



National
Endowment
for the
Humanities

Division of
Fellowships
and
Seminars

Guidelines and
Application Forms

Application Deadline:
June 1, 1990

NEH Fellowships

University Teachers

College Teachers and
Independent Scholars



TABLE OF CONTENTS

GENERAL INFORMATION	3
The National Endowment for the Humanities	3
The Humanities	3
Special Initiative	3
NEH FELLOWSHIPS	3
Purpose and Scope	3
Criteria for Selection	4
Eligibility for NEH Fellowship Programs	4
General Eligibility	5
Stipends, Tenure, and Conditions of Award	5
Application Deadline and Award Notification	6
Application Review Process	6
INFORMATION ON OTHER NEH PROGRAMS	6
APPLICATION INSTRUCTIONS	8
Résumé	8
Description of Proposed Study	8
Reference Letters	9
Submission of Application	10
APPLICATION FORMS	11
Instructions to the Cover Sheet	12
Application Cover Sheet	
Reference Letter Forms	
Data Cards	Inside Back Cover
APPENDIX	22

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GENERAL INFORMATION

The National Endowment for the Humanities

The National Endowment for the Humanities is an independent grant-making agency established by Congress in 1965 to support research, education, and public projects in the humanities.

The Endowment supports work in the humanities through programs administered by five divisions—Education Programs, Fellowships and Seminars, General Programs, Research Programs, and State Programs—and by two offices, the Office of Challenge Grants and the Office of Preservation.

The Humanities

In the act that established the Endowment, the term *humanities* includes, but is not limited to, the study of the following disciplines: history; philosophy; languages; linguistics; literature; archaeology; jurisprudence; the history, theory, and criticism of the arts; ethics; comparative religion; and those aspects of the social sciences that employ historical or philosophical approaches.

Work in the creative or performing arts—such as 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 write or call the National Endowment for the Arts. Critical, historical, and theoretical studies of the arts, however, are eligible for NEH support.

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:

The Columbian Quincentenary: As part of the international observance of the 500th anniversary of Christopher Columbus's voyage of discovery to the New World, NEH invites proposals for original

scholarship on related topics and for the dissemination of both new and existing scholarship. Topics may include the expansion of European civilization and the establishment of new societies and new forms of cultural expression through encounters among native American, European, and African peoples. Proposals may also explore the ideas—political, religious, philosophical, scientific, technological, and aesthetic—that shaped the processes of exploration, settlement, and cultural conflict and transformation set into motion by Columbus's momentous voyage.

Applications on subjects pertaining to the Columbian Quincentenary are evaluated according to the same criteria used to assess other applications for NEH Fellowships.

NEH FELLOWSHIPS

Purpose and Scope

NEH Fellowships provide opportunities for individuals to pursue advanced study and research that will enhance their capacities as teachers, scholars, or interpreters of the humanities and that will enable them to make significant contributions to thought and knowledge in the humanities. NEH Fellowships are intended for a range of individuals, from those who have made significant contributions to the humanities to those who stand at the beginning of their careers. These awards enable people to devote extended periods of uninterrupted time to investigation, reflection, and writing.

Projects supported by NEH Fellowships cover a variety of activities. They may contribute to scholarly knowledge, to the conception and substance of individual courses in the humanities, or to the general public's understanding of the humanities. Projects may address broad topics or consist of study and research in a single field.

Issues pertinent to the humanities content of an applicant's own teaching field are an appropriate part of fellowship study, although applications for surveys of courses and programs in other institutions and for the preparation of institutional curricula are not eligible. Inquiries about the possibility of Endowment support for institutional projects to improve curricula or teaching of the humanities should be directed to the Endowment's Division of Education Programs. Also

ineligible for NEH Fellowships are applications to improve methods of teaching, to carry out empirical educational research projects, or to examine theories of teaching and learning that lack substantial content in a discipline of the humanities.

Criteria for Selection

The mission of the National Endowment for the Humanities is to support work that will promote or encourage, in the words of the enabling legislation, "progress and scholarship in the humanities." Because the awards the Endowment makes are supported by public funds, the Endowment strives to select only projects of compelling quality and importance. Consequently, applicants must demonstrate that their projects will be significant to the humanities.

The following criteria will be used in evaluating applications for NEH Fellowships:

1. The quality or the promise of quality of the applicant's work as a teacher, scholar, or interpreter of the humanities;
2. The significance of the proposed project to thought and knowledge in a field or fields of the humanities;
3. The conception, definition, organization, and description of the proposed project; and
4. The likelihood that the applicant will complete the project.

