

0:05

Hello, everyone. It's great that you could come today. Thank you so much for coming to this NEH webinar on the Awards for Faculty at HBCUs Program. I'm Mary Macklem, and I'm joined by my colleague, Jacob Lusk here today. Maybe we'll give thirty seconds more to people who might be entering the call a little bit late, and then we can go ahead and get started.

0:52

OK, I see my computer clock says it's 11:01 am, Eastern Time, so, let's go ahead and get started. And thanks again for coming. I just wanted to thank you again for coming and to let you know that this is an opportunity to find out more about the program, the NEH Awards for Faculty at HBCUs program, and to ask questions. The Notice of Funding Opportunity has recently been posted and applications can now be submitted. The deadline is April 14th, 2021.

1:26

The notifications will be made in late December 2021 for projects starting on January 1st, 2022, or later.

1:36

A quick introduction. First, I already gave you my name. I'm Mary Macklem. I'm a Program Officer in the NEH Division of Research Programs, and I'm the team lead for our three Awards for Faculty programs. These are open to HBCUs, HSIs, and TCUs. Today, we'll be talking about the HBCU program. I'm a musicologist by training, and I've been at NEH for just over eight years. And I'm delighted that you could come meet with us today. I'm joined here by my colleague, Jacob Lusk, and I'll let him say a greeting.

2:11

[JL] Hi everyone. My name's Jacob Lusk. I am a program analyst in the Division of Research Programs. I work with this program, as well as a few others. And I'm happy that you're all able to be here today.

2:23

[MM] And Jacob is going to be helping me to answer questions later on today. Just to give you a sense of how the hour will operate: I'll be speaking for about 35 minutes, and then we'll spend the rest of the time answering your questions. Please send your questions through the Go to Webinar interface at any time using the question function, either during or after the presentation. Jacob will collect them, and then we will take time at the end to go through your questions, as many as we can get to. And, please, if, for some reason, there are so many questions that we can't get to all of them during this hour, please be sure to follow up with us on e-mail.

3:03

We have our e-mail address on this screen, FacultyAwards@neh.gov, and we will be happy to take your questions in that venue, as well. And, just to let you know, the webinar is recorded; it's recording right now, and it will be archived and available to you and to others who would like to look at it. There will be an updated link on the program webpage. I will also put up, in a few weeks time . . . the PowerPoint slides, if you want to look at those, and a transcript of the event as well.

3:44

Alright, well, with that, let's get into the agenda for today.

3:48

And, so, I'll talk a bit during the first part of today's presentation. Here is our agenda. to give you an overview. We'll first look at the program goals. We'll discuss eligibility.

4:03

We'll take a look at the review criteria, talk about what your application needs to include, and explain how to submit the application through grants.gov. And, again, as I talk, please do feel free to type in your questions, and we'll get to them at the end of the presentation. There's a link on this screen to the program webpage, which has all the information we'll be talking about today, including the Notice of Funding Opportunity.

4:35

Some other resources are also on that webpage.

4:42

OK, so first, to take a look at the goals of the program. The program seeks to strengthen HBCUs 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.

5:04

Projects can be designed for various audiences, whether other scholars, undergraduate students, or the general public, or some combination thereof. A hallmark of this program is flexibility. Recipients can pursue projects part-time, or full-time, or in combination. I'll say more about these aspects of flexibility later in the presentation.

5:28

In addition, please note that no cost sharing is required. Also to note, the funds go directly to the individual faculty or staff member. So, there are no indirect costs, there are no budgets and so on with this program. It is an individual grant program. I'm happy to talk more about that later if you need more information about that.

5:53

I wanted to take a look [at this slide] to give you an idea of the types of projects that have been funded by the program.

5:59

Here are three recent books whose authors received support through this program. The first is a literary study authored by Robert Azzarello. He's a professor at Southern University of New Orleans. The book addresses literary aspects of decadence through analysis of the city's 300-year history, across different genres and languages. He requested and received 10 months of half-time support and two months of full-time support. The book came out in 2019.

6:27

The second book that's pictured here is a historical study of Perry County, Alabama and the Reconstruction era. The author Bertis English, is a Professor at Alabama State University, and he requested and received 24 months of half-time support for his work on this project. And this book just came out in the Fall in 2020.

6:50

The last project on your screen was authored by Dior Konate of South Carolina State University.

6:55

It's a historical study of architecture, prisons and punishment in colonial Senegal. The applicant requested and received 10 months of support for travel to and research in archives and other activities. And this book was published in 2018.

7:13

I just want to make sure the technology is all working OK for you. Jacob, I see two images of you now -- I think it's just that one is frozen.

