



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **RESEARCH PROGRAMS**

**AWARDS FOR FACULTY
AT HISPANIC-SERVING
INSTITUTIONS**

Online applications will be accepted through April 14, 2016 (for projects beginning as early as January 1, 2017). Applicants will be notified of the decision by e-mail in early December 2016.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.160

Item referred to in this document needed to complete your application:

- Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Type of award

Awards for Faculty support continuous work for the equivalent of two to twelve full-time months. Awards may be held part time or full time, or in a combination of the two. Successful applicants receive a stipend of \$4,200 per full-time month. The maximum stipend is \$50,400 for twelve full-time months (or the part-time equivalent).

Questions?

Contact NEH's Division of Research Programs at 202-606-8200 or FacultyAwards@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

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

I. Program Description

This program supports individual faculty or staff members at Hispanic-Serving Institutions pursuing research of value to humanities scholars, students, or general audiences. Awards are designed to be flexible, allowing applicants to define the audience, type of research, award periods, and administrative arrangements that best fit their projects.

Awards can be used for a wide range of projects that are based on humanities research. Eligible projects include pursuing research in primary and secondary materials and producing articles, monographs, books, digital materials, archaeological site reports, translations, editions, or other scholarly resources. Activities might also include conducting basic research leading to the improvement of an existing undergraduate course or conducting basic research related to the goals and interests of the institution or community.

Common to all applications—regardless of their outcome—must be humanities research supporting the goals of the project. 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

- projects that seek to promote a particular political, religious, or ideological point of view;
- projects that advocate a particular program of social action;
- specific policy studies;
- research for doctoral dissertations or theses by students enrolled in a degree program;
- the preparation or revision of textbooks;
- the development of teaching methods or theories;
- educational or technical impact assessments;
- empirical social science research, unless part of a larger humanities project;
- inventories of collections;
- works in the creative and performing arts, such as painting, writing fiction or poetry, dance performance, etc.;
- the writing of autobiographies or memoirs;
- research leading to the improvement of graduate courses; or
- the writing of guide books, how-to books, and self-help books.

The Common Good: The Humanities in the Public Square

NEH invites projects related to its new initiative, The Common Good: The Humanities in the Public Square. This initiative seeks to connect the study of the humanities to the current conditions of national life. Many of today's challenges require more than ever the forms of understanding and knowledge represented by the humanities. They require the broadest possible engagement of scholars and the public with the resources of the humanities, including but not limited to the study of language, literature, history, philosophy, comparative religion, and ethics. The study of the humanities can help illuminate the complexity of many contemporary challenges while enriching our understanding of the common good.

Note that the Common Good initiative incorporates the [Standing Together](#) initiative, which encourages projects related to war and military service.

More information about the Common Good initiative is available [here](#).

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, whether or not they respond to the Common Good initiative or the Standing Together initiative or focus on imperiled cultural heritage materials.

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 the Awards for Faculty program, such products may include print or digital publications, digital resources, websites, and the like. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public.

Additional guidance on access and dissemination matters can be found in Section IV below, in the "Final product and dissemination" section of the instructions for the narrative.

II. Award Information

This program supports awardees who work between half time and full time on their projects. Awardees may combine part- and full-time work. The amount of the award is \$4,200 per full-time month. Thus an award to support eight months of half-time work would be \$16,800 (equivalent to four months of full-time work at \$4,200 per month). The minimum award length is the equivalent of two months of full-time work; the maximum is the equivalent of twelve

months of full-time work. The award period must be continuous. 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 twelve months will not improve an applicant's chances of receiving an award.

Recipients may begin their awards as early as January 1, 2017, and as late as September 1, 2018.

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

Cost sharing and indirect costs

Awards for Faculty are made to individuals, not to institutions. Awards in this program do not require cost sharing and do not include indirect costs.

