

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

Fellowship
Programs at
Independent
Research
Institutions

**FELLOWSHIP PROGRAMS AT
INDEPENDENT RESEARCH INSTITUTIONS
NATIONAL ENDOWMENT FOR THE HUMANITIES**

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Washington, DC 20506

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(NEH will not accept applications sent via FAX machine or electronic mail.)

TIMETABLE

August 1 Date by which applicants desiring NEH staff comment[~]
should send draft proposals

October 1 Postmark deadline for sending formal applications to the
Endowment

**August, the
following year** Notification of awards

September 1 Earliest suggested starting date for grant periods.

APPLICATION CHECKLIST

The application should consist of the following:

- ___1. Twelve copies of the application package, each copy
 including, in the following order:
 - ___a) NEH Application Cover Sheet (one copy with the original signature
 of the authorizing official)
 - ___b) Table of Contents
 - ___c) Narrative Description (limited to twenty-five or fewer double-
 spaced pages)
 - ___d) Proposed Budget
 - ___e) Appendices
 - ___f) Statement of History of Grants
- ___2. Three additional copies of the application cover sheet.

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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.

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.

FELLOWSHIP PROGRAMS AT INDEPENDENT RESEARCH INSTITUTIONS

This program supports postdoctoral fellowship programs in the humanities administered by independent centers for advanced study, libraries, and museums in the United States; American overseas research centers; and other U.S. organizations that promote research on foreign cultures. Fellowships awarded by each institution enable individual scholars to pursue their research and participate in the exchange of ideas with other scholars. In assessing an application from an institution, the Endowment emphasizes the contribution of the institution's fellowship program to the advancement of thought and knowledge in the humanities, the quality of the research conducted by previous fellows, the productivity of the fellows, the relation of this work to the institution's mission and resources, the degree to which the institution promotes collegial exchange, the effectiveness of the administration of the programs, and the equity of the application and selection procedures. A fundamental consideration in awarding of funds to a center is the advantage to scholars of working collegially at the center in contrast to working individually at separate locations. Important in the evaluation of institutions and organizations that facilitate research on foreign cultures

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. Program grants are made through the Federal-State Partnership, three divisions (Preservation and Access, Public Programs and Enterprise, and Research and Education), and the Office of Challenge Grants.

All applicants are encouraged to correspond with the NEH staff early in their planning about questions of eligibility. Eligibility does not ensure that an application will be competitive in the review process.

are the services and specialized expertise the institutions provide in the administration of their fellowship programs. Priority is given to programs that provide long-term fellowship opportunities (four to twelve months in duration), but proposals for support of other types of research grant programs are also eligible provided NEH funds are applied only to stipends for scholars and not to administrative costs.

Endowment funds may be used only to support fellowship stipends and standard allowances and a portion of the costs of publicizing the availability of the NEH fellowships and the costs of selecting the fellows.

Individual scholars interested in pursuing research at any of the centers or international research organizations receiving Endowment support should apply directly to the institutions themselves. A list of currently funded institutions is available from the Endowment on request.

Eligibility

To be eligible an applicant institution must be:

- a U.S. nonprofit center, organization, or society;
- tax-exempt, as determined by the U.S. Internal Revenue Service;
- financed, governed, and administered independently of institutions of higher education.

Since the purpose of the Endowment's support is to enhance existing fellowship programs, eligibility is further limited to institutions that have established and maintained fellowship programs with their own or other private funding.

All applicants are encouraged to correspond with the NEH staff early in their planning about questions of eligibility. Eligibility does not ensure that an application will be competitive in the review process.

To be eligible to receive NEH funding, applicants must have obtained tax-exempt status from the Internal Revenue Service. Accordingly, by accepting a grant, the recipient certifies that it has tax-exempt status. It should be understood by the grant recipient that in the event an award of a grant is erroneously made to an organization, institution, or group subsequently determined to be ineligible for a grant, the award may be terminated.

What Is Not Supported Through Fellowship Programs at Independent Research Institutions

The program does **not** provide support for fellowships for research undertaken in the pursuit of an academic degree; the preparation of textbooks; projects that focus on pedagogical theory, research in educational methods, tests, and measurements, or cognitive psychology; projects that are directed at persuading an audience to a particular political, philosophical, religious, or ideological point of view, or that advocate a particular program of social action or change, and projects that examine controversial issues without taking into account competing perspectives.

