



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF RESEARCH PROGRAMS

AWARDS FOR FACULTY AT HISTORICALLY BLACK COLLEGES AND UNIVERSITIES

The Awards for Faculty program makes awards of up to \$60,000. The period of performance can be full time, part time, or in combination, between two and twelve months full-time equivalent.

The only eligible applicants are individual faculty and staff members affiliated with Historically Black Colleges and Universities. For additional information, see the Eligibility section below.

Deadline: April 10, 2019 (for projects beginning as early as February 1, 2020). Applicants will be notified of the decision by e-mail in late December 2019.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.160

Funding Opportunity Number: 20190410-HB

If after reading this document you have questions about this grant program, contact NEH's Division of Research Programs at 202-606-8200 or FacultyAwards@neh.gov. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

Contents

I. Program Description.....	3
Special encouragement in recognition of and preparation for the 250th anniversary of American independence.....	4
Advancing Civic Education	4
Standing Together.....	4
Protecting our cultural heritage.....	4
Award information.....	5
Eligibility	5
II. Preparing and Organizing your Application	8
Resources for preparing a strong application.....	8
Review criteria.....	8
Draft proposals.....	9
Application elements	9
III. Submitting your Application.....	13
STEP 1: Register with Grants.gov	13
STEP 2: Download the current version of the free Adobe Reader	14
STEP 3: Download the application package or access it through Grants.gov Workspace.....	14
STEP 4: Prepare the application forms	15
Form I: Application for Federal Assistance – Individual Form.....	15
Form II: Attachments Form	17
Form III: NEH Supplemental Information for Individuals Form	18
STEP 5: Submit your application to Grants.gov.....	19
IV. What Happens After the Submission of an Application.....	20
Confirming the acceptance of your application	20
Checking the status of your letters of reference.....	22
Review and selection process	22
Information for all applicants and for successful applicants	22
V. Additional Information	22
Contact information for the program and Grants.gov.....	22
Privacy policy	23
Application completion time.....	23
APPLICATION CHECKLIST	23
TIMELINE.....	25

I. Program Description

The NEH Awards for Faculty program seeks to strengthen the humanities at Historically Black Colleges and Universities (HBCUs) by encouraging and expanding humanities research opportunities for individual faculty and staff members. Awards support individuals pursuing scholarly research that is of value to humanities scholars, students, and/or general audiences.

The program offers applicants flexibility in project types and award periods. Common to all projects must be humanities research. Eligible projects include

- 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; and
- 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).

The program is open to all faculty and staff members, including full time, part time, adjunct, and retired faculty and staff at Historically Black Colleges and Universities. Awards support individuals who work between half time and full time on their projects. Projects may be at any stage of development.

Applicants are encouraged to view the list of sample projects, the sample applications, and the Frequently Asked Questions document, all of which are available on the [program resource page](#).

NEH Awards for Faculty may not be used for

- promotion of a particular political, religious, or ideological point of view;
- advocacy of a particular program of social or political action;
- support of specific public policies or legislation;
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies;
- research by students enrolled in a degree program, including research for doctoral dissertations or theses;
- research leading to the improvement of graduate courses;
- the preparation or revision of textbooks;
- the development of teaching methods or theories;

- educational or technical impact assessments;
- inventories of collections; or
- the writing of guide books, how-to books, and self-help books;
- the writing of books for children or young adults; or
- the writing of graphic nonfiction.

Special encouragement in recognition of and preparation for the 250th anniversary of American independence

Americans will celebrate the 250th anniversary of our nation in 2026. The anniversary of American independence provides an important opportunity to look back at the nation's founding and the past two and a half centuries of American history. What began as a conflict between the thirteen colonies and Great Britain culminated in the creation of what would become the world's oldest constitutional democracy. As we approach the 250th anniversary, NEH is offering a special encouragement to applicants to the Awards for Faculty program to consider the impact—both immediate and long term—of the momentous events of 1776.

We especially invite applications that explore the role of the Declaration of Independence and other foundational documents in the making of U.S. history. In addition, we would welcome applications that explore the experiences of states and communities beyond the original colonies in joining the nation, since they have their own stories of becoming part of the United States. We also invite applications examining the stories and contributions of under-represented communities in our nation's history.

Advancing Civic Education

NEH encourages projects that promote a deeper understanding of American history and culture, as well as projects that advance civic education and knowledge of America's core principles of government.

Standing Together

NEH invites projects related to its [Standing Together](#) initiative, which encourages projects related to war and military service.

Protecting our cultural heritage

In response to the destruction of cultural heritage materials worldwide, NEH encourages applications for projects that study, document, or create digital representations of lost or imperiled cultural heritage materials. Proposed projects should be based on scholarly work and follow standards and best practices. Projects must demonstrate the capacity to be sustained and must be widely accessible to the public. For more information click [here](#).

All applications will be given equal consideration in accordance with the program's evaluation criteria.

