

NATIONAL ENDOWMENT FOR THE
HUMANITIES



1996-97 NEH FELLOWSHIPS

University Teachers
College Teachers and
Independent Scholars

Application Deadline:
May 1, 1995

Checklist of Application Materials for NEH Fellowships

- ☐ The original proposal, which includes
 - a. the original NEH application cover sheet;
 - b. a résumé, in *outline form* and *not to exceed two pages*;
 - c. a detailed description of the proposed study, not to exceed three single-spaced or six double-spaced pages;
 - d. *for translation projects only*, a two-page sample of the translation for which the fellowship is to be used;
 - e. a one-page bibliography for the project; and
 - f. a separate page with the names, titles, and departments, if applicable, of the three people who will be writing reference letters;
- ☐ *eight collated and stapled copies* of the application cover sheet, résumé, detailed project description, two-page sample (for translation projects only), bibliography, and page with the name, title, and department of each referee;
- ☐ a set of data cards, from the inside back cover of this application brochure; and
- ☐ three reference letters, *to be submitted separately by the referees* on reference-letter forms.

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GENERAL INFORMATION

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 Office of Federal/State Partnership, four divisions--Education Programs, Fellowships and Seminars, Preservation and Access, Public Programs, and Research Programs--, and the Office of Challenge Grants.

The Humanities

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

Work in the creative or performing arts--such as the writing of fiction or poetry, painting, sculpting, composing or performing music, acting, directing, and dance--is not eligible for support by the National Endowment for the Humanities. Persons interested in support in these areas should write or call the National Endowment for the Arts. Critical, historical, and theoretical studies of the arts, however, are eligible for NEH support.

Presidential Directives

The National Endowment for the Humanities participates in two government-wide Presidential Directives. Executive Order 12677 mandates federal efforts to help

strengthen and ensure the long-term viability of the nation's Historically Black Colleges and Universities, and Executive Order 12729 mandates federal efforts on behalf of educational excellence for Hispanic Americans. The NEH encourages applications that respond to these Presidential Directives.

SPECIAL INITIATIVE

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

A National Conversation on American Pluralism and Identity

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

--Sheldon Hackney, Chairman
National Endowment for the Humanities

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

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

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

NEH FELLOWSHIPS

Purpose and Scope

NEH Fellowships provide opportunities for individuals to pursue advanced work 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 stand at the beginning of their careers to those who have made significant contributions to the humanities. These awards enable individuals 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 the advancement of teaching, to scholarly knowledge, or to the general public's understanding of the humanities. Projects may treat broad topics or consist of closely focused research and study in a single field.

NEH Fellowships do not support projects 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. Neither do NEH Fellowships support surveys of courses and programs in other institutions or the preparation of institutional curricula. Inquiries about the possibility of Endowment support for institutional projects to improve curricula or the teaching of the humanities should be directed to the Endowment's Division of Education Programs.

Distinctions between Fellowships and Other Programs in the Research Division

Applications should be submitted for **Fellowships** if the applicants are individuals seeking only salary support for a grant period of not longer than one year.

Applications that are prepared in behalf of an institution, that are for a grant period of more than one year, or that request financial support in addition to salary compensation for the project director should be submitted to other programs in the **Research Division**.

Certain archaeological projects represent an exception to this policy. Subject to the distinctions noted above, scholars preparing written reports on archaeological work may apply either to one of the **Fellowships** programs or to the **Archaeology Projects** program. Proposals for archaeological projects that include survey or excavation components *must be submitted* to the **Archaeology Projects** program.

Two scholars who are collaborating on an interpretive project may wish to consider applying for **Fellowships**, though the vast majority of Fellowships applications are submitted for one-person projects. Collaborators can apply for **Fellowships** if they are seeking *only salary replacement for from six to twelve months*. In such cases each scholar seeking support must submit a separate application that describes the total project and the specific responsibilities of both scholars within it. Applicants for such collaborative projects should understand that each application will be evaluated on its individual merits. Scholars who are collaborating on interpretive projects requiring funding for more than one year or who are seeking support that covers a range of project costs other than, or in addition to, salary replacement should consider applying to the **Collaborative Projects** program. Prospective applicants wishing to discuss their projects with a staff member of the **Collaborative Projects** program should call 202/606-8210.

