



NATIONAL ENDOWMENT FOR THE HUMANITIES
NOTICE OF FUNDING OPPORTUNITY

Division of Research Programs

Funding Opportunity Title:
Fellowships for Advanced Social Science Research on Japan

Funding Opportunity Number: 20200422-FO

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.160

Application Due Date:
April 22, 2020

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

Division of Research Programs
Telephone: 202-606-8200
Email: fellowships@neh.gov
TTY: 800-877-8399

OMB control number 3136-0134, expiration date June 30, 2021.

Executive Summary

The National Endowment for the Humanities (NEH) Division of Research Programs is accepting applications for the Fellowships for Advanced Social Science Research on Japan program. The purpose of this program is to promote Japan studies in the United States, to encourage U.S.-Japanese scholarly exchange, and to support the next generation of Japan scholars in the U.S. The fellowships are designed for individual researchers with advanced Japanese language skills whose research will require use of data, sources, and documents, onsite interviews, or other direct contact in Japanese. Fellows may undertake their projects in Japan, the United States, or both, and may include work in other countries for comparative purposes. The program is a joint activity of the Japan-United States Friendship Commission (JUSFC) and the NEH.

Funding Opportunity Title:	Fellowships for Advanced Social Science Research on Japan
Funding Opportunity Number:	20200422-FO
Federal Assistance Listing Number (CFDA):	45.160
Application Due Dates:	April 22, 2020, 11:59 p.m. Eastern Time
Anticipated Announcements:	December 2020
Anticipated Total Annual Funding:	\$180,000
Estimated Number and Type of Awards:	Approximately 3 grants
Funding Range:	\$30,000 to \$60,000
Cost Sharing Required:	No
Period of Performance:	6 - 12 months, starting as early as January 1, 2021
Eligible Applicants:	Individuals See Section C of this notice of funding opportunity for additional information.
Program Resource Page:	https://www.neh.gov/grants/research/fellowships-advanced-social-science-research-japan
Pre-Application Webinar	March 16, 2020 2:00 p.m. Eastern Time https://attendee.gotowebinar.com/register/8692554616116680972

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A. Program Description

1. Purpose

The Fellowships for Advanced Social Science Research on Japan program is a joint activity of the Japan - United States Friendship Commission (JUSFC) and the National Endowment for the Humanities. The program aims to promote Japan studies in the United States, to encourage U.S. - Japanese scholarly exchange, and to support the next generation of Japan scholars in the United States. Awards support research on modern Japanese society and political economy, Japan's international relations, and U.S. - Japan relations. The program encourages innovative research that puts these subjects in wider regional and global contexts and is comparative and contemporary in nature. Research should contribute to scholarly knowledge or to the general public's understanding of issues of concern to Japan and the United States. Appropriate disciplines for the research include anthropology, economics, geography, history, international relations, linguistics, political science, psychology, and sociology. Awards usually result in articles, monographs, books, e-books, digital materials, translations, editions, or other scholarly resources.

The fellowships are designed for researchers with advanced Japanese language skills whose research will require use of data, sources, and documents, onsite interviews, or other direct contact in Japanese. Fellows may undertake their projects in Japan, the United States, or both, and may include work in other countries for comparative purposes. Projects may be at any stage of development.

In keeping with the JUSFC commitment to foster the next generation of leaders in developing and maintaining the Japan-U.S. relationship, NEH encourages applications to this program from junior scholars (that is, scholars who have earned their terminal degree within the last seven years).

NEH also encourages submission of Fellowships for Advanced Social Science Research on Japan applications from independent scholars and faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities.

Applicants may wish to consult the JUSFC's [website](#) for other funding opportunities.

Examples of previously funded projects may be found by using the [NEH's Funded Projects Query Form](#). Examples of previously funded Fellowships for Advanced Research on Japan may be viewed [here](#).

Certain types of publications and activities are prohibited from receiving support under this program, including projects focused primarily on pre-modern Japan (i.e., pre-1868) and projects primarily devoted to the interpretation of literary or artistic works. The full list of prohibitions appears in section [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 the National Endowment for the Humanities, visit <https://www.neh.gov/about>.

To learn more about the Japan - United States Friendship Commission, visit <https://www.jusfc.gov/about/>.

B. Federal Award Information

1. Type of Application and Award

Type of applications sought: new (as opposed to supplements or renewals). Previously rejected applications may be revised and resubmitted.

NEH will provide funding in the form of grants made on behalf of the JUSFC, which is the primary funder. All awards are governed by NEH grant policies and conditions.

