

N A T I O N A L

E N D O W M E N T

F O R T H E

H U M A N I T I E S

*Division of Research and Education Programs*

# Summer Seminars Directors

*For College Teachers*

*For School Teachers*

APPLICATION DEADLINE:  
March 1, 1996

## **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.

### **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.

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Summer Seminars  
Research and Education Division  
National Endowment for the Humanities  
1100 Pennsylvania Ave., NW  
Washington, D.C. 20506



## Checklist of Application Materials

( ) The original signed application cover sheet, narrative description, and résumé, together with eight additional copies of each (2-sided copies preferred);

( ) The budget page, plus one additional copy;

( ) Two completed 5 x 8 index cards; and

( ) Two reference letters for single applicants, or three reference letters for joint applicants, submitted directly to NEH by the referees.

**Please check the appropriate box:**

☐ I expect to submit a proposal for a Summer Seminar for College or School Teachers for 1997. I will propose

- a College Teachers seminar on \_\_\_\_\_

- a School Teachers seminar on \_\_\_\_\_

☐ I do not expect to submit a proposal for 1997, but might very well be interested in offering a seminar in a subsequent year. (On the line below please provide both the tentative topic of the seminar and--if you already have a year in mind--the date of the prospective seminar.)

\_\_\_\_\_

The 1997 proposal deadline for both programs is March 1, 1996.

### Please Print

Name \_\_\_\_\_

Department \_\_\_\_\_

University \_\_\_\_\_

City and State \_\_\_\_\_

Telephone(\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

**Please complete, detach, and return the above postcard immediately.**

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## THE HUMANITIES

The act that established the NEH 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 call or write the National Endowment for the Arts. Critical, historical, and theoretical studies of the arts, however, are eligible for NEH support.

### Presidential Directives

NEH participates in two government-wide Presidential Directives. Executive Order 12876 was promulgated in 1989 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 on behalf of educational excellence for Hispanic Americans. NEH encourages applications that respond to these Presidential Directives.

### Special Initiatives

A special initiative is an undertaking by NEH 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

## 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 the Federal/State Partnership, three divisions (Preservation, Public Programs and Enterprise, and Research and Education Programs), and the Office of Challenge Grants.*

*Through reading, writing, reflection, and discussions with the seminar director and other teachers and scholars from across the country, seminar participants will have an opportunity to deepen their knowledge and enhance their ability to impart to their students an understanding of the humanities.*

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. NEH is particularly interested in how people--differentiated by ethnicity, race, or culture--have interacted within the framework of our national society and what commonalities may have emerged as shared American values.

The goal of this initiative is to support projects that place questions about American pluralism and identity in historical and critical perspective, thus animating the national conversation on our shared values and illuminating the evolving ideal suggested by our nation's motto, *E Pluribus Unum*.

Applications responding to this initiative should be submitted to established NEH programs and will be judged according to their criteria.

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  
e-mail address: [info@neh.fed.us](mailto:info@neh.fed.us)

## GENERAL INFORMATION ABOUT THE TWO SEMINARS PROGRAMS

Seminars programs are intended to provide school teachers, college teachers, and independent scholars with the opportunity for intense advanced study of significant ideas and texts of the humanities. Through reading, writing, reflection, and discussions with the seminar director and other teachers and scholars from across the country, seminar participants will have an opportunity to deepen their knowledge and enhance their ability to impart to their students an understanding of the humanities.

Seminars for both programs consist of a director and fifteen participants. College Teacher seminars range from four to eight weeks in length; School Teacher seminars range from four to six weeks in length. Seminar topics for College Teacher seminars are central to the major ideas, texts, and approaches of the humanities, while topics for School Teacher seminars emphasize close reading of a significant text or texts in the humanities. Directors of seminars in both programs are accomplished teachers and active scholars; however, directors of College Teachers seminars are also recognized authorities in their fields. The College Teacher seminars are held at major research institutions, such as universities, colleges, museums, or libraries, with resources suitable for advanced work in the humanities; the School Teacher seminars may be held at small colleges or campuses with small graduate programs, in addition to major research institutions.

## Proposing a Seminar

A close working association between the director and the participants is a vital feature of seminars in both programs. Because of its small size and relatively short duration, each seminar should have a single director, except in those cases where the topic is such that joint directors can provide greater opportunities for the seminar participants. The director should not share the work of the seminar with a large number of visiting speakers or associates. Proposals for seminars requiring joint directors or several visiting speakers should explain how such arrangements would benefit the participants while not impairing the collegial nature of the seminars.

The direction of a summer seminar requires full-time attention, and directors may not engage in any other major activity or be absent from the seminar location during the seminar.

### Summer Seminars for College Teachers:

Seminars for college teachers emphasize the individual research of participants as well as common seminar activities. Prospective directors have wide latitude to design seminars in their own fields of interest and expertise, but seminar topics should be broad enough to accommodate a wide range of interests; they should address significant questions and pursue ideas beyond narrowly focused disciplinary concerns. Seminar discussion may also include considerations pertinent to teaching and presenting the ideas, texts, and approaches relevant to the topic. NEH especially encourages seminars on foreign languages and cultures.

