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National  
Endowment  
for the  
Humanities

Division of  
Fellowships  
and  
Seminars

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Guidelines and  
Application Forms

Application Deadline:  
June 1, 1985

# NEH Fellowship Programs

College Teachers

Independent Study  
and Research

Constitutional



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1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861. It is a very important document, as it sets out the policy of the new administration. The President states that he is committed to the principles of liberty and justice for all, and that he will work to maintain the Union.

2. The second part of the document is a report from the Secretary of the Treasury, dated January 1, 1861. It provides a detailed account of the financial state of the country, and outlines the measures that will be taken to manage the government's finances. The report is a very important document, as it provides a clear picture of the country's economic situation.

3. The third part of the document is a report from the Secretary of the Interior, dated January 1, 1861. It provides a detailed account of the state of the country's natural resources, and outlines the measures that will be taken to manage them. The report is a very important document, as it provides a clear picture of the country's natural resources.

4. The fourth part of the document is a report from the Secretary of the War, dated January 1, 1861. It provides a detailed account of the state of the country's military, and outlines the measures that will be taken to manage it. The report is a very important document, as it provides a clear picture of the country's military situation.

5. The fifth part of the document is a report from the Secretary of the Navy, dated January 1, 1861. It provides a detailed account of the state of the country's naval forces, and outlines the measures that will be taken to manage them. The report is a very important document, as it provides a clear picture of the country's naval situation.

6. The sixth part of the document is a report from the Secretary of the State, dated January 1, 1861. It provides a detailed account of the state of the country's foreign relations, and outlines the measures that will be taken to manage them. The report is a very important document, as it provides a clear picture of the country's foreign relations.

7. The seventh part of the document is a report from the Secretary of the Education, dated January 1, 1861. It provides a detailed account of the state of the country's education system, and outlines the measures that will be taken to manage it. The report is a very important document, as it provides a clear picture of the country's education system.

8. The eighth part of the document is a report from the Secretary of the Agriculture, dated January 1, 1861. It provides a detailed account of the state of the country's agriculture, and outlines the measures that will be taken to manage it. The report is a very important document, as it provides a clear picture of the country's agriculture.

9. The ninth part of the document is a report from the Secretary of the Commerce, dated January 1, 1861. It provides a detailed account of the state of the country's commerce, and outlines the measures that will be taken to manage it. The report is a very important document, as it provides a clear picture of the country's commerce.

## INTRODUCTORY INFORMATION

### Application and Award Schedule

Program Year:	1986-87 NEH Fellowships
Application Deadline:	June 1, 1985
Notification of Awards:	Mid-December, 1985
Beginning Date for Tenure of Awards:	January 1, 1986, to Start of Spring Term of 1986-87 Academic Year

For a checklist of required application materials, see page 9.
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### Privacy Act

A statement about the Privacy Act is given on p. 15 together with the instructions for completing the NEH application cover sheet. However, the provisions of the act apply to all information and materials solicited in connection with an application for an NEH fellowship and not only to the cover sheet.

### 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 insuring 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.

## GENERAL INFORMATION

### The National Endowment for the Humanities

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

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

### The Humanities

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

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

Studies in the social and natural sciences that are historical or philosophical in approach, or that attempt to cast light on questions of interpretation or criticism traditionally in the humanities, are also eligible for NEH support.

### Endowment Fellowships and Summer Stipends

Through its fellowship and summer stipend programs, NEH encourages and supports advanced study and research in disciplines of the humanities by people of diverse interests, backgrounds, and circumstances: senior scholars; junior scholars; writers and scholars working in the humanities either independently or in other than academic institutions; faculty members at institutions with extensive Ph.D. programs in the humanities; and faculty members in two-year, four-year, and five-year colleges and universities.

Projects supported by Endowment fellowships and summer stipends may contribute to scholarly knowledge, to the conception and substance of individual courses in the humanities, or to the general public's understanding of the humanities. Projects may address broad topics or consist of study and research in a specialized field.

