NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF **EDUCATION PROGRAMS**

SUMMER SEMINARS AND INSTITUTES

Deadline: February 22, 2018 (for Seminars and Institutes in summer 2019)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.163

If after reading this document you have questions about this grant program, contact the staff of NEH's Division of Education Programs at 202-606-8471 or sem-inst@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

NEH Summer Seminars and Institutes grants broaden and deepen understanding of the humanities in supporting professional development programs, specifically designed for a national audience of K-12 educators or college and university faculty. The programs provide one- to four-week opportunities for participants (NEH Summer Scholars) to explore a variety of topics relevant to K-12 or undergraduate education in the humanities.

NEH Summer Seminars and Institutes

- focus on the study and teaching of significant texts and other resources;

- provide models of excellent scholarship and teaching;

- contribute to the intellectual growth of the of participants; and

- build lasting communities of inquiry.

An NEH Summer Seminar or Institute may be hosted by a college, university, learned society, center for advanced study, library or other repository, cultural or professional organization, or school or school system. The host site must provide facilities for collegial interaction and scholarship. The program must be held only in the United States and its territories.

Program audience and formats

Seminars and Institutes are designed either for K-12 educators or for college and university faculty. Programs for K-12 educators must involve someone with significant K-12 experience in both project planning and implementation and must respond to K-12 curricular needs.

Seminars

A Seminar provides an intimate and focused environment in which sixteen participants study a specific humanities topic under the guidance of one or two established scholars. Seminars have few, if any, visiting faculty. They emphasize sustained interaction among the participants and director(s) through discussion of common readings, conversations about teaching, and advising on independent projects.

Institutes

An Institute allows twenty-five to thirty-six participants to pursue an intensive program of study under a team of scholarly experts, who present a range of perspectives on a humanities topic. Participants and scholars mutually explore connections between scholarship about and the teaching of the topic.

NEH encourages proposals for Summer Seminars and Institutes in the following areas:

- world language study at the intermediate or advanced level through the use of humanistic sources;

- projects intended primarily for community college faculty; and

- projects related to the NEH initiative [Standing Together: The Humanities and the Experience of War](#).

NEH also especially encourages projects that include Native American organizations as lead applicants.

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they are world language projects, projects intended primarily for community college faculty, projects that respond to the Standing Together initiative, or projects including Native American organizations as lead applicants.

Types of projects not supported

The NEH Summer Seminars and Institutes program does not support

- promotion of a particular political, religious, or ideological point of view;

- advocacy of a particular program of social or political action;

- projects whose focus falls outside the humanities (including the creation or performance of art, creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies);

- support of specific public policies or legislation;

- educational or technical impact assessments; and

- projects that center on pedagogical theories and strategies, or on research on educational methods, tests, or measurements.

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH grant products. For projects that develop Web-based resources, all other considerations being equal, NEH prefers those that provide free access to the public.

NEH grantees must follow the requirements of Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of handicap in any program or activity receiving federal financial assistance. For more information consult Design for Accessibility: A Cultural Administrator's Handbook [here](#).

Award information

Successful projects may be awarded outright and/or matching funds *up to* the amounts noted in the table below. Federal matching funds are released on a one-to-one basis when a grantee secures gift funds from eligible nonfederal third parties. (Note that agencies of the federal government are not eligible third parties.)

(Learn more about different [types of grant funding](#).)

	1 week	2 weeks	3 weeks	4 weeks
Seminars	$70,000	$90,000	$105,000	$125,000
Institutes	$110,000	$160,000	$185,000	$200,000

Grant period

Seminars (twelve months): October 1, 2018, to September 30, 2019

Institutes (fifteen months): October 1, 2018, to December 31, 2019

Cost sharing

Cost sharing consists of the cash contributions made to a project by the applicant and third parties, as well as third party in-kind contributions, such as donated services and goods. Cost sharing is encouraged in this program. It is required for projects receiving matching funds, and for projects whose budgets exceed the relevant amounts in the table above.

Eligibility

Any U.S. nonprofit organization with 501(c)(3) tax-exempt status is eligible, as are state and local governmental agencies and federally recognized Native American tribal governments. Individuals are not eligible to apply.

