

Disclaimer: The following slides were used to supplement a public oral presentation for potential NEH applicants to the Awards for Faculty at HSIs program. They are not intended to provide complete information about the program and they do not constitute an official statement of NEH policy. For current information about this NEH program, including eligibility requirements and the dates of deadlines, please consult the Notice of Funding Opportunity posted on the NEH website at <https://www.neh.gov/grants/research/awards-faculty-hispanic-serving-institutions>.

# Awards for Faculty at HSIs



**Free Online Information Session**  
**January 27, 2020**  
**12:30 p.m. to 1:15 p.m. EST**

**Mary Macklem, Senior Program Officer**  
**Jacob Lusk, Program Analyst**  
**Division of Research Programs**  
**National Endowment for the Humanities**  
**facultyawards@neh.gov**

# Agenda

- Program Goals
- Eligibility
- Program details
- Review criteria
- Required application materials
- Application submission
- Your Questions



**Notice of Funding Opportunity (NOFO):** <https://www.neh.gov/grants/research/awards-faculty-hispanic-serving-institutions>

**(Submit questions at any time during the presentation using the “Questions” button)**

# Goals of the Program

To **strengthen the humanities at Hispanic Serving Institutions (HSIs)** by encouraging and expanding humanities research opportunities for individual faculty and staff members.

