



NATIONAL ENDOWMENT FOR THE
Humanities

OFFICE OF DIGITAL HUMANITIES

**INSTITUTES FOR
ADVANCED TOPICS IN THE
DIGITAL HUMANITIES**

FREQUENTLY ASKED QUESTIONS

What are the humanities?

According to the 1965 National Foundation on the Arts and the Humanities Act, “The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; 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.”

May a non-U.S. institution or organization apply for a grant?

No, non-U.S. institutions or organizations are not eligible to apply.

May an Institutes for Advanced Topics in the Digital Humanities grant support a program that provides opportunities for participants in just one state or at just one institution?

No. Projects must be regional (multistate) or national in scope.

Is it permissible to provide stipends to participants to help defray the costs of attendance at an Institute for Advanced Topics in the Digital Humanities?

Yes, stipends may be provided to participants. In the NEH budget form, the line for participants’ stipends is under item 7, Other Costs. Please note that stipends must be excluded from the distribution base on which indirect costs are calculated.

Is there a standard amount for participant stipends? Can you suggest appropriate amounts for compensation for project directors and consultants?

If stipends are to be offered to participants, we recommend that they not exceed \$125 per day. Stipends should be commensurate with the time commitment expected of the participants.

Project directors are generally compensated for the time required to oversee all arrangements, recruit and select the participants, and conduct the active portion of the project. For example, the following percentages of the base annual academic salary are recommended as appropriate compensation for multiple-week projects: 13.9 percent for a two-week session, 16.6 percent for a three-week session, 19.4 percent for a four-week session, 22.2 percent for a five-week session, and 25 percent for a six-week session. Codirectors would each receive 80 percent of these amounts.

Generally, the honoraria for visiting faculty and other consultants should be no higher than \$750 per person per day or \$3,000 per person per week.

I'd like to hold a welcoming reception for the participants in my institute. May I pay for this out of grant funds?

No. Sometimes a project director's department or the dean's office will donate funds for such events, but NEH grant funds may not be used for social or entertainment activities.

I just found out that my institution is planning on submitting two applications to the Institutes for Advanced Topics in the Digital Humanities program this year. Will only one be funded?

Not necessarily. It is possible that both—or only one, or none—would be funded.

May I apply for a grant to pay for my tuition and living expenses while I pursue my graduate degree?

No. Institutes for Advanced Topics in the Digital Humanities grants are made to institutions and organizations that offer regional and national educational programs. Individuals are not eligible to apply for these grants.

What is the audience for my grant application?

Specialists and nonspecialists will review your proposal. Show how the project relates to scholarship in the project's field, and describe its methodology with reference to current standards and best practices, but explain the goals and procedures in simple terms that nonspecialists would understand.

What should I consider in discussing my project's significance?

Do not assume that the project's significance will be evident to readers; be explicit about its importance. Give examples of the ways in which the proposed educational program would provide opportunities to use or examine the uses of digital technology to advance humanities scholarship.

The application narrative should indicate that you are aware of other similar educational opportunities that currently are available regionally and nationally or that have been offered in the past. You should explain how your project builds on past work, complements existing opportunities, or breaks new ground.

What kind of detail should be included in the work plan?

Depending on the project, the work plan could be organized by type of activity or by period of time (for example, three-month periods). It should be presented in enough detail to demonstrate that you have thoroughly considered each step necessary to host a successful institute. If you describe in detail the responsibilities of the project's personnel, evaluators will understand the corresponding commitments of time that are shown in the project's budget and the qualifications and experiences that are described in the "Staff, faculty, and consultants" section of the narrative.

If I intend to apply for another NEH grant for a second round of funding, do I have to describe the project anew or will evaluators have access to the earlier grant proposal?

NEH treats all applications as new applications. Evaluators will not have access to the previous application; therefore, proposals for renewed funding must discuss the project anew. Be sure to describe the work accomplished with previous NEH funding and be clear about the specific activities and products of the new grant. Explain in particular how your experience as a director has shaped the current proposal. You must also include in an appendix all of the participant evaluations from the most recently offered project.

If I receive NEH funding, may I also accept money from other sources?

Yes. Applicants are encouraged to seek other financial support. We do ask that you tell us about proposals to other funding sources, so that we can understand the project's financial picture.

What are indirect costs?

These are costs that are incurred for common or joint objectives and therefore cannot be readily assigned to a specific project or activity of an organization. Typical examples of items that would be considered indirect costs are the salaries of executive officers and the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services. Indirect costs are computed by applying a negotiated indirect-cost rate to a distribution base (usually the direct costs of the project). Note that pass-through funds and other distorting items, such as participant stipends, must be excluded from the distribution base on which indirect costs are calculated.

Some institutions may have more than one federally negotiated indirect-cost rate, depending upon the project activities being proposed for support. Please consult with your institutional grants administrator to ensure that the appropriate indirect-cost rate is applied for this professional development program.