Conditions Governing NEH Fellowships Administered by Independent Institutions

1. Eligibility for NEH Fellowships

NEH fellowships are for persons who have already completed their formal professional training. Consequently, degree candidates and persons seeking support for work in pursuit of a degree are not eligible to hold NEH fellowships administered by independent institutions. Foreign nationals are not eligible to apply unless they have lived in the United States for the three years immediately preceding the application deadline for the fellowship. Institutions must give all eligible applicants equal consideration; they may not restrict applications to members of a scholarly organization or to persons affiliated with institutional members of a scholarly organization. Institutions may not require an administrative or application fee of applicants for NEH funds. Institutions may not accept applications from any officer, employee, member of the board of trustees or advisers, selection committee member, or officer, employee, or board member of a parent organization until at least one year has elapsed since the person's last service in such a position.

2. Publicity

Institutions should publicize the NEH fellowships and their application procedures clearly and effectively so that all qualified potential applicants may learn of the full range of opportunities.

3. Selection Procedures

Each institution should ensure fair and informed selection of recipients of NEH fellowships by relying upon the recommendations of an external committee of qualified scholars outside the institution's staff and governing bodies. Staff, officers, board members, and trustees of centers may not serve as voting members on committees that review applications for NEH awards. The same restrictions apply to staff, officers, and trustees of umbrella organizations. NEH funds may be awarded only to applicants recommended by the external committees. In awarding an NEH long-term fellowship (four months or more), an institution must give preference to persons who have not held long-term fellowships within the three years preceding the proposed NEH fellowship period.

Each institution should ensure fair and informed selection of recipients of NEH fellowships by relying upon the recommendations of an external committee of qualified scholars outside the institution's staff and governing bodies.

The maximum stipend of \$30,000 is applicable to any six- to twelve-month period; fellowships of five months in length may carry a maximum stipend of \$25,000, and four-month awards a maximum of \$20,000.

4. Fellowship Tenure

In the case of long-term fellowships, tenure must be continuous and last from four to twelve months. An individual long-term fellowship may be split between two NEH-funded institutions with the agreement of those institutions.

5. Stipends

Stipends and allowances for recipients of NEH funds are determined in accordance with an organization's usual practices, although the maximum amount that may be awarded to an individual from NEH funds is \$30,000. The maximum stipend of \$30,000 is applicable to any six- to twelve-month period; fellowships of five months in length may carry a maximum stipend of \$25,000, and four-month awards a maximum of \$20,000. An organization may supplement the stipend from its own funds, but in no case may the total amount that an individual receives exceed his or her salary for the portion of the academic or calendar year equivalent to the tenure period of the award, except for customary allowances for travel and other research expenses.

6. Other Benefits and Services to NEH-funded Scholars

Organizations must grant recipients of NEH funds all benefits, services, and accommodations normally accorded other grantees.

7. Reports on the Selection Process

After the completion of each competition and the award of fellowships, the institution must provide the Endowment with a full report on its competition, from publicity campaign to selection of fellows. In particular, the institution must provide:

- a) copies of printed material used to publicize the availability of NEH fellowships;
- b) a description of the audience at which the publicity was aimed and a list of the names of journals, newsletters, institutions, and organizations to which publicity materials were sent;
- c) a detailed account of the procedures used to select recipients of NEH funds, including the names, institutions, and fields of the people who reviewed the applications; and instructions and criteria supplied to reviewers;
- d) a list of the NEH grantees selected, annotated with their fields or departments, their institutions, the tenure periods and stipend amounts of their awards, brief paragraphs describing their projects, and, in the case of grantees going abroad, the country or countries in which they will be conducting research;

- e) a comparative statistical analysis of the NEH grantees and the group of applicants eligible for NEH awards by field, type of institution, academic rank, and geographical distribution; and numbers of applications and awards made overall in the institution's competitions;
- f) a comparison of the grantees and eligible applicants in each separate grant category with the previous year's grantees and eligible applicants and an analysis of any discernible statistical trends in recent years or sudden changes from the previous year.

