

NATIONAL ENDOWMENT FOR THE

**HUMANITIES**



## APPLICATION FORMS

Editions  
Translations  
Reference Materials  
Basic Research  
Archaeology Projects  
Humanities Studies of  
Science and  
Technology  
Conferences

This booklet contains the application forms for the programs listed. Applicants should consult current guidelines brochures for information on these programs and for program-specific application requirements. (Reference Materials guidelines may include forms that can be used through the 1995 deadline in lieu of these forms.)

These forms may be photocopied for use by more than one person.

DIVISION OF RESEARCH PROGRAMS

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**Division of Research Programs**

Room 318

National Endowment for the Humanities

Washington, D.C. 20506

Telephone: 202/606-8200; FAX: 202/606-8204; E-Mail: [research@neh.fed.us](mailto:research@neh.fed.us)  
(NEH will not accept applications sent via FAX or electronic mail.)**APPLICATION DEADLINES**

Application deadlines are subject to change. Please consult the current program guidelines for annual deadlines.

<b><u>Program</u></b>	<b><u>Application Postmark Deadline</u></b>	<b><u>For Grant Period Beginning On or After</u></b>
Editions 202/606-8207 <a href="mailto:scholpub@neh.fed.us">scholpub@neh.fed.us</a>	July 1	May 1 of the following year
Translations 202/606-8207 <a href="mailto:scholpub@neh.fed.us">scholpub@neh.fed.us</a>	July 1	May 1 of the following year
Reference Materials 202/606-8358 <a href="mailto:reference@neh.fed.us">reference@neh.fed.us</a>	November 1	September 1 of the following year
Basic Research 202/606-8210 <a href="mailto:interp@neh.fed.us">interp@neh.fed.us</a>	March 15	January 1 of the following year
Archaeology Projects 202/606-8210 <a href="mailto:interp@neh.fed.us">interp@neh.fed.us</a>	October 1	May 1 of the following year
Humanities Studies of Science and Technology 202/606-8210 <a href="mailto:interp@neh.fed.us">interp@neh.fed.us</a>	October 1	May 1 of the following year
Conferences 202/606-8210 <a href="mailto:interp@neh.fed.us">interp@neh.fed.us</a>	May 15 December 15	January 1 of the following year* September 1 of the following year*

\* Conferences typically take place six to twelve months after the beginning of the grant period.

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## THE NATIONAL ENDOWMENT FOR THE HUMANITIES

"Democracy demands  
wisdom and vision in its  
citizens"

—National Foundation  
on the Arts and the  
Humanities Act of 1965

In order "to promote progress and scholarship in the humanities and the arts in the United States," Congress enacted the National Foundation on the Arts and the Humanities Act of 1965. This act established the National Endowment for the Humanities as an independent grant-making agency of the federal government to support research, education, and public programs in the humanities. Grants are made through Federal/State Partnership, four divisions (Education Programs, Preservation and Access, Public Programs, and Research Programs), and the Office of Challenge Grants.

## GENERAL INFORMATION

### THE HUMANITIES

The act that established the National Endowment for the Humanities says "The term 'humanities' includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism, and theory of the arts; those aspects of social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."

Work in the creative or performing arts—such as the writing of fiction or poetry, painting, sculpting, composing or performing music, acting, directing, and dance—is not eligible for support by the National Endowment for the Humanities. Persons interested in support in these areas should contact the National Endowment for the Arts, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506. Critical, historical, and theoretical studies of the arts, however, are eligible for NEH support.

### PRESIDENTIAL DIRECTIVES

The National Endowment for the Humanities participates in two government-wide Presidential Directives. Executive Order 12876 was promulgated in order to help strengthen and ensure the long-term viability of the nation's Historically Black Colleges and Universities, and Executive Order 12900 was issued by the White House on behalf of educational excellence for Hispanic Americans. The NEH encourages applications that respond to these Presidential Directives.

### SPECIAL INITIATIVE

A special initiative is an undertaking by the Endowment to encourage proposals in all grant-making categories for projects relating to a specific subject or event. Proposals are currently solicited for the following initiative:

### A NATIONAL CONVERSATION ON AMERICAN PLURALISM AND IDENTITY

"All of our people—left, right, and center—have a responsibility to examine and discuss what unites us as a country, what we share as common American values in a nation comprised of so many divergent groups and beliefs. For too long, we have let what divides us capture the headlines and sound bites, polarizing us rather than bringing us together.... This is to be a national conversation open to all Americans, a conversation in which all voices need to be heard and in which we must grapple seriously with the meaning of American pluralism."

—Sheldon Hackney, Chairman  
National Endowment for  
the Humanities

Applications responding to the Endowment initiative should be submitted to regular Endowment programs and will be judged according to the criteria stated for those programs.

In order to expand, inform, and enrich this national conversation, the Endowment invites proposals that address any of the complex topics and themes related to pluralism in America. The Endowment is particularly interested in how people—differentiated by ethnicity, race, or culture—have interacted within the framework of our national society (or, for comparative purposes, in other pluralistic societies) and what commonalities may have emerged as shared American values.

The goal of this initiative is to support humanities projects that will place questions about American pluralism and identity in historical and critical perspective, thus animating the national conversation on our shared values and differences and illuminating the evolving ideal suggested by our nation's motto, *E Pluribus Unum*. (As noted above, the focus of this initiative is on ethnic, racial, and cultural differences although other important differentiating and unifying factors such as class, gender, religion, or region may be interwoven where appropriate.)

