

0:10

Hi everyone. I'm here with my colleague Madison Hendren, and I'm Mary Macklem at the NEH. We're right at 2:30 Eastern time to start the webinar on the Awards for Faculty at HSIs program. And I hope you can hear me and see me. If at any time you have a question, or you can't hear us or see us, please go ahead and use the questions box to let us know. We want to make sure this is as usable as possible to you. I'm going to just wait one more minute, just in case people are getting logged in a little bit late, to give them an opportunity to join us, and then we will get started.

1:16

OK, my computer says 2:31 Eastern Time. So I think we should just go ahead and get started, and others can join as they can come. And welcome to our webinar this afternoon. Really glad that you can all join us, and that that we have opportunity also to talk with you—actually probably not talking, but certainly in the question mode, you can type in questions, and we hope that you will follow up.

1:42

With us, we have our e-mail address on this slide, [Facultyawards@neh.gov](mailto:Facultyawards@neh.gov). And if you send a message there, both Madison and I, and my other colleague Jacob, will receive e-mails from all of you. So, feel free to follow up if you have questions later or you think of questions later, at that e-mail. And our presentation today is an hour, from 2:30 to 3:30.

2:10

This is an opportunity to find out more about the Awards for Faculty at HSIs program and to ask questions. Thanks very much for attending and taking time to come today. The Notice of Funding Opportunity was posted a couple of weeks ago, and applications can now be submitted. The deadline is April 14th, 2021, and the notifications for this cycle will be made in late December 2021, for projects starting on January 1, 2022, or later.

2:40

Just a quick introduction. My name is Mary Macklem, I'm a Program Officer in the NEH Division of Research Programs. I'm our team lead for the three Awards for Faculty programs at HSIs, HBCUs, and TCUs. My background is in musicology, and I've been at NEH for just over eight years. And I'm joined here today by Madison Hendren; she's a Humanities Administrator in the Division of Research, and she works with this program also, and with other programs in the Division. She'll be helping me answer questions today, and I'm delighted that she's here as well.

3:14

I'll be speaking for about 35 minutes. We will then spend the rest of our time answering your questions. So, there will be time at the end for you to type in questions and for us to chat about them. Please do send your questions through the Go to Webinar interface at any time using the question function. During the presentation, Madison will collect those, and we will answer them at the end of the presentation.

3:40

Also, this webinar will be recorded. We're recording right now, and it will be archived. You'll be able to find it up on the NEH website, on the program webpage, after a few weeks. It might take a little time to edit, and to put up a transcript. An updated link will be on the same page where you found this registration link.

4:02

And you can also send any follow-up questions to [facultyawards@neh.gov](mailto:facultyawards@neh.gov), the program e-mail box, as I mentioned.

4:10

With that, I've shifted to my second slide.

4:13

Madison, can you see that, just making sure we're on the agenda slide? Can see it? Great, thank you.

4:20

Just want to make sure that the technology is doing what I'm hoping it is. So, our agenda for today. I'll talk a bit during the first part of today's presentation, and here's our agenda. I'll give an overview of the Awards for Faculty at HSIs program and discuss eligibility.

4:35

We'll take a look at the review criteria, address the contents of an application, and explain how to submit the application through [grants.gov](https://www.grants.gov). As I talk, feel free to type in questions, and I'll answer them along the way or probably more likely we'll do them at the end, just so that we can get to them in an efficient manner. There's also a link on this website to the program webpage, which has all the information we will be talking about today, including the Notice of Funding Opportunity, which has all the instructions about what your application needs to include and how to go about submitting it.

5:14

So, first to talk a bit about the goals of the program. The program seeks to strengthen HSIs by encouraging and expanding humanities research opportunities for individual faculty and staff members. The program supports humanities research in all areas of the humanities, regardless of geographic or chronological focus.

5:33

Projects are designed for various audiences, whether other scholars, undergraduate students, or the general public. A hallmark of the program is flexibility.

5:42

Recipients can pursue projects part-time, or full-time, or, in combination. I will say more about these aspects later on in the presentation.

5:52

In addition, please note that no cost sharing is required. And also to note, the funds go directly to the individual faculty or staff member, as opposed to the institution—so they're individual grants, rather than institutional grants.

6:10

I wanted to show you some examples of recent projects funded through this program, to give you an idea of the types of projects that have been funded. Here are three books, whose authors received support. The first is authored by Peter Limbrick, a professor at UC-Santa Cruz. And he received 12 months of full-time support for his project on the films of Moumen Smihi. The book came out in 2020. The second example is a critical edition of the diary of a 19th-century American actor. An editor of this project, Naomi Stubbs, is affiliated with CUNY, LaGuardia Community College. And she requested and received two months of full-time support in the summer for her work on this project.

6:54

And that book came out in 2018. And then the last example is authored by Jose Carlos de la Puente Luna. And he is at Texas State University.

7:04

It is a historical study of native Andeans and the Hapsburg Royal Court in the 16th and 17th centuries. He requested and received 12 months of full-time support, and that book came out in 2018.

