



NATIONAL ENDOWMENT FOR THE HUMANITIES

DIVISION OF EDUCATION PROGRAMS

# INSTITUTES FOR HIGHER EDUCATION FACULTY

and

# INSTITUTES FOR K-12 EDUCATORS

FREQUENTLY ASKED QUESTIONS

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## **Whom should we consult about our proposal?**

NEH program officers can offer advice on a full range of issues, such as content, scheduling, and logistics. We strongly encourage you to contact a program officer and to follow up with a draft proposal (see below). Call 202-606-2324 or send an email message to [institutes@neh.gov](mailto:institutes@neh.gov) to contact someone who may advise you.

## **What can we do to increase our chances for success?**

You are encouraged to submit a draft of your proposal by the date specified in section D4, "Submission dates and times," in the Notice of Funding Opportunity; a program officer will provide feedback on this draft. If you applied previously and did not receive an award, you are encouraged to revise your proposal in light of the reviewers' comments. To talk with a program officer, request reviewer comments, or submit a proposal draft, send an email message to [institutes@neh.gov](mailto:institutes@neh.gov).

## **Our institution intends to submit two proposals to this program. Will only one be funded?**

Each application is evaluated on its own merits. NEH might fund both applications, one, or neither.

## **Is it permissible to co-direct an institute with a colleague who is not on the faculty**

**of my university, which will serve as the applicant?**

Yes. Your compensation would be entered on the Research and Related Budget under section A. Senior/Key Person. Your co-director's compensation would be entered under F3. Consultant Services or F5. or F5. Subawards/Consortium/Contractual Costs, depending on the nature of the relationship.

**We are proposing co-directors to lead the project. Must we identify a replacement director?**

A replacement director must be qualified to conduct the institute on his/her own. If both co-directors are qualified to share the intellectual and administrative leadership of the project, and each is prepared to assume full leadership of the project should the other become unable to fulfill his/her role, then a replacement director need not be named. However, the proposal should clearly state that this is your plan. If a co-director who has a primarily intellectual role lacks appropriate administrative expertise or vice versa, then co-directors with the relevant expertise for each role should be named.

**May a non-U.S. citizen serve as a project director or a visiting lecturer?**

Yes. Such individuals may be included on the staff of an institute if they bring unique and important expertise to the endeavor. Unless they are employed by the applicant institution, compensation for such individuals should be included on the Research and Related Budget under F3. Consultant Services.

**May we design an institute for a local or a regional audience?**

No. You must encourage applicants and involve participants from across the nation.

**We have directed a NEH-funded summer program (Summer Seminars and Institutes, Landmarks of American History and Culture workshop) for several years but would like to significantly revise it for this deadline. May we propose a Level I project?**

No. Level I is open only to projects that are new or have not been previously funded by NEH. We recommend that you discuss this issue with a program officer.

**May our Level II dissemination plan be comprised mainly of resources shared with a wider audience through the project website?**

It depends. Since Level II provides recipients with nine additional months and up to an additional \$15,000 in funding, NEH expects dissemination plans to be robust. Proposals must make a persuasive case that the plan will reach a wide audience in an intellectually and pedagogically effective manner. Consult the narrative instructions and review criteria for specific guidance.

**We would like to involve some participants in the dissemination component of the project. How do we do that?**

Since the participants would be unknown at the time of the application, we recommend that you identify how many you plan to use and how they would be selected. This will enable you to include them in your budget. Note that once the study portion of the project is complete and they join the project's payroll, they move from being participants to being consultants on the project.

**We have previously directed an NEH-funded Institute for K-12 Educators (or Higher Education Faculty), but want to apply for a new, Level I, project. May we submit evaluations from the former project?**

No. Evaluations must be submitted only when a specific project that has been previously funded is being proposed as a Level II project.

**We are applying for the first time but would like to apply for a Level II award. May we submit letters of reference?**

Yes. All new projects, whether Level I or Level II, may submit letters of reference.

**May an institute be entirely virtual or entirely residential?**

Yes. An institute may be entirely virtual, entirely residential, or a hybrid of the two. The format should address the intellectual demands of the project as well as its accessibility to participants.

**If we plan to include a virtual dimension to the project, may we spread a week's worth of study over a longer period of time?**

Yes. You should consider one week the equivalent of five or six days of full-time structured study. For example, regardless of the length of the program, your proposal should clearly account for five or six days of structured study for each week proposed.

**Our institution would not be an appropriate site for an institute but the college across town would be. Would we be permitted to hold our institute there, and if so, how would that work administratively?**

Yes, you may hold your institute at a different institution. You may apply through your home institution and subcontract with the other institution. Alternatively, you could have the other institution serve as the applicant. Contact a program officer for further details.

**How should we title our proposal? Does NEH change project titles?**

Your title should be descriptive of the project, substantive, and free of specialized language. It should be easily understood by the general public. The title should not exceed 125 characters (including spaces and punctuation). NEH reserves the right to re-title funded projects that do not follow agency guidelines. Award recipients, however, are permitted to use their preferred title for any award products.

Avoid using a main title that requires clarification by the subtitle. 1) "Economies and Cultures of the Blue Ridge Mountains from 1650-1950," is clearer than "Working the Woods: Economies and Cultures of the Blue Ridge Mountains: 1650-1950." 2) When possible, include a person or place and dates to indicate a project's scope. For example, "The Artistic and Cultural Legacy of Black Mountain College, 1933-1950," is clearer than, "Black Mountain College: An Artistic and Educational Legacy." 3) Use words and phrases that are informative and specific rather than puzzling or intriguing. For example, "Cleveland as a Case Study of American Immigration and Migration from the Nineteenth through the Twentieth Centuries," is clearer than "Community Memory and Landmarks of Migration."

You should provide the project title in section 6.a. of the SF-424 Application for Federal Assistance. This form is part of the Grants.gov application package.