Applications responding to this Endowment initiative should be submitted to regular Endowment programs and will be judged according to the criteria stated for those programs.

For examples of projects under this special initiative, please write to:

NEH Public Information Office  
Room 402  
1100 Pennsylvania Ave., N.W.  
Washington, D.C. 20506

#### CUSTOMER SERVICE STANDARDS

##### **In assisting you as a prospective applicant, you can expect us to:**

- o respond courteously and quickly to your requests for information about our grant programs;
- o be able to describe the programs that best suit your needs;
- o provide application instructions and forms that are clear and easy to use;
- o offer prompt and thoughtful advice and guidance in preparing your application;
- o explain accurately the procedures that would be used to evaluate your application and tell you when you could expect a decision.

##### **In assisting you as an applicant, you can expect us to:**

- o ensure that the evaluation of your application is fair, expeditious, and informed by the expert judgments of your peers;
- o notify you promptly of the decision on your application;
- o provide substantive reasons for the decision reached on your application;
- o give you helpful advice, if you are unsuccessful, on revising or resubmitting your application.

Consultation with a member of the program staff and submission of a preliminary proposal for advice and guidance are strongly encouraged.

**In assisting you as a grantee, you can expect us to:**

- o provide you with an award document that is clear and easy to understand and that sets forth sensible reporting requirements;
- o provide the names of our staff members who will serve as contacts for your reports and for any assistance you may need;
- o answer promptly and satisfactorily all requests for information on NEH policies and procedures;
- o read and acknowledge promptly your reports on grant activities;
- o maintain a professional, helpful relationship with you as you carry your project to completion.

## GENERAL APPLICATION INSTRUCTIONS

All applicants to the Endowment should present, in a clear and coherent manner, a sound intellectual justification for the proposal and an appropriate plan of work. Titles of projects should be brief, descriptive, and substantive. Proposal narratives should be limited to twenty-five or fewer double-spaced pages (approximately 7,500 or fewer words), with appendices used to provide appropriate supplementary material, such as concise and current résumés.

**Applicants should consult program guidelines for program-specific application requirements.** Consultation with a member of the program staff and submission of a preliminary proposal for advice and guidance are strongly encouraged. The programs encompassed within the Division of Research Programs are listed on the inside back cover. Program guidelines are available by mail and e-mail from the Division.

## CERTIFICATION REQUIREMENTS

By signing and submitting a proposal the individual applicant or the authorizing official of the applicant institution provides the applicable certifications. When a prospective applicant is unable to certify regarding the nondiscrimination statutes and implementing regulations, a drug-free workplace, or lobbying, that person is non eligible to apply for funding from NEH. When an applicant is unable to certify regarding federal debt status or debarment and suspension, an explanation must be attached to the proposal. The explanation of why the certification cannot be submitted will be considered in connection with the Endowment's funding determination. Failure to furnish a certification or an explanation shall disqualify the applicant from receiving an award from the Endowment.

The certifications are material representations of fact upon which reliance will be placed if the NEH determines to fund the application. If it is later determined that the applicant knowingly provided an erroneous certification or did not comply with the requirements, in addition to other remedies available to the federal government, the NEH may seek judicial enforcement of the certification (nondiscrimination statutes); may terminate the award for cause or default (federal debt status and debarment and suspension); and may suspend payment, suspend or terminate

the grant, or suspend or debar the grantee (drug-free workplace). Any person who fails to file a required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

#### **SUBGRANTEES AND SUBCONTRACTORS**

Certification responsibilities extend beyond the grantee to subgrantees and subcontractors under certain circumstances:

**Debarment and Suspension.** The applicant agrees by submitting this proposal that should the proposal be funded by the Endowment, it shall not enter into any project-related transactions with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the NEH. The applicant further agrees by submitting this proposal to include without modification the following clause in all lower tier covered transactions (as defined by regulation) and in all solicitations for lower tier covered transactions: (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency; (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Lobbying Activities.** Those who received a subgrant, contract, or subcontract exceeding \$100,000 at any tier under an Endowment grant are required to file a certification and, when necessary, a disclosure form to the next tier above. All disclosure forms shall be forwarded to the NEH Grants Office by the grantee.

These certifications, which appear in the Appendix to these instructions, should be read before signing Block 12 of the application cover sheet. Additional information on these certifications is available: via modem through the NEH Bulletin Board, 202/606-8688, see "Grant Recipient Information"; from the NEH World Wide Web site, <http://www.neh.fed.us/>, select "Administrative Information"; or from the NEH Grants Office, room 310, Washington, D.C. 20506, 202/606-8494.





## INSTRUCTIONS FOR COMPLETING THE NEH APPLICATION COVER SHEET

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 the average time to complete this application is fifty-six hours per response. This estimate includes the 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 time to complete, to the Director of the Office of Publications and Public Affairs, National Endowment for the Humanities, Washington, D.C. 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503.

### Block 1—Individual Applicant or Project Director

**Item a.** If the application is submitted through an institution or organization, enter the name and mailing address of the person who will carry out the project or be chiefly responsible for directing it. (Information about an institution also is requested in Blocks 2 and 11.) When an application is submitted by an individual, enter the name and address of the individual.

