NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title:
Awards for Faculty at Historically Black Colleges and Universities

Funding Opportunity Number: 20210414-HB

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.160

Application Due Dates:
April 14, 2021
April 13, 2022

Ensure your Grants.gov registration and password are current.
NEH will not grant deadline extensions for lack of registration.

Executive Summary

The National Endowment for the Humanities (NEH) Division of Research Programs is accepting applications for the Awards for Faculty at Historically Black Colleges and Universities program. The purpose of this program is to strengthen the humanities at Historically Black Colleges and Universities by encouraging and expanding humanities research opportunities for individual faculty and staff members. Awards support individuals pursuing scholarly research that is of value to humanities scholars, students, and/or general audiences.

Funding Opportunity Title:	Awards for Faculty at Historically Black Colleges and Universities
Funding Opportunity Number:	20210414-HB
Federal Assistance Listing Number:	45.160
Application Due Dates:	April 14, 2021, 11:59 p.m. Eastern Time April 13, 2022, 11:59 p.m. Eastern Time
Anticipated Announcements:	December 2021 (for proposals submitted for the April 14, 2021 deadline) or December 2022 (for proposals submitted for the April 13, 2022 deadline)
Anticipated Annual Funding:	Approximately $1,000,000 across the three Awards for Faculty programs per deadline
Estimated Number and Type of Awards:	Approximately 20 grants across the three Awards for Faculty programs per deadline
Funding Range:	Up to $60,000
Cost Sharing Required:	No
Period of Performance:	2 to 12 months, full-time equivalent. Applicants may work between half time and full time on a project, or in combination, starting as early as January 1, 2022 (for applications submitted for the April 14,2021 deadline) or January 1, 2023 (for applications submitted for the April 13, 2022 deadline).
Eligible Applicants:	Individual faculty and staff members affiliated with a Historically Black Colleges and Universities, as designated by the U.S. Department of Education. See C. Eligibility Information.
Program Resource Page:	https://www.neh.gov/grants/research/awards-faculty-historically-black-colleges-and-universities
Pre-Application Webinar:	February 1, 2021, 11:00 a.m. Eastern Time Register here for the webinar.

Table of Contents

A. Program Description

1. Purpose

The Awards for Faculty program seeks to strengthen the humanities at Historically Black Colleges and Universities by encouraging and expanding humanities research opportunities for individual faculty and staff members. Awards support individuals pursuing scholarly research that is of value to humanities scholars, students, and/or general audiences.

The program welcomes projects in all areas of the humanities, regardless of geographic or chronological focus. In addition, this program offers applicants flexibility in project outcomes and award periods. Common to all projects must be humanities research. Eligible projects include:

- research in primary and secondary materials leading to the development of books, monographs, peer-reviewed articles, e-books, digital materials, translations with annotations or a critical apparatus, critical editions, or other scholarly resources

- research related to institutional or community goals or interests, such as projects that draw on archival collections, or the development of materials in support of culture or language preservation and revitalization

- research leading to the improvement of an existing undergraduate course, including the development of humanities resources (for example, oral histories, identification and preparation of previously unavailable primary sources, or newly compiled historical or literary collections)

The program is open to all faculty and staff members, including full-time, part-time, adjunct, and retired faculty and staff at Historically Black Colleges and Universities. Awards support individuals who work between half time and full time on their projects. Projects may be at any stage of development. Applicants may propose to complete their project by the end of the period of performance or may propose to do so by some later date. Applicants may seek support for the creation of digital or web-based products intended to supplement a course revision or publication project.

Examples of previously funded projects may be found by using the NEH's Funded Projects Query Form. Examples of previously funded Awards for Faculty may be viewed here.

Unallowable activities are described in D6. Funding Restrictions.

2. Background

This program is authorized by 20 U.S.C. §956, *et seq.* Awards are subject to the NEH Fellowships and Awards for Faculty Terms and Conditions.

According to the 1965 National Foundation on the Arts and the Humanities Act, "The term 'humanities' includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."

To learn more about NEH, visit https://www.neh.gov/about.

NEH Areas of Interest

NEH is especially interested in supporting projects that advance humanities-related work in the following areas.

"A More Perfect Union": NEH Special Initiative Advancing Civic Education and Commemorating the Nation's 250th Anniversary

As our nation approaches its 250th anniversary in 2026, NEH encourages projects that promote a deeper understanding of American history and culture and that advance civic education and knowledge of our core principles of government. The agency-wide "A More Perfect Union" initiative will help Americans better understand the world's oldest constitutional democracy and how our founding ideals are met in a modern, pluralistic society.