8. Maintenance of Application Files of NEH-funded Scholars

Institutions must maintain for a period of four years, dating from the beginning of the tenure period of the fellowship, files containing the full applications of NEH-funded scholars, including résumés and project proposals and indicating tenure periods and stipend amounts. Institutions are required to provide copies of application files immediately upon the request of the Endowment.

9. Acknowledgment of Endowment Support

Institutions must include an acknowledgment of the support of the National Endowment for the Humanities in all their publications that result from or pertain to the use of the grant funds. Materials prepared by the institution to advertise the availability of fellowships should contain a statement of the estimated number of NEH grants available. Acknowledgment of NEH support should also appear in materials describing the selection procedures, announcements of the individuals selected, and reports on the substantive work accomplished by NEH-funded scholars. Persons supported in whole or in part by NEH funds must be so identified, even when other sources of funding are involved. In addition, institutions are expected to insure, unless advised otherwise, that all scholarly articles, books, and other publications resulting from work conducted by NEH-funded scholars contain an acknowledgment of NEH support.

10. Publications by NEH Fellows at Centers

Interim reports should list all books, articles, and monographs appearing during the year being reported that were prepared by NEH grantees supported under the current grant or previous grants. Institutions should provide NEH's Division of Research and Education Programs with one copy of all such books, articles, and monographs.

11. Responsibilities of Recipients of NEH Funds Through Fellowship Programs at Independent Research Institutions

Recipients of long-term fellowships (four to twelve months) must devote full time to their research projects and may not accept teaching assignments or undertake any other major activities during the tenure of their award. They may not hold other major fellowships or grants during fellowship tenure, except sabbaticals and supplemental grants from their own

Institutions must include an acknowledgment of the support of the National Endowment for the Humanities in all their publications that result from or pertain to the use of the grant funds.

Recipients of long-term fellowships (four to twelve months) must devote full time to their research projects and may not accept teaching assignments or undertake any other major activities during the tenure of their award.

institutions and small grants from other sources for specific research expenses. In addition, these scholars must submit final reports on their activities and accomplishments to NEH's Research and Education Division. Recipients of NEH funds should also see that all scholarly articles, books, and other publications resulting from research supported by their awards contain an acknowledgment of NEH support.

The Evaluation Process

Each Endowment application is assessed first by knowledgeable persons outside the agency who are asked for their judgments about the quality and significance of the proposed project. About 1,200 scholars, professionals in the humanities, and other experts serve on approximately 225 panels throughout the course of a year. Panelists represent a diversity of disciplinary, institutional, regional, and cultural backgrounds. In the review of Fellowship Programs at Independent Research Institutions, the judgment of panelists normally is supplemented by individual site visit reports or reviews solicited from specialists who have extensive knowledge of the specific subject area or technical aspects of the application under review.

The advice of evaluators is assembled by the staff of the Endowment, who comments on matters of fact or on significant issues that would otherwise be missing from the review. These materials are then forwarded 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.

Questions for the Review of Applications

- o How do the grant programs for which funding is requested contribute to the advancement of thought and knowledge in the humanities?
- o How strong is the institution's previous record in sponsoring these programs? Have previous fellows been productive? Have their scholarly contributions been important and high in quality?
- o How are the areas of study in which fellowships will be given related to the institution's mission and resources and to the advancement of research in the discipline or disciplines involved?
- o How effective are the direction and administration of the programs?

- o How sound and practical are the institution's procedures for attracting applications? How effective is the publicity for the competition for fellowships?
- o How expert and equitable is the process of selecting grant recipients?
- o What are the quality and scope of any research collections, facilities, services, or other resources that the institution provides to the grantees for their work? In the case of residential programs, how effective are the organization's efforts to encourage intellectual exchange among grantees and with local scholars?
- o Is the proposed budget request well justified?
- o Are there any changes in the programs or in the administrative procedures that should be recommended?

Preliminary Proposal

At least two months before the October 1 application deadline, institutions planning to apply are urged to submit a draft of the narrative and budget sections and the appendices of the proposal. This preliminary step will permit the staff of the Endowment to assess eligibility, advise on the preparation of the application, call or write the applicant about the proposal, and, if appropriate, discuss arrangements for a site visit to take place after the formal application has been submitted. Staff responses to preliminary proposals are not a part of the formal review process, which normally begins with a site visit.