In addition, preference will be given to applicants who have not been awarded major grants or fellowships for tenure within the three years preceding the tenure period proposed for an NEH Fellowship. A major grant or fellowship is a postdoctoral award or its equivalent that provides support for a continuous period of time equal to at least one term of the academic year; that enables the recipient to pursue scholarly research, personal study, professional development, or writing; that is in the amount of \$10,000 or more; and that comes from sources other than the recipient's employing institution. Sabbaticals and grants from an individual's own institution are not considered major fellowships, nor are stipends and grants from other sources supporting study and

research during the summer academic recess, such as NEH Summer Stipends and NEH Summer Seminar awards.

Eligibility for NEH Fellowship Programs

The NEH Fellowship Programs are intended for individuals in diverse circumstances. Applicants may be faculty members of colleges and universities, staff members of colleges and universities, and faculty and staff members of primary and secondary schools. However, NEH Fellowships are not limited to individuals in educational institutions, and scholars and writers in various other positions are also welcome to apply. For example, scholars and writers working in institutions with research or educational collections, such as museums, libraries, and historical associations; scholars and writers working in institutions with no connection to the humanities; and scholars and writers working independently are eligible and encouraged to apply.

The NEH Fellowship Programs are **Fellowships for University Teachers and Fellowships for College Teachers and Independent Scholars**. The program to which individuals may apply depends on the institution or institutions where they have been employed, whether part-time or full-time, or on the fact that they have had no institutional affiliation. For applicants whose positions change near the application deadline, eligibility will be based on affiliation during the academic year before the deadline, not after it.

The **NEH Fellowships for University Teachers Program** is open *only* to

- individuals who are teaching part-time or full-time in a department of a college or university that grants the Ph.D. degree;
- individuals with part-time or full-time appointments to a central graduate school, on their own campus or another campus, that grants the Ph.D. degree;

— individuals who are affiliated with a postgraduate professional school;

— individuals who are affiliated part-time or full-time in any capacity at colleges or universities that grant the Ph.D. degree in the same general discipline as their proposed project;

— individuals on terminating contracts who have such positions as described above; and

— retired individuals who had such positions.

The NEH Fellowships for College Teachers and Independent Scholars Program is open *only* to

— part-time or full-time faculty and staff members of two-year and four-year colleges and universities that do not grant the Ph.D. degree;

— part-time or full-time faculty members of universities in departments that do not grant the Ph.D. degree as long as the Ph.D. degree is not granted in the same general discipline as their project through another department, program, or college on their campus;

— individuals employed part-time or full-time in any nonteaching capacity at a university as long as the Ph.D. degree is not granted on their campus in the same general discipline as their project;

— individuals employed by institutions other than colleges and universities, such as schools, museums, libraries, etc.;

— individuals on terminating contracts who have such positions as described above;

— retired individuals who had such positions; and

— individuals working independently.

Persons whose situations do not fit into any of the above categories should explain their circumstances in a letter attached to the application, and NEH staff will then assign such applications to the appropriate program.

General Eligibility

Citizenship: An applicant for an NEH Fellowship should be a U.S. citizen, a native resident of a U.S. territorial possession, or a foreign national who has

been residing in the United States or its territories for at least the three years immediately preceding the application deadline.

Highest Degree: Although applicants need not have advanced degrees, those whose professional training includes a degree program must have received their degrees or completed all official requirements for them by June 1, 1990, the application deadline. If a prospective applicant has completed all of the official requirements for the degree and is awaiting only the formal award, certification that all requirements have been met by the application deadline must be submitted by the dean of the school awarding the degree. Persons seeking support for work leading toward a degree are not eligible to apply, nor are active candidates for degrees, even if they expect to have finished all work for their degree by the time they would begin tenure of the fellowship and the work proposed is not related to their degree program.

Other Applications: Persons may submit *only one* application for an NEH Fellowship, even if the application is in the area of the special initiative. Individuals may apply for an NEH Fellowship at the same time they apply to other programs within the division and the Endowment but may not hold more than one award from the Endowment for personal study, research, or enhancement of their teaching in any given fiscal or calendar year.

Previous Grants: While recent recipients of major fellowships and grants are no longer ineligible to apply for NEH Fellowships, they should be aware that preference will be given to applicants who have not been awarded major grants for tenure in the three years preceding the proposed tenure period of an NEH Fellowship. See **Criteria for Selection**, above.