A director who submitted his or her first successful NEH summer program application at the March 2017 deadline is not eligible to reapply at the February 2018 deadline. First-time directors must instead complete their 2018 summer program, and receive evaluations from the NEH Summer Scholars, before they can submit proposals to direct future NEH summer programs.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Late, incomplete, or ineligible applications 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;
- review the **sample narratives** (see the program resource page);
- consult the program's **evaluation criteria** (see below);
- read the **Frequently Asked Questions** (see the program resource page);
- contact the **program staff** (at 202-606-8471 or sem-inst@neh.gov) to discuss your project and raise any questions you may have about the application; and
- submit an optional **draft proposal** (see the instructions below).

Proposal draft review (optional)

Applicants are encouraged to contact program officers, who can offer advice about preparing the proposal and respond to draft proposals. Please submit draft proposals as an attachment to sem-inst@neh.gov **no later than January 22, 2018**. (Adhering to this deadline is recommended. Staff cannot guarantee that it will be able to respond to late-arriving drafts.) Staff responses to draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal. However, applicants have found them helpful in strengthening their applications.

Evaluation criteria

Applications are evaluated according to three general criteria of evaluation: intellectual quality and significance, program design and feasibility, and impact.

1. **Intellectual quality and significance**

   The topic of the proposal must be significant for humanities scholarship and teaching. The project must have an intellectual rationale that is fully developed, clear, and persuasive; subject matter that is balanced and incorporates a variety of approaches and viewpoints; primary sources (including artwork, material objects, or performances, if relevant) and secondary texts that are well chosen; and faculty who are excellent teachers and who possess significant expertise in relevant academic area(s).

2. **Program design and feasibility**

   The proposal must demonstrate suitable alignment of program length and scope; realistic and well-planned schedules and activities; adequate access to facilities and other resources for study and collegial exchange; strong evidence of commitment from the host institution

and project scholars; and a realistic project budget. Project directors must demonstrate expertise in program execution and the ability to facilitate a collegial environment.

3. **Impact**

The proposal must indicate sustained intellectual and professional benefits for scholarship and teaching, and adequate plans for dissemination activities and/or digital projects.

Proposals for K-12 projects must also demonstrate how the program aligns with K-12 humanities subject areas, will improve participants' understanding of key topics, and will enhance effective teaching practices.

Application elements

Your application should consist of the following parts:

1. **Table of contents**

List all parts of the application with page numbers. Beginning with the narrative description, number the pages consecutively through all sections of the application, including the appendices.

2. **Narrative description**

Limit the narrative description to *fifteen* double-spaced pages with one-inch margins and a font size no smaller than twelve points.

The narrative should be free of academic jargon and accessible to nonspecialists.

Provide a detailed description of the project, including the following elements.

a) **Intellectual rationale**

Clearly state the project's format in the narrative's opening paragraph (Seminar or Institute), duration (one, two, three, or four weeks), and audience (school teachers or college and university faculty).

Introduce the subject to be studied. Explain its intellectual significance and its benefits for teaching and/or scholarship in the humanities as it relates to a higher education or K-12 audience. Outline the questions to be engaged and the themes and approaches to the subject (detailed below in the program of study).

Explain why the program's length is appropriate to the scope of the material that it will examine. (In light of the variety of school and college schedules, NEH Summer Seminars and Institutes should begin no earlier than the third week of June and end before the second week of August.)

b) **Program of study**

Describe the structure of the Seminar or Institute and how exploration of its subject matter will unfold. Explain how the project will encourage pluralistic and collegial intellectual inquiry.

In addition, describe

1) the topics and themes that support the subject to be studied, and the core readings and academic sessions that will address them;

2) how the director(s) and/or project faculty will employ the readings and academic sessions to illuminate a variety of approaches to and viewpoints on the subject;

3) how the director(s) and/or project faculty will cultivate a collegial environment and involve participants in the intellectual life of the project (for example, by leading sessions, participating in small-group discussions, and undertaking individual or collaborative projects); and

4) the opportunities for faculty leaders and participants to discuss how they would translate the material under study into their teaching.