Award information

The Awards for Faculty program supports individuals who work between half time and full time on their projects. Awardees may combine part- and full-time work. The award period (period of performance) must be continuous. The amount of the award is \$5,000 per full-time month. Thus an award to support eight months of half-time work would be \$20,000 (equivalent to four months of full-time work at \$5,000 per month). The maximum stipend is \$60,000 for the equivalent of twelve full-time months.

The minimum period of performance is the equivalent of two months of full-time work; the maximum is the equivalent of twelve months of full-time work. The length of support requested should be determined by the complexity of the project, the amount of work to be completed, and the commitment of the institution to the project. Requesting an award period shorter than the equivalent of twelve full-time months will not improve an applicant's chances of receiving an award.

Recipients may begin their awards as early as February 1, 2020, and as late as September 1, 2021.

Successful applicants will be required to complete the [Awards for Faculty Acceptance Form](#), from which a payment schedule will be determined.

Awards for Faculty do not require cost sharing.

The recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under the NEH award. NEH reserves a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use an award recipient's NEH-supported work for federal purposes, and to authorize others to do so.

Prospective applicants who have questions are encouraged to contact the program staff at FacultyAwards@neh.gov.

Eligibility

Within the parameters listed below (see the next several headings), full-time, part-time, adjunct, and retired faculty and staff members affiliated with HBCUs are eligible to apply. Individuals must be affiliated with HBCUs listed by the Department of Education [here](#) (click on "Accredited HBCU listing," available at the link).

All applicants must submit as attachment 4 a document from an institutional representative, such as a staff member 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.

The institutional representative should provide a document on letterhead verifying that the applicant would be allowed by the institution to accept an Award for Faculty if offered it, even though doing so might reduce the applicant's teaching load.

Citizenship

U.S. citizens who teach at, serve on the staff of, or have retired from an HBCU are eligible to apply. Foreign nationals who have been living in the United States or its jurisdictions for at least the three years prior to the application deadline are also eligible, provided that they teach at, serve on the staff of, or have retired from an HBCU. Foreign nationals who take up permanent residence outside the United States any time between the application deadline and the end of the period of performance will forfeit their eligibility to hold an award. (Leaving the U.S. on a temporary basis is permitted.)

Currently enrolled students

While applicants need not have advanced degrees, individuals currently enrolled in a degree-granting program are ineligible to apply. Applicants who have satisfied all the requirements for a degree and are awaiting its conferral are eligible for NEH Awards for Faculty; but such applicants must include as an attachment to the application a letter from the dean of the conferring school or their department chair attesting to the applicant's status as of April 10, 2019.

Dissertation revisions

Applicants may seek funding for projects based on completed dissertations. You must state in your application narrative that the proposal is to revise a dissertation, and you must explain how the new project moves beyond the original dissertation.

Projects previously supported by NEH awards

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.

Concurrent grants from other organizations

Recipients of an Award for Faculty may simultaneously hold fellowships or grants from institutions other than NEH—including sabbaticals and grants from their own institutions—in support of the same project during their period of performance.

Collaborative projects

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. Panelists 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](#).

Multiple applications

Applicants may submit only one proposal to the Awards for Faculty program in a given year.

Applicants at Historically Black Colleges and Universities may apply to only one of the following programs: the Awards for Faculty at Historically Black Colleges and Universities 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, compete concurrently in the following programs for individuals in a given year:

- [Public Scholar Program](#);
- [Summer Stipends](#);
- [Library of Congress \(LOC\) - John W. Kluge Center Fellowships](#);
- [NEH and National Science Foundation Fellowship Program for Documenting Endangered Languages \(DEL\)](#); and
- [NEH-funded fellowships at independent research institutions](#).

Each competition has separate requirements for its application. Please follow the instructions in the relevant set of guidelines in each case.

Applications must be complete, must observe the specified page limits, and must be received and validated by Grants.gov under the correct funding opportunity number to be considered under this notice.

Note: An individual may hold or accept only one NEH individual award (for example, a Fellowship, 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.

Please note that if you apply to the Summer Stipends program and subsequently accept an Award for Faculty, your application to the Summer Stipends program will be automatically withdrawn.

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.

NEH will not review late, incomplete, or ineligible applications. Applications exceeding the page limits for any of the application elements will not be reviewed.

II. Preparing and Organizing your Application

Resources for preparing a strong application

To prepare a strong application, applicants are encouraged to take the following steps:

- read these **guidelines** carefully, noting what information needs to be provided in the application;
- consult the program's **review criteria**, which are listed immediately below;
- consult the **Frequently Asked Questions and the list of sample projects**, both of which are available on the [program resource page](#) under Step 1;
- review the **sample narratives**, which are available on the [program resource page](#) under Step 1;
- contact the **program staff** (at 202-606-8200 or FacultyAwards@neh.gov) to discuss your project and raise any questions you may have about the application; and submit an optional draft proposal to FacultyAwards@neh.gov on or before March 8, 2019. See below for further details.

Review criteria

Evaluators are asked to apply the following five criteria when judging the quality of applications.