**Proposals for Two-Year-College Teachers:** The program particularly invites proposals designed to address the professional and scholarly needs of two-year-college teachers. All seminars are open to all eligible applicants, but different emphases may be appropriate in light of the kinds of teaching and scholarship typically undertaken in two-year colleges. Such seminar topics might focus on subjects or materials widely taught in two-year colleges, or they might be designed to encourage participants to deepen their understanding of one or more humanities disciplines. Seminars may place emphasis on shared reading, writing, and discussion instead of original research intended for publication. The shorter four- or five-week seminar length (discussed below) might fit well with two-year-college teaching schedules.

Applicants whose proposals are appropriate for seminars for two-year-college teachers should describe how the proposed seminar takes these needs into account. Prospective directors are urged to consult with program staff in preparing a proposal with a two-year-college focus.

*Seminars for college teachers emphasize the individual research of participants as well as common seminar activities. Prospective directors have wide latitude to design seminars in their own fields of interest and expertise.*

*Summer Seminars for School Teachers should be designed to appeal not only to teachers whose specific field is covered by a seminar but to teachers in many fields.*

## **Summer Seminars for School Teachers:**

As with the Summer Seminars for College Teachers program, prospective directors are encouraged to design seminars in their own fields of interest and expertise, but they should always keep in mind the two essential guidelines for the program: **(1) that each seminar focus on a limited number of major works in the humanities, and (2) that the works chosen be studied intensively and on their own terms—not simply as relevant to the development of a particular theme or idea.** Seminars should be designed to appeal not only to teachers whose specific field is covered by a seminar but to teachers in many fields. For that reason, English translations will be read in most seminars involving foreign language texts; however, the program encourages a limited number of seminars requiring knowledge of a foreign language or located in countries where the language of the texts is spoken, especially for teachers of foreign languages. Works of music, painting, and architecture, and other culturally significant products of technology and art have been used successfully as seminar texts. Seminars have also focused on historically significant events, periods, or persons, such as the Russian Revolution, 1930s America, and Thomas Jefferson.

**Seminar Organization:** A collegial atmosphere is crucial to the purpose and success of seminars in both programs. They should be especially designed for experienced teachers and scholars and should not duplicate courses normally given by graduate departments. Although it is important that the topics and readings of the seminars be clearly organized, the seminars should not be structured like lecture courses or graduate seminars. Rather, they should facilitate the development of a collegial atmosphere in which directors and participants discuss the texts, issues, and concepts relevant to the seminar topic. During the course of the seminar, participants are expected to engage in individual writing projects; however, seminar directors **should not require** a lengthy paper or a publishable article, although such an essay might be part of an individual project undertaken by a participant.

**Seminar Length:** Because of their emphasis on significant independent research projects, the **College Teachers** seminars may be offered for seven or eight weeks; however, scholars may apply to NEH to direct four-, five-, or six-week seminars in either program. Four- and five-week lengths are especially appropriate in the **School Teachers** program and when seminars focus on a single text or a small number of closely related topics. Prospective directors should organize their reading lists and syllabi to reflect the appropriate time period, recognizing that participants may want to pursue their own scholarly interests in addition to keeping up with the common reading list.

**Seminar Site:** Applicants to both programs should explain the ways in which the proposed location will enable the seminar to fulfill its objectives. The site need not be the one at which an applicant teaches.

NEH also supports a limited number of seminars abroad; these are especially encouraged for teachers of foreign languages and cultures. A prospective director considering an overseas seminar should consult with program staff before submitting a formal proposal.

## Selection Criteria

Proposals to the Summer Seminars programs will be judged according to the following four criteria:

1. The significance of the proposed texts or topics to the humanities and to humanities teaching;
2. The prospective director's quality as a scholar, teacher, and interpreter of the humanities;
3. The conception, definition, and organization of the proposed seminar and its appropriateness to the purposes of the program; and
4. The suitability of the host institution for study and research in the field of the seminar, including library collections and other research and scholarly resources, housing availability, and other institutional support important to a collegial setting. **College Teachers** seminars are normally held at major research institutions.

Seminars for **School Teachers** require the same commitment and capability of the host institution to provide a comfortable, collegial atmosphere for study and discourse, but as long as the sponsoring institution can provide all the resources necessary to achieve the stated goals of the seminar, applications from small colleges or campuses with small graduate programs are as likely to succeed as those from major research institutions.

Proposals to repeat seminars previously offered in either program are evaluated in the same way as new proposals, except that information about former directors' previous seminars is made available to reviewers. **If other considerations are equal, preference is given to new applicants.**

Directors proposing to repeat a seminar *must* submit a *full* proposal that considers the experience gained from directing the earlier seminar. Each year NEH sends directors copies of the evaluations submitted by participants in the previous summer's seminars; former directors reapplying to the program are strongly urged to consult these evaluations in preparing their new applications. **Directors may apply to conduct seminars in consecutive summers, except that first-time directors may not conduct a seminar in the summer immediately following their initial offering.** To ensure variety in the slate of seminars, the Endowment may take into account the frequency with which a seminar has been offered.

