



NATIONAL ENDOWMENT FOR THE  
**Humanities**

**DIVISION OF RESEARCH PROGRAMS**

**AWARDS FOR FACULTY AT HISPANIC-SERVING INSTITUTIONS, HISTORICALLY BLACK COLLEGES AND UNIVERSITIES, AND TRIBAL COLLEGES AND UNIVERSITIES**

**FREQUENTLY ASKED QUESTIONS**

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**I. Eligibility**

**1. I teach at a minority-serving institution, but not at an institution officially designated as a Hispanic-Serving Institution, Historically Black College or University, or Tribal College or University. Am I eligible to apply?**

Only applicants who teach at, serve on the staff of, or have retired from officially designated Hispanic-Serving Institutions, Historically Black Colleges or Universities, or Tribal Colleges or Universities are eligible to apply to the Awards for Faculty programs.

**2. How do I know whether I am affiliated with a Hispanic-Serving Institution, Historically Black College or University, or Tribal College or University (and therefore eligible to apply for an Award for Faculty)?**

Potential applicants to the Awards for Faculty at Hispanic-Serving Institutions program should check with staff at their institution to determine institutional status at the time of application. Individuals may also verify that their affiliated college or university is a Hispanic-Serving Institution by visiting the U.S. Department of Education website [here](#). (Scroll down to the middle of the webpage; then click on “Eligibility Matrix 2018.” The Eligibility Matrix typically appears as the second item under “Tips and Assistance.”)

The Eligibility Matrix is a read-only Excel worksheet that lists data for postsecondary institutions. First, locate your institution’s name in column A (“Institution Name”). Next, scroll across to look at column AV (“HSI Elig”). If the row for your institution in that column appears green and has a number 5 or 6, you are affiliated with an Hispanic-Serving institution.

Another way to establish the institution's status is by visiting the U.S. Department of Education's Office of Postsecondary Education Institutional Service website, available here: <https://hepis.ed.gov/title3and5/>. Click on "Application for Designation as an Eligible Institution." Then click on "Check Main Campus Eligibility." Enter the name of your institution or OPE ID number. Select your institution and click on "View Eligibility."

If you're unable to verify your affiliated institution's status as an Hispanic-Serving Institution by consulting either of these resources, you may establish your institution's status with a 2018 or 2019 letter or other document from the Department of Education, certifying Title III and V eligibility. Obtain a copy of this document from your institution and upload a PDF version of the letter or document as part of the application, using Attachment 4. In addition to Title III and Title V eligibility, your institution must meet the Department of Education's definition of a Hispanic-Serving Institution as defined [here](#), which you may be able to determine by consulting enrollment data for your institution at this link: <https://nces.ed.gov/collegenavigator/>. (Search for your institution, then click on "Enrollment").

Potential applicants to the Awards for Faculty at Historically Black Colleges or Universities program or the Awards for Faculty at Tribal Colleges and Universities program can find a list of HBCUs [here](#) (click on "Accredited HBCU listing") and a list of TCUs [here](#). If the institution with which you are affiliated is on either of those lists, you are eligible to apply.

### **3. What is the Confirmation of Institutional Support?**

Applicants must include as attachment 4 of the application a document on letterhead confirming institutional support, signed by an institutional representative, such as staff in the office of sponsored research, a vice president, or dean. NEH requires this document to ensure that applicants seeking an award are supported by their institutions, and that the applicant would be allowed to accept an Award for Faculty if offered it, even though it might reduce the applicant's teaching load.

### **4. I am a graduate student. Am I eligible to apply for an award?**

No. However, if you teach at an eligible institution and have satisfied all the requirements for a degree as of April 10, 2019, and are simply awaiting its conferral, you are eligible to apply to one of the NEH Awards for Faculty programs. Include as an attachment to your application a signed letter from your dean or department chair, stating that you have successfully completed all requirements for the Ph.D. as of April 10, 2019.

