

0:07

Hi, everybody. My name is Mary Macklem, and I'm in the Division of Research at NEH. I'm really glad you could join us this afternoon. This is my colleague, Jacob Lusk. I just want to give others a chance to sign in. I will give them an extra minute or so, in case they were delayed, and then we'll go ahead and get started with this webinar.

0:26

Thanks.

0:47

OK, let's go ahead and get started, and thanks so much for joining us at this webinar for the National Endowment for the Humanities Awards for Faculty at TCUs program. This is an opportunity to find out more about the program and to ask your questions. The Notice of Funding Opportunity has recently been posted, and applications can now be submitted. The deadline is April 14th, 2021, and the notifications will be made in late December 2021 for projects starting on January 1, 2022, or later.

1:21

A quick introduction. First, I'm Mary Macklem. I'm a Program Officer in the NEH Division of Research Programs. I am the team lead for the three awards for faculty programs, for TCUs, HBCUs and HSIs. My background is in musicology, and I've been at NEH for just over eight years. I'm joined here today by my colleague, Jacob Lusk, and he will also say a greeting.

1:46

Hi everyone, my name is Jacob Lusk. I am a program analyst. I work with the Awards for Faculty programs, for faculty at all three institutions. And I've been at NEH for nearly two years now. I really enjoy working with this program, and thank you all for being here today.

2:05

Great, thanks—I'm so grateful to Jacob. He's going to help answer questions at the end. If you have any questions, please feel free to type them in at any time in the question box on the platform, and he will collect those. We will address them at the end of the webinar.

2:25

I'll be speaking about 40 minutes this afternoon, and then we'll have the remaining time for your questions. And, also, I wanted to let you know that the webinar is being recorded, and it will be available to you or to colleagues who might want to look at it. It will be available through the same link on the NEH webpage. In a few weeks we'll also have up a PDF of the slides and a transcript. Those will also be posted to the program page, so you can please look out for them there. I would just say if you have other colleagues at your TCU or at other TCUs, who might be interested in the program, please let them know. And to let them know about this webinar, or to be in touch with us. We would be happy to talk with them and to you also about the program and answer any questions that you might have. So, thanks a lot for being here today, and for meeting with us.

3:24

Also, if for some reason we don't get to your questions today—we should have enough time—but if not, you can always e-mail your question to FacultyAwards@neh.gov. Jacob and I both look at that e-mail box along with another colleague of ours. One of us will get to your questions there, so, please be in touch.

3:47

Alright, so, let's take a look at the agenda for today. First, I'm going to give an overview of the Awards for Faculty at TCUs program.

3:55

I'll discuss eligibility for the program, present some new aspects of the program in 2021 (we made a few changes), take a look at the review criteria, address the contents of an application, and explain how to submit your application through grants.gov.

4:11

As I talk, feel free to type in your questions, and we'll answer them at the end.

4:17

There's also a link on this page to the Program webpage. At that link, you'll be able to find the Notice of Funding Opportunity, which has the full instructions about what an application contains and how to go about submitting it, as well as some application samples, Frequently Asked Questions, and some other resources for you. So, you can find the link on the bottom of the screen here.

4:43

I want to take a minute for us to take a look at the goals of the program. The program seeks to strengthen TCUs by encouraging and expanding humanities research opportunities for individual faculty and staff members. While the program welcomes proposals in all areas of the humanities, projects related to Indigenous knowledge, and that sustain and strengthen tribal languages or cultural traditions, are especially encouraged.

5:10

Research pursuits can be centered at your own institution, but may also involve activities at another institution, such as an independent research center or library. Projects can be designed for various audiences, whether members of the local community, scholars, students, or the general public, or some mixture thereof. A hallmark of this program is flexibility.

5:33

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

5:43

First, I wanted to have a screen to show you some projects that have been funded through this program, to give you an idea of the kind of work that can be supported.

5:53

The first is a study authored by Elaine Fleming, a faculty member at Leech Lake Tribal College, in Minnesota. She requested and received 12 months of full-time support for collection and interpretation of historical narratives by Ojibwe Women of the Leech Lake Nation.

6:10

The second is a project by retired faculty member David Overstreet, an archeologist. His project is an archeological study of the prehistory of the Menominee Nation of Northern Wisconsin. And he requested and received support for both full- and part-time work on his project.

