



National  
Endowment  
for the  
Humanities

Division of  
Fellowships  
and  
Seminars

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Guidelines and  
Application Forms

Application Deadline:  
June 1, 1991

# NEH Fellowships

## University Teachers

## College Teachers and Independent Scholars

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### Checklist of Application Materials for NEH Fellowships

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

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## GENERAL INFORMATION

### The National Endowment for the Humanities

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, Public Programs, Research Programs, and State Programs—and by two offices, the Office of Challenge Grants and the Office of Preservation.

### The Humanities

In the act that established the Endowment, 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.

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

### Special Initiative

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

**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 and

the establishment of new societies and new forms of cultural expression through encounters among native American, European, and African peoples. Proposals may also explore 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.

Applications on subjects pertaining to the Columbian Quincentenary are evaluated in accordance with the criteria used to assess other applications for NEH Fellowships and carry no advantage in the competition because of the proposed topic of study.

## NEH FELLOWSHIPS

### Purpose and Scope

NEH Fellowships provide opportunities for individuals to pursue advanced 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. NEH Fellowships are intended for a range of individuals, from those who stand at the beginning of their careers to those who have made significant contributions to the humanities. These awards enable individuals to devote extended periods of uninterrupted time to investigation, reflection, and writing.

Projects supported by NEH Fellowships cover a variety of activities. They may contribute to the advancement of teaching, to scholarly knowledge, or to the general public's understanding of the humanities. Projects may treat broad topics or consist of closely focused study and research in a single field.

Issues pertinent to the humanities content of an applicant's own teaching field are an appropriate part of fellowship study, although applications for surveys of courses and programs in other institutions and for the preparation of institutional curricula are not eligible. Inquiries about the possibility of Endowment support for institutional 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 methods of teaching, to carry out empirical educational research projects, or to examine theories of teaching and learning that lack substantial content in a discipline of the humanities.

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### **Distinctions between the Division of Fellowships and Seminars and the Division of Research Programs**

Two divisions of the National Endowment for the Humanities support scholarly research: the Division of Fellowships and Seminars and the Division of Research Programs.

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

Applications should be sent to the **Division of Research Programs** if they are submitted by an institution or are for a grant period of more than one year or request financial support in addition to salary compensation for the project director.

The single exception to this policy is the field of archaeology. Subject to the distinctions noted above, scholars preparing written reports on archaeological work may apply either to the Division of Fellowships and Seminars or to the Division of Research Programs. Proposals for archaeological projects that include survey or excavation components must be submitted to the Division of Research Programs.

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

### **Criteria for Selection**

The mission of the National Endowment for the Humanities is to support work that will promote or encourage, in the words of the enabling legislation, "progress and scholarship in the humanities." To achieve this mission the Endowment strives to select only projects of compelling quality and importance. Consequently, applicants must demonstrate that their projects will be significant to the humanities.

The following criteria will be used in evaluating applications for NEH Fellowships:

1. the 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 field of the project and to the humanities generally;

3. the conception, definition, organization, and description of the proposed project; and

4. the likelihood that the applicant will complete the project.

In addition, preference will be given to applicants who have not held major grants or fellowships within the three years preceding the tenure period proposed for an NEH Fellowship. A major grant or fellowship is a postdoctoral award or its equivalent that provides support for a continuous period of time equal to at least one term of the academic year; that enables the recipient to pursue scholarly research, personal study, professional development, or writing; that is in the amount of \$10,000 or more; and that comes from sources other than the recipient's employing institution. Sabbaticals and grants from an individual's own institution are not considered major fellowships, nor are stipends and grants from other sources supporting study and research during the summer academic recess, such as NEH Summer Stipends and NEH Summer Seminar awards.

### **Eligibility for NEH Fellowship Programs**

The NEH Fellowship Programs are intended for individuals in diverse circumstances. Applicants may be faculty members of colleges and universities, staff members of colleges and universities, and faculty and staff members of primary and secondary schools. However, NEH Fellowships are not limited to individuals in educational institutions, and scholars and writers in various other positions are also welcome to apply. For example, scholars and writers working in institutions with research or educational collections such as museums, libraries, and historical associations; scholars and writers working in institutions with no connection to the humanities; and scholars and writers working independently are eligible and encouraged to apply.

The NEH Fellowship Programs are **Fellowships for University Teachers and Fellowships for College Teachers and Independent Scholars**. The program to which individuals may apply depends on the institution or institutions where they have been employed, whether part-time or full-time, or on the fact that they have had no institutional affiliation. For

applicants whose positions change near the application deadline, eligibility will be based on affiliation during the academic year before the deadline, not after it.

**The NEH Fellowships for University Teachers Program** is open *only* to

- individuals who are teaching part-time or full-time in a college or university department that grants the Ph.D. degree;
- individuals with part-time or full-time appointments to a central graduate school, on their own campus or another campus, that grants the Ph.D. degree;
- individuals who are affiliated with a postgraduate professional school;
- individuals who are affiliated part-time or full-time in any capacity at colleges or universities that grant the Ph.D. degree in the same general discipline as their proposed project;
- individuals on terminating contracts who have such positions as described above; and
- retired individuals who held such positions.