Two Endowment divisions support scholarly research: the Division of Fellowships and Seminars and the Division of Research Programs. Normally, applications for support of individual study and research should be submitted to the Division of Fellowships and Seminars; applications involving the collaboration of two or more scholars should be submitted to the Division of Research Programs. There are some exceptional types of individual projects for which applications should more appropriately be submitted to the Division of Research Programs if support is desired for more than two months. If the proposal involves archaeological scholarship or the production of reference works and scholarly tools, such as bibliographies, certain editing projects and translations, dictionaries, atlases, and encyclopedias, prospective applicants should consult with staff of the Division of Research Programs to determine whether their applications should be submitted to that division.

Problems pertinent to the humanities content of an applicant's own teaching field are an appropriate part of fellowship study. However, applications for surveys of courses and programs in other institutions and for the preparation of institutional curricula are not. Inquiries about the possibility of Endowment support for projects to improve curricula or teaching of the humanities should be directed to the Endowment's Division of Education Programs. Also ineligible for NEH Fellowships are applications to improve the methods of courses, to carry out empirical educational research projects, or to examine theories of teaching and learning that lack substantial content in a discipline of the humanities.

## NEH FELLOWSHIPS

### NEH Fellowship Programs

Fellowships offered through the Endowment's Division of Fellowships and Seminars provide support for independent advanced study and research in the humanities. They free Fellows from the day-to-day responsibilities of teaching and other work for extended periods of uninterrupted investigation, reflection, and often writing.

The NEH Fellowship Programs serve different groups of scholars. Individuals teaching in undergraduate colleges and universities should consider applying to the program of Fellowships for College Teachers. Individuals teaching at universities with extensive Ph.D. programs in the humanities and scholars and writers working independently or in institutions outside academia must apply to the program of Fellowships for Independent Study and Research.

In observance of the 200th anniversary of the U.S. Constitution, the Endowment has established a special competition--in conjunction with its regular fellowship programs--for Constitutional Fellowships to encourage studies covering the whole range of historical, political, philosophical,

and cultural questions raised by the Constitution and the founding period. Because applications for constitutional projects will be considered within the regular programs, individuals should apply through either the program of Fellowships for College Teachers or the program of Fellowships for Independent Study and Research, depending upon their institutional affiliation or circumstances.

#### Fellowships for College Teachers

These fellowships provide opportunities for college teachers to pursue independent study and research that will enhance their capacities as teachers, scholars, and interpreters of the humanities and that will enable them to make significant contributions to thought and knowledge in the humanities. This program is predicated on an equal respect for study and research directed toward scholarly publication and for study and research directed toward teaching. It is designed to support both beginning and experienced scholars and teachers who are engaged in a range of activities from general study to specialized research. These fellowships are intended for teachers whose day-to-day responsibilities are the teaching of undergraduate students, particularly in two-year, four-year, and five-year colleges and in universities that do not have Ph.D. programs. Prospective applicants teaching in such institutions are encouraged to apply for fellowship support through this program even if the interests of their proposed projects are distinct from their teaching interests.

#### Fellowships for Independent Study and Research

These fellowships 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. This program is designed to support persons who have made significant contributions to the humanities as well as those who stand at the beginning of their careers. Projects may cover a range of activities from general study to specialized research. These fellowships are intended both for individuals affiliated with academic institutions, primarily those with extensive Ph.D. programs in the humanities, and for scholars and writers working independently or outside academic institutions.

#### Constitutional Fellowships

These fellowships provide opportunities for individuals to pursue study and research on the philosophical, literary, historical, or political origins of the Constitution; the relation of the structure of the Constitution to American political, social, or intellectual culture; or the connection between self-government and the purposes of human life. Proposals may address the history of the founding period, constitutional principles, comparative constitutional government, individual rights, the character of democracy, American federalism, American political institutions, constitutional interpretation, or any other topic that would be



appropriate to the observation of the bicentennial of the U.S. Constitution. Applications for Constitutional Fellowships may come from faculty members of colleges and universities as well as from writers and scholars working outside academia. These applications should be submitted in conjunction with either the program of Fellowships for College Teachers or the program of Fellowships for Independent Study and Research. The program under which applicants apply depends upon their institutional affiliation or circumstances, and applicants should follow the guidelines and instructions for the appropriate program.