Projects for school teachers must also explain how the approaches to the chosen topics and themes will support curriculum and teaching at the K-12 level.

Include a full schedule in an appendix.

c) **Project faculty and staff**

Well-chosen staff (both academic and administrative personnel) are critical to project effectiveness. Consider the expertise and role of each member of the project team. Costs charged to the project must be justified for each member of the team. (See the budget instructions below.) Note that project staff may but need not be employed by the applicant institution.

- Oversight of all aspects of the project is the responsibility of the director(s). This includes overseeing all arrangements, recruiting and selecting participants, and conducting the residential portion of the project and related follow-up activities in the fall. Directors should be present throughout the residential program and should not assume any other commitments.

- Additional scholars and academic staff may contribute to the project. **Seminars** should average no more than one visiting scholar each week. Additional academic staff (such as library or museum personnel) should also be limited. **Institutes** should be built around a *team* of additional scholars and related staff.

- **Projects for school teachers** require at least one faculty or staff member with a background or significant experience in K-12 education, for both project planning and implementation.

- We recommend that applicants employ coordinators or assistants, as appropriate, to deal with the administrative and on-site needs of the project.

For seminars: Discuss the relationship between the topic and the expertise of the director(s), K-12 experts (if relevant), and visiting scholars (if any).

- If you propose co-directors, explain how the team will share intellectual and administrative responsibilities.

- If you include visiting scholar(s) or academic support staff, explain the nature of their contributions and why they are necessary to the project.

- Include a brief description of the role of key administrative staff.

For institutes: Describe the roles and qualifications of the project team, including K-12 experts (if relevant).

- Describe the qualifications of the project director(s). When leadership is shared, explain the intellectual and administrative roles played by each director.

- Additional scholars may contribute to the project for a short period (one or two days) or longer (a week or more). Describe additional scholars on the project team, noting their expertise and their role in and time commitment to the project.

- Additional academic staff (such as library or museum personnel) may spend a brief time with a participant group (for example, conducting a two-hour library or museum session). Summarize the key personnel for these sessions, noting their expertise and their role in and time commitment to the project.

- Project administrators may range from a co-director to a professional manager, graduate student, on-site coordinator, or a combination thereof. Describe key administrative personnel, noting their expertise and their role in and time commitment to the project.

For both Seminars and Institutes: Project directors should provide résumés of no more than four pages in an appendix. For additional scholars and key academic or administrative personnel, provide résumés of no more than two pages in an appendix.

Include in an appendix letters or e-mail messages of commitment for all project scholars other than the project director(s).

d) **Participant audience and selection**

Describe the Seminar or Institute audience from which you will select your participants (NEH Summer Scholars). Indicate any special qualifications required for the proposed project, such as foreign language proficiency.

Seminars for college and university faculty *must* include **three or more contingent (that is, non-tenured/non-tenure-track) faculty** as NEH Summer Scholars. In addition, they *may* include up to two advanced graduate students. Institutes for college and university faculty *must* include **five or more contingent (that is, non-tenured/non-tenure-track)** faculty as NEH Summer Scholars. In addition, they *may* include up to three advanced graduate students. You can find the current NEH eligibility criteria for Seminars and Institutes for college and university teachers [here](#) (PDF).

Seminars and Institutes for K-12 teachers *must* include **three and five spaces, respectively, for teachers who are new to the profession** (those who have been teaching for five years or less). You can find the current NEH eligibility criteria for Seminars and Institutes for school teachers [here](#) (PDF).

The committee charged with selecting the NEH Summer Scholars typically consists of three or more members, including the director(s). Selection committees for K-12 Seminars and Institutes must include at least one school teacher. Describe the non-director members of your committee, and explain why they are suited to this role.

e) **Professional development for participants in school teacher programs**

K-12 teachers participating in NEH Seminars or Institutes may wish to obtain continuing education units (CEUs) or in-service credit. When appropriate, describe such offerings and discuss how the program will provide necessary documentation for teachers. (See the budget instructions—beneath the "Inadmissible budget items" heading—below.)

f) **Institutional support**

Explain how the resources of the host institution will serve the proposed project. Describe provisions for moderately priced participant housing either at or near the institution. Describe academic and other support facilities such as meeting spaces, research collections, and computing resources.