### **5. To be eligible, must my project have some connection to the identity of my institution as a Hispanic-Serving Institution, Historically Black College or University, or Tribal College or University?**

No. Projects addressing any topic within the humanities (or the social sciences employing humanistic methods) are eligible, except for those projects disallowed in Section I of the guidelines ("Program Description"). Proposing a topic connected to the identity of your institution will neither improve nor lessen your chances of receiving an award.

**6. Does this program support projects whose results will be written in a language other than English?**

Yes. Applicants must, however, provide a rationale for projects that will be written in a language other than English. The proposal itself must be written in English.

**7. May I apply to translate a work into English if other English translations already exist?**

Yes. In the proposal narrative, provide a rationale for a new translation.

**8. I am involved in a collaborative project. Can collaborators split an award?**

No. This program is designed primarily for individual researchers. Awards may not be divided. If you are seeking funding for more than one participant in a collaborative project, each person seeking funding must submit a separate application, specifying the individual contribution. External reviewers will be asked to evaluate each application on its own merits. Each application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Applicants who are seeking funding only for themselves but who are working as part of a collaborative team are also eligible. In this case, too, the application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Applicants proposing to work together (including those proposing to work with students) may wish to apply instead or in addition for an NEH [Collaborative Research](#) grant or for an appropriate Humanities Initiatives grant ([Humanities Initiatives at Community Colleges](#), [Humanities Initiatives at Hispanic-Serving Institutions](#), [Humanities Initiatives at Historically Black Colleges and Universities](#), or [Humanities Initiatives at Tribal Colleges and Universities](#).)

**9. I want to use my award to post on a website materials for a course that I teach regularly, so that it will be more interesting to students. Would this be an allowable project?**

It is allowable, but the proposal is unlikely to be competitive. This program is intended to foster projects that are research-based, which require grantees to spend significant time pursuing a plan of research. While work with technology can be incorporated into the plan in order to enhance the research agenda, projects aimed chiefly at working with technology or learning technological skills are ineligible; applicants must show specifically how the digital technology will be applied to the proposed research and describe the expected results in the classroom.

**10. I want to apply to improve a course that enrolls both undergraduate and graduate students. Am I eligible to apply?**

You are eligible, but the course must be listed independently as an undergraduate course and must enroll a majority of undergraduate students. Applicants must demonstrate how the proposed project encourages excellence in undergraduate teaching of the humanities. Projects that focus exclusively or primarily on graduate teaching are ineligible.

**11. May I continue to carry a normal teaching load while holding a part-time award from NEH?**

No. If you hold a part-time award during a period in which you are teaching, you must reduce your teaching load accordingly. For example, if you are holding the award half-time, you may carry only half the teaching load that your institution considers normal.

**12. Can I change the performance period of my NEH Award for Faculty if I receive an award?**

Yes. You will have the opportunity to specify the start date of your NEH Award for Faculty on the acceptance form. This date can be different from the date specified on your application. You can delay your starting period up to 20 months from the time the award was made. For example, if you are awarded an NEH Award for Faculty in December 2019, you can start as early as February 2020, or as late as September 2021.

## **II. Other Fellowship Opportunities**

**1. Can I apply for other NEH grants to support the same project that I am submitting to the Awards for Faculty program?**

Applicants may apply to only one of the following programs: the Awards for Faculty program, the Fellowships program, the NEH-Mellon Fellowships for Digital Publications program, and the Fellowship Program for Advanced Social Sciences Research on Japan.

Applicants may, however, apply both to the Awards for Faculty program and to several other programs for individuals in a given year, including the [Summer Stipends program](#). Please see the guidelines, “Multiple Applications,” for more information.

**2. What if I am offered more than one NEH award?**

An individual may hold or accept only one NEH individual award (for example, an Award for Faculty, a Public Scholar award, or a Summer Stipend) in a given federal fiscal year. (The federal fiscal year runs from October 1 through September 30.) Nor may an individual work on a project supported by an NEH institutional award as either a project director or participant during the period of performance of an NEH individual award that is held full time.

Additional restrictions may apply if you are a recipient of multiple NEH awards, or a participant in multiple NEH-supported projects. Please contact program staff for details.