No person may apply in the same year to more than one of the three programs of Fellowships for College Teachers, Fellowships for Independent Study and Research, and Constitutional Fellowships. Individuals may apply for one type of fellowship at the same time they apply for other programs within the Endowment but may not hold more than one award from the Division of Fellowships and Seminars in any given year.

### Criteria for Selection

Fellows in the programs of Fellowships for College Teachers, Fellowships for Independent Study and Research, and Constitutional Fellowships will be selected on the basis of the following criteria and guidelines:

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

### Eligibility

An applicant for an NEH Fellowship should be a U.S. citizen, a native resident of a U.S. territorial possession, or a foreign national who has been residing in the United States or its territories for at least the three years immediately preceding the application deadline.

Although applicants need not have advanced degrees, those whose professional training includes a degree program must have received their degrees or completed all official requirements for them by June 1, the application deadline. If a prospective applicant has completed all of the official requirements for the degree and is awaiting only the formal

award, certification that all requirements have been met by the application deadline must be submitted by the dean of the school awarding the degree. Persons seeking support for work leading toward a degree are not eligible to apply, nor are active candidates for degrees, even if they expect to have finished all work for their degree by the time they would begin tenure of the fellowship and the work proposed is not related to their degree program.

Individuals who have been awarded a major fellowship or research grant in the three years preceding the proposed tenure period of the NEH Fellowship are not eligible to apply for NEH Fellowships. A major fellowship or research grant is one that provides full released time for at least one term of the academic year to conduct study, research, or writing. Sabbaticals or grants from an individual's own institution are not considered major fellowships, nor are summer research stipends or other grants supporting study and research during the summer academic recess.

For applicants to the program of Fellowships for College Teachers and applicants for Constitutional Fellowships under this program: An applicant should be teaching, full-time or part-time, in a two-year, four-year, or five-year college or university. Faculty members of departments with doctoral programs are not eligible to apply in this program nor are faculty members of post-graduate professional schools. Faculty members of departments that do not grant a Ph.D. within a university that grants the Ph.D. in other fields of the humanities are eligible to apply in this program, but such applicants have lower priority. Retired faculty members of undergraduate institutions are eligible to apply for support in this program, as are college teachers on terminating contracts.

For applicants to the program of Fellowships for Independent Study and Research and for Constitutional Fellowships under this program: Any applicant for a fellowship not meeting the criteria listed above for Fellowships for College Teachers should apply to the program of Fellowships for Independent Study and Research. Eligible applicants include members of institutions that offer Ph.D. programs in the humanities and scholars with non-academic affiliation or with no institutional affiliation.

#### Stipends, Tenure, and Conditions of Award

Fellowships normally support full-time work and are awarded for continuous periods of six to twelve full months of tenure. The stipend is intended primarily to replace salary lost through the taking of leave. The maximum amount for tenure periods of between nine and twelve months, which for teachers encompass the full academic year, is \$27,500. The maximum for periods of between six and nine months is prorated by months or, for teachers, by academic-year terms. For example, the maximum stipend for a fellowship encompassing two academic-year quarters is \$18,334; for one encompassing a semester, \$13,750; and for one encompassing one quarter, \$9,167. Summer terms are excluded from consideration

in calculating stipends although fellows may elect to include summer months in their tenure periods. Stipends for 1986-87 fellowships will match fellows' 1985-86 salaries, minus sabbaticals and other grants, up to the maximum stipend level for the tenure period involved. Some assistance may also be provided within the stipend limit to help defray the costs of necessary travel, but no allowance is given for any other expenses.