6:26

And the last project that you will see on the slide was submitted by Valerian three Irons, a faculty member at Nueta Hidatsa Sahnish College.

6:35

He worked 12 months full-time on collecting multimedia materials and creating an open access online archive of the Native American language Mandan. So, this slide gives you an idea of the kinds of research activities and different kinds of products that will result from those activities, whether it's a database, published article or book, resources, these kinds of things.

7:03

So to give us a little bit of a context. First, to talk about how NEH defines the humanities. NEH and NEA were established by Congress in 1965. NEH supports work that engages a wide variety of audiences with the humanities.

7:20

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:

7:38

Language, both modern and classical, linguistics, literature, history, jurisprudence, philosophy, archeology, comparative religion, ethics, the history criticism and theory of the arts,

7:53

those aspects of social sciences which have humanistic content and employ humanistic methods.” So it's a broad definition, and we start with that and go from there.

8:06

So now moving into the program details a little bit more. First is eligibility: Who can apply to the program?

8:13

First, I just wanted to say that all full-time, part-time, adjunct, and retired faculty and/or staff who are affiliated with a TCU are eligible.

8:26

You can find out more about this in pp. 3-4 of the Notice of Funding Opportunity.

8:32

The program is open to U.S. Citizens and to foreign nationals who have been living in the United States for the three years preceding the April 14th, 2021 application deadline.

8:43

No advanced degree is required.

8:46

However, on that point, if you are currently in a degree program, and you've completed everything and are just awaiting the degree conferral, you eligible to apply for this program. In this case, 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, if you have any questions about any of the eligibility aspects, please let me know.

9:18

OK, so, moving into some additional details about what are the deadlines this year. Here are some of the most important dates. NEH staff will read and respond to draft narratives.

9:31

Draft narratives must follow the format stipulated in the Notice of Funding Opportunity, pp.10-11. Drafts must be submitted to the FacultyAwards@neh.gov e-mail, no later than March 3, 2021. If it comes in after that, we're not allowed to look at it. So, just get it to us by March 3, and we can read and respond to it.

9:54

The program deadline, for submission of your complete application package, is April 14th, 2021. The NOFO explains how to submit your completed application package through grants.gov. Be sure to allow enough time for any technical difficulties or other issues.

10:12

We recommend that you register for grants.gov now, and submit your application well before the deadline, in case of any difficulties. Once again, we won't be allowed to look at late applications, and they won't be reviewed. We want to make sure you get your applications in by that deadline.

10:29

Decisions will be announced December 2021, and the earliest possible start date for a project is January 1st, 2022.

10:37

However, you can wait to begin your project all the way through September 1st, 2023, so you have a large window of time to begin your award period.

10:50

So, looking at the next slide: What's new in 2021? I mentioned at the beginning that we have made a few changes this year, to the Awards for Faculty at TCUs program. Here's just an overview of some of the main changes in 2021. In the following slides, I'll be talking more about some of the changes. The first three changes on this slide are about the types of projects, which you might propose. And the last change pertains to the application format.

11:21

So, one of the first things that is new this year is that course revision projects can be for undergraduate or graduate students. Previously, this was only available to [support] course revisions for undergraduates. The second area is that applicants can propose a humanities seminar for students or for the local community, or both. And this is a new project type; I'll talk a bit more about this in the next slides.

11:53

The Notice of Funding Opportunity includes additional examples of eligible project types this year. Please see the Notice of Funding Opportunity, p. 1, for full discussion of that. I'll be taking some time in the next two slides to look at these with you as well.

12:09

And lastly, this year, the work plan must be separated out as Attachment 2. So, it is not a part of your narrative anymore, it is a separate attachment. I'll have a slide about that, as well.

12:27

OK, so here I have two slides on project types, some details about this.

12:32

I actually have three slides about this. Please send us any questions that you might have as I go through these. As I mentioned previously, a key feature of this program is flexibility in both project types and work plans. So, let's look first at the project types that the program can support.

12:54

You will notice that all of the project types involve humanities research—research in literature, philosophy, history, and so forth—including those disciplines listed on one of the preceding slides. However, the program supports humanities research in support of a variety of project types and goals.