**3. Can I apply to one of the Awards for Faculty programs if I previously received support from NEH for an earlier stage of the same project?**

Applicants may not apply for funding for a project previously supported by an NEH Fellowship, an NEH-Mellon Fellowship for Digital Publication, a Public Scholar award, or an Award for Faculty. Applicants may, however, apply for funding for a project previously supported by a two-month NEH Summer Stipend. In such a case NEH will ask evaluators to review the accomplishments from the previous award to determine whether the project warrants additional funding.

An NEH grant for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

**4. What factors should I consider when deciding whether to apply to the NEH Awards for Faculty program, the NEH Fellowships program, or the NEH-Mellon Fellowships for Digital Publications program?**

In determining which NEH program best supports the goals of a project, applicants may wish to consider the main differences between the programs. They are summarized in this table:

	<b>Awards for Faculty</b>	<b>Fellowships and NEH-Mellon Fellowships for Digital Publication</b>
Term of Award	The period of performance can be full time, part time, or in combination, between 2 to 12 months, full-time equivalent.	The period of performance must be full time, between 6 and 12 months.
Type of Project Supported* and Application Format	The program offers flexibility in project types. Common to all projects is humanities research. Eligible project types include but are not limited to humanities research and writing leading to the development of peer-reviewed articles, books, e-books, digital materials, translations, or other scholarly tools; humanities research related to institutional or community goals; and humanities research leading to the revision of an existing undergraduate course or the achievement of institutional or community goals. No writing sample (other than the three-page narrative) is required.	Fellowships recipients usually produce books, monographs, peer-reviewed articles, e-books, digital materials, translations with a critical apparatus, or critical editions. Projects focused on research related to course revisions or the achievement of institutional or community goals are ineligible. In addition to the three-page narrative, applicants must include a writing sample as part of the application materials.
*For complete details, consult the guidelines for each program.		

Eligibility	Open to faculty and staff members affiliated with officially designated institutions only; full-time, part-time, adjunct and retired faculty and staff are eligible to apply. Applicants must include as attachment 4 a confirmation of institutional support from an institutional representative, such as staff in an office of sponsored research, a vice president, or dean.	Open to all applicants, including those with no institutional affiliation. No confirmation of institutional support is required.
Stipend	\$5,000 per full-time month or the part-time equivalent (for example, \$5,000 for two half-time months)	\$5,000 per month
Letters of Recommendation	Two letters, from any qualified persons; evaluators sometimes prefer that neither letter come from your home institution.	Two letters, from any qualified persons; evaluators sometimes prefer that neither letter come from your home institution.
Deadline	April 10, 2019. Staff will accept draft proposals in certain cases. Draft proposals are due six weeks prior to the deadline. See the guidelines for full details.	April 10, 2019. Staff is unable to comment on drafts.

**5. What other programs are offered by institutions with which NEH collaborates to support individual research in the humanities?**

NEH collaborates with several organizations to offer support for research programs:

- *Library of Congress (LOC)—John W. Kluge Center Fellowships*  
Projects that draw on the collections of the Library of Congress are eligible for support. Interested applicants should apply directly to [LOC's Kluge Center Fellowships Program](#).
- *NEH Grants for Fellowship Programs at Independent Research Institutions (FPIRI)*  
Projects to be undertaken at independent centers for advanced study, libraries, and museums in the United States, and research centers overseas, are eligible for support. Individual scholars must apply directly to the institutions themselves. [Here](#) is a list of currently funded institutions.

- *NEH and National Science Foundation Fellowship Program for Documenting Endangered Languages (DEL)*  
Projects on endangered languages are eligible for support. A full description of the DEL program is located [here](#).

### III. Application and References

#### 1. What help is available for preparing the proposal?

NEH staff members are available to answer specific questions about preparing your proposal and about your eligibility. They may be reached at (202) 606-8200 and at [FacultyAwards@neh.gov](mailto:FacultyAwards@neh.gov).

