



National
Endowment
for the
Humanities

Division of
Fellowships
and
Seminars

Guidelines and
Application
Instructions

Application Deadline:

July 15, 1987
January 15, 1988

Travel To Collections

Small Grants for
Research Travel to
Libraries, Archives,
Museums, and
Other Repositories



Table of Contents

	Page
Checklist of Application Materials for Travel to Collections	ii
The National Endowment for the Humanities	1
The Humanities	1
Special Initiatives	1
The Travel to Collections Program	2
Purpose of the Program	2
Amount of the Award	2
General Eligibility	2
Criteria for Evaluation	3
Announcement of Awards	4
Grant Period	4
Payment of Awards	4
Final Report	4
Tax Status of Awards	5
The Application to the Travel to Collections Program	5
Application Cover Sheet	5
Resume	5
Description of the Project	5
Description of the Research Collection	6
Bibliography	6
Estimate of Expenses	6
Availability of Collection Form	7
Other Assurances of Access	7
Photocopies	7
Submission of the Application	8
Other Programs of the Division of Fellowships and Seminars	8
Other Endowment Programs	10
Equal Opportunity	11
Application Forms	13

Checklist of Application Materials for Travel to Collections

A complete application consists of the original and six copies. The original and all copies should contain the following:

- ☐ the enclosed application cover sheet;
- ☐ a resume;
- ☐ a description of the research project;
- ☐ a description of the research collection to be consulted;
- ☐ a one-page bibliography;
- ☐ an estimate of research expenses;
- ☐ an Availability of Collection form from each research library or repository where the research will be conducted, and, if appropriate, additional materials assuring access.

NEH Travel to Collections Program

Deadline (postmarked by)	Notification of Award	Grant Period Beginning	Earliest Date for Receipt of Funds by Grantee
July 15	Late November	December 1	December 15
January 15	Late May	June 1	June 15

THE NATIONAL ENDOWMENT FOR THE HUMANITIES

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

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

The Humanities

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

Special Initiatives

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 initiatives:

The Foundations of American Society: Within its existing programs, the Endowment continues to encourage study, research, and discussion about the history, culture, and principles of the American founding period, an emphasis that began with the NEH initiative on the bicentennial of the U.S. Constitution. Proposals may deal directly with the events and achievements of the founding, including the ratification of the new Constitution, the establishment of the federal government, and the works of philosophy, politics, literature, and art that were produced during this founding period; they may also treat later events, achievements, and works that have resulted or developed from the founding or that reflect or respond to its concerns and principles.

The Columbian Quincentenary: As part of the international observance of the 500th anniversary of Christopher Columbus's voyage of discovery to the New World, NEH invites proposals for original scholarship on related topics and for the dissemination of both new and existing scholarship. Topics may include the expansion of European civilization through the efforts of the Spanish and Portuguese crowns; the establishment of new societies and new forms of cultural expression through encounters among native American, European, and African peoples; and the ideas--political, religious, philosophical, scientific, technological, and aesthetic--that shaped the processes of exploration, settlement, and cultural conflict and transformation set into motion by Columbus's momentous voyage.

The Travel to Collections Program

Purpose of the Program

The purpose of the Travel to Collections Program is to assist American scholars to meet the costs of long-distance travel to the research collections of libraries, archives, museums, or other repositories throughout the United States and the world to consult research materials of fundamental importance for the progress of the scholar's work. This program is designed for scholars whose research could not progress satisfactorily without consulting materials at a specific location. Preference will be given to applicants who have no other source of funding for the research trip proposed.

Amount of the Award

Successful applicants will receive an award of \$750 in a single payment. The award must be used for the exclusive purpose of helping to defray the scholar's long-distance research travel expenses. The expenditures proposed in the application may not include salary support or replacement, or support for released time from the applicant's regular employment.