2. Summary of Funding

Approximately \$180,000 is expected to be available to fund three or more recipients.

Awards for the 2020 competition are contingent on the availability of funds from the JUSFC.

Applicants may request a period of performance of no less than six and up to twelve months at a stipend of \$5,000 per month. The minimum stipend is \$30,000 for six months and the maximum stipend is \$60,000 for twelve-months.

The period of performance must be **full-time** and **continuous**. Teaching and administrative assignments or other major activities may not be undertaken during the period of performance.

You should request a period of performance that suits your schedule and the needs of your project. Requesting a period shorter than twelve months will not improve your chance of receiving an award.

Recipients may begin their periods of performance as early as January 1, 2021, and as late as September 1, 2022.

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

C. Eligibility Information

1. Eligible Applicants

This program accepts applications from individuals who meet the following additional criteria.

Citizenship

U.S. citizens, whether they reside inside or outside the United States, are eligible to apply. Foreign nationals who have been living in the United States or its jurisdictions for at least the three years prior to the application deadline are also eligible. 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; but 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 application deadline in [Attachment 5: Degree Conferral](#).

2. Cost Sharing/Matching

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

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

- [Awards for Faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities](#), and [Tribal Colleges and Universities](#)
- [Fellowships](#)
- [NEH - Mellon Fellowships for Digital Publication](#)
- Fellowships for Advanced Social Science Research on Japan

However, you may compete concurrently in the following programs for individuals in a given year:

- [Public Scholars](#)
- [Summer Stipends](#)
- [NEH and National Science Foundation Fellowship Program for Documenting Endangered Languages \(DEL\)](#)
- 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

You may not apply for funding for a project previously supported by any of the following programs:

- [Fellowships](#)
- [NEH - Mellon Fellowships for Digital Publication](#)
- [Public Scholars](#)
- [Awards for Faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities](#), and [Tribal Colleges and Universities](#)
- [NEH and National Science Foundation Fellowship for Documenting Endangered Languages \(DEL\)](#)
- [Fellowships for Advanced Social Science Research on Japan](#)

However, you may 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 application

includes work proposed in the previously-funded Summer Stipend, this overlap in the work plans must be addressed.

An NEH award 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.

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 proposed project moves beyond the original dissertation.

Concurrent grants from other organizations

Recipients of Fellowships for Advanced Social Science Research on Japan 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

The Fellowships for Advanced Social Science Research on Japan program is designed primarily for individual researchers. An award may not be divided among multiple collaborators. If you are seeking funding for more than one participant in a collaborative project, each person seeking funding must submit a separate application specifying his or her individual contribution. Peer 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). Collaborating scholars affiliated with or sponsored by an eligible institution may wish to apply to the [Collaborative Research](#) program.

Other restrictions:

- Applicants may not submit multiple applications under this announcement.
- Applicants may not hold two or more NEH individual awards with overlapping periods of performance (for example, a Fellowship for Advanced Social Science Research on Japan and a Public Scholars award, or a Fellowship and a Summer Stipend).
- Applicants may not accept or hold two NEH individual awards in the same fiscal year (for example, if you apply to the Summer Stipends program and subsequently accept an award from the Fellowships for Advanced Social Science Research on Japan program, your application to the Summer Stipends program will be automatically withdrawn).
- Applicants 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, 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 Fellowships for Advanced Social Science Research on Japan funding opportunity on Grants.gov, including the application package, can be found on the [program resource page](#).

To request a paper copy of this announcement, contact fellowships@neh.gov. Applicants who are deaf or hard of hearing (TTY users) 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 application 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	Not applicable (Grants.gov form)		Required
NEH Supplemental Information for Individuals	Not applicable (Grants.gov form)		Required
Project/Performance Site Location Form	Not applicable (Grants.gov form)		Required
Attachments Form	Not applicable (Grants.gov form)		Required
Attachment 1: Narrative	narrative.pdf	3	Required
Attachment 2: Bibliography	bibliography.pdf	1	Required
Attachment 3: Résumé	resume.pdf	2	Required
Attachment 4: Appendix	appendix.pdf	1 page per item	Conditionally required
Attachment 5: Confirmation of degree conferral	degreeconferral.pdf		Conditionally required

Attachment 6: Explanation of federal debt	delinquentdebt.pdf		Conditionally required
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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, e-mail address, and mailing address. You must include an e-mail address in the “Email” field, even though it is not highlighted as a required field. NEH will use this e-mail address to notify you of the outcome of your application.