APPLICATION INSTRUCTIONS

The application should include the following parts: a cover sheet, a table of contents, a narrative description of the center's program, a budget, appendices, and a statement of the history of any federal grants received by the institution. The form for the cover sheet is enclosed.

General Advice

All applications to the Endowment should present, in a clear, coherent manner, a sound intellectual justification for the proposal and an appropriate plan of work. Successful applications are usually free of jargon, clichés, pedantry, unsubstantiated claims, unnecessary repetition, and imprecise prose. Titles of projects should be brief, descriptive, and substantive. Proposal narratives should be limited to twenty-five or fewer double-spaced pages, with appendices used to provide appropriate illustrative material. Résumés may be provided in any format but should be concise and current

At least two months before the October 1 application deadline, institutions planning to apply are urged to submit a draft of the narrative and budget sections and the appendices of the proposal.

Successful applications are usually free of jargon, clichés, pedantry, unsubstantiated claims, unnecessary repetition, and imprecise prose. Titles of projects should be brief, descriptive, and substantive. Proposal narratives should be limited to twenty-five or fewer double-spaced pages, with appendices used to provide appropriate illustrative material.

and should include pertinent information concerning an individual's education, experience, and other qualifications. Applicants should not send proposals in heavy binders.

Prospective applicants are advised to review carefully the list of questions (see page 8) that evaluators of Fellowship Programs at Independent Research Institutions are asked to address. The issues raised in those questions should be addressed in the appropriate sections of the proposal. Applicants also are advised that it is preferable to follow the format outlined below.

NEH Application Cover Sheet

The NEH Application Cover Sheet and instructions for completing it are included in this booklet.

Table of Contents

The table of contents should list the parts of the application, and the subdivisions within them, with page numbers.

Narrative Description

Applicants may have much of the information requested in this section in their annual reports, auditors' reports, and brochures. Applicants may include such material and refer to it when preparing a detailed description that includes the following sections:

Description of the Institution and its Programs. This section should contain clear and concise statements about the nature of the institution and the importance of the work it supports for the advancement of thought and knowledge in the humanities. Applicants should describe the institution's purposes, philosophy, history, administration, and governance, as well as the usual sources of funding. In the case of centers and institutions that maintain overseas offices, the description should include the location of the center or offices; the administrative structure and size of the staff employed there; the size and scope of library holdings or special collections on site or at nearby institutions; the resources and facilities for study, research, and discussion (such as offices, computer equipment, word processors, carrels, and common rooms); and any services that would be available to recipients of NEH grants (such as secretarial or research assistance, photocopying, meals, and housing or housing assistance).

Nature of the Fellowship Program. Describe the history, purpose, scope, and focus of the fellowship program or programs for which support is requested and the relation of the program(s) to the overall structure and goals of the institution. This description should include information about any special fields of interest on which the grant program focuses and, in the case of residential programs, any particular mix of scholars that the institu-

tion attempts to achieve. Describe the activities of their grantees from several recent years, reporting on their research and any informal or structured collegial activities in which they participated. In the case of centers, address the ways in which the institution nurtures collegiality among the scholars and interaction with the local scholarly community. Describe the institution's seminars, colloquia, luncheon symposia, and any other ways in which the institution seeks to foster intellectual interaction.

If support is requested for grant programs other than long-term fellowships, applicants should provide information similar to what is specified in the paragraph above and, in addition, should explain how the amounts of stipends for grant recipients are determined.

The applicant should provide in appendices:

- lists of all fellows for the current year and for at least the two preceding years including their fields, their home institutions, and brief descriptions of their projects. Distinguish long-term (four- to twelve-month) from short-term (one- to three-month) fellows. Applicants for renewal grants should identify the NEH fellows on the list.
- a comparative statistical analysis of the applicant pool and the resulting awards for the current year and each of the two preceding years, distinguishing applicants for NEH fellowships from others and including an explanation of any significant trends and a statement of any efforts that the center is making to influence the trends. Fields of study, types of institution, academic rank, and geographical distribution are the most important general categories of analysis.
- a bibliography with full citations of books and articles that are attributable to previous fellowships. Those attributable to NEH fellowships should be so designated.

