

i want to welcome you to the overview of the 2022 institutes for advanced topics in the digital humanities program which is offered by the office of digital humanities at the national endowment for the humanities i want to thank you for joining us today my name is jennifer serventi and i'm a senior program officer here in the office of digital humanities so a few housekeeping issues before we begin live closed captioning is available by clicking on the cc button which is in the bottom right corner of your teams window there's also a q and a or question and answer box available within the team's website where you can submit questions anonymously and privately during the presentation you should feel free to pose questions as they occur to you during the webinar and we'll try to answer them at the end of today's session

so during today's presentation i want to do the following i want to review the mission of the institutes for advanced topics in the digital humanities program we're going to look at some of the funding statistics for this program over the last five years we'll note the deadlines and the eligibility requirements we'll discuss how to plan your application we'll review the review criteria and then we'll of course discuss the application and review process for this particular program i'll point you to some resources that we have available on the neh website we'll note the due dates that you'll want to keep in mind as you're beginning to prepare to submit an application and then i'll make sure that we end by having contact information so that you know where to send the drafts and to follow up with any questions that you may have but we'll be sure to leave some time at the end of today's webinar for your questions we will also note that this webinar is being recorded and we'll make it the slide deck with the links and a transcript available as soon as possible on the program resource page for the institute for advanced topics program as soon as possible so you don't need to feel as if you need to copy the information on every slide

the institutes for advanced topics in the digital humanities program in the office of digital humanities is the one that supports professional development we in the office of digital humanities think it's important to provide opportunities for humanities professionals to continue to learn about new approaches and methods in the digital humanities and consider how they might apply what they've learned to their own work the goal of this program is to increase the number of humanities scholars and practitioners using digital technology in their research and to broadly disseminate knowledge about advanced technology tools and methodologies relevant to the humanities and we do this by funding institutes workshops seminars focused on sort of continuing and professional development for folks such as graduate students librarians archivists and faculty members in the humanities as well as related fields that are exploring or experimenting in the humanities we hope that these institutes will provide an opportunity to share ideas and methods that advance humanities research and teaching through the use of digital technologies by bringing together humanities scholars and digital technology specialists from different disciplines we also hope that they will introduce digital humanities topics to scholars who lack currently lag the expertise and resources or capacity in our home institutions we want to build a community and we also hope that these institutes will encourage reflection on and the interpretation and analysis of new digital media multimedia and text-based computing technologies as well as how to integrate these into humanities scholarship and teaching but ultimately we hope to build inclusive communities of inquiry and contribute to the intellectual vitality and professional development of

participants and i want to note that this slide is strictly for as illustration we don't expect you to copy down all the topics but it is a handy visual reminder that the institutes for advanced topics program can fund an enormous range of topics and we are of course open to other ones that you may propose institutes can be built around uh an entire um or capacious set of topics activities and we want you to be creative in how you're thinking about how to share your expertise with a broad audience

this program would also like to encourage you to consider working with the data sources and tools offered by our colleagues at the national library of medicine at the national institutes of health and the LC labs at the library of congress so for example if you're considering an institute on the history of medicine and data visualization or need a data set for an opportunity on using large-scale image image analysis my colleagues at the national ins the national library of medicine or the library of congress may be able to help in the notice of funding opportunity we have listed the names and contact information for the points of contact at these two institutions and i want you to i want to encourage you to reach out to them with your ideas and to see how they may help

so let's get some historical background for this program context is always important in the humanities so over the last five years of this program we have made 20 awards with an average funding ratio of 31 percent and i will note that is a tremendously favorable funding ratio for the neh and i hope that you you keep that in mind as you are considering applying for funding we fund a high percentage of applications to this program to get a sense of the entire history of the program you can visit the neh public database of funded projects as well as read the white papers written by past institute for advanced topics directors we have provided links on the slides and these links will be available in a pdf of the slides that we will post with the webinar recording as soon as possible now for the upcoming 2022 competition our anticipated funding level is approximately eight hundred and fifty thousand dollars and we hope to make between three to six awards