Fellows may supplement their awards with small grants from other sources but may not hold other major fellowships or grants during fellowship tenure, except sabbaticals and grants from their own institutions. Successful applicants who receive offers of fellowships from other foundations after submitting their applications to the Endowment must hold the Endowment fellowship first.

Fellows may begin tenure of their awards any time between January 1 following notification of the award and the beginning of the spring term of the next academic year. For teachers, tenure periods must include at least one term of the academic year and normally should not begin or end in the middle of a term of the academic year.

Part-time fellowships, defined as any amount of released time between half time and full time, will be awarded only if exceptional circumstances justify a relaxation of the normal tenure schedule described above. Such exceptional circumstances might, for example, be job responsibilities that cannot be relinquished or arise from the value that teaching a particular course would have for the work proposed for the fellowship, and must be explained in the application. Tenure must be for a continuous period of whole months. The minimum is six months; the maximum is the equivalent of twelve months of full-time tenure: e.g., four semesters over twenty-four months at half time; three semesters over seventeen months at two-thirds time. Stipends for part-time fellowships are intended primarily to replace salary lost through released time and will be calculated according to the same principles as those for full-time fellowships. The maximum stipend is \$27,500 and will be prorated according to both the number of terms covered by the tenure period and the amount of released time taken. For example, the maximum stipend for a six-month fellowship at half time is \$6,875; for a twelve-month fellowship at two-thirds time, \$18,334; and for a twenty-four month fellowship at half time, \$27,500.

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

## Application Deadline and Award Notification

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

## The Application Review Process

The programs of NEH Fellowships have one review cycle a year and receive applications against an annual deadline. Applications to the programs are evaluated competitively by peer review panels. The review process for NEH Fellowships takes six months. The stages are described below.

Applicants are required to have reference letters sent to the Endowment in support of their applications. These letters are attached to the applications before they are sent to the panels and aid panelists as they evaluate applications for awards.

Review panels are assembled by the division staff and convened at the Endowment. There are no standing panels, and panels are constituted anew for each cycle of applications. The applications are divided by discipline or clusters of related disciplines into sets for review by panels. There are generally five to seven members on each panel who are familiar with the subject matter of the applications assigned to their panel. Panelists' names are published each year in the Endowment's annual report.

Panelists read and prepare written preliminary evaluations of all the applications assigned to their panel, weighing each one both on its own merits and in its relation to other applications under consideration. At the meeting, panelists arrive at a collective recommendation for each application, discussing it to the extent necessary to agree on its standing. Every panel meeting is chaired by a member of the division's senior staff, who assures that the criteria of selection announced in the application guidelines for the programs are adhered to and that questions about Endowment policy are answered.

After applications have been evaluated, the panel recommendations are brought before a committee of the National Council on the Humanities. The National Council is composed of twenty-six men and women appointed by the president with the consent of the Senate to advise the chairman of the Endowment on policy and program matters. NEH staff provide the council members with information about the applications, the recommendations of the panelists, and separate staff recommendations in instances where panelists have failed to reach consensus or where substantial policy questions have been raised. In turn, the National Council makes a recommendation to the chairman of the Endowment, and the chairman makes the final decision on the applications. In the vast majority of cases, the recommendations of the various parties are the same.

Reapplication is always possible, and failure to gain support in one year does not prejudice an applicant's chances for reconsideration in the next. By writing to the program officer for the program to which they applied, unsuccessful applicants may obtain details of the panelists' evaluations of their proposals so that they can consider how they might strengthen their proposals if they decide to reapply.

## APPLICATION INSTRUCTIONS

A completed application consists of the following materials:

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

The application cover sheet begins at p. 15, and the reference letter forms follow. The data cards are located on the inside back cover of this booklet.

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

### NEH Application Cover Sheet

Instructions for completing the cover sheet are found on page 16 opposite the cover sheet.