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 social sciences. 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. Your period of performance must be at least six months long and no more than twelve months long and it must be **full-time** and **continuous**. 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 [Section 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

If you are not affiliated with an institution of higher education, click “No” and continue to the Status section. If you are affiliated with an institution of higher education, complete the information for that institution. Applicants with an institutional affiliation must include their institution’s D-U-N-S® number, 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

Please indicate whether 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, e-mail addresses, and affiliations for two letter writers. **Enter only one e-mail address for each letter writer.** If you provide two e-mail addresses for a letter writer, NEH will be unable to contact him or her. (Applicants are responsible for providing

accurate e-mail addresses. The NEH grants management system will use the addresses exactly as they have been entered on this form.)

To ensure full consideration, letters must be submitted online not later than May 29, 2020.

See [Section 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.

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.

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 points. Images, charts, diagrams, footnotes, and endnotes are allowed, if they fit within the three-page limit. Name the file narrative.pdf.

NEH has aligned each section with a primary corresponding review criterion, but 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. Refer to [Section E1. Review Criteria](#) for full descriptions.

Successful applications will use the following section headings for the narrative and contain the information below.

Significance and contribution (corresponds primarily to [Review Criteria 1 and 2](#))

Describe the intellectual significance of the proposed project, including its value to social science scholars, general audiences, or both. Provide an overview of the project, explaining the basic ideas, problems, or questions examined by the study. Describe your research and state the project's thesis or claim(s). Explain how the project will complement, challenge, or expand relevant studies in the field. Explain how the project furthers scholarly knowledge or public understanding of contemporary Japanese society or political economy, Japan's contemporary international relations, and/or U.S.-Japan relations.

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 also provide a rationale for projects resulting in works that will be written in a language other than English.

Methods and Organization (corresponds primarily to [Review Criteria 1 and 4](#))

Explain how your proposed research will help you resolve the problems or questions you are examining. Describe and discuss your method(s) and sources. As necessary, explain unfamiliar concepts or terminology for the non-specialist reader.

For book projects, explain how the final project will be organized. If possible, provide a brief chapter outline. Brief explanations of each chapter's contents are particularly important when a chapter title does not clearly indicate the contents of the chapter.

If your project is an expansion or revision of a completed dissertation, state this. Explain the expansion or revision you are proposing, and how the resulting product will be strengthened by the work for which you seek support.

For digital projects, describe the technologies that will be used and developed, and explain how the scholarship will be presented to benefit audiences in the social sciences.

For editions and translations, describe your plans for any included scholarly apparatus such as an introduction or annotations.

Work plan (corresponds primarily to [Review Criteria 5 and 6](#))

Indicate the current state of the project and the part or stage of it that will be supported by the fellowship. Provide a work plan describing what will be accomplished during the period of performance, where you will be, and how you will spend your time. Explain how your proposed research during the period of performance will advance the project. Your work plan must be based on a full-time commitment to the project; part-time work is not allowed. If you do not anticipate finishing the entire project during the fellowship period, discuss your plan for doing so.

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 for the period of performance should not depend heavily on factors beyond your control, such as the receipt of outside readers’ reports from a publisher. If you plan to submit your manuscript 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.

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

Competencies, skills, and access (corresponds primarily to [Review Criterion 3](#))

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

Final product and dissemination (corresponds primarily to [Review Criteria 6](#))

Describe 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. If the project has a website, provide the URL. If the final product will appear in a language other than English, explain how access and dissemination will be affected.

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

GUIDANCE FOR NARRATIVE, BIBLIOGRAPHY, RESUME, and APPENDICES

To ensure that you fully address the review criteria, this table provides a crosswalk between the application components and the review criteria.

<u>Narrative Section</u>	<u>Review Criteria</u>
<u>Significance and contribution</u>	<u>1 and 2</u>
<u>Methods and Organization</u>	<u>1 and 4</u>
<u>Work plan</u>	<u>5 and 6</u>
<u>Competencies, skills, and access</u>	<u>3</u>
<u>Final product and dissemination</u>	<u>5 and 6</u>
<u>Application Component</u>	<u>Review Criteria</u>
<u>Bibliography</u>	<u>1, 2, and 4</u>
<u>Résumé</u>	<u>3</u>
<u>Appendix</u>	<u>4</u>

Attachment 2: Bibliography (required)

The bibliography must not exceed one single-spaced 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.

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

Name the file bibliography.pdf.