13:16

Research projects can, for example, support institutional or community goals or interests and draw on institutional or community archival collections. Or, projects can engage students at the TCU or members of the local community. So, looking at some examples of eligible projects.

13:35

And I should say that this is not an exhaustive list.

13:37

You may have a different idea that fits within the parameters of the program, and we want to hear from you. We're very happy to talk with you about your idea, as well, just to get a sense. The first example is research related to tribal or institutional priorities, goals, or interests, such as projects that draw on cultural or institutional archival collections.

14:04

Another type of project example is the development of materials in support of sustaining, preserving, and revitalizing culture or language.

14:17

This slide shows some additional examples, such as research leading to the improvement of an existing undergraduate or graduate course. Again, that's one of the changes we made this year, so it could be a course for whichever student population.

14:31

It could also be a cross-listed course.

14:34

Another area could be support for travel to and research in archival or cultural collections with significant holdings in the researchers' area of expertise or in an area of tribal or institutional priority or interests.

14:50

Another example would be research and preparation leading to the development of a humanities seminar for students at the affiliated institution and/or members of the local community.

15:02

Just to say a bit more about this, as this is a new project type. This could be a new offering. Humanities seminars must be prepared and led by an individual faculty or staff member, and they must engage participants with primary sources. Seminars should develop participants' knowledge and skills with humanities research methodologies, such as the

collecting of oral histories, indigenous research methods, language or linguistic methods, or archival research.

15:29

This award does not provide for indirect costs, or funds for additional participants. So, the NEH award is intended to support the work of the individual faculty or staff member.

15:41

And lastly, another example. Like the NEH Fellowships Program, with which some of you may be familiar, projects can include the development of books, peer-reviewed articles, digital materials, translations, critical editions, and other humanities resources.

16:00

So, these are examples of many different types of projects, which you might pursue. And we would be happy to talk with you about your project ideas to see how it fits with the goals of this program.

16:15

And you can reach us at FacultyAwards@neh.gov, or you can call us at (202) 606-8200. We'd be delighted to talk to you

16:28

and learn more about your project.

16:31

So, this is my last slide, which is just giving you some more details on typical activities and products. These are not exhaustive lists. You might be doing some of these things, and not others, or different results might occur.

16:46

A wide range of methods and activities can be supported, including archival research in local or distant repositories, collection of oral histories, and ethnography. Or you might be working from a home or a university office on editing, writing and revision. And, again, no budget is required, and one should not be submitted.

17:11

The typical products that result from this grant are listed in the column on the right of the slide. And again, these are examples; they're not meant to be exhaustive. For course revision projects or humanities seminars, products might include course packs, primary sources distributed on the web or in print.

17:28

You might also decide to distribute this information on your course revision or humanities seminar more broadly, such as to other courses on campus or even to other campuses.

17:42

Products centered on community or institutional goals might result in various types of print or digital materials. In addition, your project might result in an article, book, translations, editions and other interpretive tools, including databases.

17:56

In conclusion, 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 a course revision or a

seminar. Or a faculty or staff member might use the unique archives of a university for a project with an institutional goal or interest.

18:21

So, let's move into some more details about the program. This [slide] concerns the work plan. As I mentioned earlier, one of the key aspects of the program is flexibility, in both project types, which we just looked at, but also in terms of your work plan.

18:38

Applicants may work between half time and full time on a project, or in combination, starting as early as January 1, 2022. The period of performance must be continuous, and the award tenure is between 2 to 12 months full-time equivalent.

18:56

New this year, as I mentioned—I don't want anyone to miss this information—the work plan must be submitted as a separate attachment.

19:03

It's Attachment 2, and you can find out more about what the work plan attachment should include in pp. 11-12 of the Notice of Funding Opportunity.

19:13

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 your dates correctly when you fill out the grants.gov form (Form 1, Application for Federal Assistance).

19:32

This form helps to determine how much funding you can receive. Part-time work is defined by NEH as at least 50% of your normal schedule.

19:42

So as an example, if your teaching and administrative load is typically 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. If you're a department chair or doing some other service on campus, that would also need to be reduced accordingly. You should address this in the application, in the work plan, to clarify to reviewers how much support you are requesting.

20:14

Also, I'd be very specific with the work plan. What work on the project has been completed already?