Stipends, Tenure, and Conditions of Award

Fellowships normally support full-time work and are awarded for continuous periods of six to twelve whole months of tenure. Fellows may begin tenure of their awards any time between January 1, 1991, and the beginning of the spring term of the 1991-92 academic year. For teachers, tenure periods must include at least one term of the academic year.

The maximum amount of the NEH stipend is \$30,000 for all tenure periods. The actual stipends of 1991-92 fellows will be based on their 1990-91 academic-year salaries and will be calculated to

replace salary that will not be made up during the tenure period by sabbatical leave salary or other comparable grants or income from their employing institutions. If the maximum stipend is not reached in salary replacement, the Endowment may provide an allowance for necessary transportation expenses, up to the limit of \$30,000, but no allowance will be given for any other expenses.

Part-time fellowships can be awarded under exceptional circumstances, such as job responsibilities that cannot be relinquished or the value that teaching a particular course would have for the work proposed for the fellowship. These circumstances must be explained in the application. Part-time fellowships carry a maximum stipend of \$30,000 and are awarded for any amount of released time between half time and full time. Tenure must be for continuous periods of whole months. The minimum tenure period should be the equivalent of six months of full-time tenure. The maximum is the equivalent of twelve months of full-time tenure: for example, four semesters over twenty-four months at half time; three semesters over seventeen months at two-thirds time. Stipends are intended primarily to replace salary lost through released time during the academic year and are calculated according to the same principles as those for full-time fellowships.

Applicants should request periods of tenure that suit their schedules and the needs of their projects. They are also advised that requests for shorter tenure periods will not increase their chances of receiving an award.

Fellows may not hold other major fellowships or grants during fellowship tenure, except sabbaticals and grants from their own institutions and small grants from other sources for specific research expenses. Successful applicants who receive offers of fellowships from other foundations after June 1, 1990, must hold the NEH Fellowship first.

A full-time fellow must devote full time to the fellowship study and may not accept a teaching assignment or undertake any other major activity during the tenure of the fellowship. A part-time fellow must devote the entire released time to the fellowship study and may not undertake any other major activity or accept any teaching assignment other than that finally agreed on between the Endowment and the fellow.

Application Deadline and Award Notification

Applications must be postmarked by June 1, 1990. Awards will be announced by mid-December, 1990.

Application Review Process

Applications to the programs of NEH Fellowships have one review cycle a year. The process begins at the application deadline, June 1, 1990, and lasts six months. The full application for review includes a résumé, a description of the proposed project, and three letters of recommendation, which the applicant's referees submit to the Endowment.

The applications to each program are divided by discipline or clusters of related disciplines into sets for review by peer panels. Each panel usually has five members who are scholars and teachers in the discipline or disciplines of the applications assigned to the panel. The recommendations of the disciplinary panels are reviewed in turn by the National Council on the Humanities. The National Council has twenty-six members appointed by the President of the United States with the consent of the Senate to advise the Chairman of the Endowment on policy and program matters. The Chairman of the Endowment, after considering the recommendations made in the course of the review, makes the final decision on the applications.

Reapplication is always possible, and failure to gain support in one year does not prejudice an applicant's chances for reconsideration in future competitions. By writing to the program officer for the program to which they applied, applicants may obtain details of the panelists' evaluation of the proposal.

INFORMATION ON OTHER NEH PROGRAMS

Other Programs of the Division of Fellowships and Seminars

Summer Stipends provide support for faculty members in universities and two-year and four-year colleges, and for other persons working in the humanities, to enable them to devote two consecutive months of full-time study and research to their projects. An applicant's project may be one that can be completed during the stipend period, or it may be part of a long-range endeavor. The application deadline for 1991 awards is October 1, 1990.

Summer Seminars for College Teachers provide opportunities for teachers in two-year, four-year, and five-year colleges and universities and for other scholars who are qualified to do the work and make a contribution to the seminar. Participants work under the direction of distinguished scholars and teachers, and they pursue advanced study and research in their fields of study or in other fields related to their interests. The seminars last six, seven, or eight weeks and are held at institutions broadly distributed throughout the country. The application deadline both for participants in 1991 seminars and for directors of seminars in 1992 is March 1, 1991.