III. Eligibility

This program accepts applications from full-time, part-time, adjunct, and retired faculty members and staff members affiliated with Hispanic-Serving Institutions. To determine whether you are affiliated with an eligible institution, begin by consulting this [list](#) (PDF), compiled by the Department of Education, which includes both Title III institutions and Title V (Hispanic-serving) institutions. Your institution is eligible if a) it appears on the list; AND b) at least 25 percent of its undergraduate full-time equivalent enrollment consists of Hispanic students, as determined by the [College Navigator](#) tool at the website of the National Center for Education Statistics. (To use this tool, type in the name of your institution and then click on "Show Results." A clickable version of the institution's name will appear to the right of where you typed it in. Click on it to yield a series of items. Now click on "Enrollment," the fifth choice in the column, and examine the data for "Undergraduate Race/Ethnicity." If the figure for "Hispanic/Latino" enrollment is 25 percent or more, your institution meets this requirement.)

Alternatively, if your institution is not on the list, you may establish its eligibility by submitting a 2015 or 2016 letter or other document from the Department of Education, certifying Title V eligibility. Submit the document to the program by including it in the application as an appendix (see below, under "IV. Application and Submission Information"). You may also fax it to 202-606-8204 or send a PDF version by e-mail attachment to FacultyAwards@neh.gov. If you fax the document or send it by e-mail attachment, it must arrive on or before June 1, 2016.

Citizenship

All U.S. citizens who teach at, serve on the staff of, or have retired from Hispanic-Serving Institutions 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 any of these institutions.

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 need a letter from the dean of the conferring school or their department chair attesting to the applicant's status as of April 14, 2016. This signed letter may be faxed to the program at 202-606-8204; alternatively, a PDF version of the signed letter may be sent by e-mail attachment to FacultyAwards@neh.gov. In either case, the letter must arrive no later than June 1, 2016.

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

An applicant may apply for funding for a project that has previously received NEH support. NEH will ask evaluators to review the accomplishments from the prior award and determine whether the project warrants additional support.

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 these awards 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 award period.

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. 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 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 compete concurrently in the following programs for individuals in a given year:

- [Public Scholar Program](#);
- [NEH Fellowships](#);
- [Summer Stipends](#);
- [Library of Congress \(LOC\) - John W. Kluge Center Fellowships](#);
- [Japan-United States Friendship Commission \(JUSFC\) - Fellowship Program for Advanced Social Sciences Research on Japan](#); and
- [NEH and National Science Foundation Fellowships Program for Documenting Endangered Languages \(DEL\)](#).

Applicants to any of the Awards for Faculty programs are especially encouraged to submit a concurrent application to the NEH Fellowships program when appropriate, since the two programs' requirements are similar and the deadlines fall near one another. If you submit applications to both programs, keep in mind that the Fellowships program requires six to twelve months of full-time work. It may be necessary to adjust your proposed work plan accordingly. You can find additional information about the similarities and differences between Fellowships and Awards for Faculty in the Frequently Asked Questions document, which is available on the [program resource page](#).

Applicants may hold or accept only one NEH individual award in a given federal fiscal year. (The fiscal year runs from October 1 to September 30.) Applicants may not participate in a project supported by an NEH institutional award while holding an NEH individual award that requires continuous, full-time work.

Late, incomplete, or ineligible applications will not be reviewed.

IV. Application and Submission Information

Applications must be submitted before 11:59 p.m. (Eastern Time) on April 14, 2016. All applicants must submit their proposals through an individual account at Grants.gov, the central federal government portal for all grant applications.

NEH suggests that you submit your application as early as possible, but not 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 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.

Draft applications

You may submit by e-mail (to FacultyAwards@neh.gov) a draft of the narrative section of your proposal. NEH staff will review and comment on drafts arriving on or before Monday, March 14,

2016. Staff members will read only one draft per individual per competition. 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.

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

Applicants may 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. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

HOW TO PREPARE YOUR APPLICATION

Before beginning, applicants should review the evaluation criteria listed in Section V below and consult the List of Sample Projects, the sample applications, and the Frequently Asked Questions document, all of which are available on the [program resource page](#). Applicants may also find it helpful to study sample Fellowships proposals, which are available [here](#). Applications for Fellowships and Awards for Faculty must make the same kind of case for their projects.

Your application should include the parts listed below. 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 (including Statement of Eligibility)—Not to Exceed Three Single-Spaced Pages

The narrative should provide an intellectual justification for your project, covering the four areas listed below: research and contribution; 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. The narrative must end with a statement of eligibility (see below).

