



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF RESEARCH PROGRAMS

**SCHOLARLY EDITIONS
AND TRANSLATIONS
GRANTS**

FREQUENTLY ASKED QUESTIONS

Program Description

1. How many participants must a project have to qualify for a Scholarly Editions and Translations grant?

Scholarly Editions and Translations projects must have at least two participants: an editor or translator, and one other collaborating scholar.

2. I am working on a scholarly edition or translation project, but I am the only participant. May I apply to the Scholarly Editions and Translations program?

No. Scholarly Editions and Translations grants support the preparation of a text by a team of at least one editor or translator and one other collaborating scholar. If you are the only participant, you should apply to the [Fellowships program](#).

3. What makes a project eligible for the Scholarly Editions and Translations program?

If a team of editors is working on an authoritative edition of a text or documents—in the original language or in translation—that will be of value to humanities scholars and general readers, the project is eligible. Projects that will result in textbooks, bibliographies, descriptive catalogs, dictionaries, encyclopedias, databases, refinement of a method, or other research tools or reference works are not eligible. Applicants seeking support for such projects should apply to the [Humanities Collections and Reference Resources](#) program.

4. Our project is both an edition and a translation. Is it eligible for a Scholarly Editions and Translations grant?

Yes. Your project is eligible in this program.

5. Our project is a translation. Do we also need a scholarly editorial and critical apparatus?

Yes. To be eligible for funding, a project must have a scholarly editorial and critical apparatus, whether the work is in English, translated into English, or in its original language.

6. Would a new edition or translation of a work be eligible for support, if a previous edition or English-language translation already exists?

Yes. But you must make the case for such a project, by explaining in the narrative the problems or inadequacies of the earlier work—and how your project would solve the problems or remedy the inadequacies.

7. Does this program support the translation of works from English into another language?

No. This program supports only editions in their original language, and translations into English.

8. We want only to digitize an edition that has already been published. Are we eligible to apply?

You are eligible to apply only if you are adding a new scholarly and critical editorial apparatus to the existing materials.

9. We want to transcribe handwritten texts and publish them. Are we eligible to apply?

No. You are eligible to apply only if you are adding a scholarly and critical editorial apparatus to the transcriptions.

10. We want to translate into English a critical edition that was published in another language. Are we eligible to apply?

You are eligible to apply only if you are adding a scholarly and critical editorial apparatus to the existing materials.

11. Are projects to create tools (such as digital tools, databases, visualizations, and maps) eligible in this program?

Such projects are not eligible, unless they are also producing an edition or translation. Both print and online editions are eligible.

12. Does NEH require that all Scholarly Editions and Translations projects be published online and with free online access?

No. Although NEH encourages online publication, especially for new projects, editions and translations need not be published online. Applications for projects that intend only print publication are eligible. For further guidance applicants should consult the guidelines

(specifically, the instructions for the narrative under the “Final product and dissemination” heading.)

Award Information

13. Must indirect costs be paid for out of the funds awarded by NEH, or does NEH defray indirect costs through a separate award?

NEH makes only one award, which includes all project costs—both indirect and direct.

14. Why is cost sharing important?

Cost sharing can be vital to the successful completion of a project, since the Scholarly Editions and Translations program is often unable to support the full costs of projects approved for funding.

Eligibility

15. I am not a U.S. citizen. Am I eligible to apply for a Scholarly Editions and Translations grant?

Yes. You may apply (as the project director) through an eligible sponsoring U.S. institution. You may not, however, apply as an unaffiliated project director.

16. I am a U.S. citizen teaching at a foreign university. Am I eligible to apply for a Scholarly Editions and Translations grant?

Yes. You may apply through an eligible sponsoring U.S. institution, or you may apply (if you lack an affiliation with an eligible U.S. institution) as an unaffiliated project director. At least 50 percent of grant funds must, however, be used to support research conducted at U.S.-based institutions, research conducted by citizens of or residents in the U.S., or both.

17. I am a U.S. citizen collaborating with someone from another country. May I include payments to this person 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 grant funds must, however, be used to support research conducted at U.S.-based institutions, research conducted by citizens of or residents in the U.S., or both.

18. I am a graduate student completing my Ph.D. May I apply as a project director, co-director, or as the only collaborator for a Scholarly Editions and Translations grant?

Persons enrolled in academic programs are not eligible to apply as project directors or co-directors for Scholarly Editions and Translations grants, or to serve as the project’s only collaborator. If you have passed your dissertation defense but have not yet received the degree, you are eligible to apply as a project director, co-director, or as the only collaborator through an

eligible sponsoring U.S. institution. (Only U.S. citizens are eligible to apply as unaffiliated project directors.) To demonstrate that you have completed the requirements for the Ph.D., you 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.

19. Do I need to have an advanced degree such as a Ph.D. to apply as a project director for a Scholarly Editions and Translations grant?

No. However, your résumé should include publications, presentations, and other related experience that demonstrate your qualifications to carry out the project that you are proposing.