7:28

Let me just welcome you to let us know if you have any technology difficulties. Because we can try to figure it out and work it out—if we know that the sound isn't working, or the screen isn't moving, and that kind of thing.

7:45

Jacob, are you still there?

7:48

[JL] Yes, I'm here; I'm sorry. I got kicked off a minute ago, but I am here. [MM] OK, great, and the recording is still going forward okay? [JL] Yes. [MM] That's wonderful. OK, great, thank you. And just to make sure you can see the same screen: I'm showing the picture of the three books.

8:09

OK, got it. In the Washington, DC region, last night, we had a bit of ice, and we've had some power issues, at least where I am coming from. Hopefully, things will continue to move along okay. [This slide asks] what are the humanities? I wanted to talk a little bit about this. The NEH and NEA were created by Congress in 1965. NEH supports work that engages a wide variety of audiences with the humanities.

8:39

NEH has a capacious definition of the humanities.

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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:

8:56

Language, both modern and classical,

8:59

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

9:11

those aspects of social sciences, which have humanistic content and employ humanistic methods, and the study and application of the humanities, to the human environment, with particular attention to reflecting our diverse heritage, traditions, and history, and to the relevance of the humanities to the current conditions of national life.

9:30

So that was a long quotation. What I wanted to explain is that we do have a capacious definition of the humanities. And we start with this definition and move forward with that. Just to give you an idea of the various disciplines that might be supported through our programs.

9:49

So now, turning a little bit more to eligibility requirements: all full-time, part-time, adjunct, and retired faculty

9:57

and/or staff affiliated with an HBCU are eligible for this program. And if you look at the Notice of Funding Opportunity, pages 3-4 give a full discussion of eligibility.

10:11

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

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No advanced degree is required.

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However, you may not be currently enrolled in a degree program and apply to this program.

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Just a note about that: If you've satisfied all the requirements for a degree and are awaiting its 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, April 14th, 2021.

10:50

So, now, I have a few slides that offer more in depth [information] about the program, starting with some important dates for the program this year. 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.

11:10

Drafts must be submitted to the FacultyAwards@neh.gov e-mail no later than February 17th, 2021.

11:19

We can't look at anything that comes in after that time. So, I would encourage you to be sure to get them to us if you would like us to look at them. And I also should say that these are optional, if you would like some staff feedback. [These] have no bearing on the review process.

11:38

We try to be helpful: If we see that you've omitted something that should be included, or if we see that there is a way that you could, you know, strengthen your discussion of methods, then we will try to be helpful with that. So, that's an option for you. The program deadline for applications 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.

12:08

We recommend 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.

12:20

And lastly, decisions will be announced December 2021. 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.

12:45

So, moving on to some of the program details about project types. As I mentioned previously, a key feature of this program is flexibility in both project types and work plans. So, let's look at project types that the program can support.

13:02

You will notice from this list that all projects must be based on humanities research—research in literature, philosophy, history, and so forth. So, those disciplines that I indicated in the earlier slide on NEH's definition of the humanities.

13:18

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,

13:28

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.

13:42

However, research projects can also support institutional or community goals or interests and draw on institutional or community archival collections, for example.

13:53

Or, projects can improve an existing undergraduate course revision. 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.

14:09

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

14:18

A recently funded course revision project in the Awards for Faculty at HSIs program, for example, will examine the connections between Italian, Spanish and Latin American cultural heritages for a class on Italian culture and language studies.

14:33

You can also see the Notice of Funding Opportunity, p. 16, for complete details on what funds cannot be used for.

14:42

And, lastly, the idea is that this is a flexible program, and it is responsive to your project ideas in humanities research. If you have questions about your project idea, or just want to talk it over with someone, we would be happy to take your questions. So, please be in touch with us. You can e-mail us at FacultyAwards@neh.gov, or you can reach us by phone at (202) 606-8200, and we will return your call when we get your message.

15:18

So, the next screen shows additional key program details. What are some typical activities and products that result from this program?

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The program supports a wide range of projects, as I mentioned in the preceding screen, and they're all founded on humanities research.

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A wide range of methods and activities can be supported, including archival research in local or distant repositories, collection of oral histories, and ethnography.

15:50

Or, you may be working from a home or university office on editing, writing, and revision.

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No budget is required, and one should not be submitted.

16:01

In terms of the print and digital products that I have on the right side of your screen: undergraduate course revisions. These can be supported; there's an asterisk because it must be a revision. It cannot be a new course. It must be something that's been taught previously.

16:21

Also, it must be an undergraduate course, or primarily an undergraduate course. Graduate courses are not supported in this program.

