

INSTITUTES FOR ADVANCED TOPICS IN THE DIGITAL HUMANITIES PROGRAM WEBINAR

National Endowment for the Humanities
Office of Digital Humanities
Webinar for 2020 Funding Cycle



NATIONAL
ENDOWMENT
FOR THE
HUMANITIES

TOPICS COVERED

- What does the Institutes for Advanced Topics in the Digital Humanities program fund?
- Who is eligible to apply?
- Resources
- Application components
- Review process
- Key dates
- Contact information

INSTITUTES FOR ADVANCED
TOPICS IN THE DIGITAL
HUMANITIES (IATDH)

IATDH support:

- national or regional (multistate) training programs for scholars, humanities professionals, and advanced graduate students to broaden and extend their knowledge of digital humanities.
- [IATDH Awards in the NEH public database](#)
- 52 DHAGs awarded since 2018
- [White papers of all past ODH awardees](#)

DEADLINE &
ELIGIBILITY

IATDH Deadline:

March 5, 2020

Eligibility:

- US & territorial institutions **only**
- Project directors and Co-Project directors may only submit one application per deadline
- Institute faculty may be from non-US institutions

IS THIS PROJECT AN IATDH?

Digital projects are funded across the NEH:

[Which program fits my digital project?](#)

[\(link\)](#)

IATDH program is one of the first programs from the Office of Digital Humanities with its first awards being made in 2008.

- Conversations with humanities scholars and practitioners
- Review of existing NEH funding programs supporting professional development

POSSIBLE TOPICS

Other NEH programs to consider:

Division of Education Programs

Seminars and Institutes

Division of Preservation and Access

Education and Training

Possible topics and areas that institutes might address include, but are not limited to

- digital scholarly communication and publishing
- advanced geospatial applications
- textual image or sound analysis
- immersive and virtual environment design for humanities research, or for computer gaming or simulations as applied to the humanities
- information aesthetics and approaches to visualizations of humanities topics and research
- innovative approaches for engaging public audiences with digital humanities
- high-performance computing or supercomputing applicable for humanities research and teaching
- linked open data and its applications to humanities research and teaching
- analysis of and research on the impact of digital media and culture on society

POSSIBLE PARTNERS



U.S. National Library of Medicine

LIBRARY
LIBRARY
OF CONGRESS

LABS

- Applications must include a letter of commitment from an appropriate representative of the collaborating agency.
- National Library of Medicine at the National Institutes of Health, please contact **Jeffrey Reznick**, History of Medicine Division, National Library of Medicine, at jeffrey.reznick@nih.gov.
- Library of Congress Labs at the Library of Congress, please contact **Abbey Potter**, Senior Innovation Specialist in the Digital Strategy Office, at abpo@loc.gov.

ACTIVITIES WE DO NOT FUND

Detailed in the NOFO:

- digitization of collections
- graduate programs in the digital humanities
- programs that are not regional (multistate) or national in scope
- 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 (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies)

FUNDING

- You may apply for up to \$250,000 in outright funds
- Cost sharing is not required for this program

FUNDING RATIOS

Estimated Funding for FY 2020:
Up to 5 grants

	Awards	Applications	Funded
2017	9	4	44%
2018	17	3	18%
2019	18	5	28%

PLANNING: START WITH THE IATDH RESOURCE PAGE

The NOFO is formerly known as
the application “guidelines.”

IATDH Program Resource Page: Everything you need!

Step 1

Review your application package

To apply for this grant, you will need to be registered for a D-U-N-S® number, with the System for Awards Management (SAM), and with Grants.gov. If you have registered with these systems previously, confirm that your registrations are current and up to date. If you fail to allow ample time to complete registration with SAM or Grants.gov, you will not be eligible for a deadline extension or waiver of the online electronic submission requirement.

Begin by reading the Notice of Funding Opportunity below to ensure you understand the expectations and restrictions for projects delivered under this grant and are prepared to write the most effective application.