7:17

So, various projects in the humanities, such as a critical edition, monographs, and so on. Just to give you some examples.

7:27

So, the next topic I wanted to look at with you: What are the humanities, in terms of, how does NEH define that term?

7:37

The NEH and NEA were created by Congress in 1965, and NEH supports work that engages a wide variety of audiences with the humanities.

7:46

NEH has a capacious definition of the humanities. The humanities disciplines on this slide come from the National Foundation on the Arts and Humanities Act of 1965, which states, "the term humanities includes, but is not limited to the study of the following:

8:03

Language, both modern and classical. Linguistics, literature, history, jurisprudence, philosophy, archeology, comparative religion, ethics, the history, criticism and theory of the arts. Those aspects of social sciences which have humanistic content and use

8:21

humanistic methods." And so we start with that definition and go from there.

8:33

The next area I wanted to look at with you: What are the requirements for eligibility, and who can apply to this program? And the first thing I wanted to tell you is that all full-time, part-time, adjunct and retired faculty and/or staff, who are affiliated with an HSI, are eligible. You can find out more about eligibility on pages 3-4 of the Notice of Funding Opportunity. NEH suggests that you check with staff at your institution to determine whether your university or college is eligible as an HSI and meets the criteria for Hispanic Serving Institution as defined and determined by the US Department of Education. This is a yearly process. Institutions must apply for eligibility determinations yearly through the Department of Education, and the Department of Education prepares an Excel sheet called the Eligibility Matrix every year, showing the results of these determinations.

9:31

So, as an individual, it may be easiest for you to go to someone on your campus who would work in that area and would know about the current status of your institution.

9:40

Next, let's look at eligibility for the individual applicant. The program is open to US Citizens and to foreign nationals who have been living in the United States for the three years preceding the April 14, 2021 application deadline. No advanced degree is required. However, you may not be currently enrolled in a degree program. If you have satisfied all the requirements for a degree and are awaiting degree conferral, you must include a letter from the dean of the conferring school or your department chair attesting to your status as of the application deadline, which is April 14th, 2021. So, just a few things about eligibility, and you can read more about that on pages 3 to 4 of the NOFO.

10:23

I wanted to give you, since I spoke about the eligibility matrix in the preceding screen, a sample from the US Department of Education Eligibility Matrix.

10:33

With regards to institutional eligibility, NEH uses the Department of Education Eligibility Matrix to determine institutional eligibility for this program. Here's a link to the appropriate webpage on the Department of Education site, where you will find the eligibility matrix.

10:51

It's a sample screenshot from the fiscal year 2020 Eligibility Matrix. And you'll see, on the left, you have institutions, and they are alphabetized--all the institutions of higher education in the United States. And then in column AS, you will see the HSI determination. You can also submit a letter or other document from the Department of Education showing institutional eligibility in certain circumstances. But please see the Notice of Funding Opportunity for additional information about that.

11:26

So now I have a few slides about what are some of the key program details that you should be aware of. The first one has important dates.

11:34

I wanted to mention that NEH staff will read and respond to draft narratives. Draft narratives must follow the format specified in the Notice of Funding Opportunity, pp.10-11, and drafts must be submitted to the [facultyawards@neh.gov](mailto:facultyawards@neh.gov) email, no later than February 17th, 2021.

11:55

The program deadline for applications is April 14th, 2021. Those would be submitted to the grants.gov website, and I'll talk about that later. The NOFO does explain how to submit your completed application through grants.gov. Just be sure to allow enough time for any technical difficulties or other issues. We recommend that you register for grants.gov now, and submit your application well before the deadline, in case of any difficulties. Late applications will not be reviewed.

12:27

Lastly, decisions will be announced in December 2021, and the earliest possible start date for projects is January 1, 2022. However, you can wait to begin your project all the way through September 1, 2023, so you have a large window of time to begin your award period.

12:49

Here's another “key program detail” slide, on the types of projects that can be funded through this program. As I mentioned previously, a key feature of this program is flexibility, in both project types and work plans. Let's look at the project types that the program can support.

13:07

You will notice from this list that all projects must be based on humanities research—research in literature, philosophy, history, and so forth.

13:15

For example, the disciplines indicated in the earlier slide on the NEH's definition of the humanities.

13:23

However, the program supports humanities research for a variety of project types and goals. Like the NEH Fellowships Program, with which some of you may be familiar, this program supports research in primary and secondary materials leading to the development of books, peer-reviewed articles, digital materials, translations with annotations, and other scholarly resources.

13:45

However, research projects can also support institutional or community goals or interests and draw on institutional or community archival collections, for example. Or projects can improve an existing undergraduate course revision.

14:03

So, a faculty or staff member might collect oral histories in order to develop scholarly tools, such as language dictionaries or databases, or to contribute to an undergraduate course revision. Or a faculty or staff member might use the unique archives of a university for a project, with an institutional goal or interest.

14:22

Recently, there was a recently funded course revision project, for example, that will examine connections between Italian, Spanish, and Latin American cultural heritages for a class in Italian culture and language studies.