Include in an appendix a letter of support from a senior official of the host institution. The letter must confirm the institution's commitment to the project and ensure that relevant offices will provide timely and effective support.

g) **Project website, outreach, and dissemination**

Effective outreach to an appropriate audience is central to a successful Seminar or Institute before, during, and after the summer program.

You should plan to reach communities likely to generate a strong pool of applicants; allow for the exchange of ideas and resources among or beyond the participant group; and maintain the project's intellectual community, sharing its output with the participant group and, possibly, a wider audience.

Your project website will be an indispensable tool in these efforts. Unfolding in three fundamental stages, it should 1) help recruit prospective NEH Summer Scholars, 2) provide intellectual and practical resources for participants, and 3) serve as a means to extend the life of your project.

Other avenues of outreach—such as the use of social media, professional advising of participants, or the generation of public events and conference sessions—should complement the website.

Note: NEH will conduct a broad program of outreach for the full cohort of Seminars and Institutes and will provide guidance regarding the essential elements of the websites that the directors will create for their programs.

First-time projects must create a website that supports the three stages of a project. Describe

- the goals and key components of your website and the activities and personnel required to create and maintain it (examples of websites from former projects may be found here); and

- the activities beyond the website designed to recruit participants and/or continue the project after the residential period.

Previously offered projects may propose a basic refreshment and updating of an existing website or a major redevelopment, especially one dedicated to maximizing the project's afterlife and dissemination. Describe

- your chosen approach, explaining the activities and personnel required to develop your site at the appropriate level; and

- the activities beyond the website designed to recruit participants and/or continue the project after the residential period.

For allowable website costs, see immediately below for the budget instructions for "Services."

3. **Budget**

Provide a budget. You can find a budget form (MS Excel) and sample budgets for Seminars and Institutes on the program resource page.

All of the items listed must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization.

Calculate your budget correctly. If your application is approved for funding and the budget submitted as part of the application included errors, you will be required to submit a revised budget correcting the errors.

A. Participant stipends

Each participant will receive a stipend that is intended to help cover travel to and from the project location, meals, and other expenses for the duration of the Seminar or Institute: one week = $1,200; two weeks = $2,100; three weeks = $2,700; four weeks = $3,300.

NEH expects the sponsoring institution to make provision for suitable housing for participants at reasonable rates.

B. Operating costs

Item 1: Salaries and wages (for staff employed by the applicant institution)

Item 1a: List here compensation for the project director(s) employed by the applicant institution. (Salaries and wages for those not employed by the applicant institution should be listed under budget item 3). Project directors are compensated at a fixed rate, depending on the number of directors and the length of their programs. See the chart below:

# directors	1 week	2 weeks	3 weeks	4 weeks
1	$12,500	$15,000	$17,500	$20,000
2	$7,500 each	$9,000 each	$10,500 each	$12,000 each

Three co-directors should equally divide the total sum allotted to two directors. (For example, three co-directors of a one-week program would each receive $5,000—a third of the total sum of $15,000 that two co-directors would receive.)

Item 1b: List here compensation for additional scholars, other academic personnel, and administrative staff employed by the applicant institution. (Compensation for those not employed by the applicant institution should be listed under budget item 3.)

- Scholars contributing a full day to the project may receive *up to* $750 per day. Those contributing two or more *full* days may be paid *up to* $3,000 per week.

(Note: a full day's contribution must not duplicate the work of others.) No scholar's total stipend may exceed that of the director(s).

- Compensation for academic staff spending a brief period with participants (such as a two-hour library or museum session) or whose role requires less scholarly responsibility should be budgeted proportionally.

- Members of the participant selection committee (other than the project director) employed by the applicant institution may receive a $250 stipend.

- Costs for advisers on K-12 projects may be calculated on the basis of a suitable percentage of salary or on a per diem basis, according to time spent on the project.