*Proposals to repeat seminars previously offered in either program are evaluated in the same way as new proposals, except that information about former directors' previous seminars is made available to reviewers.*

*The selection of seminar participants and the awarding of stipends will be the responsibility of each seminar director. Acting within NEH's general guidelines, directors set up a selection committee composed of themselves and two colleagues.*

## **Selection of Participants**

After the decisions have been made about the seminars to be offered in 1997, the complete list of seminars should be widely publicized by the Endowment. Persons wishing to participate in a seminar will apply directly to the seminar director. Participation in each **College Teachers** seminar is limited to **fifteen** teachers and scholars, each of whom will receive a stipend of \$4,000 for an eight-week seminar, \$3,600 for a seven-week seminar, \$3,200 for a six-week seminar, \$2,825 for a five-week seminar, or \$2,450 for a four-week seminar. Participation in each **School Teachers** seminar is limited to **fifteen** teachers, each of whom will receive a stipend of \$3,200 (six weeks), \$2,825 (five weeks), or \$2,450 (four weeks). The selection of seminar participants and the awarding of stipends will be the responsibility of each seminar director. Acting within NEH's general guidelines, directors set up a selection committee composed of themselves and two colleagues; in the School Teachers program one of the committee members must be a school teacher. Those persons selected to participate in the seminars should be committed and well qualified to make the best contribution to the work of the seminar.

### **Summer Seminars for College Teachers:**

The program serves those whose primary duties lie in undergraduate teaching, but others with qualifications to contribute to the seminar (such as independent scholars and scholars employed by museums, libraries, historical societies and like organizations) are also eligible and encouraged to apply.

### **Summer Seminars for School Teachers:**

While seminars are designed primarily for full-time teachers at public, private, or parochial schools, grades 7 through 12, other K-12 school personnel are also eligible to apply.

Additional information concerning the Endowment's rules determining eligibility to participate in seminars can be found in the joint guidelines for applicants to participate in NEH Summer Seminars. This information will be made available to those chosen to direct seminars.

In accepting stipends from either program, seminar participants acknowledge their intent to be present at all seminar sessions, to engage fully in the work of the seminar, and not to undertake teaching assignments or any other professional activities unrelated to their participation in the seminar. Beyond their work for the seminar, they also agree to devote full time to personal study during the seminar period. In the application to attend a seminar, applicants will be asked to indicate the nature of the work that they intend to pursue independently. This component of the seminar may take the form of a research project or a program of intensive reading of special interest to the participant. The project may grow directly out of the seminar topic, or it may merely fall within the broad purview of the seminar's subject area.

Approximately four months after the end of the seminar, participants will be expected to submit directly to the NEH Research and Education Division a report in which they assess the contributions of the seminar to their personal and professional enrichment. Anonymous copies of these reports will be forwarded to the seminar director and will also be available to reviewers of any subsequent seminar proposals submitted by the director to NEH.

### **Preparation for the Seminar**

Applicants to direct summer seminars will be notified of the Endowment's decision by September 1, 1996. Later in the fall, NEH will conduct a one-day orientation meeting for directors in Washington, D.C. All new directors and some experienced directors will be asked to attend the meeting. (Experienced directors who are asked to attend the meeting will have their seminar budgets increased to pay for this travel expense.)

During the months between the awards and the seminars, directors will be responsible for the preparation of their seminars as proposed in their applications. Directors will also prepare a "Dear Colleague" letter describing the topic, organization, and requirements of their seminars, and the facilities available for participants. This letter will be used to respond to prospective applicants to the seminars.

NEH will publicize the entire slate of seminars to the academic community at large, but individual directors will also be expected to take steps (for example, placing notices in relevant journals or on Internet lists, or mailing out flyers) to publicize their own seminars.

If prospective directors intend to be out of the country or away from their institutions for any extended length of time during the period (October-March) preceding the seminar, they should consult NEH staff before submitting a formal proposal for a seminar.

### **Seminar Description**

In the narrative description, prospective directors should discuss their proposed seminars and their qualifications to direct seminars. The narrative will consist of a detailed description of the seminar, covering the points specified below, and a brief résumé, which should include (1) a record of the applicant's education, (2) a list of academic honors or awards received, (3) professional experience, and (4) a list of relevant publications. Normally a two- to four-page version is sufficient.

A former director applying again to the program should review the evaluations submitted by previous participants in order to take any suggested changes into consideration in revising the proposal.

The proposed seminar should be described in sufficient detail to make an informed evaluation possible. Prospective directors should bear in mind

*Applicants to direct summer seminars will be notified of the Endowment's decision by September 1, 1996. Later in the fall, NEH will conduct a one-day orientation meeting for directors in Washington, D.C.*

*Proposals to direct Summer Seminars for College Teachers should include a list of readings and a bibliography of other works relevant to the seminar; the bibliography should not exceed two single-spaced pages.*

that this description is the most important information that the reviewers will have about the substance and design of the seminar and its potential contribution to teachers' and scholars' understanding of the humanities.

### **Summer Seminars for College Teachers:**

Although no particular form is prescribed, the description of the seminar should cover the following points:

1. Scope, emphasis, and methodological approach of the seminar, including the significance to the humanities of the works and subject matter. In describing the subject of the seminar, it is useful to reviewers if the applicant provides an illustrative example of the planned approach or of the way in which a text or body of material will be analyzed.

2. The relationship of the seminar topic to the prospective director's own interests as a scholar.

3. The pertinence of the topic to the work of teachers of undergraduates and to other scholars who interpret the humanities for nonspecialized audiences.

4. Seminar structure, procedures, and expectations. These should include a tentative week-by-week outline suggesting the topics, issues, and readings to be discussed by seminar participants. Applicants should indicate the number of formal seminar meetings planned (generally two or three meetings for an average of six or seven hours a week is recommended) and explain how they will conduct a typical meeting. Proposals should also include a list of readings and a bibliography of other works relevant to the seminar; the bibliography should not exceed two single-spaced pages. Directors should encourage participants to undertake writing projects related to the seminar, but they should not require participants to write a lengthy seminar paper or a publishable article (although such an essay might be part of their individual projects). In organizing the seminar, prospective directors should keep in mind the differences between NEH seminars and graduate courses, especially the seminar's emphasis upon the collegial exchange of viewpoints. For this reason, participants should take an active role in the seminar (for example, by occasionally leading discussion); in most seminars—especially in seven- or eight-week seminars—time should also be set aside to enable participants to present their individual research projects to the group.