Scholars who are planning to seek Endowment support and who are unsure about the NEH program suitable for their projects should consult with Endowment staff as early as possible. An application submitted to an inappropriate program will be ineligible, and the applicant will be required to wait until the next appropriate program deadline.

Persons seeking further information on the full range of programs in the Research Division should direct their inquiries to 202/606-8200 (telephone) or 202/606-8204 (fax).

Criteria for Selection

The mission of the National Endowment for the Humanities includes supporting work that will promote or encourage, in the words of the enabling legislation, "progress and scholarship in the humanities." To achieve this mission the Endowment strives to support 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 significance of the contribution that the proposed project will make to thought and knowledge in the field of the project and to the humanities generally;
2. the quality or the promise of quality of the applicant's work as a teacher, scholar, or interpreter of the humanities;
3. the conception, definition, organization, and description of the proposed project; and
4. the likelihood that the applicant will complete the entire project.

In addition, preference will be given to applicants who have not held major grants or fellowships 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, 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 Fellowships

NEH Fellowships 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 or in institutions with no connection to the humanities, and scholars and writers working independently are eligible and encouraged to apply.

There are two NEH Fellowships programs:
Fellowships for University Teachers and Fellow-

ships 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 program of **NEH Fellowships for University Teachers** is open *only* to

- individuals who are teaching part-time or full-time in a college or university department 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 with colleges or universities that grant the Ph.D. degree in the same general discipline as their proposed project;
- individuals on terminating contracts who hold such positions as described above; and
- retired individuals who held such positions.

The program of **NEH Fellowships for College Teachers and Independent Scholars** 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 primary or secondary schools, museums, libraries, etc.;
- individuals on terminating contracts who have such positions as described above;
- retired individuals who held 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 United States citizen, a United States national of American Samoa, or a foreign national who has been residing in the United States or its jurisdictions 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 May 1, 1995, 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 even if the work proposed is not related to their degree program.

Other Applications: Persons may submit *only one application per deadline* for an NEH Fellowship. 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.

Stipends, Tenure, and Conditions of Award

Tenure must cover an uninterrupted period of from six to twelve whole months. The earliest that fellows may begin tenure is January 1, 1996. The latest that fellows who are teachers may begin tenure is the start of the spring term of the 1996-97 academic year. The latest that fellows who are not teachers may begin tenure is April 1, 1997. Tenure periods for teachers must include at least one term of the academic year and should not begin or end during a term of the academic year.

The maximum amount of the NEH stipend is \$30,000 for all tenure periods. The actual stipends for 1996-97 fellows who are teachers will be based on their 1995-96 academic-year salaries and will be calculated to compensate for 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. The stipend for fellows who are not teachers will be based on their 1995 calendar-year salaries and will be calculated to compensate for salary that will not otherwise be provided, for example, by an employer or grant-making agency. If the maximum stipend is not reached in salary replacement, the Endowment may provide an allowance for necessary transportation expenses, up to the overall limit of \$30,000, but no allowance will be given for any other expenses.

Part-time fellowships can be awarded only under exceptional circumstances, such as when job responsibilities cannot be relinquished. 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, or three semesters over sixteen months at two-thirds time. Stipends are intended primarily to compensate for 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. A request for a shorter tenure period will not affect the chance 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 May 1, 1995, 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 May 1, 1995. *Applications postmarked after May 1 will not be placed in the fellowships competition.* Awards will be announced by mid-December 1995.

How Applications Are Evaluated

NEH Fellowships have one review cycle per year. The process begins at the application deadline, May 1, 1995, and lasts eight months.

Each application is assessed by knowledgeable persons outside the Endowment who are asked for their judgments about the quality and significance of the proposed project. More than 1,200 scholars, professionals in the humanities, and other experts serve on approximately 250 panels throughout the course of a year. Panelists represent a diversity of disciplinary, institutional, regional, and cultural backgrounds.

The advice of the evaluators 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 four 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.

Persons can apply again, and failure to gain support in one year does not prejudice an applicant's chances for consideration in future competitions.