16:29

Typical products that result from this grant are articles, monographs, translations, editions, and other interpretive tools.

16:38

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. Products centered on community or institutional goals, might result in other types of print or digital materials.

16:57

So, a third slide or fourth slide talking about key program details. This pertains to your work plan.

17:05

As I mentioned earlier, a key feature of the program is flexibility, in both project types and work plans.

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Applicants may work between half time and full time on a project, or in combination, starting as early as January 1, 2022.

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The period of performance must be continuous. The award tenure is between 2 to 12 months full-time equivalent.

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New this year, so I want to make sure to mention this, is that the work plan must be submitted as a separate attachment, Attachment 2. You can find out more about what the work plan attachment should include in pp. 11-12 of the Notice of Funding Opportunity.

17:46

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 application form 1 [on grants.gov]. This is the Application for Federal Assistance, the individual form.

18:03

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

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As an example, if your normal teaching and administrative load is four classes per semester, and you apply to pursue the NEH project half time, you're teaching schedule must be reduced to two classes per semester.

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Administrative loads and so on should also be reduced accordingly.

18:28

You can address this in the application to clarify to reviewers how much support you are requesting. And particularly, how much time you are requesting to work on the NEH project. Another tip is to be very specific with your work plans.

18:42

What work on the project has been completed already?

18:45

What work will you do during the award tenure? Break the work down into two or three month increments.

18:52

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

19:04

Also, while you do not 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.

19:16

And again, don't forget that Attachment 2, the work plan, must be a separate attachment this year.

19:24

So, now that we have looked at what kinds of projects the program can support and other key details such as work plans and deadlines, we're going to turn to how your proposal will be evaluated.

19:36

All proposals go through a multi-stage peer review process, and you can find out more about the peer review process on our website. Here's a slide with the criteria for this program. These criteria appear in the Notice of Funding Opportunity, pp.17-18.

19:53

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.

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I'll take a little bit of time to go through these, to talk through them a bit. Number one, 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.

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

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

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

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Criterion two addresses the quality of the conception, definition, organization, and description of the project, and the clarity of expression.

20:53

Generally, peer reviewers find that a well-written, clear application is a predictor of the quality of the planned publication.

21:01

So, writing a good abstract and narrative is important.

21:04

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

21:11

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

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

21:28

Number three, as I mentioned in a previous slide and attachment 2, provide a detailed work plan, broken into two to three months segments.

21:37

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.

21:54

Criterion four asks reviewers to consider the applicant's preparation for the project.

21:59

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.

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The last criterion pertains to the likelihood that the project will be completed, and the dissemination and access plan. Mention the expected publication and other outcomes of the project.

22:22

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.

22:32

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

22:43

So, now, taking a look at a complete application package: Here is a list of the items you will need to submit by the April 14th, 2021 deadline.

22:54

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

22:59

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

23:09

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

23:19

You can write and assemble all of the attachments without being signed in to grants.gov. The grants.gov forms will need to be completed in grants.gov.

23:29

So here are some tips. I just want to make sure Jacob is still with us. Jacob, can you hear me?

23:35

[JL] Yes, I'm still here. [MM] Your webcam is off, that's OK. I just wanted to make sure that we weren't having any recording difficulties or any problems.

23:48

Great. Thanks. So here are some tips. Files should be named and attached as indicated.

23:57

Files must be PDFs, or they will be rejected, so if you forget and you submit a “.doc,” grants.gov will not take that.

24:07

The SF 424 form includes a request for your e-mail. NEH will contact you through this e-mail, so make sure that it is correct.

24:18

For your project information, take time to write an informative project title and project description, because this will appear on your application cover sheet and serve as a project abstract during the review process. And 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 on this form will determine the maximum amount of your award. So, some details there . . . to make sure you've attended to.

24:52

And on this list, so the first forms, these are grants.gov forms, but you also will need to have ready attachments. And those [attachments] are what you can prepare certainly well in advance, so that you have them saved as PDFs and you've, you know, finished everything that you wanted to finish. And then when you're ready, go into the grants.gov portal and begin to work on these grants.gov forms.

25:19

I mentioned already that there are some additional things to have ready to go when you're ready to submit. The Project Summary and Title will be requested in the grants.gov form [called] the Application for Federal Assistance, SF 424 Individual. That's the form where you'll be asked to enter that. I suggest you compose your abstract and title in advance of filling out this form, so that you have it ready to go when you're preparing to submit the application package.

25:46

You will also need contact information for two referees.

25:49

These will be entered on the NEH Supplemental Information Form for individuals. NEH will contact referees after the program deadline. You can monitor whether referees have submitted letters after the deadline, and you will receive a link to do so from NEH after you have submitted your application.