Summer Seminars for School Teachers provide opportunities for teachers and other school personnel of kindergarten through grade 12 to work in their areas of interest with master teachers and active scholars, studying seminal works in the humanities systematically and thoroughly. The seminars last four, five, or six weeks, depending on the individual seminar, and are held at institutions broadly distributed throughout the country. The application deadline for participants in 1991 seminars is March 1, 1991, and for directors of 1992 seminars is April 1, 1991.

The **Faculty Graduate Study Program for Historically Black Colleges and Universities** is offered by the Endowment in response to the President's initiative (Executive Order 12677) regarding historically black colleges and universities. These fellowships are intended to strengthen the teaching of the humanities at these colleges and universities by providing one year of support for teachers to work toward the completion of a doctoral degree in one of the humanities disciplines. The application deadline for 1991-92 awards is March 15, 1990.

The **Travel to Collections Program** provides small grants to scholars so that they can use the research collections of libraries, archives, museums, and other repositories. Awards are made to help defray transportation costs, subsistence and lodging, reproduction and photoduplication costs, and associated research expenses. The application deadlines are July 15, 1990, for travel that will begin after December 1, 1990, and January 15, 1991, for travel that will begin after June 1, 1991.

The **Younger Scholars Program** provides support for secondary school and undergraduate students to carry out projects of research and writing in the humanities during the summer. Recipients work under the close supervision of a humanities scholar. No academic credit may be taken for this work. The application deadline for 1991 awards is November 1, 1990.

Further Information

Information on the programs of the Division of Fellowships and Seminars is available from the

Division of Fellowships and Seminars
Room 316
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

NEH Fellowships, Summer Stipends, and Faculty Graduate Study Program for Historically Black Colleges and Universities: 202/786-0466.

NEH Summer Seminars, Travel to Collections Program, and Younger Scholars Program: 202/786-0463.

Information about the other programs of the Endowment is available from the

Office of Publications and Public Affairs
Room 406
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
Telephone: 202/786-0438
Telecommunications Device
for the Deaf: 202/786-0282

APPLICATION INSTRUCTIONS

A completed application consists of the following materials:

- 1) The original proposal, which includes
 - a) the one-page NEH application cover sheet,
 - b) a résumé, which should not exceed two pages, and
 - c) a detailed description of the proposed study and brief bibliography, which together should not exceed five single-spaced pages;
- 2) Eight collated copies of the application cover sheet, résumé, and description of study with bibliography;
- 3) The two data cards, one 5" x 8" and one 3" x 5"; and
- 4) Three letters of recommendation, to be submitted separately by the referees on reference-letter forms.

The application cover sheet and reference letter forms are located in the back of this booklet, and the data cards are on the inside back cover.

Applicants should make and keep an additional copy of the application for their own records.

No application will be eligible for consideration for a fellowship without a résumé. Additional materials, such as books, articles, copies of course outlines, appendices, attachments, tapes, slides, etc., should not be submitted in support of applications because they will not be used in the review process. Transcripts and placement files also should not be sent.

NEH Application Cover Sheet

Instructions for completing the cover sheet begin on page 12.

Résumé

The résumé should be in concise, outline form and *should not exceed two pages*. The following information should be included:

a) A record of the applicant's education, including the titles of any theses or dissertations, and the dates when degrees were awarded.

Please note that applicants must have completed their professional training by the application deadline, June 1. Individuals pursuing degrees may not apply for NEH Fellowships.

b) A record of employment and current position or positions. Because the program for which a person is eligible depends on the position held at the application deadline, the applicant should provide the following information: the current affiliation, whether it is part-time or full-time, and whether and when the current contract will end. An applicant with an appointment to a graduate program on another campus should indicate it and note the highest degree offered in the program.

c) A list of the most important academic honors or awards received, including the source, the dates of tenure, the dollar amount, the terms of leave, if any, provided by the grant, and the nature of all fellowships and grants awarded for any period during the three years preceding their proposed tenure of an NEH Fellowship. In the case of grants awarded for purposes other than individual study and research, applicants should explain their involvement and activities. If applicants have been awarded no grants for tenure during the three years preceding the proposed NEH tenure, they should state that none has been awarded.

d) A list of publications, if any.

e) A list of the names and positions of the three people who will be submitting reference letter forms.

Description of Proposed Study

The proposal for a fellowship is the only demonstration that panelists will have of the substance of the project, the contribution it can make to humanities scholarship or teaching, and its general quality. It is essential that the text include enough detail about the ideas, objectives, and methods entailed in the project to enable panelists to assess quality, significance, and

feasibility. A simple statement of need or intent is insufficient evidence that a project merits support. Some reviewers will not possess specialized knowledge of the proposed field of study; therefore, the description should be free of jargon and, as much as possible, technical terms.

