



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF RESEARCH PROGRAMS

**SCHOLARLY EDITIONS AND
SCHOLARLY TRANSLATIONS
GRANTS**

FREQUENTLY ASKED QUESTIONS

Program Description

1. How many participants must a project have to qualify for a Scholarly Editions and Scholarly Translations Grant?

Scholarly Editions and Scholarly Translations projects must have at least two participants: an editor or translator, and one other collaborating scholar.

2. I am working on a scholarly edition or translation project, but I am the only participant. May I apply to the Scholarly Editions and Scholarly Translations Grants program?

No. Scholarly Editions and Scholarly Translations grants support the preparation of a text by a team of at least one editor or translator and one other collaborating scholar. If you are the only participant, you should apply to the [Fellowships program](#).

3. What makes a project eligible for the Scholarly Editions and Scholarly Translations Grants program?

If a team of editors is working on an authoritative edition of a text or documents—in the original language or in translation—that will be of value to humanities scholars and general readers, the project is eligible. Projects that will result in textbooks, bibliographies, descriptive catalogs, dictionaries, encyclopedias, databases, refinement of a method, or other research tools or reference works are not eligible. Applicants seeking support for such projects should apply to the [Humanities Collections and Reference Resources](#) program.

4. Our project is both an edition and a translation. Is it eligible for a Scholarly Editions and Scholarly Translations Grant?

Yes. Your project is eligible in this program.

5. Our project is a translation. Do we also need a scholarly editorial and critical apparatus?

Yes. To be eligible for funding, a project must have a scholarly editorial and critical apparatus, whether the work is in English, translated into English, or in its original language.

6. Would a new edition or translation of a work be eligible for support, if a previous edition or English-language translation already exists?

Yes, but you must make the case for such a project, by explaining in the narrative the problems or inadequacies of the earlier work—and how your project would solve the problems or remedy the inadequacies.

7. Does this program support the translation of works from English into another language?

No. This program supports only editions in their original language, and translations into English.

8. We want only to digitize an edition that has already been published. Are we eligible to apply?

No. You are eligible to apply only if you are adding a new scholarly editorial apparatus to the existing materials.

9. We want to transcribe handwritten texts and publish them. Are we eligible to apply?

No. You are eligible to apply only if you are adding a scholarly editorial apparatus to the transcriptions.

10. We want to translate into English a critical edition that was published in another language. Are we eligible to apply?

You are eligible to apply only if you are adding a scholarly editorial apparatus to the existing materials.

11. Are projects to create tools (such as digital tools, databases, visualizations, and maps) eligible in this program?

Such projects are not eligible, unless they are also producing an edition or translation. Both print and online editions are eligible.

12. Does NEH require that all Scholarly Editions and Scholarly Translations projects be published online and with free online access?

No. Although NEH encourages online publication, especially for new projects, editions and translations need not be published online. Applications for projects that intend only print publication are eligible. For further guidance applicants should consult the guidelines (specifically, the instructions for the narrative under the “Final product and dissemination” heading.)

Award Information

13. Must indirect costs be paid for out of the funds awarded by NEH, or does NEH defray indirect costs through a separate award?

NEH makes only one award, which includes all project costs—both indirect and direct.

14. Why is cost sharing important?

Cost sharing can be vital to the successful completion of a project, since the Scholarly Editions and Scholarly Translations program is often unable to support the full costs of projects approved for funding.

Eligibility

15. I am not a U.S. citizen. Am I eligible to serve as a project director in this program?

Yes. You may serve as the project director on a proposal submitted by an eligible U.S. institution.

16. I am a U.S. citizen who does not have an institutional affiliation. Am I eligible to apply for a grant in this program?

No. Only eligible U.S. institutions may apply. You may, however, apply to one of the programs for individuals, such as Fellowships.

17. I am a U.S. citizen teaching at a foreign university. Am I eligible to apply for a Scholarly Editions and Scholarly Translations grant?