General Eligibility

- 1) The proposed research must be in the humanities. Projects in the social sciences that are historical or philosophical, or that attempt to cast light on questions of interpretation or criticism traditionally in the humanities, are eligible, as are historical or philosophical studies of the natural sciences. Projects that involve critical, historical, and theoretical studies of the arts are also eligible for support. Projects in the creative or performing arts are not eligible for support by the National Endowment for the Humanities.
- 2) Work on archaeological excavations is not eligible for funding by the Travel to Collections Program. Projects to study and interpret archaeological artifacts are eligible for this program.
- 3) Individuals may apply for a Travel to Collections grant at the same time they apply to other programs within the Division of Fellowships and Seminars and the Endowment at large but may not hold more than one award from the Endowment for individual research and scholarship in any given year. This policy also applies to grants and fellowships that are regrants of NEH funds; namely, the humanities grants and fellowships of the International Research and Exchange Board (IREX), the American Council of Learned Societies (ACLS), the Joint Committee on China Studies, the Social Science Research Council (SSRC), and the National Academy of Sciences Committee on Scholarly Communication with the People's Republic of China. Participants in Summer Seminars or Summer Institutes (Division of Education Programs) are not eligible for a Travel to Collections grant from the January cycle of the year in which they participate in the Summer Seminar or the Summer Institute.

- 4) In cases where two or more scholars are working on the same research project, simultaneous applications to the program are permissible. All applications, however, must be for individual awards, with each applicant providing a justification for research travel and the applicant's specific individual role in the joint project.
- 5) Previous recipients of Endowment Travel to Collections grants will be eligible to reapply to the program during the third calendar year following their award. Thus, persons who were awarded Travel to Collections grants in calendar year 1985 are not eligible to apply again before the January 15, 1988, deadline. Eligibility is determined by the date of the award letter, not the date of the use of the grant.
- 6) The travel destination must be a significant distance from the applicant's home base, such that the trip could not feasibly be made without the expenditure of substantial time and money.
- 7) Applicants need not have advanced degrees; however, candidates for degrees and persons seeking support for work leading to degrees are not eligible.
- 8) Applicants need not have an academic affiliation to be eligible.
- 9) Applicants should be U.S. citizens, native residents of U.S. territorial possessions, or foreign nationals who have lived in the United States or its territories for three years immediately prior to submitting an application.

Criteria for Evaluation

The criteria by which applications for Travel to Collections will be evaluated are as follows:

- 1) the significance of the project for research in the humanities;
- 2) the overall design of the project and the plan of work;
- 3) the need to consult in person the specific research collection in order to move the research project forward satisfactorily, the appropriateness of the specific collection for the proposed project, and the assurance of access to the materials essential for the progress of the project;
- 4) the background, training, and professional experience of the researcher;
- 5) evidence that the applicant possesses the necessary foreign language skills or other specialized skills necessary to use the research collection.

NOTE: Because of the large number of applications to the program, the staff can respond to questions of eligibility but cannot review preliminary or draft proposals.

Announcement of Awards

Decisions on awards for applications submitted against the January 15 deadline will be announced in late May after the May quarterly meeting of the NEH National Council on the Humanities. Decisions on awards for applications submitted against the July 15 deadline will be announced in late November after the November quarterly council meeting. Each application will be reviewed by peer and staff reviewers, as well as by the National Council. Awards in all cases will be \$750. All applicants will receive a letter as soon as possible informing them of the funding decision. Successful applicants will, at that time, receive an award agreement, a copy of which must be countersigned by the recipient and returned to NEH within sixty days of the date of the award letter.

The Division of Fellowships and Seminars usually can explain to unsuccessful applicants why their applications were not funded. The Travel to Collections program, however, is an exception. The existence of this small grant program depends on the maintenance of low administrative overhead. Consequently, the program staff cannot respond to requests for information about unsuccessful applications. The letter stating that the application is not being funded will be accompanied by a list indicating the general reasons why Travel to Collections applications fail to receive funding.

Grant Period

A Travel to Collections grant is intended to be used in the six months immediately following the award announcement. An award from the January 15 deadline should be used between June 1 and November 30; and an award from the July 15 deadline should be used between December 1 and May 31.

Applications requesting travel dates other than those just mentioned cannot be accepted. Project activities funded by the Travel to Collections grant need not begin on the day listed as the start of the grant period, but all funded project activities must take place within the requested grant period.

Payment of Awards

The Endowment will process payment of the full award upon receipt of the signed acceptance copy of the award. The acceptance letter must be signed and postmarked no later than sixty days after the date of the award letter. It will take approximately two weeks from the date the Endowment is notified of acceptance of an award until the payment check is received.

