AMOUNTS AND PERIOD OF PERFORMANCE

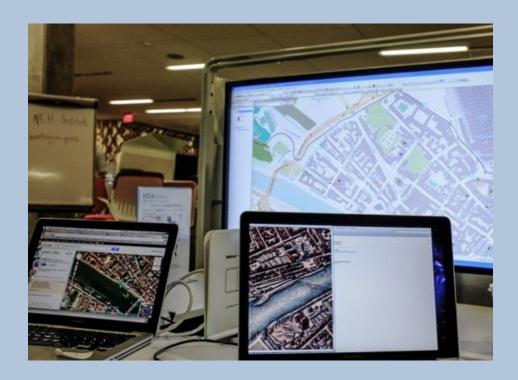


Image: Two laptops with mapping software as part of an institute of geospatial humanities

 Awards may be up to \$250,000 in outright funds.

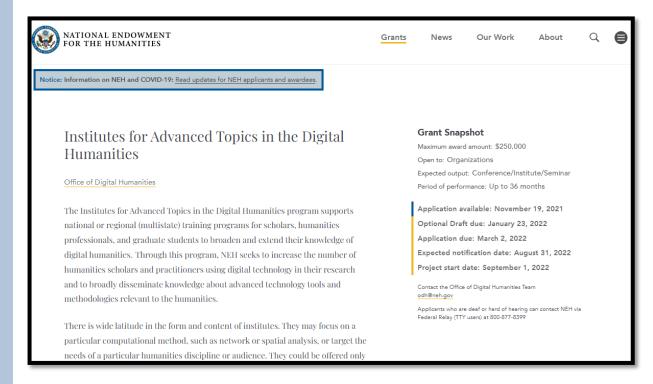
• The period of performance is up to 36 months, with a start date between September 1, 2022, and September 1, 2023.

### PLANNING: START WITH THE IATDH RESOURCE PAGE

The NOFO is formerly known as the application "guidelines."

Image is screenshot of the IATDH Program Resource Page

## IATDH Program Resource Page: Everything you need!



https://www.neh.gov/grants/odh/institutes-advanced-topics-in-the-digital-humanities

# READ NOFO & FOLLOW INSTRUCTIONS

Image is screenshot of Section D2 of the NOFO, page 6

#### 2. Content and Form of Application Submission

Your application will include a <u>narrative</u>, <u>budget</u>, and other <u>forms</u> and <u>attachments</u>. As indicated in the Application Components Table, forms will be completed within Grants.gov Workspace and other components will be uploaded into the <u>Attachments Form</u>.

You must submit all required attachments and conditionally required attachments relevant to your proposal. Applications missing any required documents or relevant conditionally required documents will be considered incomplete and will be rejected from further consideration.

Take note of the page limits and formatting instructions for each attachment. **Applications** that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.

Unless otherwise stipulated in specific instructions, attachments must conform to the following formatting requirements:

- paper size no larger than standard letter paper size (8 ½" x 11")
- at least one-inch margins on all sides for all pages
- a font size no smaller than 11-point
- single-spacing
- recommended fonts: Arial, Georgia, Helvetica, or Palatino Linotype
- any standard citation style is acceptable; citations are included in page counts

## APPLICATION CHECKLIST

### Found on pages 6-7 in the NOFO

- Note page limits & requirements
- Check with your institutional research or development office about internal deadlines & requirements before you begin applications

(Image is a screenshot of the Application Components Table)

Grants.gov form/Attachment	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Grants.gov form		Required
Supplementary Cover Sheet for NEH Grant Programs	Grants.gov form		Required
Project/Performance Site(s) Location Form	Grants.gov form		Required
Research and Related Budget	Grants.gov form		Required
Attachments Form	Grants.gov form		Required
Certification Regarding Lobbying	Grants.gov form		Conditionally required
Standard Form-LLL "Disclosure of	Grants.gov form		Conditionally
Lobbying Activities"			required
Attachment 1: List of project personnel	personnel.pdf		Required
Attachment 2: Narrative	narrative.pdf	10	Required
Attachment 3: Work plan and course outline	workplan.pdf		Required
Attachment 4: Biographies	biographies.pdf		Required
Attachment 5: Letters of commitment	letters.pdf		Recommended
Attachment 6: Evaluations and description of updates	evaluations.pdf		Conditionally required
Attachment 7: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 8: Explanation of delinquent federal debt	delinquentdebt.pdf		Conditionally required

# APPLICATION COMPONENTS & REVIEW CRITERIA

NOFO, pp 19-20 includes full list of all attachments & descriptions of their content

Use the application pieces to build your argument

Narrative (Attachment 2):

- Significance: I and 5
- Curriculum and Work Plan: 2
- Participants: I and 3
- Institutional Profile: 4
- Staff, faculty, and consultants: 4
- Impact and evaluation: 5