**Item b.** In the space provided, enter the number corresponding to the applicant's or project director's preferred form of address:

1-Mr. 2-Mrs. 3-Miss 4-Ms. 5-Professor 6-Dr.

**Item c.** Enter the applicant's or project director's full telephone number with area code and, if applicable, extension. Whenever possible, one of the telephone numbers listed should be a number at which a message can be left. Enter FAX or E-Mail numbers if applicable.

**Item d.** If possible, indicate the code for the appropriate major field from the list of Field of Project Categories and Codes on the reverse side of the NEH Application Cover Sheet.

**Block 2—Type of Applicant.** Check either (a) or (b). Only an applicant applying as an unaffiliated individual should check the "individual" box. A project director affiliated with an institution must apply through that institution if the project will make use of the institution's resources, for example, the library, computer center, office space, clerical assistance, etc. If the project does not use such resources, the project director may apply as an individual; but in such cases the Endowment must receive a statement from the institution indicating awareness of the project director's submission of an application.

For those who checked (a) ONLY: Please indicate an institutional affiliation, if applicable, in Block 11a.

For those who checked (b) ONLY: Identify *Type* such as: business, religious, museum, historical society, government (state, local, etc.), public media (TV, radio, newspaper, etc.), educational (elementary/secondary, school district, 2-year college, 4-year college, etc.), library (public, research, etc.), center (advanced study, research, etc.). Identify *Status* as either Private Nonprofit or Unit of State or Local Government. Example: *Type*: Historical Society. *Status*: Private Nonprofit.

**Block 3—Type of Application.** Check appropriate type:

**Item a.** New—applicants requesting a new period of funding, whether for a new project or for a project previously funded by NEH, should check this box.

**Item b.** Supplement—applicants requesting additional funding to a current NEH grant should check this box.

**Block 4—Program to which Application Is Being Made.** Indicate the title of the program to which the application is being submitted. If application is being made under the Endowment's initiative described on page 3, please indicate the number corresponding to the initiative in the space provided after Endowment Initiative:

03P—National Conversation on American Pluralism and Identity.

## PRIVACY ACT

This information 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.

**Block 5—Requested Grant Period.** Grant periods begin on the first day of the month and end on the last day of the month. Project activities need not begin on the first day, but all project activities must take place within the requested grant period.

**Block 6—Project Funding.** Enter here the appropriate figures from the project budget that is part of your application.

**Block 7—Field of Project.** Indicate the category and code from the listing on the reverse side of the cover sheet to indicate the *specific* humanities field that best describes the content of the project.

**Block 8—Descriptive Title of Project.** Enter a brief title that clearly identifies the project and its humanities content. This title should be informative to a nonspecialist. NEH is obliged to be as clear as possible to the public about awards that it makes. The descriptive title will be used for this purpose whenever possible, but the Endowment staff may assign a different working title.

**Block 9—Description of Project.** Provide a brief description of the proposed project. Do not exceed the space provided.

**Block 10—Will This Proposal Be Submitted to Another Government Agency or Private Entity for Funding?** This information is sought without prejudice to the application. NEH frequently cosponsors projects with other funding sources. If not applicable, indicate "N/A."

### Block 11—Institutional Data

**Item a.** Indicate the name of the institution and the city and state of its official mailing address.

**Item b.** Enter the institution's employer identification number.

**Item c.** Indicate the name and title of the person who is authorized to submit applications on behalf of the institution or organization and to provide the certifications required in Block 12.

**Item d.** Indicate the name, mailing address, form of address (see instructions for Block 1b), and telephone number of the person who will be responsible for the financial administration of the grant if an award is made. For example, at many universities the provost, vice president, president, or chancellor is the person "authorized" to submit an application (see item c), but the actual administration of the project—such as, negotiating the project budget and ensuring compliance with the terms and conditions of the award—is the responsibility of a grants or research officer. It is the latter person who should be listed here.

**Block 12—Certification.** The Endowment is required by government-wide regulations to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes. When an applicant requests more than \$100,000 in grant funds, it must also certify that no federal funds have or will be paid to any person to influence the funding decision for the specific proposal that is being submitted for consideration. In the unlikely event that an NEH applicant has used or plans to use nonfederal funds for this purpose, it must request, complete, and submit a standard disclosure form. These certifications, which appear in the Appendix to the guidelines, should be read before Block 12 of the application cover sheet is signed. Additional information on these certifications is available: via modem through the NEH Bulletin Board, 202/606-8688, see "Grant Recipient Information"; from the NEH World Wide Web site, <http://www.neh.fed.us/>, select "Administrative Information"; or from the NEH Grants Office, room 310, Washington, D.C. 20506, 202/606-8494.