APPLICATION INSTRUCTIONS

The completed application will consist of the following documents:

1. the original proposal, which includes
 - a. the original NEH application cover sheet;
 - b. a résumé, *in outline form and not to exceed two pages*;
 - c. a detailed description of the proposed study, not to exceed three single-spaced or six double-spaced pages;
 - d. *for translation projects only*, a two-page sample of the translation for which the fellowship is to be used (one page from the original text and a page of its translation);
 - e. a one-page bibliography for the project; and
 - f. a separate page with the names, titles, and departments, if applicable, of the three people who will be writing reference letters;
2. *eight collated and stapled copies* of the following: application cover sheet, résumé, detailed project description, two-page sample (for translation projects only), bibliography, and page with the name, title, and department of each referee;
3. a set of two data cards from the inside back cover of this application brochure; and
4. three reference letters, to be submitted on the reference-letter forms provided in this brochure. The authors of the reference letters should send their letters *directly* to the Fellowships program.

The application cover sheet and reference-letter forms follow page 11.

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.
- 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. 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.
- c. a list of publications, if any. For journal articles and book chapters, include page numbers.
- d. a list of awards and grants received during the three years preceding the proposed tenure of an NEH Fellowship, *including the source, the dates of tenure, the dollar amount, and the terms of leave*, if any, provided by such awards and grants. In the case of grants awarded for purposes other than individual

study and research, applicants should explain their involvement and activities.

If applicants have already received an NEH award in support of the proposed project, *whether during or before the three-year period referred to in the previous paragraph*, the applicants should indicate the dates of tenure, the amount of the award, and the results. Otherwise, for earlier grants and awards, an abbreviated listing is sufficient.

If applicants have been awarded no grants for tenure during the three years preceding the proposed NEH tenure, and if they have not at any time received previous NEH support for the currently proposed project, they should state that none has been received.

Description of Proposed Study

The proposal for a fellowship is the only demonstration that evaluators 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 evaluators 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 *should not exceed three single-spaced or six double-spaced typed pages*. The proposal should be easily readable, and pages should have margins of 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 it or what interests have led to the new area?
- 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. What contribution is the proposed project likely to make, and what is its significance for the humanities? Is the applicant demonstrating or merely asserting the significance of the proposed project? In cases where the subject of the proposed study might at first glance seem narrow or obscure, does the proposal make the case for the project's larger significance? 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?
- d. What is the relationship between the proposed work and the work of others in the same general area? What is distinct about the proposed study?
- e. 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?
- f. 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?
- 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? 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?

Translation Sample

Applicants submitting translation projects should include a two-page sample. One of the two pages should be from the text to be translated; the other should be the applicant's translation of that page.

Bibliography

Following the description of the project should be a selected list, which is not to 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 same area, the character of the applicant's interests, and the nature of the approach to the proposed topic.

Reference Letters

A completed application includes three letters of reference, the forms for which are included in this brochure. The authors of the letters should send them directly to the Endowment. Reference letters should provide important information about the applicants and their proposals, and applicants should select their referees carefully. Most helpful in this regard are letters from persons 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 check the appropriate program at the top of the reference-letter form, to fill in the upper left section of that 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 NEH. Applicants should ask referees to send reference letters *as close to the May 1 application deadline as possible*.

The names, departments, and employing institutions of the three people who will be writing reference letters on the applicant's behalf should be included on a separate sheet at the end of the project description.

Data Cards

Applicants should complete and return the two data cards located on the inside back cover of this packet. Do not send copies.

Submission of Applications

Applications may not be submitted to NEH by fax or e-mail.

The completed application package *must be postmarked no later than May 1, 1995*. Applications postmarked after May 1 will not be placed in the fellowships competition.

The application package should be directed to the appropriate program, as follows:

**Fellowships for University Teachers
or
Fellowships for College Teachers and
Independent Scholars**

The package should be mailed to the following address:

NEH Fellowships, Room 316
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Persons with questions regarding the program of Fellowships for University Teachers should call 202/606-8466.

Persons with questions regarding the program of Fellowships for College Teachers and Independent Scholars should call 202/606-8467.

EQUAL OPPORTUNITY STATEMENT

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

Compliance with Other Federal Laws

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

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

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

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; review and discussion by peer review advisory panels and, in some programs, evaluation by specialist reviewers, Endowment staff, and members of the National Council on the Humanities; 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 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 (3136-0083), Washington, D.C. 20503.

Block 1. Individual Applicant

Item a. Give a mailing address good through January 1996.