Final Report

Within three months after the ending date of the grant period, a recipient must submit a report that reviews the research completed during the grant period, assesses the impact of the research findings on the progress of the grantee's research, and confirms that the allowable expenses for the research trip total at least \$750.

Tax Status of Awards

The Tax Reform Act of 1986, which the President signed on October 11, 1986, will govern taxation of awards. Recipients should familiarize themselves with the new tax laws to determine the tax status of their grant. Recipients may find it helpful to consult Internal Revenue Service Publication No. 520, "Tax Information for American Scholars in the U.S. and Abroad," which is currently being revised and should be available soon at Internal Revenue Service (I.R.S.) district offices. The I.R.S. and the courts decide whether a particular award is taxable and to what extent. Therefore, any questions regarding income tax matters should be addressed to the I.R.S.

The Application to the Travel to Collections Program

Application Cover Sheet

The Application Cover Sheet can be found at the end of this booklet. See pages 14-16 of these guidelines for full instructions on filling out the Application Cover Sheet.

Resume

A resume in outline form of no more than two pages in length must be included in each application and must contain the following information:

- 1) a record of education including titles of theses and dissertations;
- 2) a record of employment pertinent to the proposed study;
- 3) a list of the applicant's major or most relevant publications; and
- 4) the sources, grant period or tenure, and dollar amount of any post-doctoral grant or fellowship held in the past or awarded for use during the proposed period of the Travel to Collections award.

Description of the Project

In not more than three single-spaced pages, the applicant is expected to present a full description of the project, giving particular attention to the research design, methodology, potential results of the study, and the role of the proposed research trip in the completion of it. In this description, considerable emphasis should be placed on the following points:

- 1) the basic ideas, problems, works, or questions the overall study will examine; the planned approach or line of thought, to the extent that it has been developed; the anticipated audience for which the study is intended; and the expected form the proposed study is likely to assume, such as a book, monograph, text, article, series of lectures, etc.;

- 2) the significance of the project to the study of the humanities;
- 3) how the proposed research trip fits within the overall research plan and the significance for the project of the research materials being consulted;
- 4) the reasons for the choice of the specific research collection, for example, the uniqueness, size, and comprehensiveness of the collection for the research project;
- 5) the reasons why travel to the collection is necessary instead of an alternative method of research such as an interlibrary loan, microfilms, or other means of researching the materials; and
- 6) evidence of competence in special areas required for the research, such as facility in a foreign language or possession of other skills that the research might require.

Description of the Research Collection

The narrative project description should include discussion of the sources that will be consulted at the site to which travel is planned. A specific listing of sources may be advisable in some cases although the applicant may include well-chosen examples rather than a complete catalogue of such sources. In all cases, the value of the sources for the applicant's research project and to the advancement of research in the humanities must be specifically stated.

The term collection as used in this program refers to both primary and secondary sources. The Endowment will support travel to a variety of primary source collections including those consisting of written and printed documents, photographic materials, works of art, sound recordings, and archaeological artifacts. The Endowment also is willing to accept proposals for use of important, otherwise inaccessible secondary works such as some books and journals.

Bibliography

A one-page bibliography of significant secondary works relevant to the research project must be included with the application. The bibliography should demonstrate that the applicant is aware of current research and scholarly interpretations related to the research topic. Citations of an applicant's own works, usually listed in the resume, should not be included in the bibliography section of the proposal.

Estimate of Expenses

The applicant must include an estimate of total costs of the proposed research trip. Eligible costs include travel and living expenses away from home, costs of reproducing materials, and other costs associated with gaining access to the research materials. Estimated costs for subsistence and lodging must be reasonable, and charges to grant funds for these items must be based on actual

costs. Mileage must be figured at no more than the government mileage rate of 20.5 cents per mile.

NOTE: Applicants to this program are not expected to request released time. Therefore, salary is not an eligible cost in the estimate of expenses. International travel must be on U.S. air carriers when such services are available. Air and train travel must be calculated on the basis of economy rates.