now speaking of deadlines this program has one deadline per year and in 2022 it will be march 2nd 2022 and let's review the eligibility for this program institutes for advanced topics applicants are institutions not individuals meaning that an eligible institution will be submitting the application via grants.gov on behalf of the project team and only us and territorial 501c3 non-profit organizations accredited institutions of higher education state or local government agencies and federally recognized native american tribal governments are eligible to apply for institutes or to receive sub-awards through this program what that means in practice is that for-profit and non-us organizations are not eligible to apply for this program i do want to point out one additional eligibility requirement for the institute's program and that is that individuals may only serve as a project director or co-director on one application per deadline however individuals can certainly serve as institute faculty on more than one application at a time

before starting your application we want to do a quick check to be sure that you're in the right funding program odh of course does remain the home for funding professional development opportunities in

the digital humanities but there are several other options for funding professional development opportunities across the humanities at the neh that may be of interest to you my colleagues in the division of education programs offers the institutes for higher education faculty or k-12 educators my colleagues in the division of preservation and access offer the education and training program that helps to develop knowledge and skills among professionals responsible for preserving and establishing access to humanities collections and if you're interested in holding a conference a symposium or a workshop to plan a specific project i want to encourage you to check out the collaborative research program in the division of research programs or the division or the digital humanities advancement grant program right here in the office of digital humanities we also have a link in the slide to a blog post that's designed to help you navigate the various options for funding digital humanities across the neh now of course as you're sort of thinking about your project there may be a number of options that you're considering and i want to strongly encourage you to get in touch with the neh staff early on so that we along with our colleagues across the agency can help you find the right funding program that will support the professional development or training opportunity that you want to offer

we also want to note a few activities that the institute's program does not fund and the full list of restrictions is found in the notice of funding opportunity on pages 22 and 23 of the notice of funding opportunity but i want to call your specific attention to three of them the institutes for advanced topics in the digital humanities does not support graduate or undergraduate courses or programs in the digital humanities they do not support programs that are not regional and we mean multi-state or national in scope in terms of where their participants are drawn from or we do not support institutes that are held outside of the united states and its jurisdictions

and to get a sense of the programs that we have funded in the past you can visit the page on the neh website that lists the upcoming and past institutes for advanced topics in the digital humanities you'll be amazed at the breadth and depth and design of the institutes that have been offered over the years for example the university of florida offered a multi-week in-person institute on caribbean studies in the digital humanities with continuing follow-up sessions there will that were held virtually the following year this institute built on the university's strength in caribbean studies including their leadership of the digital library of the caribbean

the university of pittsburgh offered a series of two-day workshops to explore approaches to long-term sustainability of digital humanities and these workshops were hosted at the university of pittsburgh but were also held across the country including brigham young university brown university the georgia institute of technology and oklahoma state university

some of our current or upcoming offerings include an online and in-person mentorship and training program to facilitate collaboration among scholars at the spatial archaeology residential and online institute- SARO- from the university of arkansas fayetteville that's devoted to large-scale archaeological analysis of objects structures sites and landscapes another current open opportunity is from the santa fe

institute that includes an online course on computational and quantitative methods for cultural analysis of large-scale digital sources and that will be followed next year by a more advanced in-person workshops for early career scholars so it's an example of a hybrid offering

so now that you're certain that the institutes of uh for advanced topics in the digital humanities is the right program for you and your colleagues and it's great and i just want to have a few basic things to keep in mind the institutes are advanced topics awards may be for up to 250 000 in outright funds and no matching is required for this program the period of performance is up to 36 months with the start date anytime between september 1st 2022 and september 1st 2023 although i will note that most programs begin at or right around september 1st 2022.

with a march 2022 deadline it's not too early to begin brainstorming with your colleagues about a program that you would like to offer and to start gathering and compiling the different required components the institutes for advanced topics in the digital humanities program resource page which is linked here on the slide serves as a dashboard with some of all things related to the application process including links to the application materials frequently asked questions budget guidance sample funded applications and due dates and in fact that program resource page is how you got to the webinar today so you've already found the program resource page

we at the neh always recommend that you start by downloading and reading the notice of funding opportunity or as we call it the nofo the document is what was formerly known as the application guidelines so download the nofo read it a couple of times and you want to keep this handy throughout the entire grant writing and submission process the reason that you should have the nofo handy is that you want to identify all of the required components in the application early on we don't want you scrambling two days before the deadline for example trying to gather letters of commitment from your institute faculty do this now because you know it's required let the nofo serve as your guide for writing the require writing the application read and follow all of the applications because your application will not be considered eligible for review if it's late or if it doesn't does not satisfy all of the program requirements dictated in the nofo including things like page limits so we want to really encourage you to be careful and obey all of the musts and shoulds throughout the application

