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

A. PROGRAM DESCRIPTION

1. To be eligible, must my project have some connection to the identity of my institution as a Hispanic-Serving Institution, Historically Black College or University, 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 activities restricted in Section D6 in the Notice of Funding Opportunity. Proposing a topic connected to the identity of your institution will neither improve nor lessen your chances of receiving an award.

2. I want to use my award to post materials online for a course that I teach regularly, so that it will be more interesting to students. Would this be an allowable project?

It is allowable, but the proposal is unlikely to be competitive. This program is intended to foster projects that are research-based, which require recipients 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.

3. Can I change the period of performance of my NEH Award for Faculty if I receive an award?

Yes. You will have the opportunity to specify the start date of your NEH Award for Faculty after you have been offered an award. This date can differ from the date specified on your application.

You can also shorten your period of performance. See Section B2 of the Notice of Funding Opportunity for information on allowable periods of performance.

4. What factors should I consider when deciding whether to apply to the NEH Awards for Faculty program or the NEH Fellowships program?

In determining which NEH program best supports the goals of a project, applicants may wish to consider the main differences between the programs. They are summarized in this table:

	Awards for Faculty	**Fellowships**
Period of Performance	The program offers flexibility in work plans. The period of performance can be full time, part time, or in combination, between 2 to 12 months, full-time equivalent. Applicants must work at least half time on the NEH project.	The period of performance must be full time, between 6 and 12 months.
Type of Project Supported* and Application Format *For complete details, consult the Notice of Funding Opportunity.	The program offers flexibility in project types. Common to all projects is humanities research. Please see the appropriate Notice of Funding Opportunity for further description of project types. No writing sample (other than the three-page narrative) is required.	Fellowships recipients usually produce books, monographs, peer-reviewed articles, books, digital materials, translations, or critical editions. Projects focused on research related to course revisions or the achievement of institutional or community goals are ineligible. In addition to the three-page narrative, applicants must include a writing sample as part of the application materials.
Eligibility *For complete details, see the Notice of Funding Opportunity	Open to faculty and staff members affiliated with HBCUs, TCUs, and HSIs* only; full-time, part-time, adjunct and retired faculty and staff are eligible to apply.	Open to all individuals, including those with no institutional affiliation.
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.
Draft Narratives	Staff will review draft narratives received approximately 8 weeks prior to the deadline. See Section	Staff is unable to review drafts.

	D4 in the Notice of Funding Opportunity.	

C. ELIGIBILITY INFORMATION

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

No. Only applicants who teach at, serve on the staff of, or have retired from federally designated Hispanic-Serving Institutions, Historically Black Colleges and Universities, or Tribal Colleges and Universities are eligible to apply to the Awards for Faculty programs. If you are unsure of whether you work at an eligible institutional type, check with administrative staff on your campus. See Section C3 in the Notice of Funding Opportunity.

D. APPLICATION AND SUBMISSION INFORMATION

1. What help is available for preparing the proposal?

NEH staff members are 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.

You are also encouraged to review the list of sample applications, 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, as well as a list of recent awards.

Although applicants to this program are not required to submit a draft narrative, program staff will read and comment on draft narratives submitted by e-mail to FacultyAwards@neh.gov no later than the date stipulated in section D4 of the Notice of Funding Opportunity.

2. How should I title my proposal? Does NEH change project titles?

Your title should be descriptive of the project, substantive, and free of specialized language. It should be easily understood by the general public. Omit technical terms, jargon, and unfamiliar words. The title should not exceed 125 characters (including spaces and punctuation). Your NEH project title should not necessarily be the same as the title of your proposed book.

Avoid using a main title that requires clarification by the subtitle. For example, "A History of Counterfeiting in the U.S., 1776-1900" is clearer than "Fakes and Fakers: A History of Counterfeiting in the U.S., 1776-1990."

When possible, include places and dates indicating a project's scope. For example, "Faith and Belief among New York City Catholics, 1945-1970" is clearer than "Faith and Belief in the Catholic Community."

NEH reserves the right to re-title funded projects.

3. 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 (full-time equivalent). It is, however, very important to clearly state how many months of support you are requesting, and also whether you plan to work full time, part time, or in combination during the period of performance. More details about the period of performance and work plan appear in Section B2 in the Notice of Funding Opportunity.

4. One or both of my referees did not receive the e-mail from NEH requesting the upload of his or her letter. What should I do?

NEH will not send out requests for letters until approximately two to three weeks after the application deadline. If, even allowing for this, one of your referees has not received such a request, it is usually because a junk e-mail filter captured the request or because you supplied an incorrect e-mail address (the NEH system uses the address exactly as you enter it). You may resend the upload link to your referees by logging in to the secure area of the NEH website. If you need to correct an error in an e-mail address, please contact the program staff at FacultyAwards@neh.gov.

In any case, NEH strongly encourages you to confirm that your letter writers have received the upload link before the deadline stipulated in section D7 of the Notice of Funding Opportunity deadline for submitting letters. You are responsible for ensuring that your letters have arrived by the deadline.

E. APPLICATION REVIEW INFORMATION

1. How will my application be reviewed?

All applications receive peer review. More details about NEH's review process are available in Section E2 of the Notice of Funding Opportunity.

2. 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. Even if your application is successful, we encourage you to request evaluator comments as they may help inform the project.

3. I applied for an award last year and my proposal was rejected. Will I be at a disadvantage if I reapply?

No. NEH encourages previous applicants to request their evaluators' comments, revise their applications as appropriate, and reapply. NEH does not inform evaluators that a proposal was unsuccessful in a previous competition.