Availability of Collection Form

The Availability of Collection form is located at the end of this booklet. Each application must be accompanied by a completed Availability of Collection form from each library, archive, museum, or repository where the research will take place during the grant tenure. The form must be signed by the director, archivist, curator, or other responsible official and must indicate that the specific research materials that the applicant proposes to use are accessible and will be available for the applicant's use during the period requested in the application. Applicants are requested to fill out the top portion of the attached Availability of Collection form and mail it, together with a stamped envelope addressed to the applicant, to the appropriate official at the institution housing the collection. The signed Availability of Collection form/s (an original and six copies of each) is required for an award.

Other Assurances of Access

For travel in the United States or Western Europe, as well as in most other parts of the world, the Availability of Collection form is sufficient proof that the applicant will have access to the required research materials. In the following cases, however, further assurance of access is required:

- 1) For travel to countries requiring entry visas, proof that the applicant holds the necessary visas should be enclosed with the application to NEH.
- 2) In the case of travel to areas where conditions are hazardous or very uncertain, applicants should explain what plans have been made to ensure that the proposed research can be completed.

Any materials related to items 1-2, above, should be enclosed not only with the original proposal but also with all six copies of the proposal.

The Travel to Collections Program cannot assist applicants in obtaining access. It is the applicant's responsibility to obtain any assurances of access necessary for a project.

Photocopies

A complete application consists of an original and six copies.

Submission of the Application

To be eligible for consideration, an application must be postmarked no later than July 15 or January 15, and mailed to:

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

If an applicant anticipates that the Availability of Collection form will not be mailed to NEH by the July 15 or January 15 deadline, the applicant should indicate in the proposal that the form will be forwarded to NEH as soon as possible with a note requesting that it be made part of the applicant's file. The application should be postmarked by the deadline indicated even if the Availability of Collection form will be sent separately.

The application must be complete and comprehensive, in accordance with the instructions in these guidelines. The Travel to Collections Program does not accept applications that are either late or incomplete. An application is considered to be incomplete and consequently late if it does not include seven collated copies of the following items: the application cover sheet, a resume, a description of the research project, a description of the research collection to be consulted, a one-page bibliography, and an estimate of research expenses. No award can be made prior to receipt of the signed Availability of Collection form.

Other Programs of the Division of Fellowships and Seminars

NEH fellowship programs provide opportunities for individuals to pursue independent study and research that will enhance their capacities as teachers, scholars, or interpreters of the humanities and that will enable them to make significant contributions to thought and knowledge in the humanities. Fellowships enable people to devote extended periods of uninterrupted time to investigation, reflection, and writing. The programs are intended for a range of people, from those who have made significant contributions to the humanities to those who stand at the beginning of their careers. Projects may vary from general study to specialized research. Fellowships for University Teachers are for faculty members of departments and programs in universities that grant the Ph.D. and faculty members of post-graduate professional schools. Fellowships for College Teachers and Independent Scholars are for faculty members of two-year, four-year, and five-year colleges, faculty members of departments and programs in universities that do not grant the Ph.D., individuals affiliated with institutions other than colleges and universities, and scholars and writers working independently. The application deadline for 1989-90 fellowships is June 1, 1988.

Summer Stipends provide support for faculty members in universities and two-year and four-year colleges, and for other persons working in the humanities

so that they can devote two consecutive months of full-time study and research to their projects. An applicant's project may be one that can be completed during the stipend period, or it may be part of a long-range endeavor. Each award will carry a stipend of \$3,500. The application deadline for 1988 awards is October 1, 1987.

Summer Seminars for College Teachers provide opportunities for teachers in two-year, four-year, and five-year colleges and universities and for others who are qualified to do the work and make a contribution to the seminar. Participants work under the direction of distinguished scholars and teachers and pursue advanced study and research in their own fields or in other fields related to their interests. The seminars last six or eight weeks and are held at institutions broadly distributed throughout the country. The application deadline for participation in 1988 seminars is March 1, 1988.

Summer Seminars for Secondary School Teachers provide opportunities for teachers of grades seven through twelve to work in their areas of interest with distinguished teachers and committed scholars, studying seminal works in the humanities systematically and thoroughly. The seminars last for four, five, or six weeks, depending on the individual seminar, and are held at institutions broadly distributed throughout the country. The application deadline for participation in 1988 seminars is March 1, 1988.