**RESEARCH PROGRAMS  
APPLICATION COVER SHEET**

**1 Individual applicant or project director**  
a. Name and mailing address:

(last) (first) (initial)

(street)

(city) (state) (zip code)

b. Form of address:

c. Telephone numbers  
Office: / Home: /  
(area code) (area code)

FAX: / E-Mail:  
(area code)

d. Major field of applicant or project director: (code)

e. Citizenship: ☐ U.S.  
☐ Other: (country) (specify) (month/year)

**2 Type of applicant**  
a. ☐ by an individual b. ☐ through an organ./institution  
If a, indicate an institutional affiliation, if applicable, on line 11a.  
If b, complete block 11 below and indicate here:

c. Type  
d. Status

**3 Type of application**  
a. ☐ new b. ☐ supplement  
If b, indicate previous grant number

**4 Program to which application is being made**  
Endowment Initiatives (code):

**5 Requested grant period**  
From: To:

**6 Project Funding**

a. Outright funds	\$
b. Federal match	\$
c. Total from NEH	\$
d. Cost sharing	\$
e. Total project costs	\$

**7 Field of project** (code)

**8 Descriptive title of project**

**9 Description of project (do not exceed space provided)**

**10 Will this proposal be submitted to another government agency or private entity for funding? (If yes, indicate where and when):**

**11 Institutional data**  
a. Institution or organization:

(name)

(city) (state)

b. Employer identification number:

c. Name of authorizing official:

(last) (first) (initial)

(title)

d. Name and mailing address of institutional grant administrator:

(last) (first) (initial)

(city) (state) (zip code)

Telephone: / Form of address:  
(area code)

FAX: / E-Mail:  
(area code)

**12 Certification.** By signing and submitting this application, the individual or the authorizing official of the applicant institution (block 11c) is providing the applicable certifications regarding the nondiscrimination statutes and implementing regulations, federal debt status, debarment and suspension, and a drug-free workplace, and lobbying activities as set forth in the appendix to these guidelines.

(printed name) / (signature) / (date)

NOTE: Federal law provides criminal penalties of up to \$10,000 or imprisonment of up to five years, or both for knowingly providing false information to an agency of the U.S. government. 18 U.S.C. Section 1001.

**For NEH use only**  
Date received Application # Initials

## FIELD OF PROJECT CATEGORIES AND CODES

The following categories and codes should be used to complete blocks 1d and 7 of the NEH Application Cover Sheet. If no exactly appropriate category is provided, please select the larger category that would include the more precise one. (This listing is strictly for use by the NEH staff to help retrieve information about applications and grants by subject matter field. The listing is not comprehensive and is not meant to define the disciplines of the humanities. For that definition and advice about eligibility for Endowment awards, please consult elsewhere in these application materials. The hierarchical arrangement is for convenience.)

<b>Anthropology</b>	<b>L1</b>	<b>History</b>	<b>A1</b>	<b>Languages</b>	<b>C1</b>	Slavic	<b>D7</b>
Archaeology	<b>U6</b>	African	<b>A2</b>	Ancient	<b>CC</b>	Spanish	<b>D8</b>
		American	<b>A3</b>	Asian	<b>CA</b>		
<b>Archival Management/</b>		Ancient	<b>AC</b>	Classical	<b>C2</b>	<b>Museum Studies/Historic</b>	
<b>Conservation</b>	<b>I1</b>	British	<b>A4</b>	Comparative	<b>C9</b>	<b>Preservation</b>	<b>I2</b>
		Classical	<b>A5</b>	English	<b>CE</b>		
<b>Arts/History and</b>		European	<b>A6</b>	French	<b>C3</b>	<b>Philosophy</b>	<b>B1</b>
<b>Criticism</b>	<b>MA</b>	Far Eastern	<b>A7</b>	German	<b>C4</b>	Aesthetics	<b>B2</b>
Architecture:		Latin American	<b>A8</b>	Italian	<b>C5</b>	Epistemology	<b>B3</b>
History & Criticism	<b>U3</b>	Near Eastern	<b>A9</b>	Latin American	<b>C6</b>	Ethics	<b>B4</b>
Art:		Russian	<b>AA</b>	Near Eastern	<b>CB</b>	History of Philosophy	<b>B5</b>
History & Criticism	<b>M1</b>	South Asian	<b>AB</b>	Slavic	<b>C7</b>	Logic	<b>B6</b>
Dance:				Spanish	<b>C8</b>	Metaphysics	<b>B7</b>
History & Criticism	<b>M3</b>					Non-Western Philosophy	<b>B8</b>
Film:		<b>Humanities</b>	<b>U8</b>				
History & Criticism	<b>M4</b>			<b>Law/Jurisprudence</b>	<b>Q1</b>		
Music:		<b>Interdisciplinary</b>	<b>U1</b>			<b>Religion</b>	<b>E1</b>
History & Criticism	<b>M5</b>	African Studies	<b>GI</b>	<b>Library Science</b>	<b>H3</b>	Comparative Religion	<b>E5</b>
Theater:		American Studies	<b>G3</b>			History of Religion	<b>E2</b>
History & Criticism	<b>M2</b>	Area Studies	<b>GH</b>	<b>Linguistics</b>	<b>J1</b>	Non-Western Religion	<b>E4</b>
		Asian Studies	<b>G5</b>			Philosophy of Religion	<b>E3</b>
<b>Communications</b>	<b>P2</b>	Classics	<b>G7</b>	<b>Literature</b>	<b>D1</b>		
Composition & Rhetoric	<b>P1</b>	Folklore/Folklife	<b>R1</b>	African	<b>DK</b>	<b>Social Science</b>	<b>U2</b>
Journalism	<b>P4</b>	History/Philosophy of		American	<b>DE</b>	American Government	<b>F2</b>
Media	<b>P3</b>	Science, Technology, or		Ancient	<b>DC</b>	Economics	<b>N1</b>
		Medicine	<b>GA</b>	Asian	<b>DA</b>	Geography	<b>U7</b>
<b>Education</b>	<b>H1</b>	International Studies	<b>GG</b>	British	<b>DD</b>	International Relations	<b>F3</b>
		Labor Studies	<b>G4</b>	Classical	<b>D2</b>	Political Science	<b>F1</b>
<b>Ethnic Studies</b>	<b>K1</b>	Latin American Studies	<b>GJ</b>	Comparative	<b>D9</b>	Psychology	<b>U5</b>
Asian American	<b>K5</b>	Medieval Studies	<b>G8</b>	French	<b>D3</b>	Public Administration	<b>F4</b>
Black/African-American	<b>K4</b>	Regional Studies	<b>GF</b>	German	<b>D4</b>	Sociology	<b>S1</b>
Hispanic American	<b>K3</b>	Renaissance Studies	<b>G9</b>	Italian	<b>D5</b>		
Jewish	<b>K6</b>	Rural Studies	<b>GC</b>	Latin American	<b>D6</b>		
Native American	<b>K2</b>	Urban Studies	<b>G2</b>	Literary Criticism	<b>DI</b>		
		Western Civilization	<b>GB</b>	Near Eastern	<b>DB</b>		
		Women's Studies	<b>G1</b>				

