NATIONAL ENDOWMENT FOR THE Humanities

DIVISION OF **RESEARCH PROGRAMS**

COLLABORATIVE RESEARCH

FREQUENTLY ASKED QUESTIONS

Program Description

1. What kinds of projects are supported in this program?

The Collaborative Research program supports two types of projects: **Convening Grants** for conferences and working group meetings and **Publication Grants.** Both categories are for projects that eventually result in publications, whether in print or online.

2. We were awarded a Convening Grant. Can we apply for another Collaborative Research grant after that for the same project?

Yes, you may apply for a Publication Grant.

3. We want to use the Convening Grant to plan for a Publication Grant. May our application for a Publication Grant be our product from the Convening Grant?

No. The preparation of an application for a NEH Publication Grant or any other grant may not be the grant product. Primary grant products for Convening Grants may include live or recorded video of the convening, web-posted papers, papers in preparation for subsequent peer-reviewed articles, podcasts, blogs, and discussion boards.

4. We want to apply for a Publication Grant. Do we have to receive a Convening Grant first?

No, if you have already done preliminary planning, a prior Convening Grant is not necessary to apply for a Publication Grant.

5. How many participants must a project have to qualify for a Collaborative Research grant?

Collaborative Research projects must have at least two participants, each of whom must be a scholar.

6. I am working on a research project, but I am the only participant. May I apply to the Collaborative Research program?

No. The Collaborative Research program supports institutional applications for original research undertaken by a team of two or more participants; at least two project participants must be scholars. If you are the only participant, you should apply to the Fellowships program.

7. May a Collaborative Research grant be used for an interdisciplinary project?

Yes. The program seeks to encourage projects in a single field of study, as well as interdisciplinary work within the humanities. Projects that include partnerships with researchers from the natural and social sciences are encouraged, but they must remain firmly rooted in the humanities and must employ humanistic methods. Résumés of the participants should demonstrate pertinent expertise.

8. Must all Collaborative Research projects have project websites? Must they disseminate their results electronically?

No. Although NEH encourages its recipients to have an online presence, projects without a website are eligible. Projects intending to disseminate their results only in print volumes are also eligible. For further guidance applicants should consult the notice of funding opportunity (specifically, the instructions for the narrative under the "Final product and dissemination" heading.)

Eligibility

9. I am a U.S. citizen who does not have an institutional affiliation. Am I eligible to apply for a Collaborative Research grant?

No. Only eligible U.S. institutions may apply (see Eligibility section in the notice of funding opportunity). You may, however, apply to one of the programs for individuals, such as Fellowships.

10. I am a U.S. citizen teaching at a foreign university. Is my university eligible to apply for a Collaborative Research grant?

No. Foreign entities are not eligible to apply (see Eligibility section in the notice of funding opportunity). You may, however, apply to one of the programs for individuals, such as Fellowships.

11. May our organization include a scholarly collaborator from another country in our project? May payments to this person be included in the project budget?

Yes. Collaborators may be from other countries, and payments to such collaborators may be included in the project budget. At least 50 percent of the budget must, however, support U.S. institutions and U.S. citizens or residents. At least half of each type of participant (directors, collaborators, participants, consultants, technical assistants, and student assistants) must be U.S. citizens or residents.

12. I am a graduate student completing my Ph.D. May I serve as a participant (project director, co-director, or the only collaborator) for a Collaborative Research grant?

Persons enrolled in academic degree programs are not eligible to serve as project directors or co-directors for Collaborative Research grants, or the project's only collaborator *unless* you have passed your dissertation defense but have not yet received the degree. To demonstrate that you have completed the requirements for the Ph.D., the applicant organization must include as an appendix to the application a letter from your dean or department chair, stating that you have successfully completed all requirements for the Ph.D. as of the application deadline.

13. Does an individual need to have an advanced degree such as a Ph.D. to serve as a project director for a Collaborative Research grant?

No. However, the individual's résumé should include evidence (publications, presentations, and other related experience) that demonstrates their ability to carry out the project that the organization is proposing.

14. May I apply as an unaffiliated project director for a Collaborative Research grant, or must I apply through an institution?

No, individuals may not apply. Only eligible U.S. institutions may apply (see Eligibility section in the notice of funding opportunity). Applicant institutions would typically designate an affiliated scholar as the project director and collaborating scholars that may or may not be affiliated with the applicant institution as co-directors. Applicant institutions may, however, designate a project director who is affiliated with another institution or unaffiliated if that person is a leading scholar in a relevant field of study.

15. May an institution submit more than one application to the Collaborative Research and Scholarly Editions and Scholarly Translations programs?

Yes, an institution may submit multiple applications for distinctly different projects. However, any one project director or co-director may direct only one application to either the Collaborative Research Program or the Scholarly Editions and Scholary Translations program, but not both. Project directors, co-directors, and collaborators of funded applications may not hold concurrent *full-time* awards from the NEH Division of Research Programs—for example an NEH Fellowship. Overlapping project costs between two or more applications for federal funding and/or approved federal award budgets are not permitted.

Application Preparation and Submission Information

16. What constitutes a good title for my project?

Your title should be a brief, factual descriptive of the project, not exceeding 125 characters, including spaces and punctuation. It should also be free of specialized language or phrasing that might not be understood by the general public.

Avoid using a main title that requires clarification by a 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 description. For example, "A Biography of German Philosopher Klaus von Guberstopper (1834-1910)" is clearer than "A Biography of Klaus von Guberstopper."