The Faculty Graduate Study Program for Historically Black Colleges and Universities is offered by the Endowment in response to the President's initiative (Executive Order 12320) regarding historically black colleges and universities. These fellowships are intended to strengthen the teaching of the humanities at these colleges and universities by providing one year of support for teachers to work toward the completion of a doctoral degree in one of the disciplines of the humanities. The application deadline for 1989-90 awards is March 15, 1988.

The Younger Scholars Program provides support for secondary school and undergraduate students to carry out projects of research and writing in the humanities during the summer. Recipients work under the close supervision of a humanities scholar, and no academic credit may be taken for this work. The application deadline for the 1988 awards is November 2, 1987.

Further information on these programs is available from:

Division of Fellowships and Seminars
Room 316
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
Telephones: 202/786-0466
202/786-0463

Other Endowment Programs

In addition to the Division of Fellowships and Seminars, the National Endowment for the Humanities has the following major divisions and offices:

Division of Education Programs: Through grants to elementary and secondary schools, two-and four-year colleges and universities, academic and professional associations, and other educational institutions, this division supports projects that seek to improve education in the humanities. Projects undertaken with Endowment support concentrate on the content and methods of the humanities disciplines and seek to give them a central place in school and college curricula.

Division of General Programs: This division fosters public understanding and appreciation of the humanities by supporting projects that bring significant insights of these scholarly disciplines to general audiences through interpretive exhibitions, radio and television programs, lectures, symposia, printed materials, and reading and discussion groups. Although primarily interested in projects for general adult audiences, the division encourages programs for youth, particularly those of junior and high school age.

Division of Research Programs: Grants in this division support interpretive scholarship in the humanities, the organization and conservation of resources for scholarship, and the preparation of reference works that add to the store of scholarly knowledge. Most of the awards made through the division are for collaborative projects involving a great diversity of scholarly activities. The majority of these grants result in published products.

Division of State Programs: The division provides support to state humanities councils in the fifty states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. Groups and individuals interested in receiving funds under this division should apply directly to the appropriate state council. State councils support a wide variety of projects in the humanities, including library reading programs, speaker discussion series, conferences, seminars and institutes for teachers, media presentations, and museum and traveling exhibitions.

Office of Challenge Grants: Challenge grants provide support for educational and cultural institutions and organizations to increase their financial stability and to preserve or improve the quality of their programs in the humanities. Applicant institutions must raise a minimum of three dollars in new or increased donations from nonfederal sources to receive each federal dollar.

Office of Preservation: Grants in this program support projects that address the problem of the disintegration of major humanities materials, particularly books, but also other media such as graphics, film, audio, and video. Such projects include cooperative and selective microfilming, training for curators in preservation management, and the improvement of preservation technology.

Information on these programs is available from:

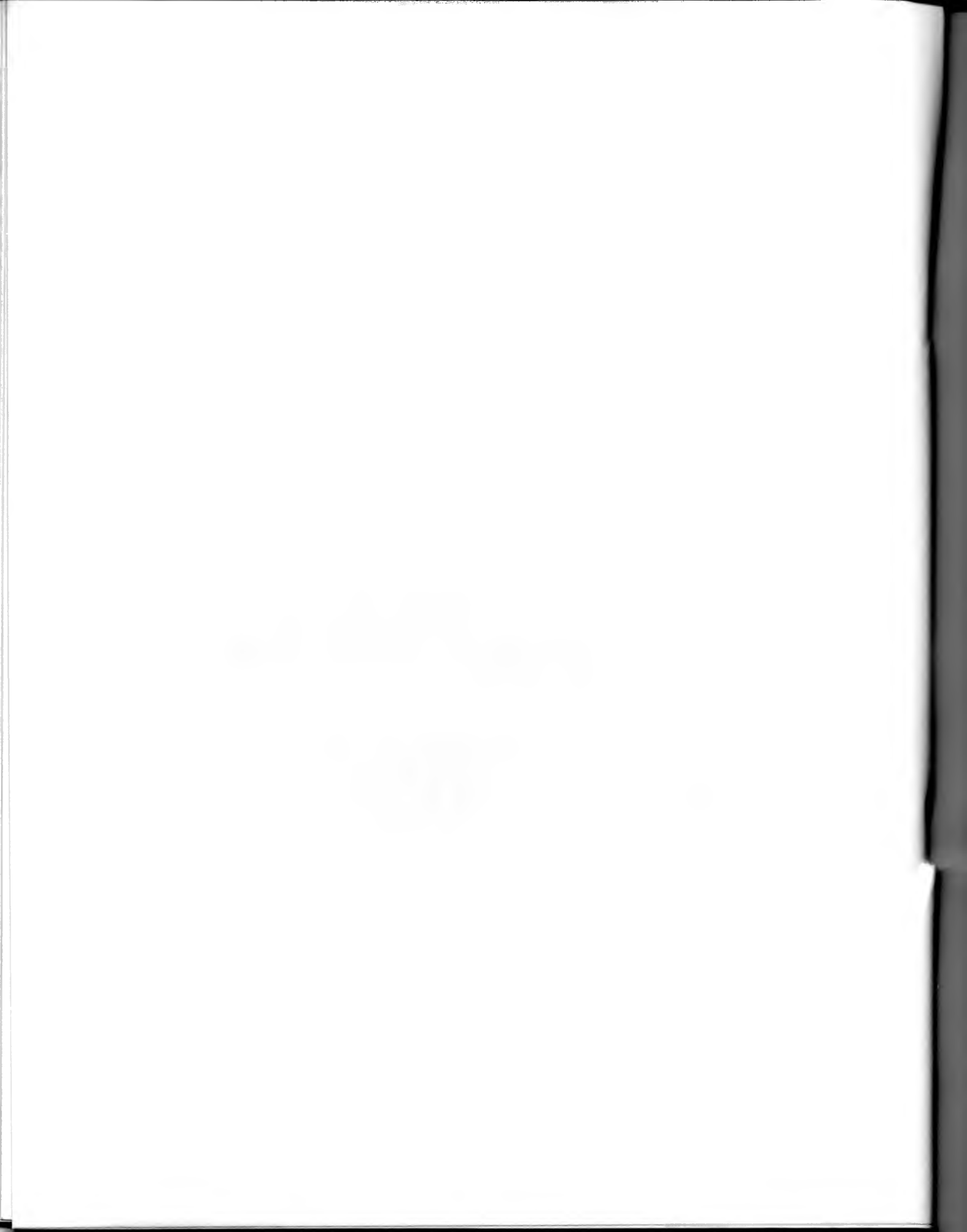
Public Affairs Office
Room 409
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
Telephone: 202/786-0438
Telecommunications Device for the Deaf: 202/786-0282

Equal Opportunity

The Code of Federal Regulations, Title 45, Part 1110, implements provisions of Title VI of the Civil Rights Act of 1964, and, along with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, provides that the National Endowment for the Humanities is responsible for ensuring compliance with and enforcement of public laws prohibiting discrimination because of race, color, national origin, sex, handicap, and age in programs and activities receiving federal assistance from the National Endowment for the Humanities. Any person who believes he or she has been discriminated against in any program, activity or facility receiving federal assistance from the Endowment should write immediately to the director, Office of Equal Opportunity, National Endowment for the Humanities, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.

Note:

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



National Endowment for the Humanities

Washington, D.C.

The following pages include:

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

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

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

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

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

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

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

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

The information is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. This information is needed to process the grant application and for statistical research and analysis of trends. The routine uses which may be made of this information are: general administration of the grant review process; statistical summaries; congressional oversight; and analysis of trends. Failure to provide any of the requested information will result in the delay or rejection of the application.

Instructions for NEH Application Cover Sheet

Block 1-Individual Applicant or Project Director

Item a. Give a mailing address good through December 1987 (for applications submitted to the July 15 deadline), or through June 1988 (for applications submitted to the January 15 deadline).

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

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

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

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

Item e. Use the fields listed on the back of the cover sheet as a guide. Write the name of the field and put the code in the box: for example, European History, A6. If the field of your specialty is not listed, indicate the general discipline in which it falls or the closest major field.

Item f. Applicants should be U.S. citizens, native residents of U.S. territorial possessions, or foreign nationals who have been residing in the United States or its territories for at least the three years immediately preceding the application deadline. Check the appropriate block. If you are a foreign national, use the space provided to specify the month and year in which you came most recently to reside in the United States.

Block 2- Type of Applicant

Already marked. Only individuals may apply to the Travel to Collections Program.