## BUDGET INFORMATION, INSTRUCTIONS, AND FORMS

### PROJECT BUDGET

The Budget Form and instructions for completing it follow.

Because matching awards enable the Endowment to provide support to a greater number of significant but often costly projects, applicants are encouraged to request complete or partial support in the form of matching grants.

**Types of Grant Support.** The Endowment supports projects with outright funds, matching funds, and a combination of the two.

*Outright Funds:* Outright funds are awarded by the Endowment to support approved projects and are not contingent on additional fund raising by the grantees.

*Matching Funds:* Matching funds, by contrast, require a grantee to secure gift funds from third parties before federal funds are awarded. Endowment matching grants are made on a one-to-one basis and are intended to stimulate private support for projects in the humanities by offering potential donors the incentive of doubling the impact of their gifts.

Because matching awards enable the Endowment to provide support to a greater number of significant but often costly projects, applicants are encouraged to request complete or partial support in the form of matching grants. Whenever possible, applicants requesting matching funds should identify potential sources of gift funds at the time they submit an application to the Endowment. (See "Cost Sharing," below, and "Eligible Gifts and Donors" on page 22.)

*Combined Funds:* Applicants may also request a combination of outright and matching funds from the Endowment. For example, if a project will cost \$40,000, and the applicant will contribute \$10,000 to the project's cost and expects to receive an additional \$5,000 from an eligible third-party donor, the applicant should request \$5,000 in matching funds. The balance of the project's costs (\$20,000) may be requested in outright funds.

The Endowment may offer funding at a different level than that requested. In some instances, the Endowment may offer matching funds only, or it may offer a combination of matching and outright funds in response to a request for outright funds.

**Cost Sharing.** Cost sharing consists of the cash contributions made to the project by the applicant and third parties as well as third-party in-kind contributions, such as donated services and goods. Cost sharing includes gift money that will be raised to release federal matching funds. For institutional applicants, the federal contribution to a project—which includes funds requested from the Endowment and other federal sources—generally will not exceed (and is rarely as much as) 80 percent of the total project cost; the balance of the project costs are to be shared by nonfederal sources. Cost sharing in renewal applications is usually significantly higher than in the previous proposal. Individual applicants need not show cost sharing in their applications unless they are requesting federal matching funds, in which case the gifts are shown as cost

sharing. Individual applicants who receive grants only in outright funds are not expected to provide cost sharing.

**Grant Period.** The grant period encompasses the entire period for which Endowment support is requested in the current application. All project activities and the expenditure of project funds, that is, grant funds and cost-sharing contributions, must occur during the grant period. Projects can include full- or part-time activities for periods of up to three years.



**BUDGET INSTRUCTIONS**

Before developing a project budget, applicants should review those sections of the program guidelines and application instructions that discuss cost-sharing requirements, the different kinds of Endowment funding, limitations on the length of the grant period, and any restrictions on the types of costs that may appear in the project budget.

**Requested Grant Period**

Grant periods begin on the first day of the month and end on the last day of the month. All project activities must take place during the requested grant period.

**Project Costs**

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by applicant or third-party cash and in-kind contributions (cost-sharing).

All of the items listed, whether supported by grant funds or cost-sharing contributions, 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.

When indirect costs are charged to the project, care should be taken that expenses that are included in the organization's indirect cost pool (see Indirect Costs) are not charged to the project as direct costs.

**Fringe Benefits**

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.

**Travel Costs**

The lowest available commercial fares for coach or equivalent accommodations must be used and foreign travel must be undertaken on U.S. flag carriers when such services are available.

**Equipment**

Only when an applicant can demonstrate that the purchase of permanent equipment will be less expensive than rental may charges be

made to the project for such purchases. Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.

**Services**

The costs of project activities to be undertaken by a third-party contractor should be included in this category as a single line item charge. A complete itemization of the cost comprising the charge should be attached to the NEH budget. If there is more than one contractor, each must be budgeted separately on the NEH form and must have an attached itemization.