- Costs for administrative staff may be calculated on the basis of a suitable percentage of salary or on a per diem basis, according to time spent on the project. (Seminars should not exceed $6,000 and Institutes should not exceed $12,000 in total costs for administrative staff, *including* fringe benefits—see budget item 2 below).

Item 2: Fringe benefits

Fringe benefits should be calculated for those individuals employed by the applicant institution and listed in Items 1a and 1b. Fringe benefits may include contributions for Social Security, employee insurance, pension plans, etc. Only those benefits that are not included in an organization's indirect-cost pool may be shown as direct costs. Keep in mind that fringe benefits for clerical, administrative, and part-time personnel may be calculated at different rates than those used for employees on academic-year appointments. The different rates should be reflected in the breakdown shown on the budget form.

Item 3: Consultant fees (for staff not employed by the applicant institution

List here compensation for those individuals not employed by the applicant institution. (Their potential roles on the project are described in budget items 1a and 1b above.) Travel and subsistence reimbursement for consultants should be entered below in budget item 4.

Item 4: Travel

List here travel and accommodation expenses for visiting consultants listed in budget item 3, the costs likely to be incurred by the project director(s) to attend a two-day project directors' meeting held in Washington, D.C., and a project director's travel to and from (and accommodation at) a Seminar or Institute site away from the director's home institution.

Participant travel is covered by the stipend awarded to each NEH Summer Scholar.

Calculate costs in accordance with the applicant institution's policy, and provide the method of calculation.

Item 5: Supplies and materials

List reasonable administrative and project charges for materials such as office and computer supplies with a limited life span. Include the cost of core texts and flash drives for additional readings, up to $125 per participant. (Note that these costs may be included only if they are not part of the indirect-cost pool.)

Item 6: Services

Include museum admissions, cell phone charges, and the rental of films and equipment such as buses and vans. Include necessary printing and postage costs. (Note that we encourage digital dissemination of publicity and academic materials whenever possible.) All expenses must be essential to the project and must be justified in the budget notes, which are discussed below.

Include an itemization of subcontract costs. (If you plan to collaborate with another institution, the grants office of the applicant institution may wish to consult with the NEH Office of Grant Management.)

Project website: Indicate the funding level that you propose. **First-time projects** may request *up to* $4,250. **Previously offered projects** may request $500 for basic updating or *up to* $3,250 for a significant redevelopment.

Outreach beyond the website: To supplement the website, include a modest amount (*up to* $750) for expenses such as undertaking publicity efforts to reach constituencies relevant to the specific Seminar or Institute.

Item 7: Total operating costs are calculated by adding items 1 through 6.

C. Indirect costs (overhead)

These are costs incurred for common or joint objectives that cannot be readily identified with a specific project or activity of an organization. Items that would be regarded as indirect costs include the salaries of executive officers, and the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

When indirect costs are charged to the project, be careful not to charge to the project as direct costs those items that are included in the organization's indirect-cost pool.

If the applicant institution is claiming indirect costs and already has a federally negotiated indirect-cost rate agreement, indicate on the budget form the rate, the base, the name of the agency with which the institution negotiated, and the date of that agreement. In addition, submit a copy of the institution's current federally negotiated indirect-cost rate agreement. Do not attach the agreement to your budget form. Instead you must attach it to the Budget Narrative Attachment Form (also known as the Budget Narrative File).

(See the instructions for this form in the Application Checklist near the end of this document.) Alternatively, you must attach a statement to the form, explaining a) that the applicant institution is not claiming indirect costs; b) that the applicant institution does not currently have a federally negotiated indirect-cost rate agreement; or c) that the applicant institution is using the government-wide rate of up to 10 percent of the total direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each subgrant or subcontract in excess of $25,000).

Indirect costs are computed by applying a negotiated indirect-cost rate to a distribution base (typically a portion of the direct costs of the project). Note that NEH does not allow grantees to charge indirect costs on participant stipends. For that reason, you may not include participant stipends in the distribution base.