Publicity Procedures. Describe the methods used to encourage a broad and diverse group of scholars to apply to their programs. Identify target audiences for publicity and the means used to reach those audiences. Because the Endowment seeks to encourage collegial exchange, applicants should describe the publicity methods used to attract a diverse group of scholars with related interests. Append lists of publications, organizations, and other institutions receiving announcements as well as copies of announcements and posters used to publicize the program. Include an assessment of the effectiveness of past publicity efforts.

Selection Procedures. Applicant institutions must explain how they assure an equitable and informed selection process. Provide full details on the selection process, including a description of the procedures and sched-

Describe the institution's seminars, colloquia, luncheon symposia, and any other ways in which the institution seeks to foster intellectual interaction.

Describe the kinds of reports requested from fellows and other grantees and the results of the most recent assessment of the value of the institution's programs to these scholars.

ule, the criteria of selection used in making awards, the conflict-of-interest rules by which the selection committee deliberations are governed, and the criteria by which members of selection committees themselves are chosen and the years of service for which they are retained. In particular, applicants should describe the kind of balance they try to achieve in their committees with respect to discipline, institutional and geographical diversity, and other factors.

In cases where awards are made through more than one program or committee, applicants should describe the selection procedures used by each program or committee and explain how and by what criteria funds are allocated among programs or committees to award to individual scholars. Any variations in the kinds or sizes of awards granted should also be explained.

The applicant should provide in appendices:

- copies of form letters used in responding to inquiries from potential applicants.
- copies of application forms and instructions.
- lists of members of the selection committee or rating panel or slate of outside reviewers who chose the fellows or other grantees for the current year and the two preceding years, annotated as to discipline, institutional affiliation, and academic rank.
- a statement of the guidance, instructions, and selection criteria provided persons who take part in the selection of fellows and other grantees.

Program Evaluation. Describe the kinds of reports requested from fellows and other grantees and the results of the most recent assessment of the value of the institution's programs to these scholars. Copies of reports from recipients of NEH funds for the preceding three years should be appended. Institutions that have not made awards with NEH funds should attach reports from their long- or short-term postdoctoral grantees.

Institution Staff and Program Administration. Identify the permanent professional staff who are attached to the program or programs for which support is requested. Explain how responsibility for each program is divided among the staff and the extent to which they will be directly involved in the administration of the program. Brief résumés for the director of the institution and for the principal staff involved in the programs should be included in an appendix.

Program Funding. List the stipend amounts and lengths of tenure of the fellowships offered. Explain whether the institution offers a set amount

for grantees' stipends, matches salaries, responds to budgets submitted by grantees, or uses some other method to determine the stipends. Note also whether stipends are offered for living expenses only or include amounts to defray travel expenses.

Provide an annual budget for the complete fellowship grant program including funds budgeted from the institution's own resources and from other sources. This budget should be divided into categories of expenses similar to those in the NEH budget described below, and it should clearly distinguish long-term from short-term research awards. List separately any current support from an NEH Centers for Advanced Study or International Research Organizations grant (consisting of NEH outright and matching funds as well as the gifts used to release the matching funds).

If the institution has received an NEH Challenge Grant to endow fellowships, the applicant should explain how the annual income from the endowment generated by the Challenge Grant is currently used.

In addition, provide information about the extent to which the institution can continue its grant programs without additional NEH funding. For example, describe what reductions in numbers of humanities grantees and length of tenure would be necessary without NEH support.

Future of the Institution's Fellowship Program. Describe any proposed changes in the institution's focus, interests, purposes, scope, structure, or mix of fellows and explain how these changes will affect the work of scholars supported through the institution's programs. Explain also any changes in the number of grantees (NEH-supported and other) or stipend levels needed to achieve the institution's purposes.

Proposed Budget

The applicant should prepare a budget that includes all expenses charged to NEH outright and matching funds as well as those charged to gifts from third parties that NEH is being asked to match. The budget should show expenses, year by year, broken down into the costs of stipends and travel allowances, listed by program where NEH awards are made in more than one program, and proportionate costs of publicity and selection, including printing, postage, and travel and *per diem* expenses for selection committee members. These are the only allowable project costs in this program.

A sample budget is provided on page 25.

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

Provide an annual budget for the complete fellowship grant program including funds budgeted from the institution's own resources and from other sources.