NEH welcomes consideration of diverse topics in American history, from Native American culture to rural life to the rise of the industrial city, from the Civil War to the Cold War to the Civil Rights movement, etc. We also seek projects that examine foundational documents in U.S. history, as well as projects that examine historical objects, places, traditions, events, and individuals who collectively shaped our states and nation. Applications about the contributions of under-represented communities are highly encouraged.

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. Learn more about Protecting our Cultural Heritage.

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice. Previously rejected applications may be revised and resubmitted.

NEH will provide funding in the form of grants.

2. Summary of Funding

Approximately $1,000,000 is expected to be available to fund approximately 20 recipients across the three Awards for Faculty programs per deadline.

The actual amount available will not be determined until enactment of the final FY 2022 and 2023 federal budgets. This program notice is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

The Awards for Faculty program supports individuals who work between half time and full time on their projects. Recipients must work at least half time on their projects during the period of performance. Recipients may combine part- and full-time work. The period of performance must be continuous. Recipients who work full time on their projects must forgo other major activities, including teaching. Recipients combining a part-time award with teaching must carry a reduced class load during the period of performance. Awards will be reduced to reflect the smaller time commitment when recipients work part time or for fewer than the equivalent of 12 full-time months on the NEH project.

The amount of the award is $5,000 per full-time month (or part-time equivalent). The maximum award is $60,000 for the equivalent of twelve full-time months. The minimum award is $10,000, corresponding to the equivalent of two months of full-time work. Thus, an award to support 14 months of half-time work would be $35,000 (equivalent to 7 months of full-time work.)

The minimum period of performance is the equivalent of two months of full-time work; the maximum is the equivalent of twelve months of full-time work. The period of performance should be determined by the complexity of the project, the amount of work to be completed, and the commitment of the institution to the project. Requesting a period of performance shorter than the equivalent of twelve full-time months will not improve an applicant's chances of receiving an award.

The period of performance may begin as soon as January 1, 2022 and as late as September 1, 2023 (for proposals submitted for the April 14, 2021 deadline) or as soon as January 1, 2023 and as late as September 1, 2024 (for proposals submitted for the April 13, 2022 deadline).

Successful applicants will be awarded outright funds. Outright funds awarded by NEH are not contingent on additional funding from other sources.

C. Eligibility Information

1. Eligible Applicants

Within the parameters listed below (see the next several headings), individuals who are full-time, part-time, adjunct, and retired faculty members and staff members affiliated with Historically Black Colleges and Universities, as designated by the U.S. Department of Education at the time of application, are eligible to apply. Confirm your institution's status with the U.S. Department of Education (click on "Accredited HBCU listing").

Citizenship
U.S. citizens who teach at, serve on the staff of, or have retired from a Historically Black College or University are eligible to apply. Foreign nationals who have been living in the United States or its jurisdictions for at least the three years prior to the application deadline are also eligible, provided that they teach at, serve on the staff of, or have retired from a Historically Black College or University. Foreign nationals who take up permanent residence outside the United States any time between the application deadline and the end of the period of performance will forfeit their eligibility to hold an award. (Leaving the U.S. on a temporary basis is permitted.)

Currently enrolled students
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 are eligible for NEH Awards for Faculty. Such applicants must include a letter from the dean of the conferring school or their department chair attesting to the applicant's status as of the applicable deadline in Attachment 7: Degree conferral.

2. Cost Sharing

Cost sharing or matching is not required in this program.

Cost sharing or matching is the portion of the project costs not paid by NEH funds.

3. Other Eligibility Information

Applicants may not submit multiple applications under this notice.

Applicants may apply to only one of the following programs in a given federal fiscal year:

- Awards for Faculty
- [Fellowships](#)
- [NEH-Mellon Fellowships for Digital Publications](#)
- [Fellowships for Advanced Social Science Research on Japan](#)

Applicants to one of the above programs may, however, compete concurrently in the following programs for individuals in a given year:

- [Public Scholars](#)
- [Summer Stipends](#)
- [Dynamic Language Infrastructure - Documenting Endangered Languages Fellowships](#)
- [NEH-funded fellowships at independent research institutions](#)

Each competition has distinct application requirements. Follow the instructions in the relevant Notice of Funding Opportunity.

Projects previously supported by NEH

Applicants may not apply for funding for a project previously supported by an NEH Fellowship, an NEH-Mellon Fellowship for Digital Publication, a Public Scholars 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 review the accomplishments from the previous award to determine whether the project warrants additional funding. If the current proposal includes work proposed in the previously funded Summer Stipend proposal, this overlap in the work plans must be addressed and explained.