1. The intellectual significance of the proposed project, including its value to scholars, students, or general audiences in the humanities.
2. The quality or promise of quality of the applicant as a humanities researcher and (for course revision projects) as a teacher.
3. The quality of the conception, definition, organization, and description of the project and the clarity of expression in the application.

4. The feasibility and appropriateness of the proposed plan of work, including, when relevant, the soundness of the dissemination and access plans for the proposed audience or audiences.
5. The likelihood that the applicant will complete the project (not necessarily during the period of performance).

Note: Evaluators may or may not be specialists in the proposed field of study of each application. Some review panels will be disciplinary, others interdisciplinary. Thus applicants should make sure to write for a broad scholarly audience and to avoid or explain technical terms whenever possible.

This program supports projects at any stage of development.

Draft proposals

Applicants may submit by e-mail (to FacultyAwards@neh.gov) a draft of the narrative section of your proposal. Put “Draft Narrative” in the subject line of the message. Draft proposals should be submitted no later than March 8, 2019. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Staff members will read only one draft per individual. If you prepare a draft, please use the format stipulated in these guidelines.

The comments provided by staff are not part of the formal review process and have no bearing on the evaluation of the proposal, but previous applicants have found them helpful in strengthening their applications. Applicants are not required to submit a draft application.

Applicants are encouraged to discuss with staff specific concerns or questions that arise during the preparation of their proposals. Contact NEH’s Division of Research Programs at 202-606-8200 or FacultyAwards@neh.gov.

Once NEH has received a formal application, staff will not comment on its status except with respect to questions of completeness or eligibility.

Application elements

For important guidance on choosing your project title, see below under Part III (Submitting your Application).

Your application should include the parts listed below. Because award amounts are based on the length of the period of performance and the time commitment specified in the application, no budget is required. Applicants are responsible for ensuring that all parts of the application, including the letters of reference, have been properly submitted.

Applications that violate the format instructions (including length limits) will not be reviewed.

1. Narrative—Not to Exceed Three Single-Spaced Pages

The narrative should provide an intellectual justification for your project, covering the four areas listed below: intellectual significance of the project; methods and work plan; competencies, skills, and access; and final product and dissemination. A simple statement of need or intent is insufficient. The narrative should not assume specialized knowledge and should be free of technical terms and jargon.

Applicants should format single-spaced pages with one-inch margins and with a font size no smaller than eleven point.

- *Significance and contribution*

Describe the intellectual significance of the proposed project to the intended audience or audiences, including its value to humanities scholars, students, or general audiences. Provide an overview of the project, explaining the basic ideas, problems, questions, texts, people, and/or events examined by the study. Describe the research on which the project is based. Explain how the project will complement, challenge, or expand on relevant scholarship in the field. If appropriate, describe the contribution that the project will make to your students or institution.

For humanities research projects leading to the revision of an undergraduate course, explain in addition how the research relates to revising the course, the course readings, and the course methodologies. Discuss the importance of the course within your teaching portfolio and within the institution's overall curriculum. Include relevant information such as the number of times the course has been offered, whether the course is currently taught, and the number of students enrolled when the course was most recently offered. Address the potential for broader impact beyond the individual course, if applicable.

- *Methods and work plan*

Describe your research and specify the part or stage of the project that will be supported by the award. Indicate what, if any, parts of the project have already been completed. Provide a work plan describing what will be accomplished during the period of performance, and on what schedule. Indicate how many months of support you are requesting and whether you propose full- or part-time work, or a combination of the two. If you do not anticipate finishing the entire project during the period of performance, discuss your plan for doing so. Your work plan should not depend heavily on factors beyond your control, such as the receipt of outside readers' reports from a publisher.

For projects designed to produce published scholarship, explain how the final project will be organized. For book projects, provide a brief chapter outline, if possible, with brief explanations of each chapter's contents. If you are proposing to revise a dissertation, state this, explaining the planned changes to the manuscript and how they will improve it and expand upon it. For digital projects, describe the technologies that will be used and developed, and discuss the sustainability of your project. Explain how the scholarship will be presented to benefit audiences in the humanities. For course revision projects, explain the specific ways in which the proposed research will enhance the particular course.

For a translation or edition, indicate your plans for including an introduction, annotations, or other scholarly apparatus. If you are applying to translate a work into English and other English translations already exist, provide a rationale for a new translation. Applicants must provide a rationale for projects that will be written in a language other than English.

If you are requesting funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must conduct a due diligence search at the Data.gov [list of datasets](#) to discover whether the needed geospatial-related data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services in compliance with applicable proposed guidance posted at www.fgdc.gov.

- *Competencies, skills, and access*

Explain your competence in the area of your project. If the topic is new to you, explain your reasons for working on it and your qualifications to do so. Specify your level of competence in any language, skills, or digital technology needed for the study. Describe where the study will be conducted and what research materials (primary and/or secondary) will be used. If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources.