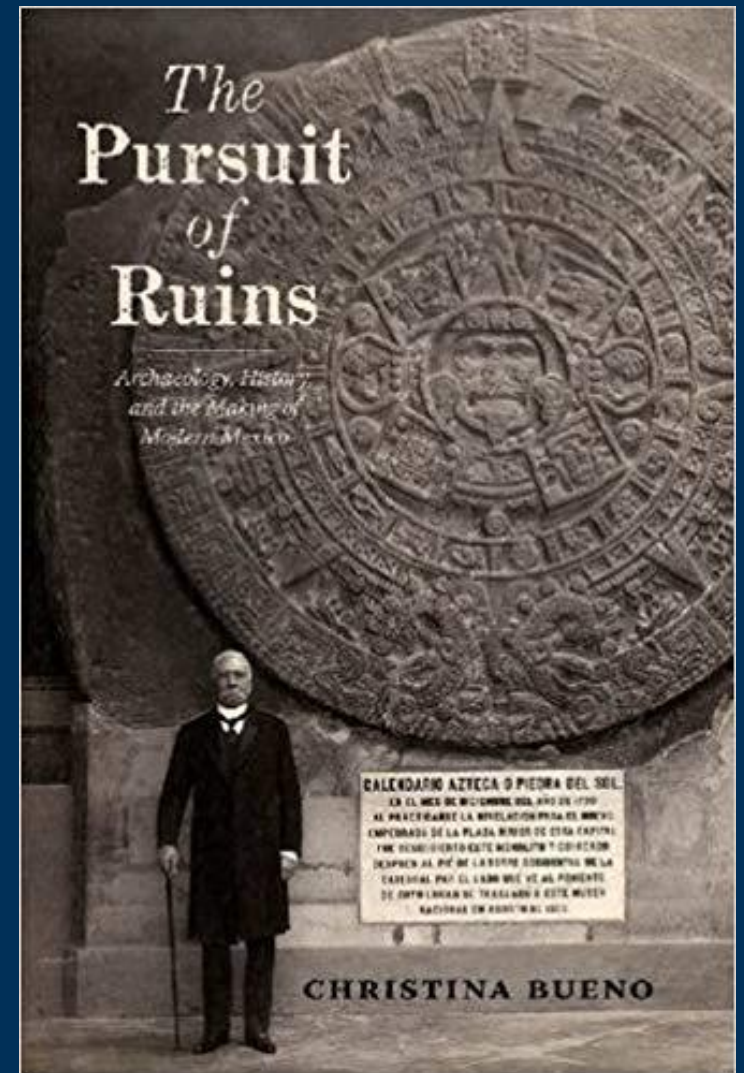
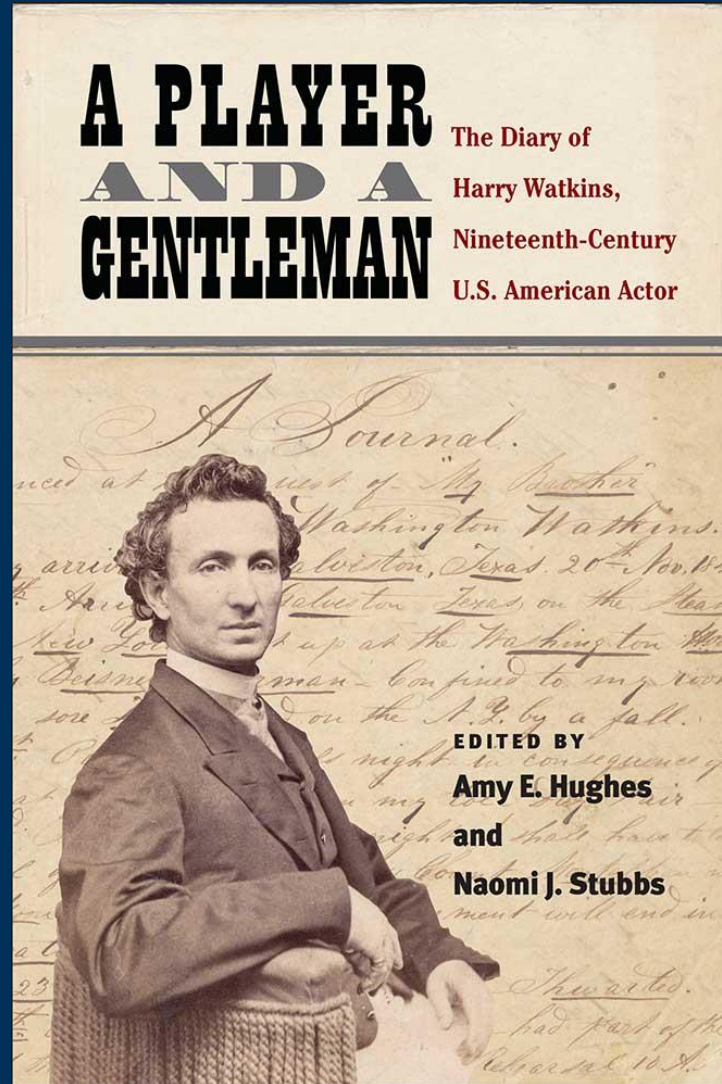
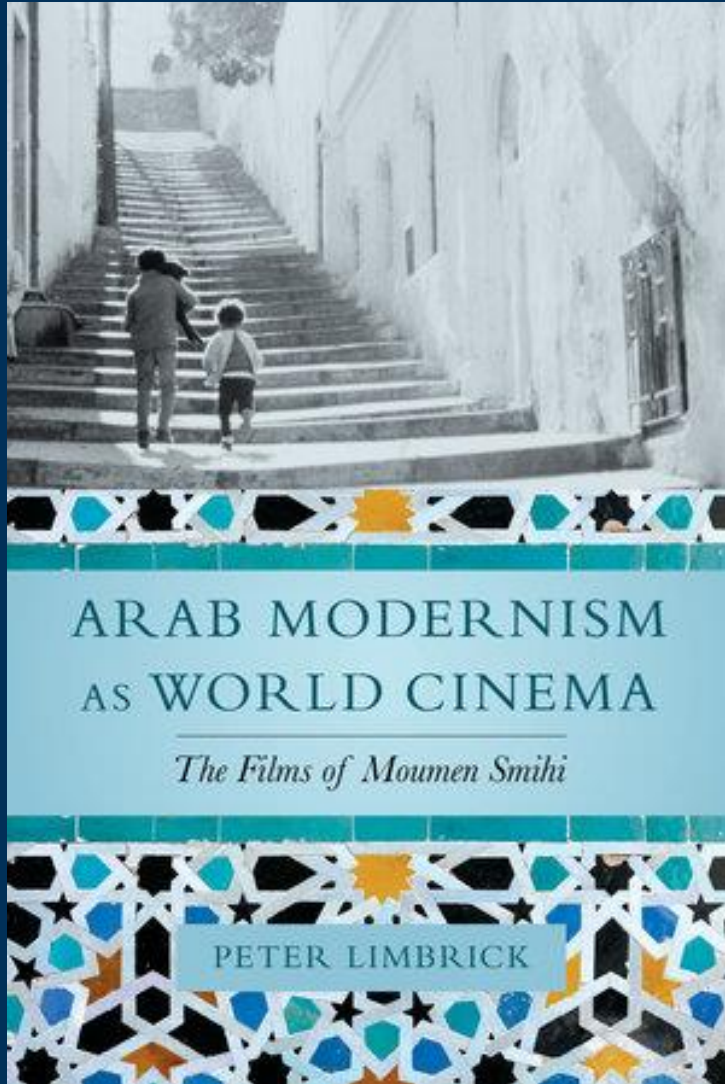
Awards support projects that are of value to humanities scholars, students, and/or general audiences.