and to help you keep track of all of these components we've put together a checklist on pages 6 and 7 of the nofo you'll see that some of them some of the items are grants.gov forms while others are pdf attachments the entire grant application will be submitted through the grants.gov portal by your office of sponsored research or your grants or development office so now is the time that you should start working with your colleagues in those offices to discuss responsibilities and expectations for completing the application on time do not wait until a day or two before the application is due to go to that office your colleagues can help you with the budget they can also help you set up a workspace in grants.gov but they are professionals and have many other items on their plate so get on their schedule

early so as your project team begins writing and developing the proposal use the application pieces to begin your argument organize the narrative using the section headings that we provided in the nofo for each section or component the nofo also offers crosswalks to demonstrate how the narrative and the application components will be evaluated by reviewers i've identified those here in the list on the right and we'll talk through each of them each of the review criteria rather in the next five slides

criterion one is the intellectual significance and potential impact we are the national noun for the humanities so humanity's significance is of course our first review criteria you'll want to use the significance and as well as the impact and evaluation sections of the narrative to make that your argument that your proposed professional development opportunity is important and needed ensure that your intellectual rationale is clear and prof and persuasive in other words why do you want to do this justify the digital methodology or technologies to be studied at the institute be sure to situate that institute among others of a similar nature and you can use that list of previously funded neh institutes as a starting point but you'll also want to be sure to review the offerings from the digital humanities summer institute at the university of victoria and those from the humanities intensive learning and teaching institute or hilt hosted by the university of pennsylvania and do keep in mind just because a topic has been previously addressed doesn't mean that a new or revised offering isn't needed we just want you to be sure to clarify how that this institute will build on that past work or break new ground and if there happens to be any prior institute for advanced topics in digital humanities project directors in today's webinar well you'll need to provide evidence that a second or third offering is warranted for example how many applications did you receive and what did the evaluations say

criterion two addresses the conception definition organization and description of the program it's the what of the proposed offering in the narratives curriculum and work plan sections as well as the separate work plan and course line attachment you'll need to justify the chosen format in person all virtual hybrid for the proposed topic if you're going to be offering it at multiple sites have you thought about sort of who might also co-host with you you'll also want to demonstrate how you considered how the components work together is there an appropriate mix of lectures discussion hands-on activities and independent work you want to show that you've allowed adequate time for the proposed activities it's okay for project participants to be uncomfortable but we don't want them to be so frustrated that they give up in the work plan and course outline attachment provide a clear sense of what will happen before during an act and after the active part of the institute and ensure that it's clear who on the team is doing what a work plan should always have people included in it

now criterion three is about the participants it's the for whom of the proposed project participants are actually the heart of why you're proposing this institute in both the significance and participants section you'll want to address the nofo prompts about the following you want to note that you have thought carefully about your intended audience who are you doing this for if you say you're doing it for everyone you may end up doing it for no one you want to provide details about your recruitment strategies as

well as any outreach activities to particular communities of humanities faculty members and participants and professionals you'll want to describe plans for recruiting a diverse and inclusive pool of applicants including those from historically underrepresented communities and individuals with disabilities you'll need to be specific and show that you are aware of particular affinity groups and networks you need to go to them with your publicity plans and then finally you'll want to tell us how you will select your participants when would you anticipate posting a call who's on the selection committee and if you're considering offering something multiple times and at multiple locations who is responsible for getting the word out for those particular locations