20:20

What work will you do during the award tenure? Break the work down into 2 or 3 month increments. If you'll be visiting archives, indicate which archives, and which sources you will consult. If you will be pursuing oral histories, mention who you will be doing these with and how many you are planning to collect; and if you're be writing a book, indicate which parts of the book would be written, and when.

20:47

And also, while you don't need to complete the project during the period of the award, you should indicate to reviewers how and when the project will be completed, once you return to your regular duties. So, as an example, we do see combination work plans. Combination just

means that perhaps the faculty member works part time and full time. [For example], maybe they're working three quarters time during the spring semester. Then they move to a full-time work plan on the NEH project for the summer, and back to a 50% work plan on the NEH project for the fall. That would be entirely possible through this program.

21:26

So, whatever time you might be able to take for your project, and that your institution supports, you can do, as long as you're spending at least 50% of your time on the NEH project.

21:44

OK, so now let's move into the next slide. How will your application be assessed? We've looked at what kinds of projects can be supported, other things like the details of deadlines and eligibility. So, all proposals go through a multi-stage peer review process, and we have more about that on the NEH website if you're interested. Here's a slide with the criteria for the program.

22:13

These criteria appear on pp. 17-18 of the Notice of Funding Opportunity. 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.

22:29

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's important.

22:38

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

22:48

You should also situate your project in the broader context of humanities research and knowledge. Describe who will use your publication or grant product, and for what kind of work.

22:59

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.

23:17

So, writing a good abstract and narrative is important.

23:20

Propose specific research questions and explain the methods, concepts, and approaches that you will pursue to address them.

23:27

Similarly, if special digital or other technologies will be employed, explain how and why you will use them.

23:34

Describe and justify the sources for your project: the archives, the texts, the objects, the interviews, and so on.

23:43

Criterion three. So, as I mentioned in a previous slide, regarding attachment two [the work plan]. You will 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 in the work plan.

24:07

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 so. Be sure to address your language competencies, knowledge of archives, and so on.

24:24

Five, the last criterion, pertains to the likelihood that the project will be completed, and the dissemination and access plans. Mention the expected outcomes of the project.

24:36

If you're 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 that. If you're proposing an article project, you can indicate the likely length of the project, and the venue that you're considering for publication. You're certainly not required to have a publisher lined up if you're doing a book or article project. But if you have some thoughts about it, you can share that with the peer reviewers.

25:09

OK, and let's move on to the next slide. So, this lists all of the materials that you will need for a complete application package. So, by April 14th, 2021, you would need to assemble these items. You can see that the first four are forms on the grants.gov website.

25:33

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 into this grants.gov form.

25:45

Applications that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.

25:55

You can write and assemble all of the attachments without being signed in to grants.gov.

26:01

The grants.gov forms, the first three [items on the list], will need to be completed in grants.gov.

26:07

So, here are some tips that have come up with these attachments and the application [package].

26:13

Files must be PDFs, or they will be rejected, and files should be named and attached in the order indicated.

26:22

The SF 424 Form, which is the first form listed, includes a request for your e-mail.

26:29

NEH will contact you through this e-mail. Make sure that it's correct, so that we can contact you about your project. Take time to write an informative project title and a project description. This will appear on your application cover sheet and serve as a project abstract during the review process.

26:49

Also, be sure to enter in your correct proposed project dates.

26:53

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. So, lots of little details to look out for, but hopefully this will help you.

27:10

And let's move to the next one.

27:14

I just should mention that we do have the page lengths listed for each of these to give you an idea. The work plan is also a one-page document. Some of the attachments listed indicate

27:27

“if relevant.”

27:36

With regards to these “conditionally required” attachments: The Notice of Funding Opportunity explains what appendices you need. One is the degree conferral document, for example. And if you need that, because you're a student, but finished with all of your coursework and your thesis, and so on, then you would attach that in these conditionally required attachments. There are other examples, too. If you're doing a translation, you would want to include the text itself and then your approach to the translation, a sample.

28:09

Just read in the Notice of Funding Opportunity to see whether or not you need any of those conditionally required attachments.

28:20

Here are some additional items to have ready. The project summary and title will be requested in grants.gov. And I suggest you compose your abstract and title in advance of filling out the form, as I mentioned in the last screen, so that you have it ready to go and are not trying to write it in haste on the spot.