- *Final product and dissemination*

Describe the audience(s) you intend to reach and the intended results of the project. Explain how the results will be disseminated and why these means are appropriate to the subject matter and audience. If the project has a website, provide the URL. For course revision projects, indicate your plans (if any) to expand the number of sections offered, replicate the course on other campuses, or otherwise disseminate the results more broadly.

If the final product will appear in a language other than English, explain how access and dissemination will be affected.

NEH expects grantees to provide broad access to all grant products, insofar as the conditions of the materials and intellectual property rights allow. In the case of digital products NEH strongly encourages projects that will offer free public access to online resources. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that the public can access at no cost.

NEH also expects that any materials produced in digital form as a result of its awards will be maintained so as to ensure their long-term availability. To that end, describe how the project's digital results, if any, will be maintained and supported beyond the period of performance.

2. Bibliography—Not to Exceed One Single-Spaced Page

The bibliography should consist of primary and secondary sources that relate directly to the project. If you are proposing work with archival materials, indicate the archive(s) in which they are held. Include works that pertain to both the project's substance and its theoretical or methodological approaches. Evaluators will use the bibliography to assess your knowledge of the subject area. Any standard format is acceptable.

3. **Résumé—Not to Exceed Two Single-Spaced Pages**

Your résumé should provide the following:

- *Current and Past Positions.*
- *Education:* List degrees, dates awarded, and titles of theses or dissertations.
- *Awards and Honors:* Include dates. If you have received prior support from NEH, indicate the dates of these grants, the dollar amount(s), and the publications that resulted from them.
- *Publications:* Include full citations for publications and presentations.
- *Other Relevant Professional Activities and Accomplishments.* Include your level of competence in any relevant foreign languages or specialized skills.

4. **Confirmation of Institutional Support**

You must include 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. This document is required to ensure that applicants seeking an award are supported by their institutions.

This document should indicate 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.

5. **Appendices—Only for Editions, Translations, Database Projects, Proposals that Include Visual Materials, Proposals to Improve Existing Courses, or Proposals from Applicants Who Have Satisfied all the Requirements for a Degree and are Awaiting its Conferral**

- *Editions or Translations:* Provide a sample of the original text (one page) and the edited or translated version (one page). If you plan to include annotations, your sample should provide examples.
- *Database Projects:* Provide a sample entry (one page).
- *Visual Materials:* Provide a sample (one page) in PDF format, not .jpg or other common graphic format.
- *Syllabi:* For course revision projects, provide the existing course syllabus—including the current course readings—in PDF format.
- *Course Lists:* For course revision projects, list courses taught within the last five years. Provide basic information about your teaching in the last year, including the number of students taught, the number of courses offered, and the number of different preparations.
- *Proposals from Applicants Awaiting the Conferral of a Degree:* Provide a PDF version of a signed letter from the dean of the conferring school or the department chair, attesting that you have satisfied all of the requirements for the degree as of April 10, 2019.

Applications including any other appendices will be declared ineligible.

6. **Explanation of Delinquent Federal Debt, if Applicable**

If you are delinquent in the repayment of any federal debt, provide explanatory information on a separate page or pages. Also provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, and that you are current on all payments due. Examples of relevant debt include student loans, delinquent payroll or other taxes, and delinquent child support payments. (See OMB Circular A-129.)

7. **Letters of Recommendation**

In addition to preparing the narrative, bibliography, résumé, (only if necessary) appendix or appendices, and (only if applicable) explanation of delinquent federal debt, applicants are also asked to solicit two letters of recommendation. You must provide the names, e-mail addresses, and affiliations for your two reference letter writers on the NEH Supplemental Information for Individuals Form. (The form is explained below, in the instructions for Form III.) Letters of reference are more highly regarded if they address the specific proposed activity and the candidate's ability to undertake it. Ideally, referees should come from different institutions.

Approximately two weeks after the deadline, NEH will send requests to your letter writers, asking them to submit their letters online. Applicants are responsible for ensuring that their letter writers have received these requests. To receive full consideration, letters must be submitted online not later than May 10, 2019.

III. Submitting your Application

All applications to this program must be submitted through an individual account at Grants.gov. NEH does not accept applications by e-mail or fax. What follows is a step-by-step guide for submitting your Awards for Faculty application through Grants.gov.

STEP 1: Register with Grants.gov

NEH strongly recommends that you complete your registration at least two weeks before the application deadline.

If you are registering with Grants.gov for the first time as an individual applicant, go to <https://apply07.grants.gov/apply/register.faces>.

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).

Applicants who have already registered at Grants.gov as individuals need not re-register to submit their proposals. We encourage you, however, to check your account ahead of the deadline to confirm that it is still active and that your password has not expired.

Please be certain to use a Grants.gov individual account to submit your application. The Grants.gov system will not allow you to submit an Awards for Faculty application through an institutional account.

If you have problems registering with Grants.gov, contact the Grants.gov help desk at 1-800-518-4726 or support@grants.gov.

Applicants who lose their username and password can request a reminder at <https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1>.