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

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.

17. Must we apply through Grants.gov?

Yes. All applications to this program must be submitted via Grants.gov Workspace. You can find a link to the application package on the program resource page.

18. Until what time can we apply on the day of the deadline?

You may apply until 11:59 p.m., Eastern Time, on December 4, 2019. However, 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. The Grants.gov help desk is now 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. For purposes of verification, keep a record of any communication with Grants.gov, including a case number if assigned.

19. I am a leading scholar on a project, but my institution wants to designate an administrator to serve as the project director. Is that allowed?

No. The project director must be a leading scholar participating in the project, not an administrator or press representative.

20. Neither I nor my collaborators are able to work on our project during the academic year. Can we work on our project only during the summers?

No. The Collaborative Research Program supports sustained, full-time or part-time activities over the course of one to three years. If you are unable to devote sustained effort to your project during the course of the year, you should consider applying instead to the Summer Stipends program.

21. Our project is a conference, and we plan to apply for a Convening Grant. Do we need commitments to participate from all invited conference participants before applying?

No. However, it is required that the project has commitments from a majority of the invited participants. Letters or emails from invited participants confirming their commitment to attend must be included in the appendix.

22. We plan to hold several meetings to explore our chosen topic. Can we apply for the entire series in one Convening Grant application?

Yes. All of the meetings must, however, relate to the same project and publication plan and must occur during the one-year period of performance.

23. What grant products are expected in the Collaborative Research program?

Primary grant products for Convening Grants may include live or recorded video of the convening, web-posted papers, papers in preparation for subsequent peer-reviewed articles, podcasts, blogs, and discussion boards. Publication Grants must result in some form of manuscript or other material for publication. Examples of publications include monographs, multi-authored volumes, edited volumes, themed journal issues, or born-digital publications.

24. May a Collaborative Research project create a website, resource, or tool (for example, a digital tool, database, visualization or map)?

Yes, but this cannot be the only outcome of the project. The project's primary outcome must be the preparation of a publication of substantive scholarly analysis and interpretation that addresses one or more significant humanities research questions.

25. Must we have a contract with a publisher before applying for a Publication Grant?

No. Although having a contract may be helpful, proposals lacking a contract often are successful, so long as there is an appropriate and feasible plan for publication during the period of performance.

26. We have some supporting materials that are not in electronic format. How can we submit them?

You must convert them into one or more PDF files. All materials must be submitted electronically (as PDF files) through Grants.gov. 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.

27. We expect to receive some supporting materials after the deadline. Can they be added to our application?

No. New materials may not be added to an application after the deadline.

28. May the project director also serve as the institutional grant administrator?

No. As a matter of NEH policy, the same individual may not serve as the Project Director and Primary Contact/Grants Administrator.

Budgets

29. Some of the items on our budget form can't be explained in the space available. Can we submit an additional written explanation for these items?

Yes. You must attach a Budget Justification, which briefly describes the amounts requested for each line item of the budget. The budget justification should specifically describe how each item will support the achievement of the proposed objectives. If the application requests support for a larger project, describe the overall design of the whole project and clearly delineate the specific part intended for NEH funding through this application in the "History of the project and its productivity" section of the narrative. The budget form should only include costs that NEH is asked to support. Prospective applicants are urged to consult with program staff or the NEH Office of Grant Management to avoid requesting budget items that NEH cannot support.

30. Does the Collaborative Research program support the payment of open access fees?

Yes. You may ask for such support if you know the exact amount of the fees and submit supporting documentation.

31. We will be serving food at our meeting(s). Where do we list this expense?

The cost of food should be listed under "Other Costs." As a reminder and per 2 CFR §200.432: Allowable conference costs paid by a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the award. Please note: if incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Alcoholic beverages are unallowable and may not be included in your budget.

32. Members of our project team travel regularly to the national conference for our discipline. May we charge these costs to the project budget?

No. The program does not provide funding for this purpose.

33. Our project requires lodging for our project participants in the U.S. To lower our costs, may we stay in an Airbnb or similar privately-hosted lodging?

You should follow your institution's written travel policy. Please note that all travel costs should be refundable. NEH will not pay for lodging and airfare for cancelled meetings.

34. May we choose to hold our meetings outside of the United States?

Yes, but there must be a project-related and justifiable reason for convening outside of the United States. Saving money on lodging is not a sufficient justification. Any foreign travel must be undertaken on U.S. flag carriers (coach or equivalent), wherever such service is available. Refer to Articles 9 ("Travel Costs") and 10 ("Foreign Travel") of the General Terms and Conditions for Awards for further details.

Application Review

35. Our previous application was unsuccessful. Is there anything we can do to increase our chances for success next time?

Request copies of the (unattributed) reviewers' comments about your proposal and incorporate their advice in your revised application. For reasons of confidentiality, requests must be made by e-mail (collaborative@neh.gov) by either the project director or the institutional grants administrator. In addition examine sample proposals, familiarize yourself with all the materials on the program resource page, and carefully read the guidelines, which are revised every year.

36. We applied for a grant last year and were unsuccessful. Will this be held against us if we apply again this year?

No. NEH regards all applications as new applications.

37. What additional help is available for all applicants?

All applicants are encouraged to visit the program resource page. where they will find useful information, including the guidelines and the narrative sections of sample funded proposals. The staff of the Collaborative Research Program is available for assistance. Applicants with questions may contact staff by telephone (202-606-8200) or e-mail (collaborative@neh.gov).