5. The audience for whom the seminar is intended. Seminars should have bearing on the work of a large number of scholars and teachers of undergraduates either within a single discipline or across disciplines. Although seminars should not require highly specialized training on the part of participants, it is reasonable to require some background in the area of the seminar and, where appropriate, knowledge of foreign languages. Prospective directors should explain in their proposals any such special requirements.

6. The suitability and availability of facilities for seminar participants. The description should make clear how the library collections or other scholarly resources at the host institution or at nearby institutions are suitable not only for the seminar topic but also for advanced work that the participants may undertake beyond their work for the seminar. Directors proposing to make use of the research facilities of neighboring institutions should explain the arrangements made with the institutions involved to ensure their availability. Directors should also assure that university-sponsored and private housing will be available (and at what approximate cost) for seminar participants and their families. It is helpful if most participants can be lodged in one location.

7. The types of extracurricular activities of interest to seminar participants available on campus during the period of the seminar.

8. The names and addresses of the referees.

### **Summer Seminars for School Teachers:**

Much of the foregoing applies as well to proposals to this program. However, given the differences in audience and goals of the two programs, School Teachers seminar descriptions should address the following points:

1. The texts to be studied, the specific editions to be used, and the approach to be taken to them, including such concerns as why the texts and approach are central and significant, and what is to be learned from an intensive study of these texts. Applicants should be sure to address each of these points thoroughly, even in the case of familiar classics.

2. Seminar structure, procedures, and expectations: the number of formal seminar meetings per week (usually four three-hour meetings); a tentative week-by-week syllabus of the seminar, providing the order in which works are to be studied, topics for discussions, issues that may be raised, and an abbreviated list of other relevant works; and how often individual meetings with participants might be scheduled. As a way of aiding discussion and furthering involvement in the texts, each seminar should have a writing component that advances the common work of the seminar. Reports, short essays, critiques, letters, journals, contributions to a common record of seminar proceedings, and imitations are all possible writing formats. This section of the proposal should be thorough enough to convey a clear sense of what will actually be going on in a typical seminar session as well as the general pace and progress of the seminar as a whole.

3. How the seminar topic relates to the applicant's own interests as a teacher and scholar, as demonstrated by courses taught, books or articles written, or papers delivered that bear on the seminar text(s).

4. Any experience the seminar director has had with school teachers and programs, including teaching at the elementary or secondary level, su-

*Proposals to direct Summer Seminars for School Teachers should list the texts to be studied, the specific editions to be used, and the approach to be taken to them, including such concerns as why the texts and approach are central and significant, and what is to be learned from an intensive study of these texts.*

pervising student teachers, working on collaborative projects with teachers or teacher organizations.

5. The availability of suitable, institutionally sponsored housing for seminar participants and their families, and the firm commitment of the institution to providing that housing and other appropriate resources such as library facilities, computers, and study space.

6. An indication of the types of relevant extracurricular activities of interest to seminar participants that will be available in the area during the period of the seminar—nearby historical sites, dramatic productions, archives.

7. The names and addresses of the referees.

## APPLICATION INFORMATION AND MATERIALS FOR THE TWO SEMINARS PROGRAMS

### Application and Award Schedule

Application Deadline: **March 1, 1996 (receipt date)**

Award Notification: **September 1996**

Seminar Dates for  
Summer Seminars for  
College Teachers: **Four- to eight-week  
period between  
June 9 and August 15, 1997**

Seminar Dates for  
Summer Seminars for  
School Teachers: **Four- to six-week  
period between  
June 23 and August 15, 1997**

### Submission of Proposals

A complete application to direct a seminar in either program consists of the following documents:

- 1) The original proposal, which includes
  - a) original signed application cover sheet,
  - b) narrative description,
  - c) director's résumé;

2) **Eight** collated photocopies (two-sided copies preferred) of the completed application: cover sheet, narrative description, and résumé (making a total of nine copies with the original);

3) The original budget page and a copy;

4) Two 5" x 8" index cards; and

5) Two letters of recommendation, to be submitted separately according to instructions to referees (codirectors may submit three letters).

An application cover sheet, budget page, and separate instructions for referees to be used by applicants to the two different seminars programs are located in the back of this booklet. One set of 5" x 8" cards (to be used by applicants to either of the seminars programs) is also located there.

An additional copy of all these materials should be retained for the applicant's own files.

Please complete and return immediately the interest postcard, found in the front of the booklet.

Additional materials should not be submitted in support of applications because they will not be used in the review process.