Applicants should format pages with one-inch margins and with a font size no smaller than eleven point. Single-spacing is permissible (and is the norm among successful applications). Applications exceeding the page limit or violating the format instructions will not be reviewed.

- *Research and contribution*

Describe the research on which the project is based. Describe the intellectual significance of the proposed project, including its value to humanities scholars, students, or general audiences. Provide an overview of the project, explaining the basic ideas, problems, or questions examined by the study.

Explain how the project will complement, challenge, or expand relevant studies in the field. If appropriate, describe the contribution that the project will make to your students or institution.

For course revision research projects, discuss the basic ideas, problems, or questions examined by the research project, including the proposed project's intellectual significance. Explain how the research relates to revising the course and the course readings. 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.

- *Methods and work plan*

Discuss your method(s). Indicate the current state of the project and the part or stage of it that will be supported by an award. Indicate whether the award will be held full time, part time, or a combination of the two. You must in any case hold the award continuously. (Reminder: if you intend to submit a substantially similar application to the NEH Fellowships program, the work plan that you propose in that application must entail six to twelve months of continuous full-time work. Part-time work is permitted only in the Awards for Faculty program, not in the Fellowships program.) Provide a work plan describing what will be accomplished during the award period, where you will be, and how you will spend your time. Explain how your proposed research will advance the project. If you do not anticipate finishing the entire project during the award period, discuss your plan for doing so. Your work plan for the period of the grant 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. If you are proposing to revise a dissertation, state this, explaining the planned changes to the manuscript and how they will improve it. For digital projects, describe the technologies that will be used and developed, and 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.

If you are requesting funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must comply with [Article 34 of the General Terms and Conditions for Awards](#).

- *Competencies, skills, and access*

Explain your competence in the area of your project. If the area is new to you, explain your reasons for working in it and your qualifications to do so. Specify your level of competence in any language or digital technology needed for the study. Describe where the study will be conducted and what research materials 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 intended results of the project and your intended audience. If relevant, 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 or to replicate the course on other campuses.

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 provide free access to the public.

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 the grant.

- *Statement of eligibility*

Conclude the narrative by confirming that your institution is a Hispanic-Serving Institution. **You must do so by making one of the following two statements:** 1) “[Institution name] is a Hispanic-Serving Institution, as determined by the Department of Education and the data on file with the National Center for Education Statistics.” OR 2) “I am submitting (or intend to submit by June 1, 2016) a letter from the Department of Education, confirming [institution name’s] current status as a Hispanic-Serving Institution.” To use statement 1, your institution must appear on the Department of Education’s [list](#) of Title III and Title V institutions (PDF) and at least 25 percent of its undergraduate full-time equivalent enrollment must consist of Hispanic students, as determined by the [College Navigator](#) tool at the website of the National Center for Education Statistics. (For instructions on using the College Navigator, see above, under “III. Eligibility.”) To use statement 2, you must submit a 2015 or 2016 letter or other document from the Department of Education, confirming your institution’s Title V eligibility. You may upload a PDF version of the document with the application, using Attachment 4. Alternatively, you may send a PDF version of the document by e-mail attachment to FacultyAwards@neh.gov or fax the document to the Awards for Faculty program at 202-606-8204. The document must arrive on or before June 1, 2016.

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

The bibliography should consist of primary and secondary sources that relate directly to the project. 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 and the publications that resulted from them.
- *Publications:* Include full citations for publications and presentations.
- *Other Relevant Professional Activities and Accomplishments.* Include language proficiencies where relevant.

4. **Appendices—Only for Editions, Translations, Database Projects, Proposals that Include Visual Materials, or Proposals to Improve Existing Courses (or to State Your Institution’s Title V Eligibility)**

- *Editions or Translations:* Provide a sample of the original text (one page) and the edited or translated version (one page).
- *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.
- *Statement of Eligibility:* You may indicate that yours is a Hispanic-Serving Institution by providing a 2015 or 2016 letter or other document from the Department of Education, confirming your institution’s Title V eligibility.

Applications including any other appendices will be declared ineligible.

