



NATIONAL ENDOWMENT FOR THE HUMANITIES
 DIVISION OF EDUCATION PROGRAMS
INSTITUTES FOR HIGHER EDUCATION FACULTY
 and
INSTITUTES FOR K-12 EDUCATORS
 FREQUENTLY ASKED QUESTIONS

(Updated November 8, 2022)

1. Whom should we consult about our proposal?

NEH program officers can offer advice on a full range of issues, including content, scheduling, and logistics. We encourage you to contact a program officer as soon as possible and to follow up with a draft proposal (see question 2 below). Email institutes@neh.gov to consult with a program officer.

2. What can we do to increase our chances for success?

We encourage you to submit a draft of your proposal by the date specified in 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, we encourage you to revise your proposal in light of the reviewers’ comments. To consult with a program officer, request reviewer comments, or submit a proposal draft, email institutes@neh.gov.

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

NEH evaluates each application on its own merits and might fund both applications, one, or neither.

4. 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. You would serve as the applicant and enter your compensation on the Research and Related Budget under A. Senior/Key Person. You would enter your co-director’s compensation under F3. Consultant Services or F5. Subawards/Consortium/Contractual Costs, depending on the nature of the relationship.

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

Yes, you must identify a replacement director(s) in the application. The replacement director must be qualified and capable to conduct the institute in the event that one or both co-directors are

unable to fulfill their role. The replacement director(s) must be a co-director or another project team member who is already familiar with the project.

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

Yes. You may include foreign nationals on the staff of an institute. If they are not employed by the applicant institution, you should include their compensation on the Research and Related Budget under F3. Consultant Services.

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

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

8. We have directed a NEH-funded professional development program in the past. Can we reapply?

It depends. As a matter of programmatic policy, NEH will not make awards in the Institutes for Higher Education Faculty and Institutes for K-12 Educators programs for the same project in consecutive years. For example, if NEH funded your project in 2022 (for a 2023 offering), you are not eligible to apply for the same project in 2023 (for a 2024 offering). If NEH funded your professional development program prior to 2022 and it has ended, you may reapply. Returning applicants must respond to specific criteria; please refer to Section D. Application and Submission Information in the Notice of Funding Opportunity.

9. 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 you would select them. 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.

10. We have previously directed an NEH-funded professional development program and are interested in reapplying. May we submit evaluations from the former project?

Yes. As a returning applicant, you are required to submit all participant evaluations from the most recent seminar, institute, or Landmarks workshop, without any modifications as part of their application.

11. May an institute be entirely virtual or entirely residential?

Yes. An institute may adopt a variety of schedules and formats to suit the needs of your topic and intended audience; it may be entirely residential, entirely virtual, or a combined format. However, all participants must be engaged in the same format simultaneously.

12. 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. Regardless of the length of the program, your proposal should clearly account for five or six days of structured study for each week proposed.

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

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

14. 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.

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.