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

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

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

Item d. 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.

Item e. 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. Type of Applicant

Prechecked. Only individuals may apply for NEH Fellowships.

Block 3. Type of Application

Prechecked. Each Fellowships application is new.

Block 4. Program to Which Application Is Being Made

See page 5 for details of eligibility for the two programs of NEH Fellowships.

Check the program to which the application is being submitted.

If applying under the Endowment's initiative, which is described on page 3 of this booklet, indicate the code number of the initiative:

**03P--National Conversation: American
Pluralism**

Block 5. Requested Grant Period

See page 6, 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.

Block 8. Descriptive Title of Project

Provide a straightforward 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 whenever possible, but Endowment staff may assign a different working title to the project.

Block 9. Description of Project

Summarize the points that are developed in the full, appended proposal. Do not merely refer to it. The summary is very important because it indicates the applicant's command of the project and, in particular, the applicant's understanding of the project's significance. The summary must be limited to the space provided.

Block 10. If you plan to travel during the tenure of an NEH Fellowship, where will you go?

For projects that during fellowship tenure will involve travel outside the United States, list the country or countries. For travel within the United States, list the state(s) and/or jurisdiction(s). If you plan to travel to more than one destination, list first the destination most important for the project.

Block 11. Institutional Data

Indicate the name and location of the institution or organization with which you are affiliated as of May 1, 1995. If not affiliated with an institution, please enter "independent scholar."

Block 12.

Item a. Status of Applicant: 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 or full professors or they 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. Tenure Requested: Request full-time or part-time tenure.

Block 13. Certification

The Endowment is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free workplace. These certifications and the accompanying instructions found in the appendix of this brochure should be read carefully before the application cover sheet is signed because most of these certifications impose new restrictions on successful applicants.



NEH APPLICATION COVER SHEET

OMB No. 3136-0134
Expires: 7/31/97**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. Telephone number**Office: _____ / _____ Home: _____ / _____
(area code) (area code)**d. Major field of applicant**or project director _____
(code)**e. Citizenship:** _____ U.S.
_____ Other _____

(specify month and year)

2. Type of applicant**a.** ☒ by an individual **b.** _____ through an org./institution
If a, indicate an institutional affiliation, if applicable, on line 11.**3. Type of application** **a.** ☒ new **b.** _____ supplement**4. Program to which application is being made**

_____ Fellowships for University Teachers--6111

_____ Fellowships for College Teachers and
Independent Scholars--6112

Endowment Initiative: _____ (insert code)

5. Requested grant periodFrom: _____ 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 _____
(code)**8. Descriptive title of project****9. Description of project (do not exceed space provided)****10. If you plan to travel during the tenure of an NEH award, where will you go? See instructions for the cover sheet.****11. Institutional data**

(name of institution or organization)

(city) (state)

12. a. Status of applicant

_____ Junior _____ Senior

b. Tenure requested

_____ Full-time _____ Part-time

13. Certification By signing and submitting this application, the individual is providing the applicable certifications regarding federal debt status, debarment and suspension, and a drug-free workplace as set forth in the appendix to these guidelines._____
(printed name) (signature) (date)

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

For NEH use only

Date received

Application #

Initials

Field of Project Categories and Codes

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

Anthropology L1

Archaeology U6

Archival Management/Conservation I1

Arts/History and Criticism MA

Architecture: History & Criticism U3

Art: History and Criticism M1

Dance: History & Criticism M3

Film: History & Criticism M4

Music: History & Criticism M5

Theater: History & Criticism M2

Communications P2

Composition & Rhetoric P1

Journalism P4

Media P3

Education H1

Ethnic Studies K1

Asian American K5

Black/African-American K4

Hispanic American K3

Jewish K6

Native American K2

History A1

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

Humanities U8

Interdisciplinary U1

African Studies GI

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

Languages C1

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

Law/Jurisprudence Q1

Library Science H3

Linguistics J1

Literature D1

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

Museum Studies/Historic Preservation I2

Philosophy B1

Aesthetics B2

Epistemology B3

Ethics B4

History of Philosophy B5

Logic B6

Metaphysics B7

Non-Western Philosophy B8

Religion E1

Comparative Religion E5

History of Religion E2

Non-Western Religion E4

Philosophy of Religion E3

Social Science U2

American Government F2

Economics N1

Geography U7

International Relations F3

Political Science F1

Psychology U5

Public Administration F4

Sociology S1

Reference Letter Form
NEH FELLOWSHIPS

OMB No. 3136-0134

Expires: 7/31/97

■ **Program:** ☐ Fellowships for University Teachers ☐ Fellowships for College Teachers and Independent Scholars