STEP 2: Download the current version of the free Adobe Reader

Using Grants.gov Workspace to prepare your application, you may complete the application forms online without using the Adobe Acrobat Reader software. You will in any case need to convert the files that you will attach to the Attachments Form—see below for information about this form—into PDFs.

If you are filling out the application forms as PDFs, you will need to download and install the latest version of Adobe Acrobat Reader, which is available at no charge and is compatible with both PCs and Apple computers. **Using older versions of the Adobe Acrobat Reader, or other readers such as Apple Preview, will prevent your application from being processed properly.** Visit Grants.gov's Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version at <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

STEP 3: Download the application package or access it through Grants.gov Workspace

Using Grants.gov Workspace, you may complete the application forms online. You may also download the forms as PDFs. Information about Workspace is available [here](#). (Grants.gov recommends that you use the latest version of any of the following browsers: Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, and Apple Safari.) You can access the forms online or download the PDFs at any time. (You do not have to wait for your Grants.gov registration to be complete.) A link to the Grants.gov application package can be found on the [program resource page](#).

STEP 4: Prepare the application forms

The application package contains three forms that you must complete in order to submit your application:

Form I: Application for Federal Assistance - Individual form—this Grants.gov form (also known as the SF-424 – Individual form) asks for basic information about you and your project.

Form II: Attachments form—this Grants.gov form allows you to attach the components of your application: the narrative, the bibliography, the résumé, an appendix or appendices (only if necessary), and (if necessary) an explanation of any delinquent federal debt.

Form III: NEH Supplemental Information for Individuals form—this NEH form asks for professional and institutional information about you and about your reference-letter writers.

Form I: Application for Federal Assistance – Individual Form

In the “Application Filing Name” field that appears upon opening the application package, type your name.

You may disregard items 1-4 on the form:

- 1. Name of Federal Agency:** This is filled in automatically.
- 2. Catalog of Federal Domestic Assistance Number:** This is filled in automatically.
- 3. Date Received:** Please leave blank.
- 4. Funding Opportunity Number and Title:** Both are filled in automatically.

Provide the following information for items 5-7:

5. Applicant Information (includes the following sections):

- a. “Name and Contact Information.” Provide your name, telephone number, **e-mail address**, and mailing address. **Note:** You must include an e-mail address in the “Email” field, even though it is not highlighted as a required field. NEH will use this e-mail address to notify you of the outcome of your application.
- b. “Address.” Provide your mailing address. **Note:** Your ZIP code must include the four-digit extension, preceded by a hyphen. If you do not know your four-digit extension, use “-0000” (four zeros).
- c. “Citizenship Status.” Indicate with an “X.”

d. “Congressional District of Applicant.” Enter the number (just the number, not the state) of your Congressional district. To find the number of your Congressional district, visit the House of Representatives website at <http://www.house.gov> and type your ZIP code into the “Find Your Representative” tool. If you do not have a Congressional district (that is, you are in a state or U.S. territory that does not have districts or you are in a foreign country), enter a “0” (zero). If you live in one district but your institution is in another, provide the number for the district in which you live.

6. Project Information (includes the following sections):

a. “Project Title.” Enter this, even though the field is not highlighted. The title may not exceed 125 characters.

The title should be descriptive of the project, substantive, and free of specialized language. Most importantly, your title should be easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products. You can find guidance for writing a good title in the Frequently Asked Questions, which are available on the [program resource page](#).

b. “Project Description.” This description will appear on your application cover sheet and will serve as a project abstract during the review process. Describe your project for a nonspecialist audience, stating the importance of the proposed work to larger issues in the humanities. **Do not exceed one thousand characters, including spaces.** Your project description will be available to the evaluators, along with your other application materials.

If you exceed one thousand characters, including spaces, the Grants.gov validation software may reject your application or cut off your project description at the thousand-character limit.

c. “Proposed Project.” Enter the starting and ending dates for your proposed period of performance. You must start your period of performance on the first day of the month and end it on the last day of the month. Because award amounts depend on the number of months of work that you specify, the dates that you enter here will determine the maximum amount of your award. No award will exceed \$60,000, which is the amount awarded for twelve months of full-time work or the part-time equivalent. You may change your start and end dates if you receive an award, so long as the change does not increase the dollar value of your award. For more information on allowable award terms and how awards are calculated, see “Award Information” on page 5.

7. Signature: By clicking on the “I Agree” box, the applicant certifies the following:

He or she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, and has not—within the three years preceding the submission of this application—been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with a public (federal, state, or local) transaction or a contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or

default; and is not presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses.. (See 2 CFR parts 180 and 3369.)

He or she is not delinquent in the repayment of any federal debt or is providing explanatory information about any delinquency. Examples of relevant debt include student loans, delinquent payroll or other taxes, and delinquent child support payments. (See OMB Circular A-129.)

He or she will comply with the [NEH Fellowships and Awards for Faculty Terms and Conditions](#). Click on the “Save” button at the top of the form to save your work and return to the main menu.