### Curriculum Vitae

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

- a) The applicant's status as either a junior scholar or senior scholar. For purposes of the application, junior scholars hold the rank of instructor or assistant professor in colleges or universities or are at comparably early stages of their careers. Senior scholars are associate professors and full professors or are at comparably mature stages of their careers. An applicant should also be sure to indicate that he or she is a junior or senior scholar on the reference letter forms and on the 5" x 8" data card.
- b) A record of the applicant's education, including the titles of any theses or dissertations, and the dates when degrees were awarded. Please note that applicants must have completed their professional training by the application deadline, June 1. Individuals pursuing degrees may not apply for NEH Fellowships.

c) A record of employment. If a current contract is ending, the applicant should indicate the date of termination.

d) A list of the most important academic honors or awards received. Because persons who have received major grants for tenure during the three years preceding their proposed tenure of an NEH Fellowship are not eligible to apply, applicants who have been awarded minor grants for their own research during this period should be sure to indicate the source, the length of tenure, the dollar amount, the terms of leave (if any) provided by the grant, and the nature of the grant. In the case of grants awarded for purposes other than one's own research, applicants should explain their involvement and activities. If applicants have been awarded no grants for tenure during the three years preceding their proposed NEH tenure, they should state that none has been granted.

e) A list of major or most relevant publications, if any. Applicants should not submit books, articles, or similar materials as supplements to the application.

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

#### Description of Proposed Study

The proposal for a fellowship is the only demonstration that panelists will have of the substance of the project, the contribution it can make, and the general quality of the proposed work. It is essential that the text include enough detail about the ideas, objectives, and methods entailed in the project to enable panelists to assess quality, significance, and feasibility: A simple statement of need or intent is insufficient evidence that a project merits support. Some reviewers will not possess specialized knowledge of the proposed field of study; therefore, the description should be free of jargon and, as much as possible, technical terms.

Although no particular form is prescribed, the description of the project should address the questions listed below. The text, together with the bibliography, should not exceed five single-spaced pages.

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

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

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

c) For what audience are the results of the study intended, such as students, other teachers, other scholars, the general public, or some combination of these; and what form is the proposed study likely to assume, such as a book, monograph, text, article, series of lectures, etc.? Has a publisher expressed interest in or awarded a contract for the work?

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

e) What contribution is the proposed study likely to make to the field of study, or to teaching and learning in the humanities generally? If the applicant is working in a new area, how will enhancing the applicant's knowledge contribute to his or her audience's understanding of the issues concerned?

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

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

h) Where will the applicant conduct the study? What is the likelihood of access to archives, collections, or institutions with resources necessary for the work?

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

j) If the applicant is to be connected during the period of tenure requested for the fellowship with any other project supported or under consideration by the Endowment, how would the proposed fellowship work fit in with the other project?



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

### Reference Letters

Referees should be persons who are thoroughly familiar with the applicant's professional capabilities and accomplishments as well as with the area or areas of the proposed study. Referees should be in a position to discuss specifically the likely results or outcome of the proposed project, its significance to the field and to its intended audience, the general quality of the applicant's work, and the applicant's ability to carry out the project successfully. Ideally, no more than one referee should be from the applicant's own institution.

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

### Submission of Application

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

- Fellowships for College Teachers
- Fellowships for Independent Study and Research
- Fellowships for College Teachers/Constitutional Fellowships
- Fellowships for Independent Study and Research/Constitutional Fellowships

The package should be mailed to the following address:

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



## OTHER PROGRAMS OF THE DIVISION OF FELLOWSHIPS AND SEMINARS

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

Summer Seminars for College Teachers provide opportunities to teachers in two-year, four-year, and five-year colleges and universities, and to others who are qualified to do the work of the seminar and make a contribution to it. 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 eight weeks and are held at institutions broadly distributed throughout the country. The annual application deadline is March 1.

Summer Seminars for Secondary School Teachers provide opportunities for teachers of grades 7 through 12 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 annual application deadline is March 1.