Dissertation revisions

Applicants may seek funding for projects based on completed dissertations. You must state in your application narrative that the proposal is to revise a dissertation, and you must explain how the new project moves beyond the original dissertation.

Concurrent grants from other organizations

Recipients of NEH Awards for Faculty may simultaneously hold fellowships or grants from institutions other than NEH—including sabbaticals and grants from their own institutions—in support of the same project during their period of performance.

Collaborative projects

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, specifying the individual contribution. Reviewers will be asked to evaluate each application on its own merits. Each application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s).

Applicants who are seeking funding only for themselves but who are working as part of a collaborative team are also eligible. In this case, too, the application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Applicants with an institutional affiliation proposing to work together

(including those proposing to work with students) may wish to apply instead or in addition to the NEH [Collaborative Research](#) program or the [Humanities Initiatives at Historically Black Colleges and Universities](#) program.

Other restrictions

You may not hold two or more NEH individual awards (for example, an Award for Faculty and a Summer Stipend) with overlapping periods of performance, and you may not accept or hold two NEH individual awards in the same fiscal year. If you apply to the Summer Stipends program and subsequently accept an Award for Faculty in the same fiscal year, your application to the Summer Stipends program will be automatically withdrawn. You may not work on a project supported by an NEH institutional award as either a project director or participant during the period of performance of an NEH individual award that is held full time.

If for any reason an application is submitted more than once prior to the application due date (including submitting to the wrong funding opportunity number or making corrections/updates), NEH will accept your **last** validated online submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

NEH does not make awards to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using funds from, or sites and materials controlled by, other federal entities in their projects.

All application materials must be received by the application deadline. Applications that are late, incomplete, nonresponsive, or that violate the format requirements (including page limits) will not be considered for funding under this notice. See the [Application Components Table](#).

D. Application and Submission Information

1. Application Package

You are required to apply online through [Grants.gov Workspace](#) using the Standard Form 424 - Individual (SF-424 - Individual) application package associated with the funding opportunity and following the instructions provided by Grants.gov unless otherwise noted below.

A link to the funding opportunity page on Grants.gov, including the application package, can be found on the [program resource page](#).

To request a paper copy of this notice, contact FacultyAwards@neh.gov.

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

2. Content and Form of Application Submission

The Application Components Table below will help you prepare a complete application. In addition to the standard forms included in the Grants.gov application package, your application also consists of a narrative and other required attachments. You will upload these components into the [Attachments Form](#). A budget is not required in this program.

Applications missing any required documents or conditionally required documents from this list will be considered incomplete and will be rejected from further consideration.

Applications that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.

In addition to submitting these components through Grants.gov, you should also arrange for two letters of reference. Instructions for the letters of reference appear below under D7. Other Submission Requirements.

Application component	Naming convention	Page limits	Notes
Application for Federal Assistance SF 424 - Individual	Grants.gov form		Required
NEH Supplemental Information for Individuals	Grants.gov form		Required
Project/Performance Site Location(s) Form	Grants.gov form		Required
Attachments Form	Grants.gov form		Required
Attachment 1: Narrative	narrative.pdf	3	Required
Attachment 2: Work plan	workplan.pdf	1	Required
Attachment 3: Bibliography	bibliography.pdf	1	Required
Attachment 4: Résumé	resume.pdf	2	Required
Attachment 5: Confirmation of institutional support	confirmation.pdf	3	Required
Attachment 6: Appendices	appendices.pdf	Refer to instructions	Conditionally required
Attachment 7: Degree conferral	degree.pdf	1	Conditionally required
Attachment 8: Explanation of federal debt	delinquentdebt.pdf		Conditionally required

Application for Federal Assistance – SF-424 - Individual

This Grants.gov form is used to capture basic information about the applicant and the proposed project.

Fields **1**, **2**, and **4** will be filled in automatically; field **3** will be left blank.

5a-d. Applicant Information

Provide your name, telephone number, email address, and mailing address. You must include an email address in the "Email" field, even though it is not highlighted as a required field. NEH will use this email address to notify you of the outcome of your application.

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). Indicate your citizenship status with an "X."