28:39

Prior to submission, you'll also need to have ready two referees—their contact information. These will be entered on the NEH Supplemental Information for Individuals. NEH will contact referees after the program deadline. You can monitor whether referees have submitted their letters after the deadline because we will send you a link from NEH after you've submitted the application.

29:03

As a reminder, no budget is required, and one should not be submitted.

29:09

Funds go directly to the individual faculty or staff member, and indirect costs are not allowable.

29:19

So, moving into a little bit more detail about one of these attachments, the narrative. This is the document which explains your project to reviewers. It's a three-page, single-spaced document, where you have the opportunity to explain your project.

29:38

The narrative should address four areas, which are described in the Notice of Funding Opportunity fully. You'll notice that these pertain to the criteria for the program, and include significance and contribution, organization and methods, competencies, skills, and access, and final product and dissemination.

29:58

So, those are the four areas. We'll talk a bit about more about the types of things to include in those sections.

30:11

Pp. 10-12 in the NOFO will cover this also. Also, we'd recommend that you have the review criteria in front of you as you're writing your narrative, and take a look at some of the application samples that appear on the program webpage. These can give you an idea of what other applicants have chosen to include, and how to make a case in the narrative.

30:31

Here are some of the other attachments. In fact, I think most of them are listed here. You will need a work plan. We already talked about that, and in some detail; that's a one-page document.

30:42

Attachment 2, you would have a bibliography. That's a one-page document, and everyone is aware that a one-page bibliography is rather brief. I would just suggest that you include both primary and secondary sources. The sources should show the range and scope of your project. This will give panelists an indication of how your projects will move forward and the kinds of materials that you'll be consulting.

31:14

A resume and/or CV is also required. This is a two-page document. Again, it's a brief document. It should include things like your education. If you've written a dissertation, you can include the title and the date of that. If you have any publications, you can include that.

31:34

You should include language competencies, if you have those, and if it pertains to your project, and other things. So, I would look at the Notice of Funding Opportunity for a full description of what to include on that two-page resume.

31:52

The next item is a Confirmation of Institutional Support.

31:56

And this document should be written on letterhead by a dean or a department chair, someone in the position of verifying that you would be allowed to take the award if offered it, even though it might reduce your teaching load. It should also indicate the support for the amount of time, or the support that you weren't requesting. So, if you are going to be asking to work on the project half time and keep teaching half time, it's useful if the letter [shows awareness] of that, and that the institution supports it.

32:29

And then lastly are the conditionally required attachments, and I mentioned those in the preceding screen.

32:35

You should only submit those if your project requires it, such as a translation project.

32:44

Also, if you're going to be proposing a course revision, there are some attachments that you need to include, such as the current course syllabus and some other documents about your teaching. Just look carefully at the Notice of Funding Opportunity to make sure that you include what you need for the application packet.

33:06

And so, now you have assembled all of your documents, you've written your narrative and your work plan, and all of those [attachments], and you've saved them as PDFs. You've already registered with grants.gov, and you're ready to submit the proposal, the whole application.

33:22

I would just urge you to register right away for grants.gov. I would do it now, do it today or tomorrow, because it can take a few weeks sometimes for the registration to go through. That way, you don't have to be worried about this as it gets closer, because you've already done it. Once you've done the registration with grants.gov, you will need to create an individual applicant profile in your account. That is because you will be submitting the proposal, your institution will not be submitting the proposal. Obviously, they can help you submit it, if you have someone on campus who can help you do that. But it goes through your name, and you as the individual.

34:04

That's because this is an individual grant program.

34:09

We recommend you submit your application several days early to allow time for technical problems. As I mentioned, all attachments must be PDFs.

34:18

If you attach a “.doc,” for example, your application will be rejected by grants.gov. So, just be sure to leave enough time for those kind of errors and omissions and to give yourself a chance to resubmit, because you can resubmit all the way up to the last hour on the deadline.

34:36

We will just take the proposal that you put in last.

34:40

So, also, sometimes technology problems arise. You know, the connections don't work, or whatever. So, we just recommend doing that in advance, as much as you can. Go ahead, also, and use the grants.gov help line. They are very helpful and can be reached 24/7 at 1-800-518-4726. And I think that's what I have there for you on this one.