No. Only eligible U.S. institutions may apply. You may only apply through an eligible sponsoring U.S. institution. You may, however, apply to one of the programs for individuals, such as Fellowships.

18. I am a U.S. citizen collaborating with someone from another country. May I include payments to this person in the project budget?

Yes. Collaborators may be from other countries, and payments to such collaborators may be included in the project budget. At least 50 percent of grant funds must, however, be used to

support research conducted at U.S.-based institutions, research conducted by citizens of or residents in the U.S., or both. A majority of each type of participant (such as directors, collaborators, participants, technical assistants, and student assistants) must be U.S. citizens or residents.

19. I am a graduate student completing my Ph.D. May I apply as a project director, co-director, or as the only collaborator in this program?

Persons enrolled in academic programs are not eligible to apply as project directors or co-directors for Scholarly Editions and Scholarly Translations grants, or to serve as the project's only collaborator. If you have passed your dissertation defense but have not yet received the degree, you are eligible to apply as a project director, co-director, or as the only collaborator through an eligible sponsoring U.S. institution. To demonstrate that you have completed the requirements for the Ph.D., you must include as an appendix to the application a letter from your dean or department chair, stating that you have successfully completed all requirements for the Ph.D. as of the application deadline.

20. Do I need to have an advanced degree such as a Ph.D. to apply as a project director for a Scholarly Editions and Scholarly Translations Grant?

No. However, your résumé should include publications, presentations, and other related experience that demonstrate your qualifications to carry out the project that you are proposing.

21. May I apply as an unaffiliated project director for a Scholarly Editions and Scholarly Translations grant, or must I apply through my institution?

No. Only eligible U.S. institutions may apply. You may only apply through an eligible sponsoring U.S. institution. Project directors affiliated with an eligible institution must apply through that institution. If the project can be better hosted by a different U.S. institution, you may apply through that institution.

22. May an institution submit more than one application to this program?

Yes, an institution may submit multiple applications for distinctly different projects. However, any one project director or co-director may direct only one application to either the Collaborative Research program or the Scholarly Editions and Scholarly Translations program, but not both. Overlapping project costs between two or more applications for federal funding and/or approved federal award budgets is not permitted.

23. May a project director or co-director submit more than one application to the Collaborative Research and Scholarly Editions and Scholarly Translations programs?

No. Project directors or co-directors may submit only one application to either the Collaborative Research program or the Scholarly Editions and Scholarly Translations program, but not both; they may, however, apply for other NEH awards, including Fellowships and Summer Stipends.

24. May a project director or co-director hold more than one award from the NEH Division of Research Programs at a time?

No. Scholarly Editions and Scholarly Translations project directors or co-directors may not hold concurrent awards from the Division of Research Programs.

Application Preparation and Submission Information

25. Must we apply through Grants.gov?

Yes. All applications to this program, both from institutions and from unaffiliated project directors, must be submitted via Grants.gov. You can find a link to the instructions on the [program resource page](#).

26. Until what time can we apply on the day of the deadline?

You may apply until 11:59 p.m., Eastern Time, on the day of the deadline. However, NEH **strongly** suggests that you submit your application no later than noon, Eastern Time, on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov. For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.

27. What constitutes a good title for my project?

Your title should be brief (not exceeding 125 characters, including spaces and punctuation) and descriptive of the project. It should also be free of specialized language that might not be understood by the general public.

NEH reserves the right to re-title funded projects that do not follow agency guidelines. Award recipients, however, are permitted to use their preferred title for any award products.

28. I am a leading scholar on a project, but my institution wants to designate an administrator to serve as the project director. Is that allowed?

No. The project director must be a leading scholar, not an administrator or press representative.

29. Neither I nor my collaborators are able to work on our project during the academic year. Can we work on our project only during the summers?

No. The Scholarly Editions and Scholarly Translations program supports sustained, full-time or part-time activities over the course of one to three years. If you are unable to devote sustained effort to your project during the course of the year, you should consider applying instead to the [Summer Stipends](#) program.