The proposal deadline is March 1, 1996 (**receipt date**). The complete proposal, including narrative, forms, cards, budget page, and required number of copies, should be sent to the appropriate program:

**Either:** Summer Seminars for College Teachers  
Research and Education Division  
National Endowment for the Humanities  
1100 Pennsylvania Avenue, N.W., Room 316  
Washington, D.C. 20506  
(Telephone: 202/606-8463)

**Or:** Summer Seminars for School Teachers  
Research and Education Division  
National Endowment for the Humanities  
1100 Pennsylvania Ave., N.W., Room 316  
Washington, D.C. 20506  
(Telephone: 202/606-8463)

*Reapplication is always possible, and failure to gain support in one year does not prejudice an applicant's chances for reconsideration in future competitions.*

## **Application Review Process**

Each application to NEH is assessed by knowledgeable persons outside the agency who are asked for their judgments about the quality and significance of the proposed projects. About 1,200 scholars, professionals in the humanities, and other experts serve on approximately 350 panels throughout the course of a year. Panelists represent a diversity of disciplinary, institutional, regional, and cultural backgrounds. In some cases, the judgment of panelists is supplemented by individual reviews solicited from specialists who have extensive knowledge of the specific subject area or technical aspects of the applications under review.

The advice of the panels and outside reviewers is assembled by the staff of the Endowment, who comment on matters of fact or on significant issues that would otherwise be missing from the review. These materials are then presented to the National Council on the Humanities, a board of twenty-six citizens nominated by the President of the United States and confirmed by the Senate. The National Council meets three times each year to advise the Chairman of the Endowment. The Chairman, who is appointed for a four-year term by the President with the consent of the Senate, takes into account the advice provided by this review process and, by law, makes the final decision about funding.

Reapplication is always possible, and failure to gain support in one year does not prejudice an applicant's chances for reconsideration in future competitions.

The Endowment's staff is available to help all applicants interested in either seminar program prepare the strongest possible proposal for the review process. Prospective seminar directors who would like staff assistance are strongly encouraged to discuss their proposed seminars with NEH staff well before the application deadline to obtain preliminary advice about the special requirements of the program. The telephone number for Summer Seminars for College Teachers is **202/606-8463**; the telephone number for Summer Seminars for School Teachers is **202/606-8463**.

Prospective directors may apply to only one of the two seminars programs in any given year.

## **Grant Award**

Funds will be officially awarded to the institution sponsoring the seminar (in most instances the institution with which the seminar director is affiliated). The grant will include stipends for the seminar participants, salary for the seminar director, administrative support, and direct and indirect costs to the host institution. Travel and living expenses are not, however, offered to directors whose seminars are held away from their home institutions.

## **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).

## **Certification Requirements**

By signing and submitting a proposal 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 institution is not 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 NEH's funding determination. Failure to furnish a certification or an explanation shall disqualify the applicant from receiving an award from NEH.

The certifications are material representations of fact upon which reliance will be placed when 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 grantee 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.

In addition to the certification that the institution sponsoring the seminar must send to NEH, participants receiving stipends from the grant must also certify compliance with the regulations involving debarment and suspension. The certification is included as part of the "NEH Summer Seminars Participant Application Cover Sheet," which can be found in the Summer Seminars Participant Guidelines. The sponsoring institution must ensure that the application cover sheets from all selected participants include the appropriate certification statement and signature.

These certifications, which appear in the appendix to these guidelines, 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.

*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 twelve 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.*

## INSTRUCTIONS FOR THE NEH APPLICATION COVER SHEET

### **Block 1. Individual Applicant or Project Director:**

**Item a.** While the application is submitted through an institution or organization, the name and mailing address of the person who will carry out the project or be chiefly responsible for directing it should be entered here. Applicants should give an address where they will pick up mail regularly during the application review cycle. Note: Inform the Summer Seminars program of any change of address that occurs between the time the application is submitted and September 1996.

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

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

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

**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 Application Cover Sheet.

**Item e.** Project directors should be U.S. citizens, U.S. nationals of American Samoa, or foreign nationals who have been residing in the United States or its territories for at least the three years immediately preceding the application deadline. Check the block appropriate for your situation. If you are a foreign national, use the space provided to specify the month and year in which you came most recently to reside in the United States.

### **Block 2. Type of Applicant: Prechecked.**

**Items 2c and 2d.** Identify the **type** of institution or organization, for example, university, research library, etc. Identify **status** as private non-profit or unit of state or local government.

### **Block 3. Type of Application: Prechecked.**

**Block 4. Program to which Application Is Being Made:** Check the program to which the application is being submitted. If application is being made under the initiative described on page 3 of the guidelines, please fill in the blank with the code 03P (for the National Conversation).

### **Block 5. Requested Grant Period: Preprinted.**

**Block 6. Project Funding:** Enter here the total amount of the award you are requesting from NEH.

**Items 6b and 6d.** Not Applicable.

**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 Endowment staff may assign a different working title to the project.

**Block 9. Description of Project:** Provide a brief description of the proposed project. This description of the seminar should not be longer than 150 words. It should emphasize the topic and/or texts to be covered and the general approach to be followed. Particular care should be given to the brief description because it will be the basis for the official announcement of the program. Please do not continue the description on a second page.

**Block 10.** Not Applicable.

**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 the application 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, ensuring compliance with the terms and conditions of the award—is the responsibility of a grants or research officer. The latter person should be listed here.

**Block 12. Certifications.** 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

*P*rivacy 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.

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.

**Block 13. Length of Seminar:** Indicate the proposed length of your seminar and the actual dates of the seminar, beginning on a Monday and ending on a Friday. The duration of the seminar may be either four, five, six, seven, or eight weeks by the choice of the director. The Endowment especially encourages applications to direct four-, five-, and six-week seminars, as these have proved to be more attractive to a wider range of applicants. Because of college schedules, Summer Seminars for College Teachers should begin no earlier than June 9 and end no later than August 15; because of school schedules, Summer Seminars for School Teachers should begin no earlier than June 23 and end no later than August 15. Other proposed dates should be discussed with program staff. Ensure that dormitory or other housing space is available during the period chosen.