**Flexibility** in project types and award periods.

- No cost sharing required
- Funds go to the individual faculty or staff member



# Recent projects funded through this program



# What are the **Humanities**?

- **History**
- **Literature and language**
- **History and theory of the arts**
- **Philosophy and ethics**
- **Archaeology**
- **Comparative religion**
- **Jurisprudence**
- **Social sciences and sciences employing humanistic methods**

# ■ Eligibility Requirements

Full-time, part-time, adjunct, and retired **faculty** and **staff** affiliated with an [HSI](#) are eligible

- See the [NOFO](#), pp. 3-4 for further information
- Resources include the U.S. Department of Education's 2019 [Eligibility Matrix](#)
- Open to U.S. citizens, and to foreign nationals who have been living in the U.S. for the three years preceding the April 8, 2020 application deadline.
- No advanced degree is required.
- You may not be currently enrolled in a degree program.

*NOTE:* If you have satisfied all the requirements for a degree and are awaiting its *conferral*, you are eligible, but 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 8, 2020).



# U.S. Department of Education Eligibility Matrix (Sample)

2019eligibilitymatrix [Read-Only] - Excel

File Home Insert Page Layout Formulas Data Review View Help ACROBAT Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

AV3431 5

Cell fill codes:  
 Red means an institution is ineligible to apply.  
 Yellow means an institution has conditions that need to be met before applying.  
 Green means an institution is eligible to apply.

**Legend Columns AO to BE**

**Eligibility Code**

- 1 Ineligible: does not meet minority criteria
- 2 Ineligible: no program participants in a key category, has no Pell grants, or is not a legislatively-designated institution)
- 3 Ineligible: institution is a branch campus (minority enrollment data unavailable) or has a current grant on another IS program for which a grant in this program is not allowed by law
- 4 Potentially eligible on minority grounds, but would need to apply for a waiver of the core expenses or needy student criteria
- 5 Eligible to apply for a grant for this program
- 6 Current grantee of this program
- 4R would be eligible if waived, if had non-r/v curriculum
- 5R would be eligible, if had non-r/v curriculum

5 or 6 Eligible for Federal Cost-Share Waiver

Blank No data available to make determination. Grant applications would be used to determine grant program eligibility.

Institution Name	Black %	AANAPISI Elig	AANAPISI-F Elig	ANNH Elig	ANNH-F Elig	HBCU Elig	HBCU Masters Elig	HBGI Elig	HSI Elig	HSI Stem Elig	MSEIP Elig	NASNTI Elig	NASNTI-F Elig	PBI-F	PBI-A	PPOHA Elig	SIP Elig	TCCU
2711 Texas Southmost College	0.1	1	1	1	1	2	2	2	5	5	5	1	1	1	1	2	5	2
2712 Texas State Technical College	6.3	1	1	1	1	2	2	2	5	5	5	1	1	1	1	2	5	2
2713 Texas State University	9.5	3	3	3	3	2	2	2	6	6	1	3	3	3	3	5	3	2
2714 Texas Tech University	5.9	1	1	1	1	2	2	2	5	5	1	1	1	1	1	5	5	2
2715 Texas Tech University Health Sciences Center	6.7	1	1	1	1	2	2	2	1	1	1	1	1	1	1	1	4	2
2716 Texas Tech University Health Sciences Center	0																	
2717 Texas Wesleyan University	16.1	1	1	1	1	2	2	2	5	5	1	1	1	1	1	5	5	2
2718 Texas Woman's University	17.2	1	1	1	1	2	2	2	5	5	1	1	1	1	1	5	5	2
2719 Thaddeus Stevens College of Technology	10.2	1	1	1	1	2	2	2	1	1	1	1	1	1	1	1	4	2