Form II: Attachments Form

Open the form and complete it.

The component parts of your application must be attached to the Attachments Form in Portable Document Format (PDF). NEH cannot accept attachments in their original word processing, graphic, or spreadsheet formats. Visit Grants.gov’s Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version at <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. Make sure that all files in formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains multiple PDFs, you must merge those documents into a single PDF. Do not attach a zip file containing multiple PDFs.

Attachments must be in the specified order and must use the specified names. Do not use accent marks or other special characters in your file names. Use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space (), period, parenthesis (), curly braces { }, square brackets [], ampersand &, tilde ~, exclamation point !, comma , semicolon ; apostrophe ‘, at sign @, number sign #, dollar sign \$, percent sign %, plus sign +, equal sign = . File names must be limited to 50 or fewer characters. If you include any other character in a filename, Grants.gov will reject your application.

When you open the Grants.gov Attachments Form, you will find fifteen attachment buttons, labeled “Attachment 1” through “Attachment 15.” By clicking on a button, you will be able to choose the file from your computer that you wish to attach. You must name your files exactly as indicated and attach them in the proper order, as listed below:

ATTACHMENT 1: To this button, please attach your project **narrative**. Name the file “narrative.pdf”.

ATTACHMENT 2: To this button, please attach your **bibliography**. Name the file “bibliography.pdf”.

ATTACHMENT 3: To this button, please attach your **résumé**. Name the file “resume.pdf”. Do not include accent marks in the file name; doing so may cause an error in the processing of your application.

ATTACHMENT 4: To this button, please attach your **confirmation of institutional support**, provided by an institutional representative on letterhead. Name the file “support.pdf”.

ATTACHMENT 5: To this button, please attach your **appendix or appendices** (only if necessary). Necessary appendices include editing samples, translation samples, database samples, visual materials, (for course revision projects) syllabi and course lists, and (for applicants awaiting the conferral of a degree) a signed letter from the dean of the conferring school or your department chair, attesting that you have satisfied all of the requirements for the degree as of April 10, 2019. Name the file “appendix.pdf”.

ATTACHMENT 6: To this button, please attach your **explanation of any delinquent federal debt** (only if applicable). Name the file “delinquentdebt.pdf”.

Note: To ensure that NEH’s system does not reject your application after it has been retrieved from Grants.gov, check that your attachments meet the following requirements:

1. All attachments must be in PDF format.
2. Attachments must be in the specified order and must use the specified names.
3. Attachments must not exceed the specified length limitations.
4. No attachments other than those specified above may be included.

Form III: NEH Supplemental Information for Individuals Form

Open the form and provide the following information:

- *Field of Project:* Using the drop-down menu, indicate the field(s) of your project. You may select one, two, or three fields. If you select more than one, list the primary field first.
- *Project Director Field of Study:* Using the drop-down menu, choose the field of study that best describes your area of expertise.
- *Address Information:* Please indicate whether the address that you have given on the Application for Federal Assistance - Individual form is your home or work address.
- *Institutional Affiliation:* Please complete the information for your institution. Applicants must include their institution’s DUNS number and TIN/EIN number. These numbers are required, even though you are the applicant rather than your institution. The numbers are generally available from an institution’s sponsored research office or at your institution’s website. If your affiliation is temporary or of uncertain duration (for example, if you have an adjunct position), or if you are now retired from your institution, please indicate this on your résumé.
- *Status:* For purposes of processing your application, please designate yourself as a “junior scholar” if you are seven years or less beyond your final degree and as a “senior scholar” if you are eight years or more beyond your final degree.

- *Reference Letters:* Provide the names, e-mail addresses, and affiliations for your two recommenders. **Enter only one e-mail address for each recommender.** (Applicants are responsible for providing accurate e-mail addresses. The NEH system will use the addresses exactly as they have been entered on this form.)

Approximately two weeks after the application deadline, NEH will e-mail requests to the two recommenders, with instructions for submitting their letters online. Applicants are responsible for ensuring that their recommenders have received these requests and that the letters are properly submitted. (For additional information, see below under “Checking the Status of Your Letters of Reference.”) To ensure full consideration, letters must be submitted online **not later than May 10, 2019**. Late letters will be added to your file when they arrive, but it is possible that evaluators will not take them into account. If you find that you must change one or both of your referees after the application deadline, you may do so by contacting program staff.

Applicants are also responsible for providing both referees with relevant materials (such as a draft of the application). Letters of reference are more highly regarded if they address the specific proposed activity and the candidate’s ability to undertake it. Ideally, referees should come from different institutions.

Missing reference letters will not disqualify an application from review.

- *Nominating Official:* Please leave this section blank.

STEP 5: Submit your application to Grants.gov

When you have completed the Application for Federal Assistance - Individual form and the NEH Supplemental Information for Individuals form and attached the component parts of your application to the Attachments form, perform validation checks on the application as needed, and fix any errors. After you have done so, you are ready to submit your application to Grants.gov.