26:09

As a reminder, no budget is required, and you should not submit one.

26:17

So now, just to take a look at one of these attachments in particular, the narrative. This is the document which explains your project to reviewers. It is a three-page document.

26:29

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

26:49

I already talked about many of these areas. You'll notice they correspond to the criteria for the program. So, you can look in the Notice of Funding Opportunity. We have a table that links the criteria with the sections of the narrative and the other pieces of your application, so I would just attend to that.

27:13

And we also have some application samples up on the program web page that may help you get an idea of how other applicants have navigated the narrative, and made an argument for the project.

27:28

Looking at the other attachments. Going back to the whole application package, as you recall, there was a long list of eight attachments, in addition to the grants.gov forms.

27:40

So looking a bit at these other attachments, you have a work plan, bibliography, a resume or CV, confirmation of institutional support. Then there are three conditionally required attachments, meaning if your project requires one of those, you should submit it. If your project does not require these, do not submit these conditionally required attachments.

28:08

I already discussed the work plan attachment previously. You will need to attach some other documents. I won't go into the work plan again since we already discussed that, other than to remind you to be very specific about whether you're asking for part-time or full-time. If it's part-time, is at three-quarters time? We had one recipient recently have seven-eighths time. Is it half time? Just be very clear for reviewers, so that they understand how much time you are requesting support for.

28:44

The bibliography. This is a one-page document.

28:48

Sources should show the range and scope of projects.

28:52

Both primary and secondary sources are helpful to include; this gives panelists an indication of the scope of the project. Everyone is aware that a one-page bibliography is very brief for a large project, so therefore it's important to choose carefully what you want to include.

29:10

The bibliography.

29:12

The resume is a two-page document. When you upload it, it will be called resume, but it's your CV. And, of course, it's also very brief. The Notice of Funding Opportunity indicates what you should include.

29:28

Things such as your terminal degree. If you wrote a dissertation, what your dissertation title was; if you have published articles or books, you could include those. If you have different language competencies, and you're using those for the project, you definitely want to include those. So please see the Notice of Funding Opportunity for a full discussion.

29:53

[Next], the confirmation of institutional support.

29:56

This document should be written on letterhead by a dean or a department chair, or someone at your university, who is in the position of verifying that you would be allowed to take the award if offered it.

30:09

It should also indicate support for the amount of time, or the support, that you're requesting.

30:14

So please see the Notice of Funding Opportunity for additional information. The function of this document—it doesn't need to be a lengthy letter. Rather, it really just needs to confirm that your institution is aware that you are applying and is supportive of you taking the award were you to be offered it—

30:34

even though this might reduce your teaching load, for example, or your administrative work.

30:41

Lastly, conditionally required attachments. As I said, only submit these if your project and application require it.

30:48

For example, if you are proposing a translation or editions project, you should submit a one-page sample of the material to be translated and a sample of your work.

30:59

This is also where you will submit materials for a course revision project or if you have completed all requirements for a degree by the application deadline and are just waiting for degree conferral. So, we have full information in the Notice of Funding Opportunity on these conditionally required appendices, documents, attachments.

31:19

[JL] Mary, some of our participants wrote in to say that your sound cut out for just a second. I think it's fine now, but could you restate what the page lengths are for each of the attachments?

31:32

[MM] The page lengths? Absolutely. Thank you for letting us know that there was a problem. So your work plan is a one-page document. Your bibliography is a one-page document.

31:43

Your resume, or CV; it is abbreviated as a two-page document.

31:47

And the confirmation of institutional support. We don't have a page limit, I don't believe, but it's really intended to be a brief document. So probably one page. And the other attachments [e.g., conditionally required] have varied page lengths, so I would refer you to the Notice of Funding Opportunity to see if you need to submit something in that area.

32:10

Thanks again for that question and for letting us know that there was a problem.

32:16

So, once you've written your documents, your attachments, you save them as PDFs. You have your letters of reference. You've got your referees in mind who you are going to ask [write for

you], and you've, you know, hopefully corresponded with them and talked to them about your project. So you're ready to go, How do you go about submitting your application to grants.gov?

32:39

Even before you've completed your attachments, I encourage you to register with grants.gov, and you can even do that today. So, I would urge you to do it as soon as you can, because sometimes it takes a bit of time for the registration to go through. And you don't want to be trying to do that while you are under a time pressure to submit the application package. Once you go into grants.gov, you will need to create an individual applicant profile in your account. So, as I mentioned in the beginning, this is a program for individuals. The institution does not submit the application through their institutional account; you will need to have your own account through grants.gov, and submit [your application] through that [account]. Of course, [your institution] could help you do this, but you will need your own account.