Enter the number (just the number, not the state) of your Congressional district. To find the number of your Congressional district, type your ZIP code into the "Find Your Representative" tool on the U.S. House of Representatives website. 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 reside 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

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. See the FAQ document for guidance on how to title your NEH proposal.

b. "Project Description." Describe your project for a nonspecialist audience, stating the importance of the proposed work to 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, Grants.gov 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 proposed period of performance. You must start your period of performance on the first day of the month and end it on the last day of the month. Because award amounts depend on the number of months of work that you specify, the dates that you enter here will determine the maximum amount of your award. For more information on allowable award terms and how awards are calculated, see B. Federal Award Information.

7. Signature

By clicking on the "I Agree" box, you certify the following:

1.) You are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, and have not—within the three years preceding the submission of this application—been convicted of or had a civil judgment rendered against you for commission of fraud or a criminal offense in connection with a public (federal, state, or local) transaction or a contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or default; and are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses. See 2 CFR parts 180 and 3369.

2.) You are not delinquent in the repayment of any federal debt or you are providing explanatory information about any delinquency. Examples of relevant debt include student loans, delinquent taxes, delinquent child support payments, and delinquent payroll taxes for household or other employees. See OMB Circular A-129.

3.) You will comply with the NEH Fellowships and Awards for Faculty Terms and Conditions.

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

NEH Supplemental Information for Individuals Form

This NEH form provides additional professional information about you, your institution (if affiliated), and your reference-letter writers.

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 take this information into account when assigning your application to a 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

Indicate whether the address that you have given on the Application for Federal Assistance SF 424 - Individual form is your home or work address.

Institutional Affiliation

Complete the information for that institution. Applicants with an institutional affiliation must include their institution's unique entity identifier, omitting hyphens. This number is generally provided by the institution's sponsored research office and it ensures that NEH identifies your institution correctly in the materials we provide to external reviewers.

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 terminal degree; senior scholars are defined as those who are more than seven years beyond their terminal degree.

Reference Letters

Provide the names, email addresses, and affiliations for your two letter writers. **Enter only one email address for each letter writer.** If you provide two email addresses for a letter writer, NEH will be unable to contact him or her. (Applicants are responsible for providing accurate email addresses. The NEH grants management system will use the addresses exactly as they have been entered on this form.)

To ensure full consideration, letters should be submitted online not later than May 5, 2021. (for proposals submitted for the April 14, 2021 deadline), or May 4, 2022 (for proposals submitted for the April 13, 2022 deadline).

See [D7 Other Submission Requirements](#) for additional instructions on the submission of reference letters and confirmation of their receipt by NEH.

Nominating Official

Leave this section blank.

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will occur **during the period of performance**. This form allows for the collection of multiple performance sites. If you need to add more project/performance site locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Instructions for each requested data element may be viewed by positioning your cursor over the blank field.

Include only sites where you are reasonably certain at the time of application that you will conduct project activities. It is possible to add sites later. For "Organization," you may substitute a brief description of locations that do not have a formal organizational name (e.g., "Residence of applicant" or "Interview site in Chicago to be determined.") You may omit the D-U-N-S® number for organizations other than that of the primary location, and for the primary location if it does not have a D-U-N-S® number.

Attachments Form

Attach your narrative, and the other application components to this form. Consult the Application Components Table to learn about the required application components, how to name each attachment, and the order in which to attach them. You must name and attach your files in the proper order so that NEH can identify them.

Your attachments must be in Portable Document Format (.pdf). Make sure that all files in formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains multiple documents, you must merge those documents into a single PDF. Do not attach a zip file containing multiple PDFs.

Visit Grants.gov's Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version. 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.

When you open the 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.

Note the following Grants.gov file naming conventions: limit file names to 50 or fewer characters. Do not attach any documents with the same name. All attachments should have a unique name. Use only the following UTF-8 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, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

Grants.gov may accept and validate your submission even if required components are missing. This may result in NEH rejecting your application as incomplete. It is your responsibility to ensure that all required components are properly attached and submitted.

Provide the following items in the order specified below to complete the content of the application. Each attachment must be saved as a PDF and named in accordance with naming conventions outlined in the Application Components Table.

Attachment 1: Narrative (required)

The narrative provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

You must limit the narrative to three single-spaced pages with one-inch margins and a font size no smaller than eleven point. Note that the criteria can be relevant in more than one section and that, taken together, the parts of the narrative should form a coherent whole. Images, charts, diagrams, footnotes, and endnotes are allowed, if they fit within the three-page limit.

NEH has aligned each section of the narrative with a corresponding review criterion. Refer to E1. Review Criteria for full descriptions.

Successful applications will contain the information below. Use the following section headings for the narrative. Name the file narrative.pdf.