**SUMMER SEMINAR DIRECTORS  
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)

**7 Field of project**

(code)

**8 Descriptive title of project**

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

**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**

Summer Seminars for College Teachers - 6311

Summer Seminars for School Teachers - 6313

Endowment Initiatives (code):

**5 Requested grant period**

From: October 1, 1996 To: September 30, 1997

**6 Project Funding**

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

**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)

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, 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.

**13 Seminar Length.** Dates: from to  
☐ 4-week ☐ 6-week ☐ 8-week  
☐ 5-week ☐ 7-week

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

## BUDGET PAGE INSTRUCTIONS

In the opening lines indicate the institution to which the proposed grant is to be made, the seminar director and title, the program to which application is being made, and the proposed dates of the seminar. **Regardless of length, Summer Seminars for College Teachers should not begin earlier than June 9 or end later than August 15, 1997. Summer Seminars for School Teachers should not begin earlier than June 23 or end later than August 15, 1997.**

**A. Participant Support:** Under this heading, funds for the support of participants should be requested.

**Stipend:** Each seminar participant will receive a stipend, as follows: \$4,000 for eight weeks and \$3,600 for seven weeks (**College Teachers only**); \$3,200 for six weeks, \$2,825 for five weeks, and \$2,450 for four weeks. The stipend is intended to help cover travel expenses to and from the seminar location, books and other research expenses, and living expenses for the duration of the seminar. The institution is expected to make provision for suitable housing for participants at reasonable rates.

### **B. Operating Costs:**

**Item 1:** Seminar directors are expected to request compensation for the time required to conduct the seminar during the summer and for the time involved to select participants (December through March). The maximum amounts allowable are the following percentages of the 1996-1997 annual academic salary: 27.78% for an eight-week seminar and 25% for a seven-week seminar (**College Teachers only**); 22.2% for a six-week seminar, 19.4% for a five-week seminar, and 16.6% for a four-week seminar. Two co-directors would each receive 70% of these amounts.

**Item 2:** Seminar directors will need secretarial help during the application period (December through March) for publicizing the seminars and processing applications. An administrative assistant (perhaps a graduate student) will be necessary both before and during the seminar to help with on- and off-campus housing, bibliographic materials, library searches, and other assistance for the director and the participants. The maximums allotted to cover both positions are \$3,000 for an eight-week seminar and \$2,750 for a seven-week seminar (**College Teachers only**); \$2,500 for a six-, five-, or four-week seminar. **Any seminar held away from the director's home institution will receive \$3,000 even if the seminar is less than eight weeks long.**

**Item 3:** The subtotal of items 1 and 2.

**Item 4:** An institution is allowed to claim fringe benefits on salaries and wages according to its current established rates.

**Item 5:** A request may be included to cover reasonable project charges for office supplies, telephone usage, postage, informational materials, etc. Please note that these costs may be included only if they are not part of the indirect cost pool. A maximum of \$950 may be charged to the grant to cover these expenses; directors of **College Teachers** seminars should allot approximately \$200 of this amount to publicize the seminar. (Directors and their host institutions should prepare and distribute to appropriate audiences information about the seminars. The Endowment will print and nationally distribute publicity advertising the slate of seminars, and it will prepare and supply directors with participant application materials.)

**Item 6:** A total of \$300 is to be budgeted for two \$150 honoraria to those colleagues who will assist the director(s) in selecting participants.

**Item 7:** In the fall of 1996, there will be a one-day orientation meeting for *first-time* seminar directors at NEH offices in Washington, D.C. A request in accordance with the home institution's own travel regulations should be made for this travel expense (including *per diem* if necessary).

**Item 8:** Include here requests for visiting lecturers' fees, film rentals, etc., if applicable. This item should be explained in detail, and normally should not exceed \$800. (Note: Funds may not be budgeted for food or drink or for the purchase of any durable goods, including books.)

**Item 9:** The subtotal of items 4 through 8.

**Item 10:** The total of items 3 and 9.

**C. Indirect Costs:** An institution is eligible to claim indirect costs for a seminar if it has established a current indirect cost (IDC) rate with an agency of the U.S. government. Note that most established rates preclude any claim to indirect costs on participants' stipends (section A of the budget). Applicants should check the terms of the negotiated IDC rate with their institution's grants office. For seminars held away from the host institution, an off-campus rate may be appropriate. At the time a grant award is issued, NEH will use the institution's IDC rate applicable for the period of the award to determine project costs. Once an award is issued, however, NEH will not increase the award to cover additional costs resulting from the negotiation of a different IDC rate. If the institution does not have a current IDC rate, contact NEH's Office of the Inspector General at 202/606-8350.

**D. Total Project Cost:** Total project costs include items A, B, and C. The budget will be reviewed and negotiated as deemed necessary. When the official award letter is issued, instructions regarding reporting requirements and payment requests will be provided. (N.B. Tuition and other fees for the participants are normally inappropriate, and the Endowment expects that they will be waived. If for some reason tuition and fees must be charged to seminar participants, please explain the circumstances in the proposal. This exception may require special treatment in the budget.)