moving on to criterion four this criterion addresses addresses the appropriateness of the host institution and the institute team this is the by whom criterion you'll need to know we need to know who the host institutions are and the qualifications and expertise and levels of commitment of the project team in the institutional profile make the case for why you and your institution should host the institute describe any facilities and related resources to support an academic community are there special libraries or laboratories that participants will have access to do you have any field trips planned will you be providing any access to specialized data sets as well if you're proposing an all virtual institute describe any experience you've had in hosting such activities and of course institute faculty are so crucial to this project in the staff faculty and consultants section of the narrative demonstrate that the fact institute faculty are appropriate for the institute topic and activities and then in the separate biography attachment you can provide further information about the project directors the institute faculty members and other team members this is your space to show that they have the experiences expertise and skills to contribute to the proposed institute just a quick note do not submit cvs with your application or your application will be considered non-responsive and ineligible for review use the biographies attachment if funds are supporting a position without a named staff member such as a project coordinator that you anticipate being filled by say a graduate student be sure to include a position description in that attachment that adequately identifies appropriate skills and expertise that is needed for hiring an individual to fill that award we also include app encourage applicants to include letters of commitment from the project team members panels will want to know that you have the right people aligned to the right topics in a cohesive way to provide a meaningful experience to the participants

now criterion 5 is about the impact the evaluation of the project as well as the proposed budget we ask you to describe your evaluation plans both during and after the institute in other words how will you know that you're meeting your goals are you doing formative evaluation during the institute checking in after each offering how are you evaluating the overall impact of the institute these institutes are about building communities of humanities professionals around a particular topic or approach so describe any plans that you have for sustaining that community after the active part of the institute every institute for advanced topics has a website of course so detail how that project website will showcase the institute curriculum and participant work and describe where that institute will live

be sure to budget appropriately for faculty and staff of the institute these projects can be quite labor intensive and we at the neh and our panelists want to be sure that people are compensated for their labor appropriately and finally be sure to describe how participants will be compensated for those institutes that have an in-person component will you be offering travel reimbursement and per diem or will you be offering perhaps a flat rate in the form of stipends there is no one way to compensate participants but we at the neh want to ensure that cost is not a deterrent for participants so think carefully how to best ensure that your target audience can fully participate in your institute

a few tips and reminders remember this is the neh as i said before humanities significance is always the key have a clear sense of how you can use your expertise to build a community of digital humanities practitioners design a feasible offering with a reasonable budget this is public funding of course be realistic about what you can accomplish in a proposed professional development opportunity depending on the topic a two-day workshop can be just as valuable as a multi-week event and will provide an opportunity for those who might not be able to take time away from their current job and of course you'll def you'll always want to clearly describe your intended participant audience and your plans for connecting with them as i mentioned before participants are the heart of this program and no matter how exciting and offering it is it's not designed with an audience in mind and geared toward their needs panelists will have a difficult time recommending it for funding

once you've submitted an application it takes about six to seven months for the neh's rigorous multi-step review process to be completed now of course this can seem pretty long so i want to break it down for you so you can see why this is the case and to know what happens once you hit that submit button after the application deadline neh staff must review all submissions for completeness and eligibility we then recruit up to five participants with an appropriate mix of subject matter and methodological expertise to review these applications and for this program you might even have a previous institute director on the panel peer reviewers have about six to seven weeks to read and evaluate those proposals and then everyone gathers for a meeting and given the pandemic it will probably be a virtual meeting to discuss these applications in more detail staff then makes these recommendations after the peer review process is complete those funding recommendations are taken before our national council on the humanities which is a presidentially appointed and senate confirmed board of up to 26 members of distinguished representatives of the humanities the national council meets three times a year so that means for the institutes for advanced topics in in the humanity in the digital humanities applications received in march will go to our july council after the council meeting the neh chair will consider all of the advice and recommendations that they've received along the way from the peer reviewers from the staff from the national council but by law that person makes all the final decisions about these awards and then finally you the applicants are notified we understand it's really hard to wait that long but i hope that gives you a more concrete sense of why it takes a while to hear about a submitted application and this this is true really anywhere at the neh this is a pretty standard sort of review cycle

for this program the staff at the office in the office of digital humanities offers applicants an opportunity to submit a draft for us to read and comment upon it's not part of the formal review process but many

applicants find it helpful we ask applicants to mail one file to the odh@neh.gov box and in that file you can include a draft narrative a preliminary work plan and course outline and even a preliminary budget or budget sketch now if you don't have all of those elements that's okay we just ask that you send as much as possible so we can initiate a conversation with you for the institute for advanced topics in the digital humanities program the draft deadline for the 2022 deadline is january 22nd coming january 23rd 2022