33:24

And we recommend that you submit your application several days early, to allow time for technical problems. As I mentioned, all attachments must be PDFs. If you attach it as a “.doc,” for example, your application will be rejected.

33:40

So please leave enough time for this kind of error, as well as any technology problems that could occur. Because, as I mentioned, applications that come in after the deadline will not be reviewed. Give yourself plenty of time for, you know, mistakes, omissions, those kinds of things, in addition to technology difficulties.

34:02

And then I would just give you a resource. The grants.gov is a separate portal for government [grant applications], and they have a 24/7 hotline to help with questions, a helpline. It's 1-800-518-4726.

34:22

So, on this slide, I have “Resources for Applicants.” It summarizes some other resources available to you as you prepare your application.

34:32

Please see the Program website link at the bottom of the screen, as this is where you will find the print materials. First and foremost, I urge you to read the full Notice of Funding Opportunity. I've referred to it throughout the presentation today.

34:47

It's a rather lengthy document. It's about 20 pages or so, but all of the materials that you need to submit, and all of those we've discussed today, are fully described in this document. In addition, other details, such as eligibility, deadlines, and the criteria are also addressed in the Notice of Funding Opportunity.

35:08

And finally, there are instructions about how to go about submitting your proposal in this document.

35:15

We also have some sample application narratives available to you on our website, and these are actual applications that were submitted by applicants and subsequently funded. They're not

intended to be exact models, but rather suggestive of the variety of ways that applicants have successfully crafted an application narrative.

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And we have various disciplines represented as well—so history, literature, and so forth—of projects that have been funded.

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So [these] can give you an idea of how others have [written this document].

35:44

And, just as a reminder, this is the first year where the work plan is a separate attachment.

35:51

So, keep that in mind. [These were written in response to] an earlier version of this program, where the work plan was part of the narrative. but I still hope that it will be helpful for you to see these].

36:04

A reminder that staff encourage you to submit a draft narrative. Jacob and I would be happy to see your draft narratives. They must be received no later than February 17th, 2021, at the FacultyAwards@neh.gov e-mail box, or we can't look at them. These are optional. As I mentioned, they don't have a bearing on the review process, but we hope they would be helpful. I think we forgot to update the date on this slide, but that's last year's draft deadline.

36:37

Sorry, everyone. You actually have five more days this year, to February 17th, 2021. Before I post the PDFs, I will fix that date for you. Thank you, Jacob, for pointing that out. And sometimes we get asked, when do the staff comments come back? We do try our hardest to get them to you as soon as we can. But certainly, within 7 to 10 days of the application deadline, we will try to get you back some comments on your narrative.

37:05

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; you can look at the list to get a sense of other types of projects that have been funded.

37:18

And we have a brief FAQ document. It has a table listing some of the main differences between the Awards for Faculty and Fellowships program, if that would be helpful. And we also have suggestions about project titles, and some other topics in that document.

37:33

And then lastly, don't forget to reach out to us, the NEH staff. We're always happy to talk with potential applicants about project ideas and answer questions. And it is actually one of the most pleasing things that we get to do in our job. We're happy to talk to you, so please don't hesitate to reach out; e-mail is good, and we can set up a time to talk. You can phone us.

37:57

So, that comes to our [next to] last slide; I have a slide for questions. Our last slide is our contact information, which is what we showed you before.

38:06

But again, it's the FacultyAwards@neh.gov, and our phone number is 202-606-8200. And, I'm going to go now to the slide where it has questions. I will wait to hear your questions first, but if there are no questions, then I'm happy to talk about these questions. So, just trying to be as most helpful as we can. Jacob is monitoring the question box, and he and I will both answer your questions. Happy to take your questions.

38:38

[JL] Sure. And we do have a few questions that I think are good for the group.

38:41

So, Mary, the first question is—I'll take this one, simple question. Can more than one project be funded from the same institution? And the answer to that question is yes. These are individual awards, so if you apply and one of your colleagues at your institution also apply, you're both eligible. We wouldn't decline to fund one of you because we funded [another application from your institution]; that's not part of the process.

39:10

Mary, we have another question.

39:12

Is institutional support required to be eligible for the award?

39:18

[JL] So, as I mentioned, a confirmation of institutional support is required. We want to make sure that you and your institution have talked about the program and worked it out, because it will [likely] reduce your teaching load or your administrative work, as well. So that's why we asked for the confirmation of institutional support.

39:44

[JL] OK, and what about for faculty or staff who are retired? [MM] Retired faculty are fully eligible for the program and encouraged to apply. You would still need a document from the institution.