Eligibility Matrix 2019 Program Interactions Program Eligibility

Ready Average: 5.252688172 Count: 768 Sum: 3908 100%

<https://www2.ed.gov/about/offices/list/ope/ides/eligibility.html>



# Key Program Details: Important Dates

**Draft narrative deadline (optional):** February 12, 2020

- Submit to [facultyawards@neh.gov](mailto:facultyawards@neh.gov) with heading “draft narrative”
- Follow instructions in the [NOFO](#) when preparing it (pp. 9-12)

**Application deadline:** April 8, 2020

**Notification of decision:** Late December, 2020

**Earliest possible start date:** January 1, 2021

**Latest possible start date:** September 1, 2022



# Key Program Details: Work Plans

## FLEXIBILITY IN WORK PLANS

- **Part time, full time, and combination** work plans supported
- **Period of performance must be continuous**

Duration: 2-12 months of full-time work (or the part-time equivalent)

Minimum time commitment: At least half-time for the duration of the award

Stipend: \$5,000 per full-time month (or part-time equivalent)

Maximum award: \$60,000 for 12 full-time months (or part-time equivalent)



# ■ Key Program Details: Project Types

## FLEXIBILITY IN PROJECT TYPES

**humanities research** in primary and secondary materials leading to the development of books, monographs, peer-reviewed articles, e-books, digital materials, translations with annotations or a critical apparatus, critical editions, or other scholarly resources

**humanities research** related to institutional or community goals or interests, such as projects that draw on institutional or community archival collections, or the development of materials in support of culture or language preservation and revitalization

**humanities research** leading to the improvement of an existing undergraduate course, including the development of humanities resources (for example, oral histories, identification of previously unavailable primary sources, historical or literary collections)

*If you have questions about a project idea and whether it fits the goals of this program, please contact [facultyawards@neh.gov](mailto:facultyawards@neh.gov) or 202-606-8200*



# ■ Key Program Details: Typical Activities and Products

## TYPICAL ACTIVITIES

- humanities research
- travel to archives
- scholarly editing
- writing and revision

## PRINT AND DIGITAL PRODUCTS

- articles
- monographs
- translations
- editions
- undergraduate course *revisions*\*
- research products centered on community or institutional goals
- other interpretive tools



# Review Criteria

1. The intellectual significance of the proposed project, including its value to scholars, students, or general audiences in the humanities.
2. The quality of the conception, definition, organization, and description of the project and the clarity of expression in the application.
3. The feasibility and appropriateness of the proposed plan of work.
4. The quality or promise of quality of the applicant as a humanities researcher and (for course revision projects) as a teacher.
5. The likelihood that the applicant will complete the project (not necessarily during the period of performance), including, when relevant, the soundness of the dissemination and access plans for the proposed audience or audiences.

See Section E1 in the [NOFO](#), pp. 16-17.