The budget should show expenses, year by year, broken down into the costs of stipends and travel allowances, listed by program where NEH awards are made in more than one program, and proportionate costs of publicity and selection, including printing, postage, and travel and per diem expenses for selection committee members.

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

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

Because matching awards enable the Endowment to provide support to a greater number of significant but often costly projects, applicants are encouraged to request complete or partial support in the form of matching grants. Whenever possible, applicants requesting matching funds should identify potential sources of gift funds at the time they submit an application to the Endowment.

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

The Endowment may offer funding at a different level than that requested. In some instances, the Endowment may offer matching funds only, or it may offer a combination of matching and outright funds in response to a request for outright funds. In cases where applicant institutions are currently raising money to endow fellowships in response to an NEH Challenge Grant, this will be taken into consideration by the Endowment in determining the type of funding to be offered through Fellowship Programs at Independent Research Institutions.

Grant Period. The grant period encompasses the entire period for which Endowment support is requested in the current application. All project activities and the expenditure of project funds, that is, grant funds and third-party funds that are used to release federal matching funds, must occur during the grant period. Institutions may request fellowship funds for periods of from one to three years; if funds are requested for publicity and selection costs, the grant period should include adequate time for these activities.

Appendices

The appendices should be limited to supplementary but essential materials. These materials should include:

- a) résumés from the relevant members of the institution's staff;
- b) a list of members of the institution's board of trustees;

c) lists of publications of previous NEH and other grantees (NEH grantees should be clearly identified as such, and full citations should be given for all publications);

d) lists of grantees (NEH and other) for the current and at least the past two years, including disciplines, institutional affiliations, and brief descriptions of their projects (applicants for renewal grants should identify recipients of NEH funds on the list);

e) statistics on applications and awards as described above in the section entitled "Nature of the Fellowship Program" (page 11);

f) lists of the names of publications, organizations, and institutions receiving announcements of the grant programs (addresses are unnecessary);

g) copies of publicity materials advertising the availability of fellowships;

h) copies of application forms and instructions and form letters used in responding to inquiries from potential applicants;

i) lists of members of the selection committee or rating panel or slate of outside reviewers who chose the fellows or other grantees for the current year and the two preceding years, annotated as to discipline, institutional affiliation, and academic rank;

j) a statement of the guidance, instructions, and selection criteria provided persons who take part in the selection of fellows and other grantees; and

k) copies of reports from long-term (four months or more) grantees for the last three years.

Statement of History of Grants

If the institution has received previous support from any federal sources, including the Endowment, in the five years preceding this application, please list the sources, dates, and total dollar amount of each contribution. If the institution has had a long history of support, the sources and contributions should be grouped and summarized so that the list will not exceed one page.

Formal Submission

A checklist for assembling the final application is included on the inside of the back cover of this booklet.

Institutions may request fellowship funds for periods of from one to three years; if funds are requested for publicity and selection costs, the grant period should include adequate time for these activities.

Applicants should submit twelve copies of the application, including one copy with the original, signed cover sheet, along with three extra copies of the cover sheet.

Each copy of the application should be stapled or bound securely and assembled in the following order:

1. NEH Application Cover Sheet
2. Table of Contents
3. Narrative Description
4. Budget
5. Appendices
6. Statement of History of Grants

Applicants should submit **twelve** copies of the application, including one copy with the original, signed cover sheet, along with three extra copies of the cover sheet. Applications may not be submitted to NEH via FAX machine or electronic mail. The complete application package should be mailed to:

Fellowship Programs at Independent Research Institutions
Division of Research and Education Programs
National Endowment for the Humanities
Room 318
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506

Deadline

The complete application package must be postmarked no later than **October 1**. Receipt of the application will be acknowledged by postcard within four weeks after the application deadline. Applicants who do not receive such an acknowledgment should call or write the Endowment as soon as possible. The review of applications requires approximately ten months, and applicants are notified about the Endowment's decision early in August. The earliest starting date for grant projects is September 1.

Equal Opportunity Statement

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

Compliance with Other Federal Laws

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

- o the NEH Code of Ethics governing research, publication, and public programming in projects related to American Indian, Aleut, Eskimo, or native Hawaiian peoples;

- o Department of Labor minimum compensation requirements; and

- o a Congressional preference for the purchase of American-made equipment and products.