40:04

[JL] Our next question is—we're getting several questions, actually, from everyone, about who should be selected as letter writers. Each applicant is able to select two people to submit a letter of recommendation for their application, and they'd like to hear a little bit more about who might be the most strategic choice.

40:23

[MM] Sure, that's a great question. I'm happy to talk about that for a minute. I think, in my personal experience, what I would recommend is looking for referees who know your project, well—the project for which you are seeking support. [This may be more helpful] than someone who is a big name, perhaps, in the field, but hasn't kept up with your work, or someone who you worked with, or who knew your work, you know, 10 years ago, but maybe hasn't kept up. So, someone who can speak to the value of your project and to your methods and to the stage of the work—that tends to make for stronger letters, as these are more detailed and give panelists a clear sense of your project and its significance, as well as the stage of the work.

41:07

With that, I would [also] recommend that you reach out to your referees in advance of the application deadline and share your proposals with the referees. Talk with them if you can,

41:23

so that they have full information when they go to write you the recommendation.

41:32

In terms of the process of that. You'll submit your applications by April 14th; then there is work at NEH to do to make sure the applications are complete and looking over the applications that [have] come in. But at a certain time, usually about 10 days to two weeks after the application deadline, we will e-mail your referees. So whatever e-mails you've put in, the referees will be asked to submit their letter of reference. And we list for them, you know, the criteria, and ask them to speak to those areas. So, again, I would just say the more that you know your referees and that they understand where you are with your project—this can make for a more detailed letter.

42:23

[JL] We have one question about dissertation revisions. I can say that dissertation revision projects are allowed in this program, but applicants should fully describe how the new project moves beyond the original dissertation and what new work you'll be pursuing.

42:46

Is there anything else you wanted to say about them?

42:48

[MM] I think you covered it. I mean, we certainly see dissertation revision projects come into this program, and we encourage them—that's great. But, as Jacob mentioned, it's very important that you articulate 1), that it is a dissertation revision, and it is based on your dissertation, and 2), in the narrative, you say this and explain how [the project] goes beyond [the original dissertation].

43:10

So, maybe a new chapter you're adding, maybe you're looking at new archives, that kind of thing. [JL] We have a few questions about collaborative projects—folks working together on the same project, or who are working with similar archival materials for different projects. And you want to speak a little bit about that?

43:31

[MM] Sure, I'm happy to talk about that. So, as I mentioned at the beginning, this is primarily an individual grant program, in that it's intended for individuals. And the individual faculty or staff member submits the proposal.

43:49

You can apply, [however], if you're working with another person.

43:53

In this case, each of you would need to submit a proposal if you both want funding. If only you are looking for funding, but you are working with someone else, then you should be very clear about how your work depends on that of the other collaborators—what you will be doing versus what they will be doing.

44:17

And, I think, if you think about it from the perspective of the criteria for the program, the panelists are asked to look at your work plans. They're asked to look at your competencies for the project, and they're asked to look at the likelihood the project will be completed. So, if you

are working with someone else, you need to, you know, shed as much light as possible on how this person you're working with will have an impact on the project. And I would also say that we have a separate Collaborative Research program at NEH, which is designed to support two or more researchers; so you might also want to look into that. That might be a better fit. We also have a program through the Division of Education Programs at NEH that funds curriculum and professional development for groups of faculty members.

45:12

So, just some options for you. And lastly, the Notice of Funding Opportunity does provide a little bit of information about collaborative projects, and what things to consider with that, along with links to some of our other programs.

45:27

So, I hope that answers that.

45:31

[JL] We're getting a few questions about concurrent applications, so I'll just quickly say that if you apply to the Awards for Faculty program, you cannot apply concurrently to the fellowships program. You can apply to the Summer Stipend program,

45:50

which I believe has a deadline later in the year—in September. So yes, you can apply to several programs [concurrently]. If you are affiliated with another NEH institutional grant, from either Research or from another [NEH] Division, I believe the rule is that you cannot serve as the Project Director and hold a fellowship at the same time.

46:19

Does that sound right to you, Mary?

46:21

[MM] Yes, I think that sounds right.

46:24

[JL] So we've had a few questions about that. And I just wanted to address that quickly.

46:29

Mary, two questions in one here. How does the Awards for Faculty program compare to the Fellowships program, and how many awards are made in this program? [MM] Thank you. Those are great questions.

46:44

So, the first part of that is, is how do the two programs compare—the Awards for Faculty Program versus the NEH Fellowships Program?