Applicants are also encouraged to review the list of sample projects and the sample applications. (The list of sample projects and the sample applications are available at any of the three program resource pages: [Awards for Faculty at Hispanic-Serving Institutions](#), [Awards for Faculty at Historically Black Colleges and Universities](#), and [Awards for Faculty at Tribal Colleges and Universities](#).)

Although applicants to this program are not required to submit a draft proposal, in many cases program staff will read and comment on draft proposals submitted by e-mail to [FacultyAwards@neh.gov](mailto:FacultyAwards@neh.gov) no later than March 8, 2019. Please see the guidelines for full details.

#### 2. How should I title my proposal? Does NEH change project titles?

Your title should be descriptive of the project, substantive, and free of specialized language. It should be easily understood by the general public. The title should not exceed 125 characters (including spaces and punctuation). Your NEH project title should not necessarily be the same as the title of your proposed book.

Avoid using a main title that requires clarification by the subtitle. For example, “A History of Counterfeiting in the U.S., 1776-1900” is clearer than “Fakes and Fakers: A History of Counterfeiting in the U.S., 1776-1990.”

When possible, include places and dates indicating a project’s scope. For example, “Faith and Belief among New York City Catholics, 1945-1970” is clearer than “Faith and Belief in the Catholic Community.”

If a person is mentioned in your title, include dates and a descriptor. For example, “A Biography of German Philosopher Klaus von Guberstopper (1834-1910)” is clearer than “A Biography of Klaus von Guberstopper.”

Use words and phrases that are informative and specific rather than puzzling or intriguing. For example, “A Cultural History of the Telephone and Telecommunications in America, 1950-2015” is clearer than “Ten Digits and a Party Line: A Study of a Number and a Nation.”

Omit technical terms, jargon, and unfamiliar words. For example, “Time, Space, and Clocks in the 19th-Century British Novel” is clearer than “Chronotopes and Horologies in the 19th-Century British Novel.”

You should provide the project title in section 6.a. of the SF-424 Application for Federal Assistance – Individual form. This form is part of the Grants.gov application package. It is explained in the program guidelines under Section III, STEP 4.

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.

**3. I applied for a grant last year and my proposal was rejected. Will I be at a disadvantage if I reapply?**

No. NEH encourages previous applicants to reapply and does not inform evaluators that a proposal was unsuccessful in a previous competition. Moreover, NEH employs different evaluators from year to year. You are strongly encouraged to ask to see the reviewers’ assessments of your rejected proposal; considering the issues that they raised may help you craft an improved application for resubmission.

**4. My project is interdisciplinary. What is the most effective way of characterizing it for the review process? What category should I select from the drop-down menu for “Field of Project” on Form III (the NEH Supplemental Information for Individuals form)**

NEH supports proposals that cross disciplinary boundaries. On the NEH Supplemental Information for Individuals form you may select up to three disciplinary fields that characterize your project. If you select more than one, list the primary field first. When selecting references, choose two who can effectively attest to your ability to work in the different disciplines that are relevant to your project—keeping in mind that one of the letters must be written by your department chair or dean, or by another academic official at your institution.

**5. Whom should I ask for letters of reference? What makes a letter of reference effective?**

Letters that assess the value of the specific project that you propose and your ability to complete it are more highly regarded than those that speak in generalities, focus on the applicant’s personal qualities, or repeat the language of the application narrative. You are strongly encouraged to provide your letter writers with a draft of your application well ahead of the deadline, and to discuss your proposal with them. Ideally, referees should come from different institutions.

**6. One of my referees is unable to submit a letter online. Is there an alternative?**

NEH strongly encourages referees to submit their letters online. If they are unable to do so, referees may e-mail letters to [FacultyAwards@neh.gov](mailto:FacultyAwards@neh.gov) or fax them to 202-606-8204. E-mailed letters will not, however, be added to your application file as quickly as letters that are submitted online.



## **7. Will I be notified as to whether my letter writers have submitted their letters?**

Yes. NEH will notify you by e-mail when each of your letters of reference has arrived. After Grants.gov notifies you that NEH has received your application, you may also check the status of your letters of reference by logging in to the [secure area of NEH's website](#). Enter your NEH application number and your Grants.gov tracking number. You will be able to see the names and e-mail addresses of your letter writers and whether their letters have arrived. If necessary, you may send reminders to your letter writers (including the upload link) from this site.