Download Application Materials

[Institutes for Advanced Topics in the Digital Humanities Notice of Funding Opportunity, March 2020 \(PDF\)](#)

[Grants.gov Application Package](#)

Budget Resources

[Sample Budget, October 2018 \(PDF\)](#)

[Budget Form, October 2018 \(XLS\)](#)

Program Resources

[Institutes for Advanced Topics in the Digital Humanities Frequently Asked Questions, 2020 \(PDF\)](#)

[List of Recently Funded Institutes for Advanced Topics in the Digital Humanities Grants](#)

[DUNS Number Requirement](#)

[Certification Regarding Lobbying \(PDF\)](#)

Grant Snapshot

Maximum award amount: \$250,000

Open to: Organizations

Expected output: Conference/Institute/Seminar

Period of performance: Up to 36 months

Application available: November 20, 2019

Optional Draft due: January 29, 2020

Application due: March 5, 2020

Expected notification date: August 31, 2020

Project start date: September 1, 2020

Contact the Office of Digital Humanities Team
odh@neh.gov

Applicants who are deaf or hard of hearing can contact NEH via
Federal Relay (TTY users) at 800-877-8399

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

READ & FOLLOW INSTRUCTIONS

All application materials must be received by the application deadline. Late, incomplete, or ineligible applications will not be considered for funding under this notice. Applications that exceed specified page limits will not be reviewed. 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 (SF-424) application package associated with the funding opportunity and following the instructions provided by Grants.gov unless otherwise noted below.

The Institutes for Advanced Topics in the Digital Humanities application package is available in Grants.gov. A link to the application package can be found on the [program resource page](#).

To request a paper copy of this announcement, please contact odh@neh.gov. Applicants who are deaf or hard of hearing (TTY users) can contact NEH via Federal Relay at 800-877-8399.

REVIEW CHECKLIST

Application Components Table is on pages 12-13 of the NOFO

Application component	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance – Short Organizational	Not applicable (Grants.gov form)		Required
NEH Supplemental Cover Sheet	Not applicable (Grants.gov form)		Required
Project/Performance Site Location(s) Form	Not applicable (Grants.gov form)		Required
Attachments Form	Not applicable (Grants.gov form)		Required
Attachment 1: List of personnel	personnel.pdf		Required
Attachment 2: Narrative	narrative.pdf	10	Required
Attachment 3: Budget	budget.pdf		Required
Attachment 4: Budget justification	justification.pdf		Required
Attachment 5: Work plan and course outline	workplan.pdf		Required
Attachment 6: Résumés	resumes.pdf		Required
Attachment 7: Letters of commitment	letters.pdf		Required
Attachment 8: Evaluations and description of updates	evaluations.pdf		Required
Attachment 9: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 10: Certificate regarding lobbying	certification.pdf		Conditionally required
Attachment 11: Explanation of delinquent federal debt	delinquentdebt.pdf		Conditionally required

REVIEW CRITERIA

Six Review Criteria for Evaluation Proposals:

1. the intellectual significance of the professional development opportunity for research and teaching in the humanities;
2. the quality of the conception, definition, organization, and description of the program and the applicant's clarity of expression;
3. the soundness of the program's methodology and work plan, as well as the appropriateness of the digital technology being studied at the institute;
4. the regional or national reach of the program, as demonstrated by the likely impact upon the participants, and the likely broader impact of the institute curriculum and other program-related products;
5. the appropriateness of the host institution and the professional training and experience of the staff in relation to the activity for which support is requested; or projects that propose an online training component, the experience of the staff in providing online training as well as the appropriateness of the proposed online training platform;
6. the appropriateness of the project's budget, in view of the project's design and likely results

APPLICATION SECTIONS

- Forms
- List of participants
- **Narrative (10 pages maximum!)**
- Budget and Budget Narrative
- Additional Attachments

NARRATIVE SECTION

Significance

Corresponds to Review Criterion I

- Convince reviewers you have identified a topic that merits support.
- Discuss the national or regional needs that this program will serve
- Define your audience – it probably isn't everyone!
- Describe how this program relates to others of a similar nature that currently exist or have been conducted in the past

NARRATIVE SECTION

Curriculum and work plan

Corresponds to the Review Criteria 2 and 3

- Describe the curriculum's design and content
- Summarize discussion topics and presentations, include assigned and recommended readings, and identify other resources and materials to be used
- Indicate the requirements for attendance; the time, location, duration, and structure of the program; and the facilities required
- Justify the proposed dates and location for your institute as related to your targeted participants
- Include a detailed work plan and schedule in **Attachment 5: Work plan and course outline.**

NARRATIVE SECTION

Participants

Corresponds to the Review Criteria
land 4

- Discuss the procedures for ensuring a robust and inclusive applicant pool.
 - What are your publicity strategies, particularly for underserved audiences?
- Briefly describe the steps you will take to ensure that the institute will be accessible to individuals with disabilities.
- Explain how the curriculum and duration of the program reflect the subjects taught and the educational needs or levels of the attendees.
- Note for Prior IADTH directors: Indicate the number of applications received and number of participants selected for their most recently offered institute.
 - Provide copies of all participants' evaluations of the most recently offered project in **Attachment 8: Evaluations and Description of Updates**