The description of the proposed study and brief bibliography together *should not exceed five single-spaced typed pages*. The proposal should be easily readable: Margins should be at least one inch; type should be dark and not smaller than twelve characters per inch; and lines should be spaced so that there are no more than six per inch.

Although no particular form is prescribed, the description of the project should address the questions listed below.

a) What are the basic ideas, problems, works, or questions the study will examine; what is the planned approach or line of thought, to the extent that it has been developed?

If the area is new to the applicant, what are the reasons for working in the field or what interests have led to the new study; what effects will the new study have on the applicant's knowledge of and approach to his or her own field? If the applicant proposes to take formal course work, what courses or programs are contemplated; and how will they contribute to the applicant's larger objectives?

b) What is the current state of the proposed study? Is it in the beginning stages or in progress; what are the plans for each stage; and how does the part of the study to be done under the fellowship fit into the whole? There should be a proposed schedule or plan of work that the applicant would follow during the tenure of the fellowship.

c) For what audience are the results of the study intended, such as students, other teachers, other scholars, the general public, or some combination of these? What form is the proposed study likely to assume?

d) What is the relationship of the proposed study to the applicant's long-range teaching or scholarly objectives or to the applicant's development as a teacher, scholar, or interpreter of the humanities?

e) What contribution is the proposed project likely to make to its field or fields of study; and what

is its significance for the humanities? If the applicant is working in a new area, how will enhancing the applicant's knowledge contribute to the intended audience's understanding of the issues concerned?

f) What is the relationship between the proposed work and the work of others in the same field? What is distinct about the proposed study?

g) What is the applicant's competence in any languages needed for the study?

h) At what location or locations will the applicant conduct the study; and what materials will be used? What is the likelihood of access to archives, collections, or institutions with resources necessary for the work?

i) If the applicant is applying for a part-time fellowship, what is the necessity of holding the fellowship for part-time rather than full-time tenure? For example, what are the job responsibilities that cannot be relinquished; or what value would teaching a given course or seminar have on the fellowship project? How much released time, between half time and full time, would be devoted to the fellowship? What duties would be relinquished; and what duties would be retained during the requested period of fellowship tenure?

Bibliography: Following the description of the project should be a selected list, which normally will not exceed one page, of publications by other scholars and writers or of primary materials and sources that the applicant has used or is planning to use and that have the greatest relevance to the proposed study. This list of readings and materials is vital to the proposal because Endowment reviewers determine from it the amount of work or preparation an applicant has done in the field, the character of the applicant's interests, and the nature of the approach to the proposed topic.

Reference Letters

Referees should be persons who are thoroughly familiar with the applicant's professional capabilities and accomplishments as well as with the area or areas of the proposed study. Referees should be in a position to discuss specifically the likely results or outcome of the proposed project, its significance to the field and to its intended audience, the general

quality of the applicant's work, and the applicant's ability to carry out the project successfully. Ideally, no more than one referee should be from the applicant's own institution.

It is the applicant's responsibility to fill in the top part of the reference letter form, to check the appropriate box or boxes on the front of the form, and to send the form, together with a copy of the full proposal, to each referee. It is also the applicant's responsibility to request that referees send letters of reference directly to the Endowment, addressed to the Division of Fellowships and Seminars. Applicants should ask referees to send reference letters as close to the application deadline as possible.

Submission of Application

Applications may not be submitted to NEH by means of a FAX machine.

The completed application package must be postmarked *no later than June 1, 1990*. The application package should be directed to the appropriate program, as follows:

Fellowships for University Teachers

Fellowships for College Teachers and Independent Scholars

The package should be mailed to the following address:

Division of Fellowships and Seminars
Room 316
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

National Endowment for the Humanities

Washington, D.C.

The following pages include:

- Instructions for Completing the Application Cover Sheet
- The Application Cover Sheet
- Field of Project Categories and Codes

Please read the instructions before completing applicable questions. Please print or type.

Purpose: The National Endowment for the Humanities uses a single cover sheet for all of its programs. This cover sheet gathers information that is necessary in one of two ways:

(1) The information is necessary for efficient consideration of the application during the review process and in the administration of the grant if an award is made.