Graduate Study Fellowships for Faculty at Historically Black Colleges and Universities are offered by the Endowment in response to President Reagan'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 annual application deadline is March 15.

The Travel to Collections Program offers small grants to scholars who must travel to use research collections of libraries, archives, museums, and other repositories. Awards of \$500 are made to help defray transportation costs, subsistence and lodging, reproduction and photoduplication costs, and associated research expenses for travel in North America or Western Europe. Annual application deadlines are September 15 for travel to begin after December 1; and January 15 for travel to begin after June 1.

Persons applying for an NEH Fellowship may also apply for a Summer Stipend this coming October, a Travel to Collections grant this coming September or December, or a Summer Seminar next March, but may not hold more than one of these awards.

Further information on all these programs is available from the

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

NEH Fellowships, Summer Stipends, and Travel to Collections grants:  
202/786-0466.

NEH Summer Seminars and Graduate Study Fellowships for Faculty at  
Historically Black Colleges and Universities: 202/786-0463.

Information about programs of the Division of Research Programs is  
available from the

Division of Research Programs  
Room 319  
National Endowment for the Humanities  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506

Research in Selected Areas: 202/786-0204  
Reference Works: 202/786-0210  
Basic Research: 202/786-0207

Information on other Endowment programs is available from the

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

Information about programs of the National Endowment for the Arts is  
available from the

Public Affairs Office  
Room 617  
National Endowment for the Arts  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506  
Telephone: 202/682-5400

# National Endowment for the Humanities

## Washington, D.C.

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The next three 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.

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**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 which 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 the 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.

## INSTRUCTIONS FOR COMPLETING THE NEH APPLICATION COVER SHEET

### Block 1. Individual Applicant:

- Item a: Give a mailing address good through January of the year following submission of the application.
- Item b: Indicate the number corresponding to your preferred form of address:
- |        |             |
|--------|-------------|
| 1-Mr.  | 4-Ms.       |
| 2-Mrs. | 5-Professor |
| 3-Miss | 6-Dr.       |
- Item c: Whenever possible, one of the telephone numbers listed should be a number at which a message can be left.
- Item d: Please use the fields listed on the back of the cover sheet as a guide. Write the name of the field and also put the code number in the box: for example, Music, M5. If the field of your specialty is not listed, indicate the general discipline in which it falls or the closest major field.
- Item e: If you are a foreign national, check "Other" and specify the month and year in which you came most recently to reside in the United States.

### Block 2. Pre-checked.

### Block 3. Pre-checked.

### Block 4. Program to which Application Is Being Made:

Check the program to which you are applying and also write in the box the appropriate code number for the program:

Fellowships for College Teachers--6112  
Fellowships for Independent Study and Research--6111

If you are applying for a Constitutional Fellowship, check both that program and the regular program through which you are applying and also indicate the appropriate code number.

### Block 5. Requested Grant Period:

If you are seeking full-time support, you may request tenure for any period between six and twelve full consecutive months, whatever will suit your schedule and the needs of your project. If you are requesting part-time support, you may request tenure for any period between six and twenty-four months, depending on the amount of released time you will have. A request for a shorter tenure period will not increase the chances of receiving an award. Tenure may start any time between January 1 following notification of an award and the beginning of the spring term of the next academic year. The tenure period must include at least one academic-year term and normally should not begin or end in the course of an academic-year term. Successful applicants will be permitted, when awards are announced, to change the dates of tenure, as long as the total amount of time is not changed.

Block 6. Project Funding:

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

Block 7. Field of Project:

From the fields and code numbers listed on the back of the cover sheet, select the one that most closely describes the field of your program of study and research: for example, American History, A3.

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 non-specialist and should not exceed 120 characters in length, including punctuation and spaces. The Endowment is obliged to be as clear as possible to the public about awards it makes. The descriptive title will be used for this purpose whenever possible, but the Endowment staff may assign a different working title to the project for purposes of greater clarity. This title does not need to be the title of the product that may result from the project. Applicants retain complete authority and responsibility for choosing titles for their project products.