46:54

First off, I will say that there are overlaps between the programs; they both support individual researchers, and they both support humanities research leading to scholarly products such as books, articles, editions and translations, and so forth. So, that's the commonality between the programs. But there are some differences. I would also refer you to the FAQ document. We have a table there that lays out some of the main differences between these programs—the similarities and differences.

47:29

The flexibility of work plans that the Awards for Faculty Program offers is not something that is occurs at Fellowships. So, you can work from 2 to 12 months in the Awards for Faculty Program, full-time equivalent.

47:47

And you can work part-time in this program. So, there's some flexibility. We sometimes see applicants who propose to work halftime, for example, during the semester; they continue to teach half time while they pursue the NEH project half time. And then, in the summer, perhaps, you have opportunity to go to a full-time work plan with NEH. So then you could move to a full-time work plan and then back to part-time plan, that kind of thing.

48:16

So, that's one difference: the flexibility in work plans.

48:20

Also, Awards for Faculty can support shorter durations—so two months to twelve months, full-time equivalent, whereas fellowships support six months to twelve months full-time [only]. So that's a difference. The other thing to note is that the Awards for Faculty can support project types that might not work for Fellowships. For example, you can do an undergraduate course revision; that's not eligible in Fellowships, for example.

48:53

Or, certain projects that have a community or institutional goal, for example, might be a better fit for the Awards for Faculty program. You are certainly welcome to call us, and we can talk through the options. Ultimately, it's your decision regarding which program to which to apply, but we're happy to talk through it.

49:14

Sometimes, it's just going to be a choice that you'll make. Your project could be eligible in either one, and then it will be [your] choice. The other thing that you asked about was the funding ratio? Was that it, Jacob? Yes, that's right.

49:35

We can talk about that. So, on each program page, at NEH, for whichever program, if you scroll down to the bottom of the landing page, we do have the funding ratio and the average rates from the last five years. So, currently, for the Awards for Faculty page, across all three programs, over the last five years, we have about an 11% funding ratio.

50:03

And Fellowships, I haven't looked at this of late, but you can find out the funding ratio for Fellowships, as well, in that same way.

50:12

I hope I got everything, did I? If there's more, just type in some more questions. We'll try to get to them.

50:18

[JL] Yes, and I'll say here, we have 10 minutes left. I'm getting quite a number of questions, some of them are very specific to people's individual projects, So, if that's the case, feel free to e-mail us at FacultyAwards@neh.gov, and we'll be happy to provide you with an answer.

50:40

We've gotten a few more questions about who's eligible from a disciplinary standpoint. Someone writes to ask, if you're a psychologist, if they can apply. I would say [that] every applicant has to make the case for the significance of the humanities research that they're proposing and its impact on humanities fields. Would you agree? [MM] Yes, I think that's right. [JL] So, I would just look at the criteria and make the case. [MM] Just as Jacob said, we do see applications in psychology come in, and those are evaluated.

51:23

So certainly, it is eligible. Jacob is pointing you in exactly the right direction—to make the case for humanities significance.

51:35

[MM] We're also getting a few questions about the way that this grant is paid out, how the funds are meant to be used, etc.

51:46

[MM] I'm happy to answer, or you can, too. I know you deal a lot with this, as well.

51:52

The funds go to the individual faculty member, and that's how they're intended to be used. They're intended to support your work.

52:01

They don't go, for example, for books subventions, or [student assistants], or this kind of thing.

52:08

In terms of how they are distributed, I think they are still distributed quarterly. I don't know if Jacob has more information.

52:19

[JL] Usually quarterly. For example, if someone were to have a year-long award, I think the Office of Grants Management would usually set it up in such a way that it was every three months that you would get a payment for the subsequent three months.

52:32

But I've noticed that this can sort of be tailored to each individual's circumstance.

52:42

Also, these are individual grants. You apply as an individual, and the funding goes to the individual. If you get to the point where you are offered an award, you can choose to have the funds routed through your institution. Sometimes, it's common that applicants choose to do that. They're able to keep their health insurance and other benefits by doing so. But it's your choice.

53:14

And you could also have them directly deposited to your bank account, in case that was part of the question. . .

53:27

It's not allowed for institutions to keep part of the award.

53:34

Another question:

53:37

Do you need to have publication venues identified

53:41

at the time of application?

53:45

[MM] So, no, you don't need to. Certainly not. If you have an idea of places you might try, if there's a book series or a couple of book series that you're aware of, that you think perhaps your project would fit in, you can mention those.

54:02

But, certainly, no, you don't need to have any specifics on that. It helps panelists get a better sense of that criterion five, which is the dissemination and access plan, and the likelihood of completion if you have an idea of that, but it's not required that you do that.