14:37

So, if you have questions about a project idea and whether it fits the goals of the program, I would encourage you to write to me or to Madison at the [facultyawards@neh.gov](mailto:facultyawards@neh.gov) e-mail box. And we can talk to you about your project or e-mail about it, and so on and so forth. So, happy to do that.

15:00

Another slide about “key program details.” This is about work plans. So, I mentioned earlier about the flexibility of this program and project types and work plans. So, to talk about the work plan aspect of flexibility, you can work between half time and full time on a project, or in combination. So half time for the first three months and full time for the next three months, for example. And the period of performance must be continuous.

15:27

The award tenure is between 2 to 12 months and that's a full-time equivalent. So, you could work, for example, up to 24 months half time on a project.

15:40

Another plan that we've seen is, you know, someone will work half time during their school semester, teaching, and then maybe full time in the summer months, and then back to part time, and so on.

15:53

New this year, the work plan must be submitted as a separate attachment. It's Attachment 2. State clearly in the work plan, the amount of support requested, and whether you plan to work part time, full time, or in some combination. Also, take care to list dates correctly when filling out the grants.gov application form 1. This is the Application for Federal Assistance Individual form.

16:17

Part-time work is defined by NEH as at least 50% of your normal schedule.

16:22

As an example, if your usual teaching and administrative load is four classes per semester, and you apply to pursue the NEH project half time, your teaching schedule must be reduced to two classes per semester. Administrative loads, etc., should also be reduced accordingly.

16:39

You can address this in the application, to clarify for reviewers how much support you are requesting. Be very specific with your work plans. What work on the project has already been completed, and what work will you do during the award tenure.

16:54

And we advise you to break the work down into two or three month increments.

16:59

If you'll be visiting archives, indicate which archives, and which sources you will consult; if you'll be mainly writing a book, indicate which parts of the book will be written and when.

17:16

And I should mention with the preceding slide, that you do not need to complete the project during the period of the award, but you should indicate when the project will be completed, once you return to your regular duties.

17:32

So, moving on to the next slide. This is the last "key program details" slide. This is typical activities and products, that are supported and that result, in this program.

17:46

A wide range of projects can be supported, but they're all founded on humanities research. You can pursue archival research in local or distant repositories, collect oral histories, ethnography, or you may be working from a home or university office on editing, writing, and revision.

18:06

No budgets are required, and you should not submit a budget.

18:10

In terms of undergraduate course revisions, we do support that as a project type. But, to clarify, these cannot be new courses; they must be a revision of a course that's already been taught, and that already exists on the books. Only undergraduate course revisions can be supported, not graduate courses.

18:33

Typical products that result from the grant are articles, monographs, translations, editions, and other interpretive tools. For course revision projects, you might devise a way to disseminate the project more broadly, whether for other course sections on campus or to other universities. A product centered on community or institutional goals might result in other types of print or digital materials. See also the NOFO on page 16 for complete details on what funds cannot be used for.

19:08

Now, moving into as you start to work on your application. I wanted to talk a bit about the review criteria for this program,

19:19

because this pertains to how your proposal will be evaluated. All proposals go through a multi-stage peer-review process, and you can find out more about the peer-review process on our website.

19:31

Here is a slide with the criteria for this program, and these appear on pp. 17-18 of the Notice of Funding Opportunity.

19:39

You should keep these prominently in mind when writing your proposal, as all reviewers will assess your project using these criteria, and only these criteria. The first criterion pertains to the intellectual significance of the project for the humanities. Tell your reader what your project is about, and why it is important.

19:57

Explain what it will contribute to, how it will contribute to your specific field, or the audience, who you are trying to reach, in a way that a humanities generalist can understand.

20:08

You should also situate your project in the broader context of humanities research and knowledge.

20:13

Describe who will use your publication or grant product, and for what kind of work.

20:18

Criterion two addresses the quality of the conception, definition, organization and description of the project, and the clarity of expression. Generally, peer reviewers find that a well-written, clear application is a predictor of the quality of the planned publication. So, writing a good abstract and narrative is important. Propose specific research questions and explain your methods, concepts, and approaches that you will pursue to address them. Similarly, explain special digital or other technologies. How will they be employed? Explain how and why you will use them. Describe and justify the sources for your project—archives, texts, objects, interviews, and so on.

20:57

The third criterion, as I mentioned in a previous slide, is going to be attachment two, and that's your work plan.

21:05

So, you should provide a detailed work plan, broken into 2 to 3 months segments. This can be a chart, a list, or a narrative, but make sure it is clear. Your work plan should clearly state whether you are seeking part-time, full-time, or a combination of support, and this should be clearly indicated.

21:22

Criterion four asks reviewers to consider the applicant's preparation for the project. If a new research area for you, explain how you came to it, and your skills for doing the project. Be sure to address your language competencies, your knowledge of archives, and so on.