Block 3-Type of Application

Already marked. Each Travel to Collections application is new.

Block 4-Program to Which Application is Being Made

The name of the program, Travel to Collections, and its Endowment code, 2111, have been preprinted on the form.

If application is being made under one of the Endowment's initiatives described in the guidelines, please indicate the number corresponding to the initiative in the space provided after Endowment Initiatives:

- 03C--Foundations of American Society
- 03M--Columbian Quincentenary

Block 5-Requested Grant Period

An award from the July 15 deadline is to be used between December 1 and May 31. An award from the January 15 deadline is to be used between June 1 and November 30. Check the dates for the deadline for which you are applying.

Block 6-Project Funding

Already marked. The amount of each Travel to Collections award is \$750.

Block 7-Field of Project

Use the fields and codes listed on the back of the cover sheet in designating the field of your proposed study. If the field of your project is not listed there, indicate the general discipline in which it falls or the closest major field. The field you list here is used by the Endowment for general statistical purposes and does not affect the outcome of your application.

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 and should not exceed 120 characters, including punctuation and spaces. The 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 to the project. Applicants retain complete authority and responsibility for choosing titles for their published projects.

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?

Already marked. Not applicable.

Block 11-Institutional Data

Item a. Provide the name and address of the institution or organization with which you are affiliated.

Items b and c. Not applicable. All Travel to Collections awards are made to individuals.

Block 12--Federal Loan Status

The individual named in Block 1 shall certify that he or she is not delinquent on repayments of any federally backed loans. The authorizing official named in Block 11b shall certify that the institution is not delinquent on repayments of any federally backed loans. Such loans

include guaranteed student loans, FHA loans, SBA loans, Department of Education institutional loans, and other federally backed loans. Delinquent means any account thirty days past due. If either the individual or the institution is delinquent, please attach a statement explaining the circumstances. 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.

Block 13-Geographic Destination and Institution

List the proposed geographic destination of research (city, and state or country) and the name of the institution holding the research collection proposed for use. In the case of multiple destinations, list major destination only.

NEH APPLICATION COVER SHEET

OMB No. 3136-0065
Expires: 1/31/88

1. Individual applicant or project director

a. Name and mailing address

Name _____
(last) (first) (initial)

Address _____

(city) (state) (zip code)

b. Form of address: ☐

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

d. Telephone number

Office: _____ / _____ Home: _____
(area code) (area code)

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

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

2. Type of applicant

a. ☒ by an individual b. ☐ through an org./institute
If a, indicate an institutional affiliation, if applicable, on line 11a.
If b, complete block 11 below and indicate here:
c. Type
d. Status

3. Type of application

a. ☒ new c. ☐ renewal
b. ☐ revision and resubmission d. ☐ supplement
If either c or d, indicate previous grant number:

4. Program to which application is being made

Travel to Collections ☐ 6117

Endowment Initiatives _____
(code)

5. Requested grant period

☐ December 1 to May 31 ☐ June 1 to November 30

6. Project funding

a. Outright funds	\$ 750
b. Federal match	\$ 0
c. Total from NEH	\$ 750
d. Cost sharing	\$ 0
e. Total project costs	\$ 750

7. Field of project ☐

8. Descriptive title of project

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

10. Will this proposal be submitted to another government agency or private entity for funding?

(if yes, indicate where and when): **Not Applicable**

11. Institutional data

a. Institution or organization:

(name)

(city) (state)

b. Name of authorizing official: **Not Applicable**

(last) (first) (initial)

(title)

(signature) (date)

c. Name and mailing address of the institutional grant administrator

Not Applicable

(last) (first) (initial)

(city) (state) (zip code)

Telephone _____ Form of address ☐
(area code)

12. Federal debt status

I certify that I am not delinquent on repayment of any federal debt.

This institution certifies that it is not delinquent on repayment of any federal debt.

Not Applicable

(signature, person named in Block 1)

(signature, authorizing official named in Block 11b)

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

13. Geographic Destination:

Institution:

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/Afro-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

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

National Endowment for the Humanities
TRAVEL TO COLLECTIONS PROGRAM
Availability of Collection

Name of Institution _____

Specific Collection to be Used _____

Dates of Proposed Use _____

Name and Address of Researcher _____

The research materials you plan to use during the period requested above
[] will [] will not (check one) be available for your use.