Organizations that wish to include overhead charges in the budget but do not have a current federally negotiated indirect-cost rate or have not submitted a pending indirect-cost proposal to a federal agency may choose one of the following options:

1. NEH will not require the formal negotiation of an indirect-cost rate, provided that the charge for indirect costs does not exceed the government-wide rate of up to 10 percent of direct costs, less distorting items (including, but not limited to, capital expenditures, participant stipends, fellowships, and the portion of each individual subgrant or subcontract in excess of $25,000). This option is not available to a sponsorship or umbrella organization—that is, an organization that applies for a grant on behalf of an organization that may not be eligible to apply directly to NEH for a grant. Applicants choosing this option should understand that they must maintain documentation to support overhead charges claimed as part of project costs.

2. If your organization wishes to use a rate higher than 10 percent, provide on the budget form an estimate of the indirect-cost rate and the charges. If the application is approved for funding, the award document will provide instructions on how to negotiate an indirect-cost rate with NEH.

D. Amount requested from NEH

Amount requested includes items A, B, and C. (Note that NEH will provide funding only up to the budget limits listed in the table on p. 5 above.)

Budget notes

Include brief budget notes as needed to justify requested compensation levels and other expenditures.

Inadmissible budget items

The following costs are not allowable and may not appear in project budgets:

- o compensation for faculty members performing their regular duties;

- o the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment. (Meals are allowable only if vendors are inaccessible during the scheduled program, such as during a field trip at a remote location.); and

- o tuition fees for participants or student assistants. At the discretion of the applicant institution, continuing education credits—CEUs—or in-service credit may be awarded to K-12 school teacher participants who seek them. If fees or tuition must be charged, they should be charged directly to those participants wishing to receive credit and should be fixed at the lowest possible rate. Such fees should **not** be deducted from the participants' stipends.

4. **Appendices**

Limit your appendices to directly relevant materials discussed in the narrative, including

- a day-by-day schedule,

- detailed reading lists,

- brief résumés,

- letters of commitment from all project scholars other than the project director(s), and

- letter(s) of support from the host institution.

Number the pages of your application consecutively, including appendices. The proposal narrative should refer to items in the appendices by page number.

5. **Reference letters or evaluations**

a. **Reference letters: New project directors** must furnish *two reference letters* (or up to two letters per director). Letters should address the merits of the project, the qualifications of the director(s), and the director's or directors' suitability for implementing the project.

To facilitate the submission of the letters, provide here (on a page entitled "References") the name (with title, institution, and e-mail address) for each referee from whom a letter has been solicited.

Note: Several days after the deadline, NEH will provide instructions for how to generate the complete set of reference letters. The directions will be sent to *the project director named on the application cover sheet*. (The directions will involve sending a specific link to each referee who will then submit an electronic letter directly to the application file.)

It is this director's responsibility to send the NEH instructions immediately to each referee (including, when appropriate, referees for a co-director). Reference letters must be submitted no later than March 8. (It is also this director's responsibility to provide referees with a draft of the proposal narrative, so they may write effective letters.)

b. **Evaluations: Directors of past NEH summer projects** must submit evaluations from their most recent NEH summer project.

On a cover sheet entitled "Project Evaluation" explain how your experience with a previous NEH project (or previous NEH projects) has shaped the project being proposed. The explanation should address feedback from participants. It may also address changes to the project scope, project team, scholarship, or other matters that demonstrate steps taken to improve the project.

Provide copies of all NEH Summer Scholars' evaluations of your most recently offered NEH Seminar, Institute, or Landmarks Workshop.

III. Submitting your Application

To be able to submit an application, applicants must have registered with Grants.gov and must have an updated Entity record in the System for Award Management (SAM). More detailed information is immediately below.

All applications to this program must be submitted via Grants.gov. NEH strongly recommends that you complete or verify your Grants.gov registration at least two weeks before the application deadline, since it takes time to process your registration.

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, an applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your organization's Entity record at least annually after the initial registration, and more frequently if required by changes in your organization's information or another award term. In order for your organization to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in its Entity record must be current. You can update your organization's Entity record here. You may need a new SAM User Account to register or update your organization's Entity record. NEH strongly recommends that applicant organizations update (or, if necessary, create) their SAM Entity record at least four weeks before the application deadline.

Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the program resource page.