30. Must we have a contract with a publisher before applying?

No. Although having a contract would be helpful, proposals lacking a contract often are successful, so long as there is an appropriate and feasible plan to disseminate the results.

31. We have some supporting materials that are not in electronic format. How can we submit them?

You must convert them into one or more PDF files. All materials must be submitted electronically (as PDF files) through Grants.gov. Make sure that all files in formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains multiple PDFs, you must merge those documents into a single PDF. Do not attach a zip file containing multiple PDFs.

32. We expect to receive some supporting materials after the deadline. Can they be added to our application?

No. New materials may not be added to an application after the deadline.

33. May the project director also serve as the institutional grant administrator?

No. As a matter of NEH policy, the same individual may not serve as the Project Director and Primary Contact/Grants Administrator.

Budgets

34. Does the Scholarly Editions and Scholarly Translations program support the payment of open access fees?

Yes, if you know the exact amount of the fees and submit supporting documentation.

35. Some of the items on our budget form can't be explained in the space available. Can we submit an additional written explanation for these items?

Yes. You must include a budget justification, which briefly describes the amounts requested for each line item of the budget. The Budget justification should specifically describe how each item will support the achievement of the proposed objectives. If the application requests support for a larger project, describe the overall design of the whole project and clearly delineate the specific part intended for NEH funding through this application in the "History of the project and its productivity" section of the narrative. The budget form should only include costs that NEH is asked to support. Prospective applicants are urged to consult with program staff or the NEH Office of Grant Management to avoid requesting budget items that NEH cannot support.

36. How do we explain our voluntary cost-sharing arrangements and third-party contributions?

Itemize these amounts on a separate, secondary spreadsheet to make clear what parts of the project will be supported by non-NEH sources. You may also provide this information in budget justification. All sources from which you are requesting or receiving support must also be listed in the **Statement of funding received and requested**. Include in this statement funds that you anticipate receiving from NEH, as well as funds that you are requesting from other funders.

37. Members of our project team travel regularly to the national conference for our discipline. May we charge these costs to the project budget?

No. The program does not provide funding for this purpose.

38. Our project requires travel to other cities in the U.S. To lower our costs, may we stay in an Airbnb or similar lodging?

No. It is required by law that all project participants use lodging facilities in the U.S. that adhere to the Hotel and Motel Fire Safety Act of 1990 (Pub. L. No. 101-391, September 25, 1990 as amended by Pub. L. No. 105-85, November 18, 1997). Therefore, projects may not use lodging facilities such as private properties, bed and breakfast facilities, or lodging found on sites such as Airbnb or Vrbo for conference or other lodgings. A list of lodgings that meet government requirements is found on the [U.S. Fire Administration's website](#).

Application Review

39. Our previous application for a Scholarly Editions and Scholarly Translations grant was unsuccessful. Is there anything we can do to increase our chances for success next time?

In addition to examining sample proposals, familiarizing yourself with all the materials on the program resource page, and carefully reading the new guidelines, you may also ask for copies of the unattributed reviewers' comments about your proposal. For reasons of confidentiality, requests must be filed by e-mail (editions@neh.gov) by either the project director or the institutional grants administrator.

40. We applied for a grant last year and were unsuccessful. Will this be held against us if we apply again this year?

No. NEH regards all applications as new applications. The evaluators of your previous application will not evaluate your new application.

41. We have previously received funding in this program. What should we do before submitting our next application?

You are encouraged to ask for copies of the reviewers' comments on your most recent application. You may also want to consult the sample narratives from successful applications

that are available on the [program resource page](#). In the application you must also demonstrate clearly what the project has produced with previous NEH support.

42. What help is available for all applicants?

The staff of the Scholarly Editions and Scholarly Translations program is available to answer your questions. All applicants are encouraged to visit the [program resource page](#), where they will find useful information, including the guidelines and the narrative sections of sample funded proposals. Applicants with questions may contact staff by telephone (202-606-8200) or e-mail (editions@neh.gov).