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

CERTIFICATION REQUIREMENTS

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

The certifications are material representations of fact upon which reliance will be placed if the NEH determines to fund the application. If it is later determined that the applicant knowingly provided an erroneous certification or did not comply with the requirements, in addition to other remedies available to the federal government, the NEH may seek judicial enforcement of the certification (nondiscrimination statutes); may terminate the award for cause or default (federal debt status and debarment and suspension); and may suspend payment, suspend or terminate the grant, or suspend or debar the grantee (drug-free workplace). Any person who fails to file a required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Subgrantees and Subcontractors

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

Debarment and Suspension. The applicant agrees by submitting this proposal that should the proposal be funded by the Endowment, it shall not enter into any project-related transactions with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the NEH. The

applicant further agrees by submitting this proposal to include without modification the following clause in all lower tier covered transactions (as defined by regulation) and in all solicitations for lower tier covered transactions: (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency; (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

These certifications, which appear in the Appendix to these instructions, should be read before signing Block 12 of the application cover sheet. Additional information on these certifications is available from the NEH World Wide Web site, <http://www.neh.fed.us/>, select "Administrative Information"; or from the NEH Grants Office, room 311, Washington, D.C. 20506, 202/606-8494.

GRANTEE RESPONSIBILITIES

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

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

- o Adequate documentation of the time spent by all project personnel on grant activities must be maintained by the grantee.
- o Unless advised to the contrary, all materials publicizing or resulting from grant activities shall contain an acknowledgment of NEH support.
- o The grantee shall be directly responsible for the administration and supervision of the project.

Eligible Gifts and Donors

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

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

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

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

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

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 twenty-seven hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed; and completing and reviewing the application. Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the 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.

NEH APPLICATION COVER SHEET INSTRUCTIONS

Block 1—Individual Applicant or Project Director

Item a. Enter the name and mailing address of the center staff member who will be chiefly responsible for the project.

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

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

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

Item d and Item e. Applicants for grants from Fellowship Programs at Independent Research Institutions need not complete these items.

Block 2—Type of Applicant

All applicants for grants from Fellowship Programs at Independent Research Institutions should be applying through an organization or institution. Item b has already been indicated on your form.

The *Type*, Fellowship Programs at Independent Research Institutions, is preprinted on your form. Identify *Status* as either Private Nonprofit or Unit of State or Local Government. Example: *Type*: Independent Research Institution *Status*: Private Nonprofit.

Block 3—Type of Application

Check appropriate type:

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

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

Block 4—Program to which Application Is Being Made—preprinted.

Block 5—Requested Grant Period

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

Block 6—Project Funding

Enter here the appropriate figures from the Project Budget that is part of your application.

Gift money that will be raised to release any federal matching funds should be listed in Block 6d as cost sharing.

Block 7—Field of Project

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

Block 8—Descriptive Title of Project

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

Block 9—Description of Project

Provide a brief description of the proposed project. Do not exceed the space provided.

Block 10—Will This Proposal Be Submitted to Another Government Agency or Private Entity for Funding?

This information is sought without prejudice to the application. NEH frequently cosponsors projects with other funding sources. If not applicable, indicate "N/A."

Block 11—Institutional Data

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

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

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

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

Privacy Act. This information is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Block 12—Certification

The Endowment is required by government-wide regulations to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes. When an applicant requests more than \$100,000 in grant funds, it must also certify that no federal funds have or will be paid to any person to influence the funding decision for the specific proposal that is being submitted for consideration. In the unlikely event that an NEH applicant has used or plans to use nonfederal funds for this purpose, it must request, complete, and submit a standard disclosure form. These certifications, which appear in the Appendix to the guidelines, should be read before Block 12 of the application cover sheet is signed. Additional information on these certifications is available from the NEH World Wide Web site, <http://www.neh.fed.us/>, select "Administrative Information"; or from the NEH Grants Office, room 311, Washington, D.C. 20506, 202/606-8494.