**Indirect Costs (Overhead)**

These are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect cost type items are the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

Indirect costs are computed by applying a negotiated indirect cost rate to a distribution base (usually the direct costs of the project). 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. The NEH will not require the formal negotiation of an indirect cost rate, provided the charge for indirect costs does not exceed 10 percent of direct costs, less distorting items (e.g., capital expenditures, participant stipends, major subcontracts), up to a maximum total project charge of \$5,000 per year. (Applicants who choose 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 or claim more than \$5,000 in indirect costs per year, an estimate of the indirect cost rate and the charges should be provided on the budget form. If the application is approved for funding, you will be instructed to contact the NEH Office of the Inspector General to develop an indirect cost proposal.

**SAMPLE BUDGET COMPUTATIONS**

					NEH Funds	Cost Sharing	Total
					(a)	(b)	(c)
<b>Salaries and Wages</b>							
Jane Doe/Project Director	[ ]	9 months x 100% @ \$40,000/academic yr.			\$20,000	\$20,000	\$40,000
Jane Doe	[ ]	1 summer month x 100% @ \$3,000			\$ 3,000		\$ 3,000
John Smith/Research Assistant	[ ]	6 months x 50% @ \$30,000/yr.			\$ 7,500		\$ 7,500
Secretarial Support	[ ]	3 months x 100% @ \$20,000/yr.			\$ 5,000		\$ 5,000
<b>Fringe Benefits</b>							
15% of \$50,500					\$ 4,775	\$ 2,800	\$ 7,575
10% of \$ 5,000					\$ 500		\$ 500
<b>Travel</b>	no. of persons	total travel days	subsistence costs	transport. + costs =			
New York City/Chicago	[ 2 ]	[ 4 ]	\$800	\$600	\$ 1,400		\$ 1,400
Various/Washington D.C. conf.	[ 5 ]	[ 10 ]	\$750	\$500	\$ 1,250		\$ 1,250
<b>Consultant Fees</b>							
Epistemologist	5 days	@ \$100/day			\$ 500		\$ 500
<b>Services</b>							
Long Distance Telephone	est. 40 toll calls	@ \$3.00			\$ 120		\$ 120
Conference Brochure	50 copies	@ \$3.50/copy			\$ 175		\$ 175
<b>TOTAL DIRECT COSTS</b>					<b>\$44,220</b>	<b>\$22,800</b>	<b>\$67,020</b>
<b>Indirect Costs</b>							
20% of \$67,020					\$ 8,850	\$ 4,554	\$13,404
<b>TOTAL PROJECT COSTS (Direct and Indirect)</b>					<b>\$53,070</b>	<b>\$27,354</b>	<b>\$80,424</b>

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LIBRARY  
OF THE  
MUSEUM  
OF  
COMPARATIVE ZOOLOGY  
AND  
ANATOMY  
HARVARD UNIVERSITY  
CAMBRIDGE, MASS.

**4. Travel.** For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

from/to	no. persons	total travel days	subsistence costs	+	transportation costs	=	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____	[   ]	[   ]	\$ _____		\$ _____		\$ _____	\$ _____	\$ _____
_____	[   ]	[   ]	_____		_____		_____	_____	_____
_____	[   ]	[   ]	_____		_____		_____	_____	_____
_____	[   ]	[   ]	_____		_____		_____	_____	_____
_____	[   ]	[   ]	_____		_____		_____	_____	_____
_____	[   ]	[   ]	_____		_____		_____	_____	_____
_____	[   ]	[   ]	_____		_____		_____	_____	_____
SUBTOTAL							\$ _____	\$ _____	\$ _____

**5. Supplies and Materials.** Include consumable supplies, materials to be used in the project and items of expendable equipment; i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than one year.

item	basis/method of cost computation	(a)	(b)	(c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
SUBTOTAL		\$ _____	\$ _____	\$ _____

**6. Services.** Include the cost of duplication and printing, long distance telephone, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts provide an itemization of subcontract costs on this form or on an attachment.

item	basis/method of cost computation	(a)	(b)	(c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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SUBTOTAL		\$ _____	\$ _____	\$ _____

item	basis/method of cost computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
		\$ _____	\$ _____	\$ _____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
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		_____	_____	_____
	SUBTOTAL	\$ _____	\$ _____	\$ _____

**\$** \_\_\_\_\_ **\$** \_\_\_\_\_ **\$** \_\_\_\_\_

NEHFunds (a)	Cost Sharing (b)	Total (c)
\$ _____	\$ _____	\$ _____
_____	_____	_____
\$ _____	\$ _____	\$ _____

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**SECTION B - Summary Budget and Project Funding****SUMMARY BUDGET**

Transfer from section A the total costs (column c) for each category of project expense. When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

Budget Categories	First Year/ from: thru:	Second Year/ from: thru:	Third Year/ from: thru:	TOTAL COSTS FOR ENTIRE GRANT PERIOD
1. Salaries and Wages	\$ _____	\$ _____	\$ _____	= \$ _____
2. Fringe Benefits	_____	_____	_____	= _____
3. Consultant Fees	_____	_____	_____	= _____
4. Travel	_____	_____	_____	= _____
5. Supplies and Materials	_____	_____	_____	= _____
6. Services	_____	_____	_____	= _____
7. Other Costs	_____	_____	_____	= _____
8. Total Direct Costs (items 1-7)	\$ _____	\$ _____	\$ _____	= \$ _____
9. Indirect Costs	\$ _____	\$ _____	\$ _____	= \$ _____
10. Total Project Costs (Direct & Indirect)	\$ _____	\$ _____	\$ _____	= \$ _____