Your bibliography will be considered primarily under [review criteria 1, 2, and 4](#).

Attachment 3: Résumé (required)

Your résumé must not exceed two single-spaced pages. Do not submit a narrative biographical statement instead of a résumé. Include the information listed below.

- 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 or JUSFC, 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 3](#).

Attachment 4: Appendix (conditionally required)

Applicants proposing editions, translations, and database projects must submit an appendix. Applicants whose projects involve analysis of visual materials may submit an appendix including samples. The items in the appendix should not exceed one single-spaced page 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 of the edited or translated version should include 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).

Applications including any other appendices will not be reviewed.

Name the file appendix.pdf.

If applicable, your appendices will be considered primarily under [review criterion 4](#).

Attachment 5: Confirmation of degree conferral (conditionally required)

Applicants who have satisfied all the requirements for a degree and are awaiting its conferral must include a letter from the dean of the conferring school or their department chair attesting that the applicant has satisfied all of the requirements for the degree by the application deadline.

Name the file degreeconferral.pdf.

Attachment 6: 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. 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. 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.

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 applications. 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 given 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

The deadline for applications submitted under this announcement is April 22, 2020 at 11:59 p.m. Eastern Time.

Letters of reference must be submitted online not later than May 29, 2020. See [section D7 Other Submission Requirements](#) for instructions.

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 FO- 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 e-mail address in your application.

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 12373](#).

6. Funding Restrictions

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

- projects focused primarily on pre-modern (that is, pre-1868) Japan
- research by students enrolled in a degree program, including research for doctoral dissertations or theses; the preparation or revision of textbooks
- curriculum development
- the development of teaching methods or theories
- educational or technical impact assessments
- the creation or enhancement of databases, unless part of a larger interpretive project
- inventories of collections
- the writing of guide books, how-to books, and self-help books
- the writing of graphic fiction or nonfiction
- the writing of books for children or young adults
- projects that fall outside of the social sciences
- 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
- the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; or projects focused primarily on the interpretation of artistic or literary works

Awards in this program are made to individuals; indirect costs are unallowable. If an individual recipient elects to have the fellowship 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, e-mail addresses, and affiliations for your two reference letter writers on the [NEH Supplemental Information for Individuals Form](#). Include only one e-mail 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 they are expected to address the quality of the translation sample in their letter.

Approximately seven to ten days after the deadline, NEH will email your letter writers, asking them to submit their letters online. Letters must be submitted online not later than May 29, 2020.

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 e-mail 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 e-mail 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 fellowships@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 Fellowships for Advanced Social Science Research on Japan program:

1. The intellectual significance of the proposed project, including its value to social science scholars, general audiences, or both.
2. The degree to which the proposed project furthers scholarly knowledge or public understanding of contemporary Japanese society or political economy, Japan's contemporary international relations, and/or U.S.-Japan relations.
3. The quality or promise of quality of the applicant's work as an interpreter of the social sciences.
4. The quality of the conception, definition, organization, and description of the project and the applicant's clarity of expression.
5. The feasibility and appropriateness of the proposed plan of work, including, when relevant, the soundness of the dissemination and access plans.
6. The likelihood that the applicant will complete the project (not necessarily during the period of performance).

Each review criterion corresponds to specific sections of the narrative and the other application components. Refer to the instructions on preparing your [narrative and other application components](#) 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 e-mail in December 2020. Notice will be sent to the e-mail address supplied in the application (SF-424 form). For successful applicants, the notification is not an authorization to begin performance or incur related costs. Successful applicants will be required to complete the NEH Fellowship Acceptance Form, from which the payment schedule will be determined. All applicants may obtain the evaluations of their applications by sending an e-mail message to fellowships@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

Successful applicants will receive offer letters from the NEH Office of Grant Management by e-mail as early as January 2021.

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 Award.

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 §200.338](#), 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 7: 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 acquired, 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 and JUSFC support

All materials publicizing or products resulting from activities funded by NEH and JUSFC must contain an acknowledgment of that 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](#).

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 Reports. Recipients must submit a final performance report within 90 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 or JUSFC sources; the project's impact; and acknowledgement of NEH and JUSFC support. The final reports 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 required to submit two copies of publications supported by the program and issued during the period of performance to NEH at the address below. Recipients are

encouraged to send two copies of publications supported by the program and issued after the period of performance to NEH at the address below. In both cases, one copy will be forwarded to JUSFC.

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
fellowships@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](#)
[Self-Service Knowledge Base](#)

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.