Work Plan and Course Outline (Attachment 3): 2

Biographies (Attachment 4): 4

Letters of Commitment (Attachment 5): 4

Evaluations & description of updates (Attachment 6): 2

Budget + Justification (Grants.gov form): 5

### I. Intellectual significance & potential impact

- Narrative: Significance
- Narrative: Impact and Evaluation

- Prepare a clear and persuasive are the intellectual rationale— why do you want to do this?
- Justify the digital methodology or technologies being studied at the institute
- Situate the proposed institute amongst others of a similar nature (Tip: Check the list of previously funded IATDHs)
- And then clarify how this institute will build on that past work or break new ground
- For prior IADTH recipients, provide evidence that a second or third offering is warranted

2. Conception, definition, organization, and description of the program

- Narrative: Curriculum and work plan
- Workplan and course outline (Attachment 3)
- For previous directors: Evaluations and description of updates (Attachment 6)

- Justify the chosen format—in-person, virtual, hybrid—for the proposed topic
- Make sure that you have considered how the components work together— is it an appropriate mix of lectures, discussions, hands-on activities, and independent work?
- Demonstrate that you have allowed adequate time for the proposed activities
- In the Workplan attachment, provide a clear sense of what will happen before, during, and after of the active part of the institute
- For prior IADTH recipients, does the applicant adequately explain how the directors' experiences have shaped the institute currently being proposed?

### 3. Participant selection

- Narrative: Significance
- Narrative: Participants

- Demonstrate that you've thought carefully about your intended audience
- Provide details about your recruitment strategies as well as any outreach activities to particular communities of humanities faculty members and professionals
- Describe plans for recruiting a diverse and inclusive pool of applicants, including those from historically underrepresented communities and individuals with disabilities (Tip: Show that you aware of particular networks and affinity groups)
- And then, tell us how you will select your participants

# 4. Appropriateness of the host institute team

- Narrative: Institutional Profile
- Narrative: Staff, faculty, and consultants
- Biographies (Attachment 4)
- Letters of Commitment (Attachment5)

- Now make the case for why YOU (and your institution) should host the institute
- Describe the facilities and related resources support a collegial academic environment— are there special libraries and laboratories that participants will have access to?
- Show that the institute faculty are appropriate for the institute topic and activities (Tip: Tailor the Biographies and Letters of Commitment attachments for this application)

### 5. Impact, evaluation and budget

- Narrative: Impact and Evaluation
- Budget & Justification (Grants.gov form)

- Describe your evaluation plans (both during and after the institute)— how will you know that you're meeting your goals
- Do you have plans for sustaining the community after the active part of the institute?
- Describe how a project website will showcase the institute curriculum and participant work
- Budget appropriately for faculty and staff
- Describe how participants will be compensated— travel and per diem? A flat rate?

#### TIPS & REMINDERS

Applications that do not adhere to program requirements (including page limits) or incomplete will not be reviewed.

- Remember, this is the NEH—humanities significance is always key.
- Have a clear sense of how you can use your expertise to build a community of digital humanities practitioners
- Design a feasible offering with a reasonable budget – this is public funding!
- Be realistic about what you can accomplish in a proposed professional development opportunity
- Clearly describe your intended participant audience and your plans for connecting with them

#### NEH REVIEW PROCESS

Decision notifications:
6-7 months after submission date

- NEH reviews for eligibility & completeness
- Peer review & panel meeting
  - Panelists have 6-7 weeks to evaluate, then meet to discuss
- Staff make recommendations after peer review process complete
- National Humanities Council review recommendations
  - Meetings in March, July, November
- NEH Chair makes final decisions on awards
- Applicants notified

#### SUBMIT A DRAFT



Image: Participants working on computers as part of an institute on space and place in Africana studies

### **Drafts**

- Email to ODH <u>odh@neh.gov</u>
- In an attached file, include the draft narrative, preliminary work plan and course outline, and/or preliminary budget.
- In the email message, include proposed funding level, lead project director, institution name, and preliminary title for the project.
- You may submit one draft any time before the deadlines.

#### **Deadline:**

January 23, 2022

#### **RESOURCES**

All NEH applicants start here:
<a href="mailto:neh.gov/grants">neh.gov/grants</a>

## Resources for Applicants to the Office of Digital Humanities:

https://www.neh.gov/divisions/odh/resourcesfor-applicants-to-the-NEH-office-of-digitalhumanities

- Read sample funded applications & dig into the <u>database of funded projects</u>
- Contact program staff for a consultation:
   odh@neh.gov
- Volunteer to serve as a peer reviewer:
   odh@neh.gov



### KEY IATDH DATES

App Deadlines	Draft Deadlines	Notifications	Start Dates
March 2, 2022 11:59 pm Eastern	January 23, 2022	August 2022	September 2022

# CONTACT THE ODH STAFF

Email: odh@neh.gov

Twitter: @NEH\_ODH

Web: neh.gov/odh