Block 9. Description of Proposed Project:

In this space only summarize the points which are developed in your full, appended proposal. This summary is important both for purposes of review and records. Do not merely refer to the full proposal. The summary must be limited to the space provided and may not be continued on another page.

Block 10. Not Applicable.

Block 11. Institutional Data:

Item a: If affiliated with an institution or organization, indicate the name and location of the institution or organization.

Item b: Not Applicable.

Item c: Not Applicable.

Block 12: Date of Birth:

Indicate the month and year of your birth.



# NEH Application Cover Sheet

Form OMB-3136-0032  
Expires 1/31/86

## 1. Individual Applicant or Project Director

a. Name and Mailing Address

(Last) (First) (Initial)

(City) (State) (Zip)

b. Form of Address

c. Telephone

Office Ext.

Home

d. Major Field of Applicant  
or Project Director

e. Citizenship ☐ U.S.

☐ Other

(Specify)

7. Field of Project

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 Org./Inst.

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. ☐ Revision and Resubmission

c. ☐ Renewal

d. ☐ Supplement

If either c. or d., indicate previous grant number:

## 4. Program to Which Application is Being Made

☐ Fellowships for College Teachers

☐ Constitutional

☐ Fellowships for Independent

Study and Research

☐ Constitutional

## 5. Requested Grant Period

From: (Mo./Yr.) To: (Mo./Yr.)

## 6. Project Funding

a. Outright Funds \$

b. Federal Match \$

c. Total From Endowment \$

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:

Not Applicable

## 11. Institutional Data

a. Institution or Organization: (Name) (City) (State)

b. Authorizing Official: Name (Last) (First) (Initial)

Title: Signature: (Date)

c. Institutional Grant Administrator—Name and Mailing Address:

Not Applicable

(Last) (First) (Initial)

Form of Address

Telephone:

(City) (State) (Zip)

## 12. Date of Birth

(Month)

(Year)

(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 the specific field of your project is not included in this listing, select the appropriate major field. (This listing is strictly for use by NEH staff to help

retrieve information requested on grants and applications in specific disciplines of the humanities. The listing is not intended to be comprehensive, nor does it represent preferred funding categories. The "hierarchical" arrangement is for convenience.)

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### *Anthropology L1*

---

Archaeology U6

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### *Archival Management/Conservation I1*

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### *Arts, History and Criticism MA*

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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

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### *Communications P2*

---

Composition & Rhetoric P1

Journalism P4

Media P3

---

### *Education H1*

---



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### *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 GC

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*

---



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### *Library Science H3*

---



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### *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*

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### *Philosophy B1*

---

Aesthetics B2

Epistemology B3

Ethics B4

History of Philosophy B5

Logic B6

Metaphysics B7

Non-Western Philosophy B8

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### *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



---

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

**Check the appropriate category or categories:**

☐ Fellowships for Independent Study and Research  
Junior ☐ Senior ☐

☐ Constitutional Fellowships

☐ Fellowships for College Teachers  
Junior ☐ Senior ☐

☐ Constitutional Fellowships

---

**To Be Completed By The Applicant:**

Name of Applicant: \_\_\_\_\_

Institution: \_\_\_\_\_

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

Field: \_\_\_\_\_

---

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

Signature of \_\_\_\_\_ Date \_\_\_\_\_  
Respondent

Name and Title \_\_\_\_\_

Department (or Position) \_\_\_\_\_

Institution (or Employer) \_\_\_\_\_

---

## Guidelines for Referees

The person named on the front of this form has applied to the National Endowment for the Humanities for a fellowship in the category or categories indicated on the front. We would appreciate receiving from you a judicious assessment of the application according to the criteria for NEH Fellowships. Any other comments that you think might be helpful will be welcome.