**PROJECT FUNDING FOR ENTIRE GRANT PERIOD****I. Requested from NEH:**

Outright \$ \_\_\_\_\_

Federal Matching \$ \_\_\_\_\_

TOTAL NEH FUNDING \$ \_\_\_\_\_

**II. Cost Sharing:<sup>1</sup>**

A. Third-Party Contributions \$ \_\_\_\_\_

B. Applicant's Contributions \$ \_\_\_\_\_

TOTAL COST SHARING \$ \_\_\_\_\_

III. Funding from Other Federal Agencies: \$ \_\_\_\_\_

TOTAL COST SHARING AND FUNDING FROM OTHER  
FEDERAL AGENCIES (II + III) \$ \_\_\_\_\_

TOTAL PROJECT FUNDING (Total of I + II + III)<sup>2</sup> = \$ \_\_\_\_\_

<sup>1</sup> Under Cost Sharing, line II.A. should indicate the amount of contributions to be made by third parties (including any third-party cash gifts that will be raised to release federal matching funds). On line II.B., indicate the amount that will be contributed to the project by the applicant institution. NOTE that the Endowment's cost-sharing expectations may be met either through contributions from third parties or from the institution's own resources.

<sup>2</sup> Total Project Funding should equal Total Project Costs.

**Institutional Grant Administrator/Individual Applicant.** The signature of this person indicates approval of the budget submission and the agreement of the organization/individual to cost share project expenses at the level indicated under "Project Funding."

\_\_\_\_\_  
Name and Title (please type or print)

Telephone (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

### EQUAL OPPORTUNITY STATEMENT

Endowment programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to the Equal Opportunity Officer, National Endowment for the Humanities, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506. TDD: 202/606-8282 (this is a special Telephone Device for the Deaf).

### COMPLIANCE WITH OTHER FEDERAL LAWS

Applicants should be aware that a number of other federal laws and regulations apply to Endowment-supported projects. Depending on the project, these may include compliance with

- o the NEH Code of Ethics governing research, publication, and public programming in projects related to American Indian, Aleut, Eskimo, or native Hawaiian peoples;
- o Department of Labor minimum compensation requirements; and
- o a congressional preference for the purchase of American-made equipment and products.

Other requirements may apply, and applicants are encouraged to consult with Endowment officers early in the application process.

### GRANTEE RESPONSIBILITIES

If funding is approved by the Endowment, the grantee will be responsible for insuring that the grant is administered in accordance with the following grant provisions:

- o The grantee must have a financial management system that records separately within its general accounting system the receipt and disbursement of grant funds and cost-sharing contributions and that monitors the expenditure of these funds against the approved budget. (A checklist of the basic financial management standards for nonprofit organizations is available from the NEH Grants Office, Room 310, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.)
- o All commitments and obligations of grant funds and cost-sharing contributions are to occur during the grant period.
- o Project activities are to be carried out in accordance with the workplan provided in the approved application. The following changes require written approval *in advance* from the Endowment:
  - o Changes in the project's scope or objectives; and
  - o The replacement of the project director, the codirector, or other project personnel specifically named in the award notice.
- o Adequate documentation of the time spent by all project personnel on grant activities must be maintained by the grantee.

- o Unless advised to the contrary, all materials publicizing or resulting from grant activities shall contain an acknowledgment of NEH support.
- o If a grantee earns income from grant activities or products that result from grant activities, the Endowment reserves the right to recover a portion of the program income.
- o The grantee shall be directly responsible for the administration and supervision of the project. Unless specifically approved in writing by the Endowment, the grantee may not award a subgrant or contract to a third party for substantive programmatic work on the project.
- o Grantee organizations receiving \$25,000 or more in federal awards during their fiscal year are required to have an audit performed that meets the requirements of either OMB Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Organizations" or OMB Circular A-128, "Audits of State and Local Governments." Copies of these circulars may be obtained from the NEH Grants Office.

#### **ELIGIBLE GIFTS AND DONORS**

Only gifts of money, including the net proceeds from the sale of noncash gifts, that will be used to support budgeted project activities during the grant period are eligible to be matched with federal matching funds. The source, date of transfer, and amount of the gift or net proceeds from the sale of a noncash gift must be documented in the applicant's records.

Both restricted gifts (gifts that are given specifically in support of a project) and unrestricted gifts (gifts that may be used at the recipient's discretion) are eligible to be matched if the donors give the gifts directly to the applicant.

If a gift of money is given to an individual or organization associated with the project rather than directly to the applicant, that gift normally will not be deemed eligible to release federal matching funds. The only exception is if the donor has given the gift specifically in support of the project and control over the expenditure of these funds is transferred to the applicant.

Applicants should note that the following items are not eligible to be matched with federal funds: federally appropriated funds, deferred and noncash gifts, income earned from gifts after they are transferred to the applicant, and income received from any fees for participation in project activities.

Ineligible donors include the applicant who will carry out the project and any institution or individual who is involved in project activities and who will receive some sort of remuneration from project funds. To avoid any possibility of conflict of interest, a gift should not be used to release federal matching funds when there is the appearance that the donor might benefit in any way by giving a gift to a particular project.

## APPENDIX

These certifications should be read in full before signing Block 12 of the Application Cover Sheet. Questions about the certifications or requests for the standard form for disclosure of lobbying activities should be addressed to the NEH Grants Office, Room 310, National Endowment for the Humanities, Washington, D.C. 20506. Telephone: 202/606-8494.