as you're preparing your applications or as you may be working on your drafts right now i just want you to be aware of some resources that my colleagues and i have developed for applicants like you that's linked on this slide i've also linked to the database of funded projects again we encourage you to reach out to us with questions that you may have about your project or about any piece of the application process you should never hesitate to get in touch with the office of digital humanities staff we are here to help you that's our job we also want to encourage everyone out there to consider volunteering to serve as a peer reviewer whether for this program or for other neh programs it doesn't matter if you've applied to an odh grant program before or not if you're interested in serving as a peer reviewer for this program or for other neh programs please send us your name and short biography maybe a link to your personal web page or perhaps if you're at a university or college maybe your departmental webpage serving as a peer reviewer can be an excellent way about learning about the application process and learning about the variety of work that's being done across the digital humanities today so as we sort of wrap up i want to take another minute to review some important key deadline dates the next deadline for the institutes for advanced topics in the digital humanities program is march 2nd 2022 and of course applications must be submitted at by 11 59 pm eastern time through the grants.gov portal but don't wait grants.gov is not managed by the neh so we encourage you to start this submission process early again working with your grants office or your office of sponsored projects or programs because they will be submitting your application on your behalf if you find an error in the application that after it was submitted you may re resubmit the entire application package with the corrected and complete materials as long as you do so before the deadline closes so if you find a mistake after a week ten days or even two days after the deadline closes unfortunately it's too late and you'll have to wait for the next deadline so submit early we will accept drafts up until january 23rd 2022 so please do send in something by that date and remember it doesn't have to be perfect it is a draft and the project can start anytime between september 2022 and september 2023. most institutes award periods do have a start date close to that september 2022 deadline or a date to give the project team plenty of time for publicity recruiting participant selection and then the active institute and the follow-up activities and particularly if you're proposing multiple versions of your institute you want to give yourself plenty of time

and let me conclude by reminding you that my colleagues are here to help you as and i am as you prepare to submit an application to the institute's program i've provided our contact information here we want to encourage you to send an email to odh@neh.gov i promise we do respond to those emails we check that email inbox every day i can uh reassure you that there are people behind that inbox so please do get in touch and now um so that's this is the this includes sort of the active part of the webinar in terms of me sharing information with you and now i want to hear if we have any questions from the audience so um elizabeth are there any questions for us

um jen i'm looking now and there have only been just a handful of separate questions that were handled privately um so nothing at the moment i do have somebody asking what is the expected date to output the conference and so by that i anticipate what they mean is is how often how soon after the deadline would they actually start the institute activities so i said you know if you're applying to this upcoming deadline this coming march institutes would typically start the following summer so you'd spend you know that academic year preparing for it and then typically we see that people do um the actual in-person or online institutes you know in the spring or summer at the following year so i'm not entirely sure if that answers this person's question um and certainly i do want to encourage you to follow up with us if you do have questions but yes depending on sort of the length of your offering um and how much lead time you need to sort of get the word out particularly if you're trying to serve an underserved audience who maybe hasn't felt part of the digital humanities in the past you're going to need to spend more time on publicity give yourself some time during what we call the award period and then the active part of institute sort of happens later on in the award period so there's a difference between an award period and when the institute happens and so keep that in mind as you are developing your work plan and then the course outline for the specific professional development opportunity

thank you elizabeth any other questions i'm not seeing anything else at the moment um maybe we'll give folks just a few minutes to review all that they've heard so far okay

let's see

for those of you are really thinking about it offering it and you're just not sure i really want to encourage you to consider submitting a proposal to direct one of these institutes over the years i had an opportunity to visit many of these institutes they are an incredible opportunity to really connect folks to the digital humanities and to learn from the participants it's also a great opportunity for those of you who have developed expertise in a particular area of the humanities to take leadership in this space to work with your institution it's a it's an um a really an opportunity to share what you've learned and you've developed over the years and to um really uh share that with sort of a real broad range of participants in the humanities they're incredibly intellectually gratifying okay jen we do have a question that's sort of related to that which is there any insight to share about multi or transdisciplinary proposals do you want to see sorry do you want them to be strictly humanities or to see other disciplines i will not we've had some really wonderful transdisciplinary institutes ones that have been directed by someone in the humanities along with a computer scientist and they've drawn in participants from a range of different disciplinaries humanities disciplines as well as related disciplines that's one of the exciting things about these institutes for advanced topics is sort of the mix of faculty members and institute participants the topics have to be related to the humanities but the definition of the humanities is extremely capacious um the types of activities the work that's happening in the digital humanities from critical um algorithmic studies to studies of the use of artificial intelligence in the humanities really need