Significance and contribution (corresponds primarily to **Review Criterion 1**)

Describe your research and state your project thesis. Provide an overview of the project, explaining the basic ideas, problems, questions, texts, people, and/or events examined in the study. Describe the intellectual significance of the proposed project to the intended audience or audiences, including its value to humanities scholars, students, or general audiences. Explain how the project will complement, challenge, or expand on relevant scholarship in the field. If appropriate, describe the contribution that the research will make to your students, institution, or broader community. Explain how your scholarship will be presented to benefit the intended audiences.

For humanities research projects in support of a community or institutional goal or interest, explain the expected outcome of the project, and how the project will be presented in order to reach the identified audience. If applicable, explain how the project may have broader impact beyond the community or institution.

For humanities research projects leading to the revision of an undergraduate course, explain how the research relates to revising the course, the course readings, and the course methodologies. Discuss the importance of the course within your teaching portfolio and within the institution's overall curriculum. Include relevant information such as the number of times it has been offered, whether the course is currently taught, and the number of students enrolled when the course was most recently offered. Explain how the project may have broader impact beyond the individual course.

Organization and methods (corresponds primarily to **Review Criterion 2**)

Describe your research, explaining how it will help you resolve the problems or questions you are examining. Explain your concepts and your terminology. Describe and discuss your method(s) and sources. Provide the scholarly context.

For projects designed to produce published scholarship, explain how the final project will be organized. For book projects, provide a chapter outline, if possible, with brief explanations of each chapter's contents. For article projects, provide an overview of the article, including details about the argument, sources, and word count. For a dissertation revision, state that your project is to revise a dissertation. Explain how you plan to move beyond the original dissertation, and how the new project will benefit from the addition. For digital projects, describe the technologies that will be used and developed and discuss the sustainability of the project. Explain how the scholarship will be presented to benefit audiences in the humanities. For course revision projects, explain the specific ways in which the proposed research will enhance the particular course.

For a translation or edition, indicate your plans for including an introduction, annotations, or other scholarly apparatus. If you are applying to translate a work into English and other English translations already exist, provide a rationale for a new translation.

Applicants must provide a rationale for projects that will be written in a language other than English.

Competencies, skills, and access (corresponds primarily to Review Criterion 4)

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

Final product and dissemination (corresponds primarily to Review Criteria 4 and 5)

Describe the audience(s) you plan to reach and the intended results of the project. Explain how the results will be disseminated and why these means are appropriate to the subject matter and audience. For book projects, indicate possible publishers. For article projects, indicate potential journals for publication. If the project has a website, provide the URL. For course revision projects, indicate your plans (if any) to expand the number of sections offered, replicate the course on other campuses, or otherwise disseminate the results more broadly.

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

NEH 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 products, if any, will be maintained and supported beyond the period of performance.

GUIDANCE on NARRATIVE AND OTHER APPLICATION COMPONENTS	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative sections and other application components and the review criteria.	
NARRATIVE SECTION	**REVIEW CRITERIA**
Significance and contribution	1
Organization and methods	2
Competencies, skills, and access	4
Final product and dissemination	4 and 5
APPLICATION COMPONENT	
Work plan	3
Bibliography	2
Résumé	4
Confirmation of institutional support	4
Appendices (conditionally required)	2 and 4

Attachment 2: Work plan (required)

Present a schedule for the period of performance. Explain the tasks you expect to accomplish and your timeline for them. Indicate how many months of support you are requesting and whether you propose full- or part-time work, or a combination of the two. If you are proposing part-time work, specify the fraction of time you will devote to the project (e.g., half-time or

three-quarters time). Describe the part or stage of the project that will be supported by the award. Indicate what, if any, parts of the project have already been completed. If the project will not be finished during the period of performance, show when you expect to complete it. If you are proposing a publication (e.g., book or article), indicate when you plan to submit the project for publication and when you expect it to appear. If you are proposing a course revision project, specify when you plan to offer the revised course and how the research results will be presented to students and more broadly (e.g., website, course packet).

Indicate where you will work and, if more than one location is involved, how long you will spend in each place.

If you are seeking funds as part of a larger collaborative project, clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s).

Your work plan should not depend on factors outside your control, such as the receipt of outside readers' reports from a publisher. If you plan to submit your manuscript to an editor or publisher before the end of the period of performance, explain what additional work the project will require after you submit the manuscript and why it merits support.

The work plan must not exceed one page. Use one-inch margins and a font-size no smaller than 11-point. You may present information in table form.

Name the file workplan.pdf.

Your work plan will be considered primarily under Review Criterion 3.