21:39

And the last criterion pertains to the likelihood that the project will be completed, and the dissemination and access plans. Mention the expected publication or other outcomes of the project. If you are proposing a book project, provide a description of the proposed book, such as the chapters. If you have a publisher, or a series in mind, you can mention this specifically.

22:00

If you're proposing an article project, indicate the likely length of the article and the possible venue for publication.

22:11

The next slide shows what you will need to have ready when you're ready to submit an application. So, this is the full application, and it's described in the Notice of Funding Opportunity pp. 6-14.

22:25

You can see that the first three items, these are forms on the grants.gov, website.

22:32

The remaining materials are attachments that you can write in advance and save as PDFs, and then have them ready to upload with your application.

22:43

Attachment 7, if you needed that, is the degree conferral document, or also Attachment 5, the Confirmation of Institutional Support. Those would be documents written by someone on your campus. And so you would need to get those documents and have them ready to upload prior to the application deadline.

23:06

Here are some tips. Files should be named and attached as indicated in that right-hand side of your screen. Files must be PDFs, or they will be rejected by grants.gov.

23:19

The SF 424 Form includes a request for your e-mail. Just be sure to type your e-mail correctly because NEH will contact you through this e-mail.

23:30

Your project information. Take time to write an informative project title and project description in advance. It's an abstract of about a paragraph. This will appear on your application cover sheet and serve as an abstract during the review process.

23:46



Be sure to enter correctly your proposed project dates. Award amounts depend on the number of months of work that you specify, so the dates that you enter here will determine the maximum amount of your award.

24:02

You can see that there are three attachments that say "if relevant." You can read in the NOFO about those. If you're doing, for example, a translation or a critical edition,

24:14

you would want to include a sample of that. Please read the Notice of Funding Opportunity for more information about those things.

24:24

These are additional materials just to have ready and to have thought about prior to April 14th. One is the project summary that I mentioned, and a title, because those will be requested in the grants.gov form.

24:39

And I suggest you compose your abstract and title prior to filling out the form so that you have it ready to go when you're preparing to submit the application package. The other thing that you will need is contact information for two referees, who can provide letters of reference for you. These will be entered on the NEH Supplemental Information for Individuals' form. NEH will contact referees after the program deadline. You can monitor whether referees have submitted letters after the deadline, and you'll receive a link to do so from NEH after you submit your application.

25:15

Oh, and no budget is required, and one should not be submitted.

25:18

So, let's see.

25:24

I have just a few slides on specific pieces of the application. So, the last few slides showed you everything that you will need to submit. However, I want to take a closer look at the narrative, which is a three-page document. Because the narrative explains your project to reviewers, and the narrative should address four areas which are described in the Notice of Funding Opportunity. You'll notice that these pertain to the criteria for the program, and we already discussed these. I already talked about these in the slide on the review criteria, but I wanted you to see here that these are the four areas indicated in the Notice of Funding Opportunity to discuss in your proposal.

26:11

Pages 10 to 12 of the NOFO will give you more information about these. You can also look at the application samples that we have up on the program website to get an idea of what others have done—how they have approached the narrative. Definitely work with the review criteria.

26:33

And wanting to just make sure the message gets out there: New this year, the work plan is a separate document. It's Attachment 2 and needs to be submitted separately.

26:48

Here are the other attachments. These all go back to that slide where I showed you, you know, the things that you'll need to submit.

26:56

Include the work plan document, the bibliography, the resume/CV, a Confirmation of Institutional Support, and lastly, any conditionally required attachments.

27:11

If your project doesn't need one of those conditionally required attachments—for example, the degree conferral document—then you shouldn't include it. It's only if it is required for your project type that you should submit those other attachments.

27:29

The work plan, I already discussed that previously. But a note about the bibliography. This is a one-page document, and sources should show the range and scope of your project. Both primary and secondary sources are helpful to include, as this gives panelists an indication of the scope of the project.

27:53

Everyone is aware that a one-page bibliography is a brief document, so it's important to select what you want to include on there. The resume is called "resume" when you upload it as a PDF. It's a brief, two-page document. And the Notice of Funding Opportunity indicates what you should include on this, such as your terminal degree, publications that you may have; you could have linguistic competencies there if you haven't addressed these in your narrative,

28:27

and so on and so forth. And then just a note about the Confirmation of Institutional Support. This document should be written on letterhead by a dean or a department chair, or someone in the position of verifying that you would be allowed to take the award if offered it.

28:45

It might address your teaching load, and that the institution supports you in the endeavor. It can also indicate the amount of time or support you are requesting.

28:56

Please see the Notice of Funding Opportunity for additional information. It does not need to be a lengthy document; really, the main function of this document is to show that your institution would allow you to take the award were it to be offered.

29:13

So, now we've covered a lot of different topics, and now we're going to look at how to submit your application.