(2) The information is *required of the Endowment* in various reports to Congress, other federal agencies, and the public. The Endowment must provide reports that involve statistical information or descriptions that can be obtained quickly from the cover sheet. Information is recorded in a computer, which stores the data for subsequent compilation and reporting.

Please read the instructions for each question carefully. Answer each question by typing or printing your reply. Please verify your answers to be certain that they are correct and complete.

You will find it helpful to complete the cover sheet last, after all other parts of the application have been prepared.

Privacy Act: The following notice is furnished in compliance with the Privacy Act of 1974:

The 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. This information is needed to process the grant application and for statistical research and analysis of trends. The routine uses which may be made of this information are: general administration of the grant review process; statistical summaries; congressional oversight; and analysis of trends. Failure to provide any of the requested information will result in the delay or rejection of the application.

INSTRUCTIONS FOR COMPLETING THE APPLICATION COVER SHEET

Paperwork Burden: 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 eight 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 it, to the Assistant Chairman for Operations, National Endowment for the Humanities, Washington, D.C. 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0083), Washington, D.C. 20503.

Block 1--Individual Applicant:

Item a: Give a mailing address good through January 1991.

Item b: Indicate the number corresponding to the applicant's preferred form of address:

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

Item c: Enter the social security number and date of birth of the applicant.

Item d: Whenever possible, one of the telephone numbers listed should be a number at which a message can be left.

Item e: Use the fields listed on the back of the cover sheet as a guide. Write the name of the field and also put the code number in the box: for example, Music, M5. If the applicant's field is not listed, indicate the general discipline in which it falls or the closest major field. This information is used for general statistical purposes and will not affect the review of the application.

Item f: If a foreign national, check "Other" and specify the month and year in which the applicant came most recently to reside in the United States.

Block 2--Prechecked.

Block 3--Prechecked.

Block 4--Program to which Application Is Being Made:

See page 4, above, for details of eligibility for the two programs of NEH Fellowships.

Write in the title of the program to which the application is being submitted and put the appropriate code number in the box:

Fellowships for University Teachers—6111

Fellowships for College Teachers and Independent Scholars—6112

If applying under the Endowment's initiative, described on page 3 of these guidelines, indicate the code number of the initiative:

03M—Columbian Quincentenary

Block 5--Requested Grant Period:

See page 5 above, for details on permissible length and dates of tenure for part-time and full-time tenure periods. Successful applicants will be permitted, when awards are offered, to change the dates of tenure, as long as the total amount of time is not changed.

Block 6--Project Funding:

Do not fill in this item. The information on which stipends are based will be requested from successful applicants when awards are offered.

Block 7--Field of Project:

From the fields listed on the back of the cover sheet, write in both the name and the code number of the one that is closest to the field of the proposed program of study and research: for example, American History, A3. Again, this information is used for general statistical purposes and will not affect the review of the application.

Block 8--Descriptive Title of Project:

Provide a brief title that clearly identifies the project and its humanities content. This title should be informative to a nonspecialist and *should not exceed 120 characters in length*, including punctuation and spaces. The Endowment is obliged to be as clear as possible to the public about awards it makes. The descriptive title will be used for this purpose when-

ever possible, but Endowment staff may assign a different working title to the project.

Block 9--Description of Proposed Project:

Summarize the points that are developed in the full, appended proposal and do not merely refer to it. The summary is important for purposes of both review and records, and it *must* be limited to the space provided.

Block 10--Not Applicable.

Block 11--Institutional Data:

Item a: Indicate the name and location of the institution or organization the applicant is affiliated with on, or was affiliated with before, June 1, 1990. Do not indicate here the institution that the applicant may be moving to later or plans to work at during the proposed fellowship tenure. If not affiliated with an institution, please leave the space blank.

Item b: Not Applicable.

Item c: Not Applicable.

Block 12--Certification:

The Endowment is required to seek from all applicants certifications regarding federal debt status,

debarment and suspension, and a drug-free workplace. By signing and submitting this application, the individual applicant is providing the applicable certifications. Please refer to the "Certifications" and the accompanying instructions in the appendix to these application guidelines.

Block 13.

Item a: Indicate the applicant's status as either a **junior scholar** or **senior scholar**. For purposes of the application, junior scholars hold the rank of instructor or assistant professor in colleges or universities or are independent scholars who are at comparably early stages of their careers. Senior scholars are associate professors and full professors or are independent scholars who are at comparably later stages of their careers. Reviewers are asked to evaluate the application in light of the applicant's experience in the humanities.