Be sure to read the document (PDF) that explains how to confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

Deadlines for submitting optional draft proposals and applications

Draft proposals (optional): Program staff recommends that draft proposals be submitted no later than January 22, 2018. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Staff comments in response to draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Draft proposals should be submitted to sem-inst@neh.gov.

Applications must be received by Grants.gov on or before February 22, 2018. 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

Review and selection process

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 on grants. 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.

Proposals to repeat seminars or institutes previously offered are evaluated by the same criteria as new proposals. Note, however, that previous funding does not guarantee that a project will be funded again. Former project directors must submit copies of all evaluations by NEH Summer Scholars of their most recently offered NEH summer program (Seminar, Institute, or Landmarks Workshop), and they should add evidence of responsiveness and fine-tuning where appropriate. NEH may give preference to new applicants whose projects would study new topics.

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Uniform Guidance §200.205. (See the second paragraph below the next heading for more information about the Uniform Guidance provided by the Office of Management and Budget.) This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

Information for all applicants and for successful applicants

Applicants will be notified of the decision by e-mail in August 2018. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in September 2018. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The Grant Management

section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to sem-inst@neh.gov.

In September 2015 NEH adopted without exception a new government-wide regulation for federal awards, referred to as the "Uniform Guidance." The Uniform Guidance applies to all NEH awards to organizations and is aimed at reducing the administrative burden on award recipients and improving accountability of federal financial assistance for tax payers. (See 2 C.F.R. Part 200: *UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS*.) NEH will identify in each grantee's award documents the relevant terms, conditions, and administrative requirements from the Uniform Guidance with which the grantee must comply.

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the NEH Office of the Inspector General. You can find details on how to report such allegations and suspicions here.

V. Additional Information

Contact information for the program and Grants.gov

If you have questions about the program, contact:

Division of Education Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8471
sem-inst@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. The principal purpose for which the information will be used is to process the grant 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 and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.

☐ **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before the deadline.

☐ **Access the application package from Grants.gov by downloading it, or through Grants.gov Workspace.** (Note that applications submitted after December 31 must use 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. (Note that Grants.gov tells you to download the "application instruction" as well as the "application package." The "application instruction" is this document, so there is no need to download it.) The program resource page also has a direct link to the instructions for completing the package.

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

1. Application for Federal Domestic Assistance - Short Organizational

2. Supplementary Cover Sheet for NEH Grant Programs

3. Project/Performance Site Location(s) Form

4. Attachments Form—using this form, attach the parts of your application as described in the guidelines:

   ATTACHMENT 1: Table of contents (name the file "contents.pdf")

ATTACHMENT 2: Narrative (name the file "narrative.pdf")

ATTACHMENT 3: Budget (name the file "budget.pdf")

ATTACHMENT 4: Appendices (name the file "appendices.pdf")

ATTACHMENT 5: References *or* project evaluations (name the file "references.pdf" or "evaluations.pdf")

5. Budget Narrative Attachment Form (also known as the Budget Narrative File)—using this form, attach **only** a copy of the applicant institution's current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). (See the Grants.gov instructions for institutional applicants, which are available on the program resource page, for additional information.)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here].

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than 5:00 p.m. 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].

Be sure to read the [document] (PDF) that explains how to confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

TIMELINE

Before the February 22, 2018 deadline: Contact Division of Education Programs program officers (at 202-606-8471 or [sem-inst@neh.gov]) with questions and for advice (optional)

January 22, 2018: Submit draft proposals by this date (optional)

January 25, 2018: Create or verify your institution's Entity record at the System for Award Management by this date

February 8, 2018: Register your institution (or verify its registration) with Grants.gov by this date

February 22, 2018: Submit application through Grants.gov by this date

April-May 2018: Peer review panels take place

July 2018: Meeting of the National Council on the Humanities, followed by funding decisions

August 2018: Applicants are notified of the funding decisions

October 2018: Institutional grants administrators and project directors of successful applications receive award documents by e-mail

October 2018: Successful applicants' grant periods begin

October 2018: Project directors' meeting in Washington, D.C.

June-August 2019: Summer Seminars and Institutes take place