29:23

I've referred before to grants.gov, so we'll talk a little bit about that on this slide. Once you've written and compiled all of your attachments, and you've saved them as PDFs, you will be ready to submit the application package. Even before you've completed those attachments, however, I encourage you to register with grants.gov now. You could register today with grants.gov. Sometimes it can take a little while for that registration to go through, so definitely don't leave that to, you know, the last minute. Also, in grants.gov, you will need to create an individual applicant profile in your account. So, you want to leave yourself time to do that. And we recommend, if you can, to submit your application several days early, to allow time for

technical problems. This could even be things that you forget, such as saving your documents as PDFs rather than “.docs.”

30:16

And the application is then rejected by grants.gov. If the software rejects it, and it's after the deadline, then you wouldn't be able to resubmit that.

30:27

So, if you put your application in early, that allows for mistakes or omissions, oversights and technical problems, and you still have time to go back and solve it.

30:39

I would suggest that the grants.gov has a helpline. It's a 24/7 helpline. And that number is 1-800-518-4726. And they're very helpful for problems with their interface.

30:58

So, here are some resources for you. I just wanted to take a look with you at the various things that I've referred to in my presentation today. This information all is on the web, and it comes from the Notice of Funding Opportunity. In fact, I would recommend that you start with that document. It's a lengthy document, about 20 pages, if you haven't taken a look yet. But it does explain the goals of the program, eligibility, what your application needs to include, the length of these attachments. All of these kinds of details are addressed there, as well as a step-by-step instructions on how to go about submitting your materials to grants.gov.

31:53

So, I would definitely advise you to look at that.

31:59

The other things that we have on the program page, that may help you, are sample application narratives. That's on the program website. The link for that is at the bottom of this slide. And these are narratives that other applicants have crafted with success; they have received awards.

32:17

It's not something that tells you exactly how you should do your narrative, but can give you an idea of how various applicants with various project types have approached the narrative.

32:30

The other thing to mention, just to remind you, is that we will read your draft narratives. Those are due February 17, to the facultyawards@neh.gov e-mail box. We can't look at anything that comes in after that date, so please get those to us by February 17. Draft proposals are optional; you don't have to submit one, and the staff review has no bearing on the review process and the final outcome of the proposal. But we try to offer, you know, advice that we can. If we see something overlooked in the narrative that we think would strengthen it, or if we think you could make a stronger argument for significance, anything like that, we will try to be helpful with advice on that.

33:18

We have a link for recently funded projects across all the three Awards for Faculty programs.

33:23

These slides will go up on our website. So these links will be active, but if you go to the program website, you will see a link there as well. We have a brief Frequently Asked Questions

document. There is a chart in the FAQs that helps you to compare a couple of our individual grant programs, specifically the Fellowships program and Awards for Faculty. It also has some advice about titles for projects and some other things.

33:54

And lastly, don't forget to reach out to us, Madison and myself. We're always really happy to answer any questions and to offer advice.

34:03

Really, that's one of the most enjoyable parts of our jobs—speaking with applicants and learning about your interesting project types and trying to be helpful. So please reach out to us.

34:16

And that gets us to the last slide. And so, this now is time, officially, for the question and answer phase. I have some questions up here, because these are questions that we have heard in the past. So, if nobody has a question, I'm happy to talk about these, but I want to give you a chance to ask your questions first. And I will do my best, and Madison also, to answer them today.

34:39

And if, for some reason, I can't answer them right now, for whatever reason, I will be sure to get back to you. But we'll do our best to answer all of your questions right now.

34:51

And my other slide I have here, at the very end, is just our contact information, which is what was on the first slide. So, I'll put us back to the questions slide while we have time for some questions now.

35:06

Madison, have any questions come in? Yes, we have several.

35:09

[MH] The first one is: what is the average turnaround for comments if a draft is submitted for review. [MM] Thank you. That's a really good question. A lot of different staff members will read draft proposals, and we try to be efficient. We know that you are under pressure to get things done as well.

35:30

We will try to get them back to you within 10 days, 10 days prior to the application deadline. Obviously sooner than that, we will try for that. But we definitely will try to get them to you within 10 days before that April 14th deadline.

35:50

[MH] OK, next, we have, if it is a collaborative project between two faculty, can the application be submitted jointly with the funds split between both faculty members?

36:04

[MM] That's an excellent question. Thank you for that.

36:06

So, the answer is, no. However, I wanted to talk about this because, as you might remember from a previous slide (the fourth slide where I showed books), there was an example of a project that two different people had worked on,

36:21

and one of them was funded through NEH. This is a grant program that funds individuals, and your proposal should be submitted as an individual. However, if you are working with someone else, that person can also submit a proposal to NEH [also].

36:39

But you should be very clear in each of your work plans about what each person will be doing as the individual applicant, and how your work depends on that of the other.

36:54

If you think about it from the reviewer's perspective, they are evaluating those five criteria.

37:01

One is, you know, the methods and concepts, and also the applicant's expertise for the project; also, the likelihood that the project will be completed. So, to give the reviewers as much information as possible, you want to make sure that you clarify what your part of the project is, and how it depends on that of the other person with whom you are working.

37:24

I would also say that this is primarily intended for individuals, this grant program. We do have a Collaborative Research program in the Division of Research, which supports two or more scholars who are working together. So, that might be something you would want to look at, as well.