The National Endowment for the Humanities will keep the identity of authors of reference letters confidential. Under certain circumstances non-identifying contents of reference letters may be disclosed upon request by the applicant as required by the Freedom of Information Act, 5-U.S.C. 552, and the Privacy Act of 1974, 5-U.S.C. 552a.

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

Division of Fellowships and Seminars  
Room 316

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

**Fellowships for College Teachers** provide opportunities for college teachers to pursue full-time independent study and research that will enhance their capacities as teachers, scholars, or interpreters of the humanities, and enable them to make significant contributions to thought and knowledge in the humanities. This program is intended primarily for teachers whose day-to-day responsibilities are in the teaching of undergraduate students, particularly in two-year, four-year, and five-year colleges and in universities that do not have Ph.D. programs. The program is designed to support both beginning and experienced scholars and teachers engaged in a range of activities from general study to specialized research.

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**Constitutional Fellowships.** In observance of the 200th anniversary of the U.S. Constitution, the Endowment has established a special competition for Constitutional Fellowships, in conjunction with the two regular fellowship programs described above, to encourage study and research over the whole range of historical, political, philosophical, and cultural questions raised by the Constitution and the founding period.

All applications will be judged in accordance with the following criteria:

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

---

---

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

**Check the appropriate category or categories:**

☐ Fellowships for Independent Study and Research  
Junior ☐ Senior ☐

☐ Constitutional Fellowships

☐ Fellowships for College Teachers  
Junior ☐ Senior ☐

☐ Constitutional Fellowships

---

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**To Be Completed By The Applicant:**

Name of Applicant: \_\_\_\_\_

Institution: \_\_\_\_\_

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

Field: \_\_\_\_\_

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---

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

Signature of \_\_\_\_\_ Date \_\_\_\_\_  
Respondent

Name and Title \_\_\_\_\_

Department (or Position) \_\_\_\_\_

Institution (or Employer) \_\_\_\_\_

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

---

---

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

**Check the appropriate category or categories:**

☐ Fellowships for Independent Study and Research  
Junior ☐ Senior ☐

☐ Constitutional Fellowships

☐ Fellowships for College Teachers  
Junior ☐ Senior ☐

☐ Constitutional Fellowships

---

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**To Be Completed By The Applicant:**

Name of Applicant: \_\_\_\_\_

Institution: \_\_\_\_\_

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

Field: \_\_\_\_\_

---

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Signature of \_\_\_\_\_  
Respondent \_\_\_\_\_ Date \_\_\_\_\_

Name and Title \_\_\_\_\_

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

Program Year 1986-87

# NEH Fellowships

☐ Fellowships for Independent Study and Research

☐ Constitutional Fellowships

☐ Junior

☐ Senior

☐ Fellowships for College Teachers

☐ Constitutional Fellowships

☐ Junior

☐ Senior

**Applicant's Name** (Last, First, Initial)

**1985-86 Academic Year Salary:** \$ \_\_\_\_\_

Contract Basis: ☐ 9 months

☐ Other: \_\_\_\_\_

**Institutional Affiliation**

(Dept. or School, Institution, City, and State)

**Descriptive Title of Project** (Same as Cover Sheet)

**Mailing Address** (if different from above)

**Telephone Number** (with area codes)

Office: \_\_\_\_\_

Home: \_\_\_\_\_

**References** (Names and Positions)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Academic Rank:**

☐ Professor

☐ Assoc. Professor

☐ Asst. Professor

☐ Instructor

☐ Lecturer or Other

☐ No Academic Rank

Complete all blanks as follows:

1. Name: Last, First, Middle.

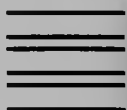
2. Institutional Affiliation: Institution's name, city, state.

3. Descriptive Title of Project as in Block 8 of the Application Cover Sheet.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

National Endowment for the Humanities  
Division of Fellowships and Seminars  
Room 316  
1100 Pennsylvania Avenue, NW  
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