20. May I apply as an unaffiliated project director for a Scholarly Editions and Translations grant, or must I apply through my institution?

Only U.S. citizens who are adjunct faculty, teaching at foreign universities, or without institutional affiliation may apply as unaffiliated project directors. Such individuals are, however, strongly encouraged to seek a sponsoring institution. Project directors affiliated with an eligible institution must apply through that institution. If the project can be better hosted by a different U.S. institution, they may apply through that institution.

21. May an institution submit more than one application to this program?

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 Translations program, but not both. Overlapping project costs between two or more applications for federal funding and/or approved federal award budgets is not permitted.

22. May a project director or co-director submit more than one application to the Collaborative Research and Scholarly Editions and Translations programs?

No. Project directors or co-directors may submit only one application to either the Collaborative Research program or the Scholarly Editions and Translations program, but not both; they may, however, apply for other NEH awards, including Fellowships and Summer Stipends.

23. May a project director or co-director hold more than one award from the NEH Division of Research Programs at a time?

No. Scholarly Editions and Translations project directors or co-directors may not hold concurrent full-time awards from the Division of Research Programs.

Application Preparation and Submission Information

24. Must we apply through Grants.gov?

Yes. All applications to this program, both from institutions and from unaffiliated project directors, must be submitted via Grants.gov. You can find a link to the instructions on the [program resource page](#).

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

You may apply until 11:59 p.m., Eastern Time, on the day of the deadline. 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 of some kind. 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 it is assigned.

26. What constitutes a good title for my project?

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

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 description. 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 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.

27. 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, not an administrator or press representative.

28. 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 Scholarly Editions and Translations 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.

29. Must we have a contract with a publisher before applying?

No. Although having a contract would be helpful, proposals lacking a contract often are successful, so long as there is an appropriate and feasible plan to disseminate the results.

30. 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.

31. 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.

32. For institutional applicants only: May the project director also serve as the institutional grant administrator?

No. The project director may not serve as the institutional grant administrator. The role of the project director must be distinguished from that of the institutional grant administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. All financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grant administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, the award document, an extension, a supplement or amendment) is addressed to the institutional grant administrator and copied to the project director. The project director is the person directly in charge of the conduct of the funded project. Because the project director's involvement in the project is normally critical to its success, the replacement of the project director or the co-director or a substantial reduction in the level of their effort (for example, an

unanticipated absence for more than three months, or a 25 percent reduction in the time devoted to the project) requires prior written approval from NEH.

Budgets

33. Does the Scholarly Editions and Translations program support the payment of open access fees?

Yes, if you know the exact amount of the fees and submit supporting documentation.

34. Can we put a subvention and payments to a publisher in our budget?

No. The Scholarly Editions and Translations program does not support subventions or payments to publishers.

35. 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?

You may add rows to the NEH budget form as needed. Enter any explanation directly on the form. The primary budget form should, however, include only 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.

36. How do we explain our cost-sharing arrangements and third-party contributions?

Itemize these amounts on a separate, secondary spreadsheet to make clear what parts of the project will be supported by non-NEH sources. You may also provide this information in budget notes. All sources from which you are requesting or receiving support must also be listed in the **Statement of funding received and requested**. Include in this statement funds that you anticipate receiving, as well as other funds that you are requesting from another funder.

37. Our project needs scientific and technical services from outside sources, and several project team members and consultants are not in the humanities. Are these allowable costs?

Yes, but total NEH funding for all collaborators, experts, technical and scientific services, equipment, supplies, and materials is capped at \$30,000 (excluding indirect costs).

38. 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.

Application Review

39. Our application for a Scholarly Editions and Translations grant was unsuccessful. Is there anything we can do to increase our chances for success next time?

In addition to examining sample proposals and submitting a draft proposal for comment, as described below (see question 43), you may also ask for copies of the unattributed reviewers' comments about your proposal. For reasons of confidentiality, requests must be filed by e-mail (editions@neh.gov) by either the project director or the institutional grants administrator.

40. 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. The evaluators of your previous application will not evaluate your new application.

41. We have previously received funding in this program. What should we do before submitting our next application?

You are encouraged to ask for copies of the reviewers' comments on your most recent application, and to submit a draft proposal, addressing their comments, to which program staff will respond. You may also want to consult the sample narratives from successful applications that are available on the [program resource page](#). In the application you must also demonstrate clearly what the project has produced with previous NEH support.

42. What help is available for all applicants?

The staff of the Scholarly Editions and Translations program will answer questions and review drafts of proposals submitted up to October 15. A response cannot be guaranteed if the draft arrives later. In addition, applicants may examine the narrative sections of sample funded proposals; samples are available on the [program resource page](#). Applicants may contact staff by telephone (202-606-8200) or e-mail (editions@neh.gov). Draft proposals must be submitted by e-mail.

43. What should we include in our draft proposal?

A draft application should include, at a minimum, a statement of significance and impact, a narrative, and a budget. In addition, previously unsuccessful applicants must explain how the draft proposal addresses recommendations made by the previous set of reviewers.