# NEH SUMMER SEMINARS

## BUDGET PAGE

1997

PROPOSED GRANTEE INSTITUTION \_\_\_\_\_ SEMINAR DIRECTOR \_\_\_\_\_ College Teachers  
 \_\_\_\_\_ School Teachers

SEMINAR TITLE \_\_\_\_\_ SEMINAR DATES \_\_\_\_\_

### A. PARTICIPANT SUPPORT

#### 1. Stipends

##### College Teachers Seminars

4 weeks 15 participants x 2,450 = \$36,750  
 5 weeks 15 participants x 2,825 = \$42,375  
 6 weeks 15 participants x 3,200 = \$48,000  
 7 weeks 15 participants x 3,600 = \$54,000  
 8 weeks 15 participants x 4,000 = \$60,000

##### School Teachers Seminars

15 participants x 2,450 = \$36,750  
 15 participants x 2,825 = \$42,375  
 15 participants x 3,200 = \$48,000

### B. OPERATING COSTS

#### 1. Seminar Director

(\_\_\_\_\_ % of \$ \_\_\_\_\_)

1996-97 academic year salary

#### 2. Administrative, Secretarial, and Clerical

(unless part of Indirect Cost pool)

#### 3. Subtotal, items 1 and 2

#### 4. Fringe Benefits

(@ \_\_\_\_\_ % of \$ \_\_\_\_\_ = \$ \_\_\_\_\_ director)

(@ \_\_\_\_\_ % of \$ \_\_\_\_\_ = \$ \_\_\_\_\_ other staff,  
 if applicable)

#### 5. Duplication Costs, Office Supplies,

Publicity (unless part of Indirect Cost Pool)  
 (\$950 maximum)

#### 6. Selection Committee Honoraria

(\$300 maximum)

#### 7. Director's Travel to Orientation Meeting

#### 8. Other (specify)

(\$800 maximum)

#### 9. Subtotal, items 4 through 8

#### 10. TOTAL for Part B (items 3 & 9)

### C. INDIRECT COSTS \_\_\_\_\_ % of \$ \_\_\_\_\_

### D. TOTAL PROJECT COST (A, B, & C)

Budget Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

## **Index Cards**

The prospective director should complete all information requested on the index cards located inside the back cover of this booklet. The address of the director should be an institutional address at which Endowment staff can most conveniently reach the director during the application process. The mailing address that the director provides for applicants to the seminar should be an institutional address to which they can write for information and applications for the seminar. Secretarial assistance should be available at this address.

## **Business-Reply Postcard**

The applicant should fill out the business-reply postcard located inside the front cover of this booklet and return it at once to NEH.

## **Reference Letters for Summer Seminars for College Teachers**

The application should include two letters of reference (except in the case of applications for codirected seminars, which may contain three letters). Reference letters should be from persons familiar with the prospective director's capabilities and accomplishments relevant to the subject of the seminar and, if possible, with the Summer Seminars for College Teachers program. **One of the referees should be someone who has worked closely with the prospective director and who can testify to his or her abilities as a teacher.** The other referee should evaluate the prospective director's scholarship. The Endowment may also seek additional advice from consultants of its own choosing.

The prospective director should send a copy of the "Instructions for Writers of Reference Letters" page 27, together with a copy of the full seminar description, to each of the referees. The referees should send their letters directly to the Endowment, addressed to the Research and Education Division. Referees should be advised that supporting letters should arrive no later than two weeks following the March 1 application deadline.

A director proposing to repeat a seminar or an applicant resubmitting a previously unfunded proposal may request that Endowment staff use reference letters already on file, as long as these letters are recent (written for the 1993 competition or later). Such letters, and the application years under which they were submitted, **must** be designated on the two index cards located at the back of the application booklet. NEH staff will not choose from among reference letters on file. Former directors are strongly encouraged to solicit at least one new letter to replace letters already on file, including, if possible, a letter from a former participant. A former director proposing a new topic should obtain new reference letters.

### **Summer Seminars for College Teachers**

The National Endowment for the Humanities is considering the proposal of the person who sent you this form for a grant to conduct the seminar described in the attached proposal. The Endowment would appreciate having your opinion of the proposer's competence as a scholar and teacher and as a director of such a seminar, and of the contribution the proposed seminar would make to understanding the humanities. We would also appreciate having any other comments you consider pertinent.

The Summer Seminars for College Teachers program provides teachers and scholars with opportunities to participate in seminars directed by distinguished scholars in the humanities at institutions with libraries or archives suitable for advanced study. The program is intended primarily for individuals who teach undergraduate courses, full- or part-time, at two-, four-, or five-year colleges or universities. Other persons who are qualified to contribute to the work of the seminar (such as independent scholars and scholars employed by museums, libraries, historical societies, and other organizations) are also eligible and encouraged to apply. The seminars offered in this program deal with significant works and subject matter of central concern to the humanities. Participants undertake both the common work of the seminar and programs of study and research of their own design. Through research, reflection, and discussion with the seminar director and other participants in a collegial atmosphere, the participants deepen their understanding of the humanities and improve their ability to convey their understanding to others.

### **Please read carefully the instructions for writing the letter of reference.**

- At the top of your letter write the applicant's name and university, and the program to which the applicant is applying (Summer Seminars for College Teachers program).
- If possible, use letterhead and keep your letter to one page in length.
- Include in your letter your full name, title, and institutional affiliation.
- Sign and date your letter and return it to the address given below.

The National Endowment for the Humanities will keep the identity of authors of reference letters confidential to the extent permitted by law.