## **8. One or both of my referees did not receive the e-mail from NEH requesting the upload of his or her letter. What should I do?**

NEH will not send out requests for letters until approximately two weeks after the application deadline. If, even allowing for this, one of your referees has not received such a request, it is usually because a junk e-mail filter captured the request or because you supplied an incorrect e-mail address (the NEH system uses the address exactly as you enter it). You may resend the upload link to your referees by logging in to the [secure area of the NEH website](#). If you need to correct an error in an e-mail address, please contact the program staff at [FacultyAwards@neh.gov](mailto:FacultyAwards@neh.gov).

In any case, NEH strongly encourages you to confirm that your letter writers have received the upload link before the **May 10** deadline for submitting letters. You are responsible for ensuring that your letters have arrived by the deadline.

## **9. Is it possible to change a referee after the application deadline?**

Yes. To do so, please contact the program staff at [FacultyAwards@neh.gov](mailto:FacultyAwards@neh.gov). Indicate which referee you would like to replace and provide the contact information, including e-mail address, for the new referee.

## **10. Are late letters of reference accepted?**

Yes. NEH will automatically add all letters to your file as soon as the referees upload them. But if an external reviewer has already reviewed the file, it is unlikely that he or she will take the late letter into account.

## **11. Do I need to submit a budget as part of the application?**

No. No budget is required, and you should not submit one. The awards pay at a fixed rate of \$5,000 per full-time month (or equivalent). It is, however, very important to clearly state how many months of support you are requesting, and also whether you plan to work full time, part time, or in combination during the period of performance. More details about specifying the terms of your award appear in Section I of the guidelines ("Award Information").

## **7. How will my application be reviewed?**

All applications receive peer review. Teachers and scholars in the humanities will read and rate your application, using the review criteria listed in Section II of the application guidelines. The

staff will compile a slate of recommended applications based on the evaluators' comments and ratings. The National Council on the Humanities will review the recommendations and provide additional insight. All advice—from the panelists, staff, and National Council—will be sent to the NEH Chairman. By law, only the Chairman is empowered to make an award. More details about NEH's review process are available [here](#).

### **8. Can I see the evaluators' comments after the competition has ended?**

Yes. To request the comments, send an e-mail message including your NEH application number to [FacultyAwards@neh.gov](mailto:FacultyAwards@neh.gov). If your application is unsuccessful, the comments may help you revise it for resubmission.

## **IV. Using Grants.gov**

### **1. How do I know if I have submitted my application successfully?**

**After you submit your application, Grants.gov will send you up to five e-mail messages confirming receipt of your application. These messages represent different stages in the application acceptance process. You should verify that you have received all of the five confirmation messages. Please note that e-mail filters may send these messages to your spam or junk folder.**

It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application, by verifying that you have received all five messages.

See section IV of the application guidelines for additional information.

### **2. What is the Application for Federal Assistance - Individual Form, and where do I find it?**

The Application for Federal Assistance - Individual Form is a standard government application form. It is included in the "Mandatory Documents" field of the application package that you download from Grants.gov.

### **3. What is a DUNS number? What is a TIN/EIN number? How do I find out my institution's numbers?**

DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D & B) and consist of nine digits. When you are completing the registration form, the Grants.gov system should automatically fill in the box for the DUNS number with a code such as INDV00000. Do not attempt to change this code (for example, by entering the DUNS number of your institution).

If you are affiliated with a U.S. institution of higher education, your institution's DUNS number is required on the NEH Supplementary Information for Individuals Form. You should be able to get this number from your sponsored research office, or at your institution's website. Omit hyphens when entering the number into the electronic application forms.

More information about DUNS numbers is available [here](#).

TIN/EIN stands for “Taxpayer Identification Number/Employer Identification Number.” You should be able to get this number from your institution’s sponsored research office. Omit hyphens when entering these numbers into the electronic application forms.