Attachment 3: Bibliography (required)

The bibliography should consist of primary and secondary sources that relate directly to the project. If you are proposing work with archival materials, indicate the archive(s) in which they are held. Include works that pertain to both the project's substance and its theoretical or methodological approaches. Evaluators will use the bibliography to assess your knowledge of the subject area.

The bibliography must not exceed a single page. Leave one-inch margins and use a font size no smaller than eleven point. Any standard bibliographic format is acceptable. Items referenced in the narrative need not appear in the bibliography, if the citation in the narrative enables readers to identify the work.

Name the file bibliography.pdf.

Your bibliography will be considered primarily under Review Criterion 2.

Attachment 4: Résumé (required)

Your résumé must not exceed two pages and should provide the information listed below. Do not submit a narrative biographical statement instead of a résumé.

- 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 dates of these awards and the products that resulted from them
- Publications: include full citations for publications and presentations

- Other relevant professional activities and accomplishments: include your level of competence in any relevant foreign languages

Name the file resume.pdf.

Your résumé will be considered primarily under Review Criterion 4.

Attachment 5: Confirmation of institutional support (required)

You must include a document on letterhead confirming institutional support, signed by an institutional representative, such as staff in the office of sponsored research, a vice president, or dean. This document is required to ensure that applicants seeking an award are supported by their institutions.

This document should indicate that the applicant would be allowed to accept an Award for Faculty if offered it, even though it might reduce the applicant's teaching load.

Name the file confirmation.pdf.

Your confirmation of institutional support will be considered primarily under Review Criterion 4.

Attachment 6: Appendices (conditionally required)

Applicants proposing editions, translations, database projects, proposals including visual materials, and proposals to improve existing undergraduate courses, must submit this attachment. The appendices should not exceed the page numbers per item, as described below.

- Editions or translations: provide a sample of the original text (one page) and the edited or translated version (one page). If you plan to include annotations, your sample should give examples.
- Database projects: provide a sample entry (one page).
- Visual materials: provide a sample (one page) saved as a PDF (do not use .jpg or other common graphic formats).
- Undergraduate course revisions: provide the existing course syllabus—including a listing of the current course readings—in PDF format (no more than ten pages). Provide a list of courses taught within the last five years including the number of students taught, the number of courses offered, and the number of different preparations (no more than three pages).

Applications including any other appendices will be not be reviewed.

Name the file appendices.pdf.

If applicable, your appendices will be considered primarily under Review Criteria 2 and 4.

Attachment 7: Degree conferral (conditionally required)

If you are awaiting conferral of a degree, provide a PDF version of a signed letter from the dean of the conferring school or the department chair, attesting that you have satisfied all of the requirements for the degree as of the applicable deadline.

Name the file degree.pdf.

Attachment 8: Explanation of delinquent federal debt (conditionally required)

If you are delinquent in the repayment of any federal debt, provide explanatory information on a separate page or pages. Also provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, and that you are current on all payments due. Examples of relevant debt include student loans, delinquent taxes, delinquent child support payments, and delinquent payroll taxes for household or other employees benefit overpayments. See OMB Circular A-129.

Name the file delinquentdebt.pdf

3. Grants.gov Registration Process

All applicants to this program must submit their applications via Grants.gov Workspace.

If you are registering with Grants.gov for the first time, go to https://apply07.grants.gov/apply/register.faces.

Once you have registered at Grants.gov, you must add an "individual" profile in order to submit an application to this program or other programs for individuals. Do this by clicking on the "My Account" link, then on "Manage Profiles" and "Add Profile." Instructions for adding a profile are available here: https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=Register%2FAddProfile.htm

Only applicants whose Grants.gov accounts include an individual applicant profile will be able to submit applications to this program. If you have successfully created an individual applicant profile, the "Apply" button on the Grants.gov opportunity page will be red. Otherwise it will be grayed out.

When you create your "individual applicant" profile, Grants.gov will automatically fill in the box for the D-U-N-S® number with a default value. Do not change this number.

Applicants who have already registered at Grants.gov and created an "individual" profile need not re-register to submit their proposals. We encourage you, however, to check your account ahead of the deadline to confirm that it is still active and that your password has not expired.

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

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

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."

NEH may not make an award to an applicant until the applicant has complied with all applicable requirements and, if an applicant has not fully complied with the requirements by the time NEH is ready to make an award, NEH may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

NEH strongly recommends that you complete your registration at least two weeks before the application deadline. If you fail to allow sufficient time to complete registration with Grants.gov, you will not be eligible for a deadline extension or waiver of the online submission requirement. All applicants must submit their applications for NEH funding via Grants.gov Workspace.