to um have space to bring together folks from a range of different expertise so take this as an opportunity if you're considering directing ones to build in some ways who do you want to work with who are who's the dream team out there that can serve as institute faculty to share that expertise and start building folks to think um critically about how to use um these new methodologies these new approaches um for work in the humanities so um this is really an opportunity to think about how you can sort of build a team and build a community all right great thanks jen we do have another question which is is there a deadline for completion so if you were to start and say september of 2022 hold your institute in the summer of 2023 when would um the expected completion date be and that often depends on sort of what follow-up activities you're planning are you going to continue to have your team meet say monthly in a virtual space are you going to

have a showcase the following year where their participants can show the work that they've done to each other and maybe even to a public audience usually institutes the award period can be up to three years so what can you do in that space um but which is why i want to encourage you even though you can start as late as september 2023 most institute award periods start much earlier because some of these institutes have sort of a long tail and that's pretty exciting it's one thing that's really been a hallmark of this particular program it's not one and done it's one and continuing conversation great thank you okay we do have a question um from someone asking is there a way to see if there have been previous proposals from my institution um and i i shared with that person um the link to the neh funded projects query form so you can see you know what has been funded or awards um i'm not sure if jen if you have that link in your presentation or not i do and we also another good place to look is uh the list of current and past offerings for the institutes for advanced topics program and even if your institute has your institution hasn't offered one this is your opportunity to sort of take the lead on that be the first one someone always has to be first but also even if your institution hasn't offered one in the past um take a look at the sample applications from other host institutions that we've made available on the program resources page that'll give you a sense of sort of what different institutions have brought to bear you don't we've really been gratified by the types of institutions that have applied they have not all been sort of research one institution there's been a real range of types of institutions from community colleges to research libraries like the folger institute so really think about what you can offer institutes participants at your homes institution sometimes just a place to meet and that can be incredibly valuable as well

there's no additional questions at this time so i'll stay we can stay here for about five more minutes as you think about something as you explore some of the links that my colleague elizabeth tran has provided in the q and a box once again i really want to encourage you to really think seriously about proposing institute and you certainly don't need to propose a multi-week institute or one that's happens four times if this is your first time thinking of offering an um an institute through this program just do it once see how it works give yourself an out um you don't need to over promise you don't need to also you don't need to ask for \$250,000 you can ask for a lower amount do what you can based on the expertise that you bring to the table that you and your fellow faculty members can be you can be sort of a tightly organized well-designed professional development opportunity can be incredibly meaningful for the participants in that in that offering and don't feel like you have to have an institute where you

have a six, a three-week in-person institute with 25 faculty members and a year-long follow-up activity followed by a showcase the next year if you want to do that that's fine but you don't need to you can think and start small as well what can you do well that's what panelists would really want to see they want to see that what you're offering is well designed with a clear eye toward your participant needs

and certainly we have been gratified in this past couple of years as we have gone through the pandemic how flexible our institute directors have been some have moved what was meant to be an in-person institute to an all-virtual institute others have postponed it until we can meet safely so um the creativity um and really perseverance of our institutes has really been sort of gratifying to the digital humanities community as well so take a cue from them if they can get through this i suspect you can as well

well it's on my watch it's saying it's 1 40. um as i mentioned um a couple of times during the um during the presentation we'll be making this uh webinar the recording of the webinar the slide deck as well as a transcript of this discussion available for you and we'll be posting it on that program resources page as soon as possible i'll do my best to get it out within the week or so but we also have other program resources available on that that page and of course you should always feel free to write to the office of digital humanities if you have any questions these are it's often a conversation um that takes a while to get started and we are here we want to be um available to you um as you're thinking about proposing an offering to this program elizabeth any other questions nothing else at the at this moment and i do want to i neglected to thank her at the beginning of the presentation i want to thank my colleague and fellow program officer elizabeth tran for um working with me today as well as my colleague zach robertson from the neh office of information resources management it does take a village to host a webinar and i'm fortunate to have some wonderful colleagues at neh to help me with this and but once again we do hope that you'll seriously consider hosting one of these institutes for advanced topics and we look forward to hearing from you thank you all