■ **To Be Completed by *the Applicant***

Name of *Applicant*:

Employing Institution:

Project Title:

■ **To Be Completed by *the Referee***

Name of *Referee*:

Department:

Employing Institution:

Signature: _____

Date:

■ **Referee's comments.** (See the back of this page for guidelines and additional writing space.)

GUIDELINES FOR REFEREES

The person identified as "applicant" on the reverse of this sheet is seeking a fellowship from the National Endowment for the Humanities. The Endowment would appreciate receiving from you an assessment of the applicant and the proposed project. NEH fellowships support projects of compelling quality and importance, and applicants are instructed to demonstrate that their projects will make significant contributions to the humanities. You should judge the application according to the following selection criteria:

1. **the *significance* of the contribution that the *proposed project* will make to thought and knowledge in the field of the project and to the humanities generally;**
2. **the *quality or the promise of quality of the applicant's work* as a teacher, scholar, or interpreter of the humanities;**

3. **the *conception, definition, organization, and description of the proposed project*; and**
4. **the *likelihood that the applicant will complete the entire project*.**

If you prefer to use standard 8 1/2" by 11" paper rather than this form, please indicate clearly on each sheet the full name of the applicant and the program to which the application has been submitted, and sign the letter.

It is important to the applicant that your letter reach the Endowment as close as possible to the May 1 application deadline. Please send the letter directly to the

NEH Fellowships, 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 and the content of reference letters confidential to the extent permitted by law.

■ Referee's comment (continued.)

Reference Letter Form
NEH FELLOWSHIPS

OMB No. 3136-0134

Expires: 7/31/97

■ **Program:** ☐ Fellowships for University Teachers ☐ Fellowships for College Teachers and Independent Scholars

■ **To Be Completed by the Applicant**

Name of *Applicant*:

Employing Institution:

Project Title:

■ **To Be Completed by the Referee**

Name of *Referee*:

Department:

Employing Institution:

Signature: _____

Date:

■ **Referee's comments.** (See the back of this page for guidelines and additional writing space.)

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3. **the conception, definition, organization, and *description of the proposed project*; and**
4. **the *likelihood* that the applicant will *complete the entire project*.**

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■ **Referee's comment** (continued.)

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■ **To Be Completed by *the Applicant***

Name of *Applicant*:

Employing Institution:

Project Title:

■ **To Be Completed by *the Referee***

Name of *Referee*:

Department:

Employing Institution:

Signature: _____

Date:

■ **Referee's comments.** (See the back of this page for guidelines and additional writing space.)

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■ Referee's comment (continued.)

APPENDIX

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.

F95-2

- ☐ Fellowships for University Teachers
- ☐ Fellowships for College Teachers and Independent Scholars

■ Applicant's name (last, first, middle initial)

■ Mailing address

■ For persons at colleges and universities

Academic rank:

- ☐ Professor ☐ Instructor
- ☐ Associate Professor ☐ Lecturer or Other
- ☐ Assistant Professor ☐ No Academic Rank

Does your department offer the Ph.D?

- ☐ Yes ☐ No

■ **Salary information**

For teachers, **1995-96** academic year salary: \$ _____

For persons who are not teachers,
1995 calendar year salary: \$ _____

If information for 1995-96 or 1996 is not yet available,
give the salary for the previous year.

■ **Descriptive title of project** (same as on cover sheet)

■ **Telephone numbers** (with area codes)

Office: _____ Home: _____

■ **References** (names, departments, and institutions)

1. _____

2. _____

3. _____

CARD #2

Complete all blanks as follows:

1. **Name:** last, first, middle;
2. **Institution affiliation:**
institution's name, city, and
state; and
3. **Descriptive title of project** as
in Block 8 of the application
cover sheet.

1. **Applicant's name:** last, first, middle

2. **Institution**

3. **Descriptive title of project**

NEH Fellowships
Room 316
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

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