NARRATIVE SECTION

Institutional Profile

Corresponds to Review Criterion 5

- Provide general information about the applicant institution or organization and explain the chosen venues.
- Describe any special facilities—such as laboratories, humanities centers, libraries, or collections—that will be made available to participants.
- If appropriate, discuss provisions for housing.
- If proposing a virtual component, describe the learning platform and other technical requirements needed to facilitate the teaching and learning environment.

NARRATIVE SECTION

Staff, faculty, and consultants

Corresponds to Review Criterion 5

- Identify the principal faculty, visiting lecturers, master teachers, and support staff and describe their roles, responsibilities, and qualifications.
- Note for Prior IATDH Directors: Provide an explanation of how their experience as directors has shaped the project currently being proposed.
- In **Attachment 6: Résumés**, you will include brief (two-page) résumés from staff with major responsibilities for the project's design and implementation.
- In **Attachment 7: Letters of commitment**, you will include letters of commitment from institute instructors.

NARRATIVE SECTION

Impact and evaluation

Corresponds to Review Criterion 6

- Discuss the program's intended results, their impact on digital humanities scholarship or teaching, and any plans for wider dissemination.
- Describe any plans to facilitate discussion and collaboration among participants after the initial learning opportunity.
- Explain any plans for making the institute curriculum available to an audience beyond the institute participants.
- Describe the evaluation strategy for the program.

BUDGET AND BUDGET JUSTIFICATION

Attachments 3 and 4

- Budget appropriately for staff time required to complete tasks identified—before, during, and after the institute
- Describe visiting faculty compensation
- Describe participant compensation
- Budget for attendance at the project directors meeting
- Review the detailed NOFO instructions with your office of sponsored activities or research to ensure that you are following your institutional policies and the federal regulations
- Apply your Indirect Cost Rate correctly!

APPLICATION COMPONENTS

NOFO, p. 8 contains guidance that matches each section with relevant criteria

Cover Forms

List of personnel (Attachment 1)

Narrative (Attachment 2)

- Significance
- Curriculum and work plan
- Participants
- Institutional profile
- Staff, faculty and consultants
- Impact and evaluation

Budget and Budget Justification (Attachments 3 & 4)

Work Plan and course outline (Attachment 5)

Résumés (2 pages per) (Attachment 6)

Letters of commitment (Attachment 7)

Evaluations & descriptions of updates (Attachment 8)

Additional forms and certifications (Attachments 9-11)

RESOURCES

IADTH Program Resource Page

FAQs

Sample Applications

Program Resources

[Institutes for Advanced Topics in the Digital Humanities Frequently Asked Questions, 2020 \(PDF\)](#)

[List of Recently Funded Institutes for Advanced Topics in the Digital Humanities Grants](#)

[DUNS Number Requirement](#)

[Certification Regarding Lobbying \(PDF\)](#)

[Disclosure of Lobbying Activities \(PDF\)](#)

Sample Application Narratives

[City University of New York, Expanding Communities of Practice](#)

[Folger Shakespeare Library, Institute on Early Modern Digital Agendas](#)

[George Mason University, Doing Digital History](#)

[University of California, Los Angeles, Institute on Teaching in the Geospatial Humanities](#)

[University of Maryland, Building an Accessible Future for the Humanities](#)

[University of Texas, Institute for High Performance Sound Technologies](#)

[Vanderbilt University, Advancing XML-Based Scholarship](#)

REVIEW PROCESS

Decision notifications:
6-7 months after submission date

- Review for eligibility & completeness
- Peer review & panel meeting
 - Panelists have 6-8 weeks to evaluate, then meet to discuss
- Staff make recommendations after peer review process complete
- National Humanities Council review recommendations
 - Meetings in March, July, November
 - IATDH are reviewed at the July National Council meeting
- NEH Chairman Jon Parrish Peede makes final decisions on awards
- Applicants notified

KEY DATES

App Deadlines	Draft Deadlines	Notifications	Start Dates
March 5, 2020 11:59 pm Eastern	January 29, 2020	August 2020	September 2020

CONTACT ODH

Email: odh@neh.gov

Twitter: [@NEH_ODH](https://twitter.com/NEH_ODH)



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