**FELLOWSHIP PROGRAMS AT INDEPENDENT RESEARCH INSTITUTIONS
APPLICATION COVER SHEET**

1 Individual applicant or project director

a. Name and mailing address:

(last) (first) (initial)

(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) (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

Fellowship Programs at Independent Research Institutions

5 Requested grant period

From: To:

6 Project Funding

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

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

11 Institutional data

a. Institution or organization:

(name)

(city) (state)

b. Employer identification number:

c. Name of authorizing official:

(last) (first) (initial)

(title)

d. Name and mailing address of institutional grant administrator:

(last) (first) (initial)

(city) (state) (zip code)

Telephone: / Form of address:
(area code)

FAX: / E-Mail:
(area code)

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

(printed name)

(signature)

(date)

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

For NEH use only

Date received

Application #

Initials

Field of Project Categories and Codes

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

Anthropology	L1	Languages	C1
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
		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
Archival Management/ Conservation	I1		
Arts/History and Criticism	MA		
Architecture: History & Criticism	U3		
Art: History & 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		

SAMPLE BUDGET

I. Outlays (by year of expenditure)

	<u>1997-98</u>	<u>1998-99</u>	<u>Totals</u>
Direct payments to grantees			
Long-term Fellowship Program			
(twelve-month awards)			
Fellowship stipends			
[2 @ \$28,000]*		56,000	
Travel allowances			
[2 @ \$750]*		<u>1,500</u>	
Total		57,500	
Publicity			
Printing	1,000		
Postage	<u>1,200</u>		
	2,200		
Selection			
Travel of five			
committee members	1,500		
Per diem for same			
for two days	750		
Duplication of applications	<u>50</u>		
	2,300		
Total outlays			
Direct payments to grantees			57,500
Publicity and selection			<u>4,500</u>
Total			62,000
II. Funding			
NEH Outright funds			32,000
NEH Matching funds			15,000
Gifts			<u>15,000</u>
Total Funding			62,000

*Indicate in brackets the estimated number of grants and stipend amount to be funded with NEH outright, matching, and gift funds.

Note that the sample illustrates possible expenditures for one year's fellowship competition and that costs of publicity and selection for that competition appear in the fiscal year before the year in which the fellowships are held. A budget for three years of grant competitions would show costs in four fiscal years.

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 311, National Endowment for the Humanities, Washington, D.C. 20506. Telephone: 202/606-8494.

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

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

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

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

Alternate I. (Applies to Grantees Other Than Individuals)

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

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

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

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

(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will (1) abide by the terms of the statement; and (2) notify the employer in writing of his or her conviction for a

violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;

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

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

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

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

Alternate II. (Applies to Grantees Who Are Individuals)

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

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

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

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

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

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

THE DIVISION OF RESEARCH AND EDUCATION PROGRAMS

The Division of Research and Education makes grants under four general groupings.

Education Development and Demonstration, 202-606-8380, education@neh.fed.us

Grants provide improved humanities education through "next semester" Humanities Focus Grants, Materials Development Grants, Curricular Development and Demonstration Grants, and Dissemination and Diffusion Grants. Public and private elementary and secondary schools, school systems, colleges and universities, nonprofit academic associations, and cultural institutions are eligible to apply. Projects dealing with Teaching with Technology are invited at all deadlines.

Focus Grants - September 15

All other EDD grants - October 1

Fellowships and Stipends, 202-606-8467, fellowsuniv@neh.fed.us

Fellowships provide support for individual scholars to undertake full-time independent research and writing in the humanities. Grants are available for a maximum of one year and a minimum of six weeks of summer study.

Fellowships for University Teachers - May 1

Fellowships for College Teachers and Independent Scholars - May 1

Faculty Graduate Study for HBCUs - March 15

Summer Stipends - October 1

Research, 202-606-8210, research@neh.fed.us

Grants provide up to three years of support for collaborative research. These grants support original research undertaken by two or more scholars and projects coordinated by individual scholars, which because of their scope, complexity, or duration, cannot be accomplished through one-year fellowships. Grants also support research opportunities offered through independent centers for advanced study and international research organizations.

Collaborative Research - September 1

Fellowship Programs at Independent Research Institutions - October 1

Seminars and Institutes, 202-606-8463, education@neh.fed.us

Grants support summer seminars and national institutes in the humanities for college and school teachers. These faculty development activities are conducted at colleges and universities across the country. Prospective participants apply directly to the seminar or institute director for the following summer. A list of seminars and institutes is available through the program. Prospective directors apply to the program to conduct seminars and institutes the summer of the following year.

Seminar and Institute Participants - March 1

Seminar and Institute Directors - March 1

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