5. **Letters of Reference**

In addition to preparing the narrative, bibliography, résumé, and (if necessary) appendix or appendices, applicants are also asked to solicit two letters of reference. **Reference 1 must be written by your department chair or dean, or by another academic official at your institution.** (See the instructions for Form III—the NEH Supplemental Information for Individuals Form—below for the specific requirements for letters of reference in this program.) You must provide the names, e-mail addresses, and affiliations for your two reference letter writers on the NEH Supplemental Information

for Individuals Form. Approximately seven to ten days 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. Letters must be submitted online not later than June 1, 2016. If you are applying to more than one NEH program concurrently, your letter writers must submit a separate letter for each program in which they are listed as your referees.

HOW TO SUBMIT YOUR APPLICATION VIA GRANTS.GOV

All applications 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/IndCPRegister> and enter this Funding Opportunity Number:

20160414-HB

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

To fill out your application, you will need to download and install the latest version of Adobe Reader, which is available at no charge and is compatible with both PCs and Apple computers. Using older versions of Adobe Reader, or other readers such as Apple Preview, will prevent your application from being processed properly. To download the Adobe Reader or update the

Reader already installed on your computer, go to www.adobe.com. Click on “Acrobat Reader DC” at the lower right and then on “Install Now.” Once installed, this software will enable you to view and fill out Grants.gov application packages for any federal agency.

STEP 3: Download the Application Package

To submit your application, you will need to download the application package from the Grants.gov website. (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 download the application package 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](#).

Save the application package to your computer’s hard drive. Like any other file on your computer, the NEH Awards for Faculty application can be selected, opened, and saved; you do not have to be online to work on it. You can save your work by clicking the “Save” button at the top of the screen.

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 Domestic Assistance - Individual Form—this Grants.gov form asks for basic information about the project and the applicant.

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

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: How to Fill Out the Application for Federal Domestic Assistance - Individual Form

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

Click on the Application for Federal Domestic Assistance - Individual Form to open the form.

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 should be brief (not more than 125 characters), descriptive, and informative to a nonspecialist audience. Note that NEH reserves the right to change the titles of projects that receive awards.

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.**

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 project. You must start your project on the first day of the month and end it on the last day of the month. You may change these dates if you receive an award. You may also shorten the award period, but you may not lengthen it.

7. Signature: Click on the “I Agree” box.

Click on the “Save” button at the top of the form to save your work and return to the main menu.

Form II: How to Use the Attachments Form

Using the same procedure that you used for Form I, 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. If you do not have access to software to convert your files into PDFs, [many available low-cost and free software packages](#) will do so.

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 **appendix or appendices** (only if necessary). Necessary appendices include editing samples, translation samples, database samples, visual materials, syllabi and course lists (for course revision projects), and 2015 or 2016 letters or other documents from the Department of Education, confirming your institution’s Title V eligibility. Name the file “appendix.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. Do not use accent marks or other special characters in your file names.
3. Attachments must not exceed the specified length limitations.
4. No attachments other than those specified above may be included.

Form III: How to Fill Out the NEH Supplemental Information for Individuals Form

Repeating the procedure you have used for Forms I and II, 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 Domestic 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 (hyphens must be omitted). These numbers are generally provided by an institution's sponsored research office and greatly improve efficiency when your application is being processed.
- *Status:* Indicate if you are a junior scholar or a senior scholar. Junior scholars are defined as those who are seven years or fewer beyond their final degree; senior scholars are defined as those who are eight years or more beyond their 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.)

About seven to ten days 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 the "Checking the Status of Your Letters of Reference" section below.) Applicants are also responsible for providing both referees with relevant materials (such as a draft of the application).

To ensure full consideration, letters must be submitted online **not later than June 1, 2016**. 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.

- **Reference 1 must be written by your department chair or dean, or by another academic official at your institution.** This letter is required primarily to ensure that applicants seeking an award are supported by their institutions, even though the award might reduce their teaching load. To the extent possible, the recommender should also comment on the substance of your application, including your ability to complete the project as described in the application and, when appropriate, the importance of the research to the institution.

- Reference 2 should be written by an individual who is not affiliated with your institution and is knowledgeable about your project. This recommender should comment on the substance of your application, including its importance to your field of study and the humanities generally.