# Application Materials

All application components (See [NOFO](#), pp. 5-13)

1. Application for Federal Assistance SF 424 – Individual (Grants.gov form)
2. NEH Supplemental Information for Individuals (Grants.gov form)
3. Project/Performance Site Location Form (Grants.gov form)
4. Attachments Form (Grants.gov form)

Attachment 1: Narrative (3 pages)

narrative.pdf

Attachment 2: Bibliography (1 page)

bibliography.pdf

Attachment 3: Résumé (2 pages)

resume.pdf

Attachment 4: Confirmation of  
institutional support

confirmation.pdf

Attachment 5: Appendices

appendices.pdf

(if relevant)

Attachment 6: Degree conferral

degree.pdf

(if relevant)

Attachment 7: Explanation of federal debt

delinquentdebt.pdf

(if relevant)



# ■ Additional materials to have ready for submission:

- 1000-character summary of your project and project title (Grants.gov form)
- Contact information for two letters of reference (due by May 1, 2020)  
(Grants.gov form)

*Note: no budget is required*



# The Narrative Should Include:

- Significance and contribution
- Organization and methods
- Work plan
- Competencies, skills, and access
- Final product and dissemination

See [NOFO](#), pp. 9-12

Look at the review criteria and samples





# Submitting Your Application

1. Register now with [Grants.gov](https://www.grants.gov).
2. You must create an “individual applicant profile” in your account.
3. Submit your application several days early to allow time for technical problems.
4. Use the Grants.gov 24/7 helpline: **1-800-518-4726**

The screenshot displays the Grants.gov interface for a specific grant opportunity. At the top, there is a search bar and navigation links for 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', and 'CONNECT'. The main content area is titled 'VIEW GRANT OPPORTUNITY' and features the logo for the National Endowment for the Humanities. Below the logo, the grant title '20200408-HB Awards for Faculty National Endowment for the Humanities' is displayed, along with 'Apply' and 'Subscribe' buttons. A navigation bar includes 'SYNOPSIS', 'VERSION HISTORY', 'RELATED DOCUMENTS', and 'PACKAGE'. The 'SYNOPSIS' section is expanded, showing 'General Information' with a table of key details:

Document Type:	Grants Notice	Version:	Synopsis 2
Funding Opportunity Number:	20200408-HB	Posted Date:	Jan 02, 2020
Funding Opportunity Title:	Awards for Faculty	Last Updated Date:	Jan 02, 2020
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Apr 08, 2020
Opportunity Category Explanation:		Current Closing Date for Applications:	Apr 08, 2020
Funding Instrument Type:	Grant	Archive Date:	
Category of Funding Activity:	Humanities (see "Cultural Affairs" in CFDA)	Estimated Total Program Funding:	\$720,000
Category Explanation:		Award Ceiling:	\$60,000
Expected Number of Awards:	12	Award Floor:	\$10,000
CFDA Number(s):	45.160 – Promotion of the Humanities Fellowships and Stipends		
Cost Sharing or Matching Requirement:	No		

Below the table, the 'Eligibility' section states: 'Eligible Applicants: Others (see text field entitled "Additional Information on Eligibility" for clarification)'. The 'Additional Information on Eligibility' section provides further details: 'The only eligible applicants are full-time, part-time, adjunct, and retired faculty and staff members affiliated with Institutions designated by the Department of Education as Historically Black Colleges and Universities, Hispanic-Serving Institutions, and Tribal Colleges and Universities.' The 'Additional Information' section lists the 'Agency Name' as 'National Endowment for the Humanities' and provides a 'Description' of the program's purpose. A 'Link to Additional Information' is provided at the bottom: <https://www.neh.gov/divisions/research>.

# Resources for Applicants

- [Notice of Funding Opportunity](#)
- Sample application narratives
- Staff feedback on draft proposals (**February 12, 2020** deadline)
- List of [recently funded projects](#) in the three Awards for Faculty programs
- FAQs
- NEH staff ([facultyawards@neh.gov](mailto:facultyawards@neh.gov) or 202-606-8200)

Visit the program website:

<https://www.neh.gov/grants/research/awards-faculty-hispanic-serving-institutions>



# Questions?

- Can I apply to other NEH grant programs concurrently?
- Should I apply to the Awards for Faculty or NEH Fellowships program?
- Does my university or college submit the application for me?
- Other questions? Please type in your questions using the “Questions” button!



# Contacts



**Mary Macklem, Senior Program Officer**  
**Division of Research Programs**

**Jacob Lusk, Program Analyst**  
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