35:10

So, just a slide summarizing some of the resources that have been discussed in the webinar. And you can find all of these print materials linked on the program website, which is the link at the bottom of the screen.

35:23

First and foremost, I urge you to read the full Notice of Funding Opportunity. I've referenced it throughout this presentation. It's rather lengthy. It's about 20 pages.

35:36

All the materials that you will need to submit and that were discussed today are fully described there. In addition, other topics such as eligibility, the deadlines, the criteria and how your proposal will be evaluated—all of that is addressed in the Notice of Funding Opportunity.

35:55

We also have some sample application narratives available on our website. These are actual applications that were submitted by applicants and funded. These are not intended to be exact models, but suggestive of the variety of ways that applicants have successfully crafted an application narrative. We have various disciplines represented—history, literature, and so on. So, you can get a different sampling of topics. A reminder that staff encourages you to submit a draft narrative. These must be received no later than March 3rd, 2021 this year. And you would send that to the FacultyAwards@neh.gov e-mail box. I just want to clarify that these are optional. You don't have to submit one, and they don't have a bearing on the review process.

36:45

However, we try to be as helpful as we can.

36:48

If we see that maybe you could strengthen the discussion of methodologies or significance, we can try to help with that, as well as errors of omission—things you've left out that we can help point out. So, we try to get those back to you within 7 to 10 days of the application deadline.

37:10

We also have a link on the program page to all of the projects that have been funded across the three awards for faculty programs: HBCUs, HSIs, and TCUs. And you can look at the list to get a sense of the types of projects that have been funded.

37:25

There's a link there for you on the slide, and it is also on the program webpage. These [slides] will go up [in a few weeks], and you'll be able to have a hyperlink then, as well.

37:36

We also have a brief FAQ. It has a table listing some of the main differences between NEH Fellowships and the Awards for Faculty programs. It also has some suggestions for how to write a good title, those kinds of things. So, you can look there.

37:51

And, lastly, but not least, please don't forget that NEH staff, myself and Jacob, and all of our colleagues at NEH, are happy to take your questions and work with you, to think about what program might fit your project, and any questions that you may have about this program, in particular.

38:14

So, I think that's all I have for the formal presentation.

38:18

Which leads me to a “questions” side. First, I want to show our contacts again, so that you can remind yourself of how to get hold of us if you would like to. FacultyAwards@neh.gov is our e-mail box, and our number is (202) 606-8200.

38:35

We have been getting quite a few questions in email. We've done some other webinars this week, so we will try to get back to you as soon as possible. It might not be within the 5 or 10 minutes of the e-mail, but we will get back to you within, you know, a day or two on your questions.

38:51

Here's the screen with the questions. I have some questions here that we've sometimes been asked, in case you don't have any questions, but first I want to make sure that you get a chance to ask your questions.

39:03

And Jacob's going to help me with this part.

39:06

[JL] So, I actually don't have any questions that have come in yet from our participants.

39:10

[MM] So, maybe we can just go through the questions on the slide first and then see if anyone writes. Just a reminder that anyone watching today can submit a question in the questions tab and the webinar software, and I will receive it and be happy to answer it for you.

39:29

Great, thank you. Well, I know you get asked these questions a lot, too, Jacob. Would you like to try the first question?

39:37

Can I apply to other NEH grant programs concurrently?

39:40

[JL] Yes. So, you cannot apply to the NEH Fellowships Program at during the same cycle as the Awards for Faculty Program. But you can apply still to the Summer Stipends Program, which has a deadline later in the year.

39:57

And you can apply as the Project Director or an affiliated participant on an institutional grant offered by other divisions at the NEH. Or also even within the Division of Research at NEH.

40:15

[MM] Great. I have another question that we hear sometimes. Can I apply for more than one type of Awards for Faculty project?

40:25

And I'll go ahead and answer that one. We can take turns. So, we have a number of project examples that I spoke about in the key program details slide on project types, and so it's possible that you'll have a project that has components of, you know, a couple of those. And that's fine, we really want you to be able to do the project you have envisioned.

40:51

However, if you have two big projects, like a course revision project and also a book. Perhaps you're also working on a database. So, you've got, you know, various numbers of projects, probably there. It's better to make a smaller project, or to focus on one piece of the project. You can probably write a more compelling proposal for your peer reviewers if it's focused in a bit more. But, we're happy also to talk with you about your project idea, and to give you advice. Let us know if you want to set up time to speak on the phone or through e-mail.