Item b: Request full-time or part-time tenure.



1. Individual applicant or project director

a. Name and mailing address

Name _____
(last) (first) (initial)

Address _____

(city) (state) (zip code)

b. Form of address:

c. Social Security # _____ **Date of birth** _____
(mo. day yr.)

d. Telephone number
Office: _____ Home: _____
(area code) (area code)

e. Major field of applicant or project director _____
(code)

f. Citizenship U.S.
 Other _____
(specify)

2. Type of applicant

a. by an individual **b.** through an org./institute
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 **c.** renewal
b. revision and resubmission **d.** supplement
If either **c** or **d**, indicate previous grant number:

4. Program to which application is being made

Endowment Initiatives: _____
(code)

5. Requested grant period

From: _____ To: _____
(month year) (month year)

6. Project funding

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

7. Field of project

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): Not applicable

11. Institutional data

a. Institution or organization:

(name)

(city) (state) (zip code)

b. Name of authorizing official: Not applicable

c. Name and mailing address of the institutional grant administrator:
Not applicable

12. Certification

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

(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.

13. a. Status of Applicant: Junior Senior
b. Tenure Requested: Full-time Part-time

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 6 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.

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

**Division of Fellowships and Seminars
National Endowment for the Humanities
Washington, D. C. 20506**

Check the appropriate category or categories:

- Fellowships for University Teachers
 Junior Senior
- Fellowships for College Teachers and Independent Scholars
 Junior Senior
-
-

To Be Completed By The Applicant:

Name of Applicant: _____

Institution: _____

City and State: _____

Descriptive Title of Project: _____

For Use Of Respondent: (Please see back of this page for guidelines. Do not use blue ink.)

Signature of Respondent _____ Date _____

Name and Title _____

Department (or Position) _____

Institution (or Employer) _____

GUIDELINES FOR REFEREES

The National Endowment for the Humanities through its fellowships provides opportunities for individuals to pursue independent study and research that will enhance their capacities as teachers, scholars, or interpreters of the humanities and that will enable them to make significant contributions to thought and knowledge in the humanities. NEH Fellowships are intended for people who have made significant contributions to the humanities as well as those who stand at the beginning of their careers. Projects may cover a range of activities from general study to research in a single field. NEH Fellowships are awarded through two programs, **Fellowships for University Teachers** and **Fellowships for College Teachers and Independent Scholars**.

The person named on the front of this form has applied for an NEH Fellowship through the program indicated. The Endowment would appreciate receiving from you a judicious assessment of the applicant and the proposed project. The mission of the Endowment is to support work that will encourage progress and scholarship in the humanities. Because the awards the Endowment makes are supported by public funds, the Endowment strives to select only projects of compelling quality and importance. Consequently, applicants are instructed that they must demonstrate that their projects will be significant to the humanities. You should judge the application according to the following selection criteria and also add other comments that you think might be helpful to the Endowment:

1. The quality or the promise of quality of the applicant's work as a teacher, scholar, or interpreter of the humanities;

2. The significance of the proposed project to thought and knowledge in a field or fields of the humanities;

3. The conception, definition, organization, and description of the proposed project; and

4. The likelihood that the applicant will complete the project.

If it is more convenient to use other paper than this form for your response, or if you need to attach extra pages, please be sure to indicate clearly the full name of the applicant and the program to which the application has been submitted on each additional sheet.

It is important to the applicant that we receive your letter as close as possible to June 1, 1990. Please send the letter directly to the

Division of Fellowships and Seminars, Room 316
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

The National Endowment for the Humanities will keep the identity of authors of reference letters confidential. Under certain circumstances, the Freedom of Information Act, 5 U.S.C. 552, and the Privacy Act of 1974, 5 U.S.C. 552a, require that nonidentifying contents of reference letters be disclosed at the request of the applicant.

**Division of Fellowships and Seminars
National Endowment for the Humanities
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APPENDIX

Equal Opportunity: The National Endowment for the Humanities is responsible for ensuring compliance with and enforcement of laws prohibiting discrimination because of race, color, national origin, sex, handicap, and age in programs and activities receiving federal assistance. Endowment grant recipients are responsible for complying with these laws. For additional information concerning these obligations, or if you believe that you have been discriminated against in any program, activity, or facility receiving federal assistance from the Endowment, please write immediately to the director, Office of Equal Opportunity, National Endowment for the Humanities, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.