4. Submission Dates and Times

Drafts

Applicants may submit a draft narrative for staff review. Drafts should be submitted by email to FacultyAwards@neh.gov; put "Draft Narrative" in the subject line of the message.

If you choose to submit a draft narrative, you must do so no later than February 17, 2021 (for the April 14, 2021 deadline) or February 16, 2022 (for the April 13, 2022 deadline). Program staff will not review draft narratives submitted after that date. Staff members will read only one draft per individual per deadline. If you prepare a draft, use the format stipulated in the narrative instructions.

The comments provided by staff are not part of the formal review process and have no bearing on the evaluation of the proposal, but previous applicants have found them helpful in strengthening their applications. Applicants are not required to submit a draft narrative.

Applications

There will be two application due dates under this notice:

April 14, 2021 at 11:59 p.m. Eastern Time
April 13, 2022 at 11:59 p.m. Eastern Time

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

Confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have received your application.

NEH will assign a tracking number beginning with HB- to your application when it has been received by the agency. The assignment of a tracking number does not guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If NEH's system detects a technical problem with your application after retrieving it from Grants.gov, NEH will send you an email notification, provided you have included an email address in your application.

Letters of reference must be submitted online not later than May 5, 2021 (for proposals submitted for the April 14, 2021 deadline) or May 4, 2022 (for proposals submitted for the April 13, 2022 deadline). See D7 Other Submission Requirements.

Once an applicant formally submits an application, NEH will not comment on its status except with respect to issues of completeness and eligibility.

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12372](#).

6. Funding Restrictions

Funds under this notice may not be used for the following purposes:

- research by students enrolled in a degree program, including research for doctoral dissertations or theses
- research leading to the improvement of graduate courses
- the preparation or revision of textbooks
- the development of teaching methods or theories
- educational or technical impact assessments
- inventories of collections
- the writing of guide books, how-to books, and self-help books
- the writing of books for children or young adults
- 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
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods.

NEH discourages applications that focus on biographies of living persons.

Awards in this program are made to individuals; indirect costs are unallowable. If an individual recipient elects to have the award paid through their institution, all NEH funds must be remitted to the individual. The institution may not take an institutional allowance.

7. Other Submission Requirements

Applicants are asked to solicit two letters of reference. Provide the names, email addresses, and affiliations for your two reference letter writers on the [NEH Supplemental Information for Individuals Form](#). Include only one email address for each letter writer in the relevant field. 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.

If you are proposing a translation, one of your letters must be from an expert in the language(s) of your project and should provide an assessment of the one-page sample translation that you are submitting with your application. Notify this reference that s/he is expected to address the quality of the translation sample in his or her letter.

Approximately two to three weeks after the deadline, NEH will email your letter writers, asking them to submit their letters online. Letters should be submitted online not later than May 5, 2021 (for proposals submitted for the April 14, 2021 deadline) or May 4, 2022 (for proposals submitted for the April 13, 2022 deadline).

Applicants are responsible for ensuring that their letter writers have received and responded to the NEH requests for their letters by the deadline. You will be notified by email when each of

your letters of reference has been received. You are also responsible for providing the letter writers with relevant materials (such as a draft of the application).

After you have received confirmation that NEH has received your application, you may check the status of your letters 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 email addresses of your letter writers and whether their letters have arrived. If necessary, you may send reminders to your letter writers (including the upload link) from this site.

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

Elected government officials and current members of NEH'S National Council on the Humanities may not serve as letter writers.

Missing reference letters will not disqualify an application from review.

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications in the Awards for Faculty program:

1. The intellectual significance of the proposed project, including its value to scholars, students, or general audiences in the humanities.

2. The quality of the conception, definition, organization, and description of the project and the clarity of expression in the application.

3. The feasibility and appropriateness of the proposed plan of work.

4. The quality or promise of quality of the applicant as a humanities researcher and (for course revision projects) as a teacher.

5. The likelihood that the applicant will complete the project (not necessarily during the period of performance), including, when relevant, the soundness of the dissemination and access plans for the proposed audience or audiences.

Each review criterion corresponds with specific sections of the narrative and the other application components. Refer to D2 Content and Form of Application Submission for additional information.

2. Review and Selection Process

NEH staff review applications for eligibility and completeness. NEH uses a peer review process to evaluate all eligible and complete applications. Peer reviewers are experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs reviewers to evaluate applications according to the review criteria outlined in this Notice of Funding Opportunity. Peer reviewers must comply with Federal ethics and conflicts of interest requirements.