41:30

Alright.

41:32

[JL] So, does my university or college submit the application for me?

41:36

You know, you can certainly ask for assistance from your colleagues, but you will need to create a grants.gov account in your personal name. You'll need to submit your application materials through that account.

41:53

[MM] And here's another question that I mentioned, Do you need to submit a budget? No, you don't need to submit a budget. So, this program is for individuals and is primarily intended for an individual researcher. The funds go directly to the individual.

42:10

You do not need a budget, and you don't need to save receipts and that kind of thing. It's really a program that supports your time to do a humanities research project.

42:21

If you are offered an award, you can choose to have the university take the award money and distribute it to you. And that way, you might be able to retain your benefits, and so on. Or you can choose to have the money directly deposited to your bank account. It's your choice as the individual recipient. I just wanted to clarify a bit about that. So, there are no indirect costs, and the institution doesn't submit the application, because it's an individual award.

42:57

[JL] And, just as a reminder, adding onto that, the award is paid out in the amount of \$5,000 per month of full-time work and or the part-time equivalent. So, for example, \$2,500 per month of half-time work.

43:14

Well, I do have a few other frequently asked questions that Mary and I will answer. But as a reminder, if any of you are watching today, have questions, feel free to write in. Mary, here's one question. How many awards are made in the Awards for Faculty program?

43:32

[MM] Oh, thanks, that's a great question. So, on the bottom of each program page, we do have the funding ratio, or the typical percentage funded over a five-year period, on average, across the three Awards for Faculty programs. The funding ratio right now, over the last five years, for example, is an 11% funding ratio. And you can find out the funding ratio for any of the NEH programs. Usually that's at the bottom of the landing page for the program. You can scroll down and see it.

44:12

[JL] We have another question that asks, who should write letters?

44:19

As a reminder, all applicants to this program can elect to designate two letter writers for their application.

44:27

And so, this question, Mary, is seeking to ask: Who are the best candidates to write those letters?

44:36

[MM] I'm happy to try my hand at that one, and you can join in as well. So, usually, finding someone who knows you and your project well can usually [result in] the most detailed letters. The most helpful letters to peer reviewers come from someone who knows the stage of your project. They know what you have been doing and what your goals are with the project. It can be, you know, someone who has a prominent name in a particular field. However, if [that person] hasn't kept up on your work, it might not be as helpful. So, someone, who knows your work. Jacob, what are some other things that come to mind for you?

45:17

Anything to add?

45:20

[JL] Yes. Someone who is willing to speak to the significance of your project, understands its place within either humanities research or the contribution that it might be making to your institution or community. On a practical level, I think someone who is reliable and can get it done on-time for you.

45:39

[MM] Of course, that's a good point.

45:42

[JL] Yes, everyone is busy, of course.

45:47

Another question, which I will take: Are collaborative projects allowed in this program? And the answer is, it is a little nuanced here—is the program intended for individual applicants and individual recipients. That said, if you are collaborating on a project with someone, you can still apply for funding. If you both could apply for funding, everyone would have to apply individually.

46:19

Your applications will be considered individually on your own merits. In the application, you would need to describe the entire project, but you would also want to describe your specific contribution and your particular plan of work for the project.

46:34

And then, multiple participants could be funded, or only one of them, or neither, because they will be considered separately.

46:45

Do you want to add anything to that? [MM] No, That's great. That's a very helpful explanation. And we do have a little bit of information in the Notice of Funding Opportunity,

also, as well as some other programs that might be of interest to you. You could submit to both this program and the others. The Collaborative Research Program, for example, supports two or more scholars working together.

47:09

Or, if you're working on a curriculum project with other faculty, the Division of Education Programs has a grant program called Humanities Initiatives at Tribal Colleges and Universities that might be of interest as well.

47:28

[JL] Mary, another question is about the ongoing coronavirus crisis. How should applicants factor in the limitations that are imposed by the pandemic? How should they account for that in the application?

47:44

And, will our reviewers understand that certain changes may need to be made, over time?