*Your letter should arrive within two weeks after the application deadline of March 1, 1996. Mail it directly to:*

*Summer Seminars for  
College Teachers  
Research and Education Division  
National Endowment  
for the Humanities  
1100 Pennsylvania Avenue, N.W.,  
Room 316  
Washington, D.C. 20506*

## Reference Letters for Summer Seminars for School Teachers

The application should include **two** letters of reference (except in the case of applications for codirected seminars, which may contain **three** letters). Reference letters should be from persons familiar with the prospective director's capabilities and accomplishments relevant to the subject of the seminar and, if possible, with the Summer Seminars for School Teachers program. **One of the referees should be someone who has worked closely with the prospective director and who can testify to his or her abilities as a teacher.** The other referee should evaluate the prospective director's scholarship. The Endowment may also seek additional advice from consultants of its own choosing. The names and complete addresses of the referees from whom the applicant has requested letters should be included at the end of the seminar proposal.

The prospective director should send a copy of the "Instructions for Writers of Reference Letters" page 31, together with a copy of the full seminar description, to each of the referees. The referees should send their letters directly to the Endowment, addressed to the Research and Education Division. Referees should be advised that supporting letters should arrive no later than two weeks following the March 1 application deadline.

Directors proposing to repeat their seminars may request that Endowment staff use two reference letters already on file and dated no earlier than 1993. NEH staff cannot choose from among reference letters on file. Referees must be specifically designated **by the applicant** on the two index cards located at the back of this application booklet. Former directors are encouraged, however, to solicit at least one new letter, preferably from a former participant. (In such cases where a new letter is being used, applicants must designate which **one** letter from a former competition would also be used.) Former unsuccessful applicants may also request that recent letters on file at NEH be used in the current competition. All other applicants, including past directors in the Summer Seminars for College Teachers Program, should provide current letters of recommendation.

### **Summer Seminars for School Teachers**

The National Endowment for the Humanities is considering the proposal of the person who sent you this form for a grant to conduct the seminar described in the attached proposal. The Endowment would appreciate having your opinion about the applicant's competence as a teacher and scholar and as a director of such a seminar, and any other comments you consider pertinent.

The Summer Seminars for School Teachers program provides those selected to participate an opportunity for four, five or six weeks of advanced study. Participants work under the direction of a distinguished teacher and active scholar in an area of mutual interest. They study important works in the humanities, exploring them systematically and thoroughly. Through reading, writing, reflection, and frequent formal and informal discussions with the seminar director and other teachers from across the country, seminar participants increase their knowledge and enhance their ability to impart to their students an understanding of the humanities. These seminars are especially designed for this program and are not intended to duplicate courses normally offered by graduate departments. Seminars emphasize the close study of significant primary works and cover a wide choice of subjects from ancient to modern civilization. Seminar topics are intended to have broad appeal, not only to teachers whose specific field is represented by seminar readings, but also to teachers in many fields. All seminars have a primarily substantive focus. Although ways of teaching the material studied in the seminar may be discussed informally, planning curricula and other pedagogical concerns are not central to the purpose of the program.

**Please read carefully the instructions for writing the letter of reference.**

- At the top of your letter write the applicant's name and university, and the program to which the applicant is applying (Summer Seminars for School Teachers program).
- If possible, use letterhead and keep your letter to one page in length.
- Include in your letter your full name, title, and institutional affiliation.
- Sign and date your letter and return it to the address given below.

The National Endowment for the Humanities will keep the identity of authors of reference letters confidential to the extent permitted by law.

*Your letter should arrive within  
two weeks after the application  
deadline of March 1, 1996.*

*Mail it to:*

*Summer Seminars for  
School Teachers  
Research and Education Division  
National Endowment  
for the Humanities  
1100 Pennsylvania Avenue, N.W.,  
Room 316  
Washington, D.C. 20506*

**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 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

*Appendix. The following 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.*

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.

**1997 Summer Seminars for College Teachers** \_\_\_\_\_  
**1997 Summer Seminars for School Teachers** \_\_\_\_\_

OMB No. 3136-0134  
 Expires: 7/31/97

<b>NAME OF DIRECTOR</b>  _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(last)</span> <span>(first)</span> <span>(initial)</span> </div>	<b>DATES OF SEMINAR</b>  <b>LOCATION OF SEMINAR</b>  _____ _____ _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(City)</span> <span>(State)</span> <span>(Zip Code)</span> </div>		
<b>ADDRESS OF DIRECTOR</b>  _____ (Department) _____ (Institution) _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(City)</span> <span>(State)</span> <span>(Zip Code)</span> </div>	<b>MAILING ADDRESS FOR APPLICANTS</b>  _____ (Department) _____ (Institution) _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(City)</span> <span>(State)</span> <span>(Zip Code)</span> </div>		
<b>TELEPHONE (include Area Code)</b>  Office _____ Department _____ Home _____	<b>REFERENCES (Include names and addresses and indicate if letters are already on file at NEH).</b> <table border="1" style="float: right; margin-top: -20px; margin-left: 10px;"> <tr> <td style="padding: 2px;">on file</td> </tr> <tr> <td style="padding: 2px;">year</td> </tr> </table> <div style="clear: both;"></div> <div style="margin-top: 10px;">           1. _____            _____            _____            2. _____            _____            _____         </div>	on file	year
on file			
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<b>TITLE OF PROPOSED SEMINAR</b>  _____  If you have directed a summer seminar in the past, please give year(s):  _____			

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