37:41

And, depending on the focus of the project, there might be other programs as well. So, there's a little bit about your question in the Notice of Funding Opportunity.

38:00

So, I would urge you to go and take a look at that, and then also just call us, and we can talk with you about it.

38:10

I hope that helps.

38:11

[MH] A related question: Can funds be used for consultants who help in the completion of a project?

38:19

So, no, they cannot be. This program funds an individual; there is no cost sharing, there are no indirect costs, either, for this program. There is no budget—you don't submit a budget. So, no, the funds are the individual's funds, and they're intended to support the individual researcher.

38:42

[MH] In terms of flexibility, can dates be changed from what is in the application?

38:51

[MM] Thank you. That's great. Yes, you can change your dates. When you submit the application, do your best thinking about what dates makes sense, but if it turns out that you don't have a sabbatical or leave, or something else comes up, yes, you can change the dates once the award is offered. If the award is offered to you, you would then receive more information and paperwork, including what your start date would be.

39:20

[MH] In terms of project types, can it be a combination of the three or two types—individual research, institutional and course revision? Which project types are considered stronger?

39:32

That's a great question. The idea behind this program is to be flexible and meet the needs and interests of scholars at Hispanic Serving Institutions.

39:43

So, really, we would advise you to develop the project that you are working on, and present it.

39:53

It may be, however, easier for reviewers to understand, you know, and for you to write a compelling application for reviewers, if you focus on one type. Also, these are not, like, absolute types. There may be a community or institutional goal that is linked with, you know, a monograph project, for example. We've funded one project in the Awards for Faculty at HBCUs program, for example, where the scholar was looking at history in Reconstruction-era Alabama. And the scholar's institution was located in this region, and the project therefore had links also to the institutional history. So that's a case where you could address both of those issues in the narrative. I hope that helps.

40:52

[MH] For the bibliography, is it useful or expected to include a list of archives one will visit during the grant period? Or should the bibliography simply list primary and secondary materials in print?

41:05

[MM] You know, I have noticed that different disciplines have seemed to handle this

41:10

in different ways.

41:11

I think indicating the archives where your documents are held is useful, and you can list the archives and then give in parentheses, perhaps, you know, an abbreviated example, if you're looking at whatever types of, you know, documents that you might be looking at in the archive.

41:32

So I think it depends on the type of study and how much archival work is present in in the study, whether or not you would want to mention those. I think it's always a good idea, if it's central to your project, to list them on the bibliography.

41:51

I would also say to look at the project examples, the narratives on our website, to see what other scholars chose to do, and that might give you some additional ideas.

42:03

[MH] Should any foreign language in the resume be translated in a footnote or otherwise?

42:14

I guess [for example], papers that were published in Mexico or an article published in Spanish.

[MM] I don't think that it is necessary to translate that, particularly if it pertains to your field of expertise. I would address whether the project for which you are seeking NEH funds is going to

be published in English, or is going to be in a different language. You can address that in the narrative. But in terms of your CV and bibliography, I don't think that would be necessary [to translate].

42:47

But, again, I would look at the samples and see what others have chosen to do, as well.

42:54

[MH] The draft due by February 17<sup>th</sup>—should this include only the narrative, or the narrative and work plan?

43:01

[MM] We've only specified the narrative

43:05

this year.

43:07

If you want to, you know, include the work plan, you can probably do that.

43:12

We'll probably spend most of our time looking at the narrative. You may want to talk about the work plan in the narrative as well. I would say definitely do the three-page narrative, and if you want us to take a quick look at the work plan, you could put that there, if you wanted to do that.

43:34

[MH] Can you say more about how the application reviewers operationalize humanities research, and how that may differ from social science research?

43:48

[MM] I am not sure I understand

43:50

about operationalizing. Maybe you want to type in a little bit more about your question, but if the question has to do with social science research versus humanities and how NEH approaches that? NEH does support social science projects, which answer humanistic questions. They may use empirical methods to answer humanistic questions. Or they may use humanistic methods. We do fund social science projects in those areas, as well as specific

44:28

fields such as linguistics, anthropology, and so on. I'm sorry if I don't fully understand your question. Please type in a little bit more, and maybe I'll do better with the next answer.

44:44

[MH] Is it possible to submit two different proposal drafts for two different projects?

44:51

[MM] No, I'm sorry, we only will look at one project proposal. However, if you want to talk with a staff member about your two ideas, we could do that, and then you can consider which project you will decide to work on and put in a proposal for that project. That would be one way to address that.

45:10

[MH] When you mentioned e-book support, does this include support for a book subvention, for open source digital books?

45:19

[MM] We don't provide the book subvention. All the funds go directly to the individual. We do support digital projects and e-books. But as there is no budget, the funds go directly to the faculty member.

45:35

Sometimes, faculty members request to have the money funneled through their institution, and that way they can maintain their health benefits, and so on.

45:48

At other times, faculty members want it directly routed to their own bank accounts. So no, we don't support book subventions through this program.