47:55

[MM] Thank you. Yes, we're here in the 11th month, I guess, of dealing with this. Yes, everyone at NEH is aware of that, and the peer reviewers are experiencing this as well. So, what I would suggest is that you put together the project description that you want to pursue and include the activities that are necessary for you to do the project. If it involves travel, for example, I would go ahead and put that there.

48:26

You can acknowledge, you know, awareness of the pandemic as you write the narrative, so that the peer reviewers see that you have thought about this. But, I would put down what you need for your project, and then, if you are offered an award, [you can consider this at that time.] The review process takes a while—you put your application in April, and you don't find out the results until December. The earliest you can start is January, but you can postpone the start date, or you can change the dates that you put in your narrative [once you receive an offer]. So, that allows you already some flexibility in terms of the timing and the activities. And NEH will work with you, to the extent possible, on these issues.

49:17

[JL] And related to that, we have a question about start dates. Just as a reminder, if you were to apply to this cycle and receive an award offer, you could take the award as early as January 1st, 2022.

49:33

Or you could start it as late as September 1st, 2023. So, we do provide a 19 or 20 month window of time, in which you can begin your project. And then, of course, if you begin in September, 2023, your project could go into 2024.

49:56

Mary, Just a few more questions. I think we're at 3:50, so, we have a little bit more time. Is institutional support required to be eligible for this program?

50:10

[MM] Thank you, that's a good question. So, the aim of the program, as you might recall from the opening slides, is to strengthen the humanities at TCUs by supporting humanities research at

TCUs by individual researchers. Part of the application package requires a letter from your institution, that attests support and that if you're offered an award, you're allowed to take the award. So yes, you would need a Confirmation of Institutional Support. It doesn't have to be a long letter; it just really needs to attest to support for you, and that were you to be offered the award, you'd be allowed to take it.

50:55

And then you submit that as a separate attachment with your application.

51:02

[JL] I've noticed that we've had a couple people sign on just in the past few minutes, so I want to remind everyone that this recording will be made available on our website. If you aren't able to find it, feel free to contact us via an e-mail, and we'll send you a link.

51:19

One more question that we have, Mary: Can more than one project be funded from the same institution?

51:29

Yes, that's a great question. I know that some other agencies might only accept a limited number of applications. We can take as many applications as come in from a single institution, however.

51:48

So hopefully that encourages you to go ahead and put forth your project, and others on your campus can do so as well.

51:57

And here's our contact information again, especially since I hear that some have joined. I'm glad you could come.

52:03

As Jacob mentioned, if you go to the program webpage or you click on the original registration link, probably later tonight or sometime tomorrow, the software preserves this video. You'll be able to watch the full recording, should you wish to do so.

52:25

We're happy to take any questions that you might have here at the end of end of the hour. We have about, you know, seven more minutes. Happy to take any questions.

52:59

[JL] I actually don't have any more [questions] to report, but, you know, as you said, we can stay on for any more questions.

53:08

And, of course, if anyone has a question that you'd like to post privately, you can e-mail us at FacultyAwards@neh.gov, and we'll be happy to respond and get back to you about your question about your project.

53:20

[MM] Yes, and I'm happy to say that you can contact us through our phone numbers now, too. So, you'd be transferred to one of the program staff, myself, or Jacob or Madison's, another staff member. If we're not right there to answer the call at our computer, just leave a message and we'll call you back. And, please, feel free to do that. We're very happy to talk to you, take your

questions, and learn about your interesting project ideas. That's really one of the high points of our job—hearing from potential applicants. So, I hope you'll be in touch with us.

54:00

[JL] Well, I haven't gotten any more questions. I think maybe that's all.

54:06

[MM] That's great. I'm so glad that you all could attend. I hope that it was helpful to you. I know that there's a lot of information in here today. But if nothing else, remember that we welcome you to reach out to us through e-mail or through phone; we would be very pleased to talk with you about your projects. And please, if you have colleagues on campus who you think would be interested in applying, let them know about it too. So, I also want to thank Jacob for helping this go smoothly today. Thank you so much, Jacob, for taking the questions as well.

54:48

Alright. Well, with that, have a good afternoon or day, wherever you are, and thanks again for tuning in. We hope that you'll be in touch. Don't forget that March 3 is the draft narrative deadline and the April 14th deadline for the full proposal. We hope to hear from you and have a good afternoon.

55:06

[JL] Thank you, everyone.

55:08

[MM] Thanks.