NEH staff comments on matters of fact or on significant issues that otherwise would be missing from peer reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at least twice annually to advise the NEH Chairman. The Chairman

considers the advice provided by the review process and, by law, makes all funding decisions. [Learn more about NEH's review process.](#)

3. Assessment of Risk and Other Pre-Award Activities

Applications that have received a favorable objective review are reviewed for other considerations that include past performance, as applicable; continued applicant eligibility; and compliance with any public policy requirements. You may be asked to submit additional information or to undertake certain activities in anticipation of an award. However, even at this point in the process, such requests do not guarantee that an award will be made. Following review of all applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate.

Award decisions are discretionary and are not subject to appeal to any NEH official or board.

4. Anticipated Announcement and Award Dates

Applicants will be notified of funding decisions by email in December 2021 (for proposals submitted for the April 14, 2021 deadline) or December 2022 (for proposals submitted for the April 13, 2022~~3~~ deadline). For successful applicants, this notification is not an authorization to begin performance or incur related costs. Successful applicants will be required to complete the NEH Individual Program Acceptance Form in eGMS Reach, from which the payment schedule will be determined. Applicants may request evaluations of their applications by emailing FacultyAwards@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

Successful applicants will receive award documents from the NEH Office of Grant Management by email starting in January 2022 (for applications submitted for the April 14, 2021 deadline) or January 1, 2023 (for applications submitted for the April 13, 2022 deadline).

2. Administrative and National Policy Requirements

Awards are subject to the [NEH Fellowships and Awards for Faculty Terms and Conditions](#), and the specific terms and conditions in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

You must comply with [2 CFR §§180.335](#) and [180.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

1) You certify, by submission of this application, that you are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.339](#), including suspension or debarment. (See also 2 CFR parts [180](#) and [3369](#)).
3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 8: Explanation of delinquent federal debt](#).

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 award products. All other considerations being equal, NEH gives preference to those that provide free access to the public.

Copyright information

NEH recipients may copyright any work that is subject to copyright and was developed, or for which ownership was produced, under an award. NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish an excerpt from resulting grant product(s) in *Humanities* magazine or on the NEH website.

Acknowledging NEH support

All materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult the *Acknowledgment and Publicity Requirements for NEH Awards* and *Publicizing Your Project* pages on the NEH website for guidance on acknowledging NEH support and promotion.

NEH Research Misconduct Policy

In accordance with the Federal Policy on Research Misconduct, published in the December 6, 2000, edition of the Federal Register, 65 Fed. Reg. 76,260, the National Endowment for the Humanities has established procedures for handling allegations of research misconduct applicable to both internal and external research programs supported by NEH. This policy reflects NEH's interest in the accuracy and reliability of the research record and the processes involved in its development. As defined in the Federal Policy on Research Misconduct, research includes all basic, applied, and demonstration research. Review NEH's Research Misconduct Policy.

Geospatial data

Applicants requesting funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services 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, the proposed geospatial data, products, or services must be produced in compliance with applicable proposed guidance posted at www.fgdc.gov.

Eliminate waste, fraud, and abuse

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the NEH Office of the Inspector General.

3. Reporting

Final Report. Recipients must submit a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to the accomplishments during the period of performance; the products arising or anticipated to arise from the project; financial support apart from NEH sources; the project's impact; and acknowledgement of NEH support. The final performance report must be submitted online in eGMS Reach. Further information will be provided in the Notice of Action.

Learn more about general [performance reporting requirements](#) and the [reporting requirements for NEH Fellowship recipients](#).

A final financial report is not required.

Recipients are encouraged to send copies of books and other publications resulting from research supported by NEH awards to the address below. In addition, recipients are asked to update the "Products and Prizes" tab in eGMS Reach for any publications or prizes resulting from NEH support.

G. Agency Contacts

If you have questions about the program, contact:

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

If you have questions about administrative requirements, contact:

Office of Grant Management
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8494
grantmanagement@neh.gov

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov 24 hours a day, 7 days a week, excluding federal holidays at:

Grants.gov Applicant Support
Telephone: 1-800-518-4726
International Calls: 606-545-5035
Email: support@grants.gov
[Grants.gov Support](#)

Always obtain a case number when calling for support.

H. Other Information

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, *et seq*](#). 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 on average it takes fifteen hours to complete this application. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

You may 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 Funding Opportunity Officer at grantmanagement@neh.gov. 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. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date June 30, 2021.