46:00

[MH] What is the success rate, or funding ratio?

46:04

[MM] Thank you. On the program webpage, we do have all of our funding ratios for every program. You have to scroll down on the webpage. It's at the bottom of the page.

46:15

And, for this program, across all three programs, it is an 11% funding ratio, on average, over the last five years.

46:28

[MH] Will travel hurt the feasibility of a project?

46:33

[MM] I'm assuming you're referring to the pandemic

46:36

we are all in and, I would say that, obviously, NEH has been aware of this over the last year, as well. I think you can address that in various ways, in the proposal.

46:53

I would say that you can put in, you know, for the travel you intend to do.

46:59

We also can look at a draft and advise you. But I would say that, you know, obviously it is hard for anyone to plan right now.

47:09

So, if you put in a proposal for travel, and travel is still impossible at a certain point after your start date, we can work with you on, you know, postponing the start date in particular.

47:23

So, I would put down what you need for the project, and we can work with the issues of the pandemic at a later stage.

47:35

You can also refer to it in your narrative because panelists will think about it, too. But it's really hard, obviously, for anybody to predict about that.



47:47

[MH] If I'm a half-time faculty, can I apply for this grant without reducing my present teaching load?

47:57

[MM] Yes—yes, you can.

48:00

You can apply, and you would submit the Confirmation of Institutional Support. It may be that the confirmation letter would indicate what you mentioned—that it doesn't reduce your teaching load. So the institution is supportive of you taking the award, for example.

48:15

[MH] Can you say more about explanation of federal debt? Delinquent debt? Is delinquent, late, student loan debt payments something that disqualifies potential applicants?

48:28

I am least familiar with this. I'm sorry. I would

48:34

look at the Notice of Funding Opportunity.

48:35

I think it's laid out there.

48:41

And our Office of Grants Management will be able to provide a more fulsome response on that question, but I wouldn't let that deter you from applying to the program.

48:54

[MH] If you leave your HSI before you are offered an award, are you automatically disqualified from receiving an award?

49:02

[MM] We go by the date of application.

49:05

So, if you are affiliated with an HSI at the April 14th deadline, then you are affiliated with an HSI, despite what happens after that point.

49:21

[MH] Let's see.

49:22

Can you submit more than one application? For instance, to research different topics?

49:28

[MM] No, you are only allowed to put in one application per year, per cycle. So, one project and one proposal for that project.

49:45

[MH] Can the project be a follow up to an already existing project?

49:54

[MM] I'm not sure what you mean. If it's already been funded by NEH, I would have probably a different answer. If you are working on a project that you've already been working on for some time but [for which you] have not [yet] received NEH funding for, then, yes, you can apply for that project. For example, we support dissertation revisions through this program. We see applications for those projects, and they're very much eligible in the program.

50:22

[In this case], we do explain in the Notice of Funding Opportunity that you should say it is a dissertation revision project, and, also, to explain how your NEH project goes beyond the dissertation. So, maybe you're adding a new chapter. Maybe you're going to add new archival materials from, you know, a new archive or, in some way, substantially revising that project. If that doesn't answer your question, please type in a little bit more, and I'll try to answer further. Thank you.

50:53

[MH] Is the grant meant to be used primarily as salary replacement in the absence of course releases or sabbaticals?

51:02

[MM] Yes, I guess I would say so. You don't need to put in a budget, you don't need to save receipts and that kind of thing. So, yes, it's really for your time, so in other words, to relieve you of two courses so that you can focus, you know, half of your time (if you have four courses), you can focus half of your time on the NEH project and then the other half on the two courses.

51:27

[MH] Related question: Can the funds be used to purchase course releases from our home institutions?

51:34

[MM] We leave that up to you and the institution to figure out how that works, but that is very commonly how these funds, you know, that it's used in this way, I think.

51:49

The mechanics are that the money goes to the individual, but that is, you know, one way that the institution will work with you on that.

52:00

[MH] And I will note, too, that awardees can elect to have funds either routed through their institution, or deposited into a personal account, as well.

52:17

And related, how is the money distributed? On a monthly basis, or as a lump sum?

52:26

[MM] Madison, do you want to talk about this?

52:32

[MH] So, typically, the funds are distributed in equal installments, every 3 to 4 months.

52:46

All right. I'm going through the questions. [MM] These are great questions, Thank you, everybody, for asking questions and staying with us. [MH] Do we need to include endnotes in the narrative

52:57

if the works cited appear in the bibliography?

53:02

Or is in-text citation sufficient?

53:06

[MM] Scholars handle that in different ways with the narrative. Typically, usually, we don't see a lot of footnotes. We don't see endnotes. You can choose to do that. You can do whatever you want within that three pages of the narrative. However, more typical, I would say, are in text citations. You don't necessarily need to repeat the citation in the bibliography if it's, you know, relatively full and someone can see what you're using there. But you can also use the bibliography for, obviously, for the full citations.

53:42

[MH] Can one apply for multiple NEH grants in the hopes of getting one?