Signed:

Name

Title

Institution

Note to Research Collection Official

Please return the form directly to the
applicant as soon as possible because it
must accompany an application to the
NEH Travel to Collections Program.

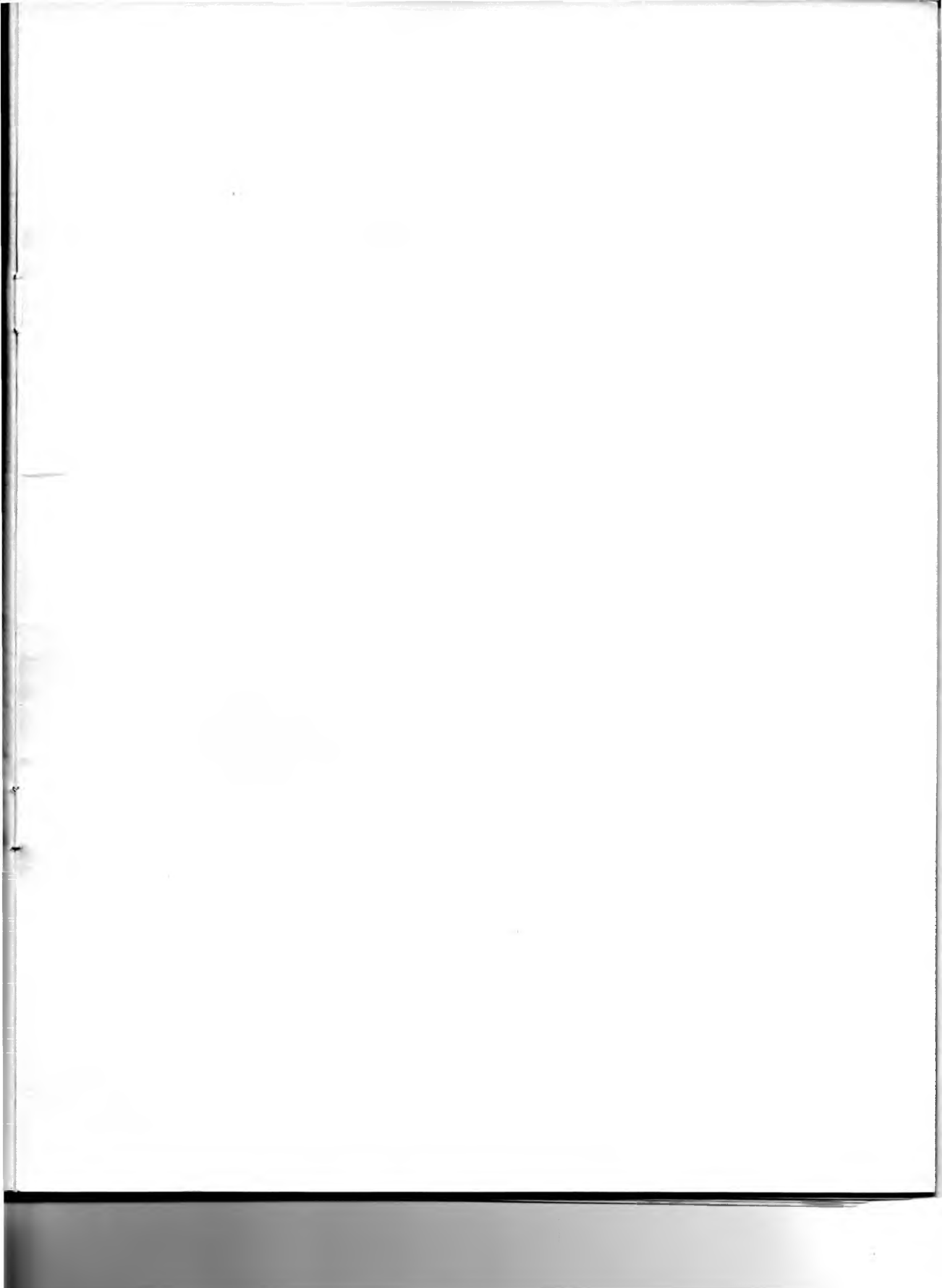
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