Missing reference letters will not disqualify an application from review, but failure to provide a letter from a department chair, dean, or other academic official at your home institution may result in the denial of an award.

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

STEP 5: Upload Your Application to Grants.gov

When you have completed the Application for Federal Domestic Assistance - Individual Form and the NEH Supplemental Information for Individuals Form and attached the component parts of your application to the Attachments Form, follow these steps:

1. Save your work by clicking the “Save” button at the top of the application package.
2. Click the "Check Package for Errors" button to ensure that you have completed all the fields on the Application for Federal Domestic Assistance - Individual Form.
3. Correct any errors; if none are found, again click the “Save” button. This will activate the “Save and Submit” button.
4. To submit your application, click the “Save and Submit” button. Your computer will automatically connect to the Internet, and the Grants.gov Applicant Login page will appear. Supply your username and password (see STEP 1 above), and click the “Login” button.
5. A Security Warning pop-up box will appear. Click on “Allow.”
6. The Grants.gov Application Submission Verification and Signature page will appear. Click on the “Sign and Submit Application” button.
7. Another Security Warning pop-up box will appear. Click on “Allow.” Your application package will be uploaded to Grants.gov. When you receive e-mail confirmation of your submission from Grants.gov (generally, this occurs within two minutes), you may exit the program.

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.

What to Expect after You Submit Your Application to Grants.gov

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 Domestic 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 capital letters, followed by a hyphen, followed by six numbers: for example, HD-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.

Deadlines

Applications for NEH Awards for Faculty at Hispanic-Serving Institutions must be received by Grants.gov by 11:59 p.m. Eastern Time on April 14, 2016. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

Checking the Status of Your Letters of Reference

You will be notified by e-mail when each of your letters of reference has been received. After you have received your NEH application number, you may also check the status of your letters of reference by logging in to [the secure area of NEH's website](#). Enter your NEH application number and your Grants.gov tracking number. You will be able to see the names and e-mail addresses of your letter writers and whether their letters of reference have arrived. If necessary, you may send reminders to your letter writers (including the upload link) from this site. (Note: if you submit applications to both the Awards for Faculty program and the Fellowships program, you are responsible for ensuring that your recommenders submit letters to both programs. The letters must be uploaded separately for each program.) As noted earlier, you are responsible for ensuring that your letter writers have submitted their letters.

V. Application Review

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.

This program supports projects at any stage of development.

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](#).

VI. Award Administration Information

Award notices

NEH will notify applicants of the results of their applications by e-mail in early December 2016. 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.

Award conditions

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

The requirements for awards are contained in the [General Information on NEH Awards for Faculty](#) and any specific terms and conditions contained in the award document.

Reporting requirements

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

A final financial report is not required.

VII. Points of Contact

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

If you need help using Grants.gov, refer to

Grants.gov: www.grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
<http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>
Grants.gov support line: 1-800-518-GRANTS (4726)

VIII. Other Information

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 your registration or register with Grants.gov.** NEH recommends that you complete your registration at least two weeks before the deadline.
- **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. (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's no need to download it.) You can also search Grants.gov for this program.
- **Complete the following forms contained in the Grants.gov application package.**
 1. Application for Federal Domestic 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")
 - ATTACHMENT 4: Appendix or appendices (only if necessary). Necessary appendices include editing samples, translation samples, database samples, visual materials, syllabi and course lists (for course revision projects), and 2015 or 2016 letters or other documents from the Department of Education, confirming your institution's Title V eligibility. Name the file "appendix.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.

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](#).

 3. NEH Supplementary Information for Individuals Form. **One of the two recommenders whom you list on this form must be a department chair, dean, or other academic official at your home institution.**

- **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 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 How to Submit your Application to Grants.gov, STEP 5.
- **Monitor the status of your letters of recommendation.** You may do so by logging in to [the secure area of NEH's website](#). If you submit applications to both the Awards for Faculty program and the Fellowships program, your letter writers must upload a separate letter for each program. All letters must be received no later than June 1, 2016. You are responsible for ensuring that your letter writers have uploaded their letters by the deadline.