53:47

[MM] I'm sorry-- with the last question, about in-text citations. I've seen, you know, more formal to less formal. So, sometimes when scholars are explaining the context of a field, or you are trying to explain the context of the research topic and how it has been addressed by scholars, [applicants might use parentheticals to X, Y, and Z], and then in the bibliography, you have a fuller citation. So that's one way I've seen it handled. So I hope that helps. So the next question was, can you apply for multiple NEH grants at the same time. That's a great question. It depends on which NEH grants. We do have some restrictions.

54:29

That's the first question on our question slide, so I have something prepared to tell you about it. In the Notice of Funding Opportunity, we actually do have a list of the programs you can apply to concurrently. And those for which you cannot. We do have a range of individual grant programs, which have similar deadlines to the Awards for Faculty at HSIs.

54:57

The Fellowships program, for example, has the same deadline, the NEH Mellon Fellowships for Digital Publication, the Fellowships for Advanced Social Science Research on Japan.

55:11

For these programs, you would need to select one of these for which to apply. However, you can apply concurrently to the Awards for Faculty and some other individual grant programs, such as our Summer Stipend Program, which has a September deadline and offers two months of summer support. So, I would encourage you to look at the Notice of Funding Opportunity for full details. We can also help to clarify, if you're not sure, after looking at those.

55:44

[MH] For the draft narratives, does that include a bibliography as well?

55:50

[MM] No, it doesn't include a bibliography.

55:53

Generally, it's just the three-page narrative.

56:00

We're really expecting again to [just] see the three-page narrative, but if you have questions specifically about the work plan, that probably could be submitted. And if we can't look at it, we will tell you that. So, definitely the three-page narrative. Please follow the Notice of Funding Opportunity for the formatting for that. But, no, we don't need the bibliography.

56:29

[MH] This is similar to a question we had earlier. What limits are there—on how frequently applicants may apply or take an NEH award?

56:40

[MM] So, you can apply and re-apply to our programs. If you're not successful, we encourage you to re-apply. And every cycle, it's a new group of reviewers and a new process, so we'd encourage you to do that.

56:58

I'm sorry, I'm forgetting part of the question.

57:00

Could you repeat it for me? [MH] How often can one submit an application or accept an NEH award?

57:11

[MM] Oh, so, for the accepting of the award, that's a good question. We do have some more details in the Notice of Funding Opportunity that you can only accept one award in a federal fiscal year.

57:25

I wouldn't worry too much about that at this point. But if you have specific questions—because you are planning to apply for an institutional grant, as well as an individual grant through NEH. Or, perhaps you currently hold an institutional grant, maybe through our Education programs. Just call, and we can talk through that scenario with you and best approaches for that.

57:56

I hope that answers that.

57:59

[MH] Can I spread a project into a two-year period? For example, one year for book research, and one for course revision on the same project?

58:10

[MM] I would encourage you probably, to just focus on one of those. I think it's easier to make a strong case for one of those, since it sounds like a longer project.

58:25

However, this kind of also goes back to the last question. You can only receive one Awards for Faculty fellowship for a project. So, if you're working on the first two chapters or three chapters, you couldn't come back to the Awards for Faculty program for the last three chapters, for example. So, that would be a consideration, I think.

58:45

I guess it would depend on how the two components of your project cohere. But I think from the sound of it, if you have a year's worth on a book and a year's worth on a course revision, it probably would make more sense to divide those into two projects.

59:03

Or, maybe the course revision is a smaller piece of a larger project on a book. I think it's partly depends how you would craft it in the narrative. And, I'm sorry, I see we're down to 1 minute [remaining], and I know some people will need to leave at this point. And so, we have time maybe for 1 or 2 more questions, but we can follow up with e-mail with any other questions that come in. So, Madison, are there other questions that we can do at the end? [MH] How do I determine the amount of the award I am requesting?

59:38

[MM] So, the amount of the award for full-time work on an Awards for Faculty NEH project—for 100% of your time—is a \$5,000 per month stipend. So, you would then, if you were only asking for half-time support from NEH, you would then be asking for \$2,500 per month. But I think what's more important is just to indicate the time and the dates you are requesting, and the percentage of your time, more so than the amount of money. The amount of money—we will be able to figure that out.

1:00:12

But if, if it's not clear how much time you are requesting, that makes it impossible sometimes for us to know, are you requesting full-time support? In which case, you would have up to 12 full-time months? Or are you working three-quarters time for two months, and half-time for three months, and full-time for another three months? So, just be very clear to indicate the amount of time that you will devote to the NEH project, and the [percentage of time] that you would devote thereof. I hope that answers that.

1:00:43

So, I think that brings us to 3:30, and I am happy to answer any other questions also through e-mail. You can also call us, and we can answer questions. Very happy to have the chance to talk with you today about the Awards for Faculty at HSIs program. I encourage you all to apply and to be in touch with us if we can answer any other questions. We really appreciate you taking time today to meet with us and hope that we will hear from you. So, with that, I will say goodbye for today, but please be in touch if we can be of help. Thanks so much for coming.