To submit your application, your computer must have an active connection to the Internet. To begin the submission process, click the “Submit” button. A page will appear, asking you to sign and submit your application. When you click the “Sign and Submit Application” button, your application will be submitted to Grants.gov. Please note that it may take some time to submit your application, depending on the size of your files and the speed of your Internet connection.

After the submission is complete, a confirmation page will appear. This page, which includes a tracking number, indicates that you have submitted your application to Grants.gov. Please print this page for your records. This confirmation indicates that you have submitted your application to Grants.gov for initial processing. Please see below, under “Confirming the acceptance of your application,” for more details about the additional confirmation messages that you should receive.

Note: If you find that you need to make a change to your application after you have submitted it, you may do so any time before the application deadline. Simply submit the corrected version through Grants.gov. All submissions are time-stamped, and NEH will keep only your most recent one.

Deadlines for submitting optional draft proposals and applications

Submission of draft proposals is optional. The deadline for submitting draft proposals is March 8, 2019. Time constraints may prevent staff from reviewing draft proposals submitted after that date.

Applications for NEH Awards for Faculty at Historically Black Colleges and Universities must be received and validated by Grants.gov by 11:59 p.m. Eastern Time on April 10, 2019. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

IV. What Happens After the Submission of an Application

Confirming the acceptance of your application

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 following five confirmation messages. Please note that e-mail filters may send these messages to your spam or junk folder.

Message 1: After you submit your application, Grants.gov will immediately assign the application a Grants.gov tracking number (a number like GRANT11791444). Grants.gov will send you an e-mail with this number. The subject line of the message will include the words “Grants.gov Submission Receipt.”

Message 2: At this point Grants.gov attempts to validate the application. If everything checks out, Grants.gov will send you a **second** e-mail confirming that it validated the application, and that it will send the application to NEH. The subject line of the message will include the words “Grants.gov Submission Validation Receipt for Application.” (This message—and all subsequent messages from Grants.gov—again includes the Grants.gov tracking number.) But if Grants.gov discovers a problem with the application (for example, the project description component of the Application for Federal Assistance exceeds the thousand-character limit, or a file name includes an unacceptable character such as a comma), then the attempt at validation fails; Grants.gov accordingly rejects the application. Grants.gov would then send you a message, indicating that the application has been “rejected with errors,” and that you must resubmit. Once you correct the error and resubmit, the process starts all over again. (In other words, Grants.gov would then send you a new version of Message 1, including a new Grants.gov tracking number.) Note that NEH does not receive an application that Grants.gov rejects because it has errors.

Message 3: After Grants.gov has validated the application, NEH uploads the application. Grants.gov then sends you a **third** e-mail to that effect. The subject line of the message will include the words “Grants.gov Agency Retrieval Receipt for Application.” (The “agency” mentioned in the subject line is NEH, which Grants.gov also calls the “grantor agency.”)

Message 4: At this point, NEH assigns its own application number (different from the Grants.gov tracking number) to the application. (The NEH application number will begin with two or three capital letters, followed by a hyphen, followed by six numbers: for example, HD-123456, or HDD-123456.) NEH then informs Grants.gov of the application number that it has assigned. Grants.gov then sends you a **fourth** e-mail, providing the NEH application number (as well as, again, the Grants.gov tracking number). The subject line of the message will include the words “Grants.gov Agency Tracking Number Assignment for Application.” (What Grants.gov calls the “agency tracking number” is what NEH calls the application number.)

Message 5: Now that NEH has the application, it runs its own check to make sure that the application’s attachments are in proper PDF format. If everything is OK, NEH informs Grants.gov that it has accepted the application. Grants.gov then sends you a **fifth** e-mail, informing you that NEH has accepted the application. The subject line of the message will include the words “Grants.gov Agency Notes Assigned for Application.” (If NEH accepts the application, the “Agency Notes” are as follows: “Application accepted by agency.”) But if NEH rejects the application, NEH sends its own e-mail directly to you. In that case you will receive two e-mails, one from NEH and one from Grants.gov. The NEH e-mail will inform you of the problem with the application (for example, an attachment was not submitted as a PDF). It will also tell you that you need to correct the error and then to resubmit. In that case the e-mail that Grants.gov sends you will reiterate the fact that NEH rejected the application because of problems with the attachments. After you receive these e-mails you must resubmit the application and await receipt of the five messages explained here.

Additional Information

Grants.gov normally sends these e-mail messages within twenty-four hours of the submission of an application. Delays can, however, occur when system usage is heavy. Each message includes your application’s Grants.gov tracking number, and the fourth and fifth messages also include the NEH application number. Keep these messages for your records.

If you receive a message (ordinarily, the second or the fifth message) indicating that your application has been rejected, read it carefully. It should explain what was wrong with your application, and what you must do to fix the problem. Once you fix the problem, you can resubmit the application (so long as you do so before the program’s application deadline).