**1. Certification Regarding the Nondiscrimination Statutes and Implementing Regulations (Applies to Recipients Other than Individuals).** The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.*) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 *et seq.*) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et seq.*) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

**2. Certification Regarding Federal Debt Status (OMB Circular A-129).** The applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

**3. Certification Regarding Debarment and Suspension (45 CFR 1169).** The prospective primary participant (applicant) certifies to the best of its knowledge and belief that it and its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

**4. Certification Regarding Drug-Free Workplace Requirements (Drug-Free Workplace Act of 1988).**

**Alternate I. (Applies to Grantees Other Than Individuals)**

(A) The grantee certifies that it will or will continue to provide a drug-free workplace by

(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibitions;

(b) establishing an ongoing drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) the grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;

(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will (1) abide by the terms of the statement; and (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;



(e) notifying the agency in writing within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;

(f) taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted: (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

(g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

**Alternate II. (Applies to Grantees Who Are Individuals)**

(A) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.

(B) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

**5. Certification Regarding Lobbying Activities (45 CFR 1168) (Applies to Applicants Requesting Federal Funds in Excess of \$100,000).** The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

## PROGRAMS OF THE RESEARCH DIVISION

<u>Program/Telephone</u>	<u>Application Postmark Deadline</u>	<u>For Grant Period Beginning On or After</u>
<b>Fellowships for University Teachers</b> provide six to twelve months of salary support for individuals to undertake full-time independent research and writing in the humanities. 202/606-8466	May 1	January 1 of the following year
<b>Fellowships for College Teachers and Independent Scholars</b> provide six to twelve months of salary support for individuals to undertake full-time independent research and writing in the humanities. 202/606-8467	May 1	January 1 of the following year
<b>Faculty Graduate Study Program for Historically Black Colleges and Universities</b> grants provide support for HBCU faculty to undertake one year of full-time study leading to a doctoral degree in the humanities with preference given to those individuals who are at the dissertation stage of their work. In addition to the fellowships offered by NEH, the East-West Center in Honolulu, Hawaii, will offer one fellowship within the Faculty Graduate Study Program. 202/606-8466	March 15	September 1 of the following year
<b>Editions</b> grants provide up to three years of support for the preparation of authoritative and annotated print and electronic editions of works and documents that are of value to humanities scholars and general readers and have been either previously inaccessible or available only in inadequate editions. 202/606-8207	July 1	May 1 of the following year
<b>Translations</b> grants provide up to three years of support for individual or collaborative projects to translate into English works that provide insight into the history, literature, philosophy, and artistic achievements of other cultures. 202/606-8207	July 1	May 1 of the following year
<b>Subventions</b> grants of \$7,000 to scholarly presses support the publication and dissemination of excellent works in all fields of the humanities. 202/606-8207	February 1	September 1
<b>Reference Materials</b> grants provide up to three years of support for projects to prepare dictionaries, historical or linguistic atlases, encyclopedias, <i>catalogues raisonnés</i> , concordances, reference grammars, databases, textbases, hypermedia and multimedia products, and other works for the advancement of research in the humanities or for general reference. 202/606-8358	November 1	September 1 of the following year

<b>Summer Stipends</b> provide support for individuals to undertake two consecutive months of full-time independent research and writing in the humanities. 202/606-8551	October 1	May 1 of the following year
<b>Basic Research</b> grants provide more than one year (up to three years) of support for original research in the humanities undertaken by two or more scholars, as well as for large, complex projects coordinated by individual scholars that entail research costs in addition to salary support. 202/606-8210	March 15	January 1 of the following year
<b>Archaeology Projects</b> grants provide up to three years of support for significant archaeological excavations and publications worldwide. 202/606-8210	October 1	May 1 of the following year
<b>Humanities Studies of Science and Technology</b> grants provide up to three years of support for projects that apply the knowledge, methods, and perspectives of the humanities to subjects in science, technology, and medicine. 202/606-8210	October 1	May 1 of the following year
<b>Conferences</b> grants to institutions provide up to three years of support for conferences designed to advance the state of research in a field or topic of major importance in the humanities. (Conferences typically take place six to twelve months after the beginning of the grant period.) 202/606-8210	May 15	January 1 of the following year
	December 15	September 1 of the following year
<b>Centers for Advanced Study</b> grants support postdoctoral fellowship programs at independent centers for advanced study. (Each center has deadlines for individual applications; individuals apply directly to the centers.) 202/606-8359	October 1	September 1 of the following year
<b>International Research Organizations</b> grants to national organizations, learned societies, and American research centers overseas enable scholars to pursue research on foreign cultures and to collaborate with foreign colleagues. (Each sponsoring organization has deadlines for individual applications; individuals apply directly to the sponsoring organizations.) 202/606-8359	October 1	September 1 of the following year
<b>Dissertation Grants</b> provide six to twelve months of support for doctoral candidates in the humanities to devote full time to completing their dissertations. 202/606-8465	October 15	May 1 of the following year

Information on the programs of the Research Division is available from the

Division of Research Programs  
Room 318  
National Endowment for the Humanities  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506

FAX numbers: 202/606-8204 and 202/606-8558; E-Mail: [research@neh.fed.us](mailto:research@neh.fed.us)  
(NEH will not accept applications sent via FAX or electronic mail.)



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Washington, D.C. 20506**

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