54:29

OK, if anybody has further questions that we haven't gotten to yet, feel free to send more questions. I only have about six minutes left.

54:40

Again, if we haven't answered your question, and it's very specific to your project, feel free to e-mail us, and we'll give you an answer. OK. Are the awards taxable? So, NEH staff are not allowed to provide—we cannot provide you with tax guidance.

55:00

We have to refer you to your own tax professional.

55:14

We're still waiting for more questions. . . [MM] Someone asked me that question last week, and I realized that this is addressed in the Terms and Conditions documents. So, if, if you get to the stage where you are offered award, you then would look at the Terms and Conditions for the Awards for Faculty. And in that document, it's up on the web, [recipients are advised] to contact the IRS. Exactly as Jacob said, we cannot give advice on it, but if you wanted to look and have a little more information, you can also look into the Terms and Conditions.

55:48

[JL]Yes.

56:00

We just had a question come in, and I think there have been others that are a bit like this.

56:05

I think the question is about, if the money—since the funds are individual—provide salary replacement. I think folks are wondering: How does this relate to their salary?

56:17

Will their institution continue providing them money, or [in other words] are we providing money on top of their salaries?

56:29

So, you want to go ahead? Or, or I'm happy to [respond].

56:47

[NEH] is paying you to work on your award and to step away from your teaching and administrative responsibilities.

56:53

Some institutions are able to provide faculty or staff their salary, and there are [also] some that do not do that.

57:06

So, I do think it's important to know as early as possible what kinds of opportunities might be available at your institution to support your work. The award is made for \$5,000 per month of full-time work or are the equivalent, which would be \$2,500 a month for half-time work.

57:27

So, it would be important for you to know what opportunities are available at your university to perhaps supplement that [amount], if that were necessary, OK.

57:49

Oh, I suppose we should have expected a question about Covid-19.

57:56

Will there be any change in guidance due to Covid-19?

58:03

[MM] So, I would just say that, obviously, we're all in this situation right now, and it's hard to predict the future. I would put together your project proposal, and indicate, you know, what activities you would be doing, and what you need for that. If you are offered an award, you know, it's a long process of review. So, you put in your proposal in April, and you hear the result in December, and you could start the project as early as next January. But, you could wait to start that project until September 1st of the following year. So, there's a big window of time.

58:39

So, were you to request travel funds but it just didn't work out for you at that time? You know, you can work with us to, perhaps postpone the start of the award and so on. We have been obviously aware of the situation and working with recipients during this whole period. But I would suggest, you can also acknowledge it in the narrative. You know, the open-ended nature of the situation right now, because panelists are in the same situation.

59:11

And so, you know, you can address that, I suppose. But I would say I would articulate what you need for the project and what activities you are intending to do.

59:24

And then, if you were offered an award, you can work with us to postpone or other solutions.

59:32

[JL] Then, going off that, we have time for just a couple of quick final questions. Just to confirm, [an applicant] will be applying individually through grants.gov? That is correct. Your institution should not be applying for you with their institutional account. You'll need to make your own personal account and apply through that. And the final question was?

1:00:00

I lost track of it. Oh, yes, it was about start dates, I'm sorry. When can you start your award?

1:00:10

If you apply to this cycle and receive an award, the earliest possible start date is January 1st, 2022, and the latest possible start date is September 1st, 2023. So, for all of our recipients in this program, we give them an 18 or 19 month window in which to choose when to start your award. You do not have to start at a particular time.

1:00:34

Many people actually schedule their awards to coincide with the academic year, from fall to spring, for example.

1:00:41

So, whatever works best for your needs are, can be accommodated.

1:00:46

[MM] I would just also say that you can, so do your best thinking about when you would take the award, and discuss it with your institution, that kind of thing. But, if it turns out, after you are offered the award, that you need to tweak those dates a bit, you can change that start date at that time as well.

1:01:08

So, I see that we are at 12:00 pm, which brings us to the conclusion of the webinar. I just want to thank you again, everybody, for coming today. Really happy to have the chance to talk with you about the program. And to encourage you to please be in touch with myself and with Jacob through the FacultyAwards@neh.gov e-mail, or through our phone number. Very happy to talk with you about your projects, and to answer additional questions. So, we hope that you'll be in touch with us, and that you'll be submitting a draft on February 17th or before. If we can answer any questions, please don't hesitate. And I wanted to thank Jacob too, for taking all the questions and helping me today with all of these other aspects. So, thank you to everybody for coming, and please be in touch if we can answer your questions or help in some way.

1:02:01

[JL] Thanks again.

1:02:03

[MM] Thank you for coming.