Note: If a proposed project relates to American Indians, Aleuts, Eskimos, or native Hawaiian people and artifacts, an applicant should obtain from the Endowment a copy of its Code of Ethics concerning native Americans. The code establishes certain standards of conduct in research, publication, and public programs involving native American peoples.

Instructions for Certification

1. The Endowment is required to seek certifications from applicants who are individuals regarding federal debt status, debarment and suspension, and the requirements of the Drug-Free Workplace Act of 1988. By signing and submitting this proposal, the applicant provides these certifications.
2. If a prospective applicant is unable to provide the certification required by the Drug-Free Workplace Act, he or she is not eligible for funding from the Endowment. If a person is unable to provide the certification regarding federal debt status or debarment and suspension, an explanation shall be submitted to NEH. The explanation of why the certification on federal debt status or debarment and suspension 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.
3. The certifications are material representations of fact on which reliance will be placed when the Endowment determines to fund the application. If it is later determined that the applicant knowingly provided an erroneous certification, in addition to

other remedies available to the federal government, the Endowment may terminate the award for cause or default or, when applicable, may take action authorized under the Drug-Free Workplace Act.

4. The applicant shall provide immediate written notice to the Endowment if at any time he or she learns that the certifications were erroneous when submitted or have become erroneous by reason of changed circumstances.

5. The following definitions apply to the terms used in each of the certifications.

Definitions

Controlled Substance: A controlled substance in schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1300.11 - 1300.15.

Debarment: An action taken by a debarring official in accordance with 45 CFR Part 1169 to exclude a person from participating in covered transactions. A person so excluded is "debarred."

Delinquent: Represents the failure to pay an obligation or debt by the date specified in the agency's initial written notification or applicable contractual agreement, unless other satisfactory payment arrangements have been made by that date, or if at any time thereafter, the debtor fails to satisfy the obligation under a payment agreement with the agency. If the debtor fails to pay the debt by the specified date, then the debt is delinquent and the "date of delinquency" is the date given as the payment due date for contractual agreements or the date notification of the debt was mailed, as appropriate.

Federal Debt: The amount of money or property that has been determined by an appropriate agency official to be owed to the United States by any person, organization, or entity. Examples of debts include delinquent taxes, audit disallowances, guaranteed and direct student loans, housing loans, farm loans, business loans, Department of Education institutional loans, benefit overpayments, and other miscellaneous administrative debts.

Grantee: (in the drug-free workplace certification) A person who applies for or receives a grant directly from a federal agency.

Ineligible: Excluded from participation in federal nonprocurement programs pursuant to a determination

of ineligibility under statutory, executive order, or regulatory authority, other than Executive Order 12549.

Primary Covered Transaction: This is normally any nonprocurement transaction between an agency and a person, regardless of type, including grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, donation agreements, and any other nonprocurement transaction between a federal agency and a person.

Proposal: A solicited or unsolicited bid, application, request, invitation to consider or similar communication by or on behalf of a person seeking to participate or to receive benefit, directly or indirectly, in or under a covered transaction.

Suspension: An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue.

Certifications

1. Certification Regarding Federal Debt Status (OMB Circular A-129)

The applicant certifies to the best of its knowledge and belief that he or she is not delinquent in the repayment of any federal debt.

2. 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.

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

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

F90-9

- Fellowships for University Teachers
 - Junior
 - Senior
- Fellowships for College Teachers and Independent Scholars
 - Junior
 - Senior

Applicant's Name (Last, First, Initial)	1990-91 Academic Year Salary: \$ _____ Contract Basis: <input type="checkbox"/> 9 months <input type="checkbox"/> Other: _____
Institutional Affiliation (Dept. or School, Institution, City, and State)	Descriptive Title of Project (Same as on Cover Sheet)
Mailing Address (if different from above)	Telephone Number (with area codes) Office: _____ Home: _____
Academic Rank: <input type="checkbox"/> Professor <input type="checkbox"/> Instructor <input type="checkbox"/> Assoc. Professor <input type="checkbox"/> Lecturer or Other <input type="checkbox"/> Asst. Professor <input type="checkbox"/> No Academic Rank	References (Names and Institutions) 1. _____ _____ 2. _____ _____ 3. _____ _____

1. Applicant's Name: Last, First, Middle

2. Institution

3. Descriptive Title of Project

National Endowment for the Humanities
Division of Fellowships and Seminars
Room 316
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