If you submit an application and don’t receive all five of the e-mail messages, check your “spam” folder, which may contain one or more of them. If you still can’t find them, contact Grants.gov immediately to determine the status of your application, by calling 1-800-518-GRANTS (4726) or sending an e-mail to support@grants.gov. Include the Grants.gov tracking number in correspondence regarding the application. You can also use the Grants.gov [Track my Application](#) tool to check the status of your application.

As stated above, 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 of the messages described here.

Checking the status of your letters of reference

NEH requests letters of reference from your recommenders approximately two weeks after the deadline. You will be notified by e-mail when each of your letters of reference has been received. After you have received the fifth message from Grants.gov (confirming that NEH received your application), you may check the status of your letters 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 of reference have arrived. If necessary, you may send reminders to your letter writers (including the upload link) from this site. You are responsible for ensuring that your letter writers have received the solicitations from NEH and submitted their letters.

Review and selection process

All applications receive peer review. Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

Information for all applicants and for successful applicants

NEH will notify applicants of the results of their applications by e-mail in December 2019. NEH will send the notice to the e-mail address supplied in the application. All applicants may obtain the evaluations of their applications by sending an e-mail message to FacultyAwards@neh.gov.

Before submitting an application, applicants should review [NEH's Research Misconduct Policy](#).

The requirements for awards are contained in the [Awards for Faculty Terms and Conditions](#) and any additional terms and conditions contained in the award document.

Awardees must submit a final performance report within ninety days after the end of the period of performance. They must submit this report electronically via [eGMS Reach](#), NEH's online grant management system.

A final financial report is not required.

V. Additional Information

Contact information for the program and Grants.gov

If you have questions about the program, contact:

Division of Research Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8200
FacultyAwards@neh.gov

Grants.gov: www.grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov training documents and videos:
<https://www.grants.gov/web/grants/applicants/applicant-training.html>
Grants.gov support line: 1-800-518-GRANTS (4726)

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956 *et seq.* The principal purpose for which the information will be used is to process the application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

- Verify your registration or register with Grants.gov.** NEH recommends that you complete your registration at least two weeks before the deadline.
- Access the application package through Grants.gov Workspace.** The [program resource page](#) on NEH's website has a direct link to the package. You can also search Grants.gov for this program.

□ **Complete the following forms contained in the Grants.gov application package.**

1. Application for Federal Assistance – Individual Form
2. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Narrative (name the file “narrative.pdf”)

ATTACHMENT 2: Bibliography (name the file “bibliography.pdf”)

ATTACHMENT 3: Résumé (name the file “resume.pdf” **without accent marks**)

ATTACHMENT 4: Confirmation of Institutional Support, provided by an institutional representative on letterhead (name the file “support.pdf”)

ATTACHMENT 5: Appendix or appendices (only if necessary). Necessary appendices include editing samples, translation samples, database samples, visual materials, (for course revision projects) syllabi and course lists, and (for applicants awaiting the conferral of a degree) a signed letter from the dean of the conferring school or your department chair, attesting that you have satisfied all of the requirements for the degree as of April 10, 2019. Name the file “appendix.pdf”.

ATTACHMENT 6: Explanation of any delinquent federal debt (if applicable) (name the file “delinquentdebt.pdf”)

Note that if you do not use the file names indicated above, your application may be rejected. Do not use accents or other special characters in your file names.

3. NEH Supplementary Information for Individuals Form. This form requires you to provide the DUNS number and TIN/EIN number of the HBCU with which you are affiliated.
- **Upload your application to Grants.gov.** NEH **strongly** suggests that you submit your application no later than noon Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.
- **Verify that you received all five confirmation messages from Grants.gov.** The messages are described above, under the “Confirming the acceptance of your application” heading.
- **Monitor the status of your letters of recommendation.** You may do so by logging in to [the secure area of NEH’s website](#). To receive full consideration, letters must be received no later than May 10, 2019. You are responsible for ensuring that your letter writers have uploaded their letters by the deadline.

TIMELINE

Before the April 10, 2019 deadline: Contact Division of Research program officers (at 202-606-8200 or FacultyAwards@neh.gov) with questions and for advice (optional)

March 8, 2019: Submit draft application (optional) by this date

March 27, 2019: Register or verify your registration with Grants.gov by this date

April 10, 2019: Application must be submitted through and validated by Grants.gov by 11:59 P.M. Eastern Time on this date

Mid-April 2019: NEH sends recommenders requests for letters of recommendation

May 10, 2019: To ensure full consideration, recommenders' letters should be submitted online by this date

Summer 2019: Peer review panels take place

December 2019: Meeting of the National Council on the Humanities, followed by funding decisions

Late December 2019: Applicants are notified of the funding decisions

Late December 2019/early January 2020: Successful applicants receive offer documents from the NEH Office of Grant Management by e-mail

No later than February 1, 2020: Successful applicants must submit the [Awards for Faculty Acceptance Form](#)

February 1, 2020: Successful applicants may begin work on their projects on this date

September 1, 2021: Successful applicants must begin work on their projects no later than this date