**The NEH Fellowships for College Teachers and Independent Scholars Program** is open *only* to

- part-time or full-time faculty and staff members of two-year, four-year, and five-year colleges and universities that do not grant the Ph.D. degree;
- part-time or full-time faculty members of universities in departments that do not grant the Ph.D. degree as long as the Ph.D. degree is not granted in the same general discipline as their project through another department, program, or college on their campus;
- individuals employed part-time or full-time in any nonteaching capacity at a university as long as the Ph.D. degree is not granted on their campus in the same general discipline as their project;
- individuals employed by institutions other than colleges and universities, such as primary or secondary schools, museums, libraries, etc.;
- individuals on terminating contracts who have such positions as described above;

- retired individuals who held such positions; and
- individuals working independently.

Persons whose situations do not fit into any of the above categories should explain their circumstances in a letter attached to the application, and NEH staff will then assign such applications to the appropriate program.

### **General Eligibility**

**Citizenship:** An applicant for an NEH Fellowship should be a 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.

**Highest Degree:** Although applicants need not have advanced degrees, those whose professional training includes a degree program must have received their degrees or completed all official requirements for them by June 1, 1991, the application deadline. If a prospective applicant has completed all of the official requirements for the degree and is awaiting only the formal award, certification that all requirements have been met by the application deadline must be submitted by the dean of the school awarding the degree. Persons seeking support for work leading toward a degree are not eligible to apply, nor are active candidates for degrees, even if they expect to have finished all work for their degree by the time they would begin tenure of the fellowship and even if the work proposed is not related to their degree program.

**Other Applications:** Persons may submit *only one* application per deadline for an NEH Fellowship, even if the project concerns the special initiative. Individuals may apply for an NEH Fellowship at the same time they apply to other programs within the division and the Endowment but may not hold more than one award from the Endowment for personal study, research, or enhancement of their teaching in any given fiscal or calendar year.

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

Fellowships normally support full-time work and are awarded for continuous periods of six to twelve whole months of tenure. Fellows may begin tenure of their awards any time between January 1, 1992, and the beginning of the spring term of the 1992-93 academic



year. For teachers, tenure periods must include at least one term of the academic year.

The maximum amount of the NEH stipend is \$30,000 for all tenure periods. The actual stipends of 1992-93 fellows will be based on their 1991-92 academic-year salaries and will be calculated to compensate for salary that will not be made up during the tenure period by sabbatical leave salary or other comparable grants or income from their employing institutions. If the maximum stipend is not reached in salary compensation, the Endowment may provide an allowance for necessary transportation expenses, up to the limit of \$30,000, but no allowance will be given for any other expenses.

Part-time fellowships can be awarded under exceptional circumstances, such as when job responsibilities cannot be relinquished or when teaching a particular course would enhance the work proposed for the fellowship. These circumstances must be explained in the application. Part-time fellowships carry a maximum stipend of \$30,000 and are awarded for any amount of released time between half time and full time. Tenure must be for continuous periods of whole months. The minimum tenure period should be the equivalent of six months of full-time tenure. The maximum is the equivalent of twelve months of full-time tenure: for example, four semesters over twenty-four months at half time; three semesters over seventeen months at two-thirds time. Stipends are intended primarily to compensate for salary lost through released time during the academic year and are calculated according to the same principles as those for full-time fellowships.

Applicants should request periods of tenure that suit their schedules and the needs of their projects. Requests for shorter tenure periods will not affect their chances of receiving an award.

Fellows may not hold other major fellowships or grants during fellowship tenure, except sabbaticals and grants from their own institutions and small grants from other sources for specific research expenses. Successful applicants who receive offers of fellowships from other foundations after June 1, 1991, must hold the NEH Fellowship first.

A full-time fellow must devote full time to the fellowship study and may not accept a teaching assignment or undertake any other major activity during the tenure of the fellowship. A part-time fellow must devote the entire released time to the fellowship study and may not undertake any other major activity or accept any teaching assignment

other than that finally agreed on between the Endowment and the fellow.

### **Application Deadline and Award Notification**

Applications must be postmarked by June 1, 1991. Awards will be announced by mid-December 1991.

### **Application Review Process**

NEH Fellowships have one review cycle a year. The process begins at the application deadline, June 1, 1991, and lasts seven months.

The applications to each program are grouped by discipline or clusters of related disciplines into sets for review by peer advisory panels. Panels usually have five members who are scholars and teachers in the discipline or disciplines of the applications assigned to the panel. The recommendations of the advisory panels are reviewed in turn by the National Council on the Humanities. The National Council is composed of twenty-six members appointed by the President of the United States with the consent of the Senate to advise the Chairman of the Endowment on policy and program matters. The Chairman of the Endowment, after considering the recommendations made in the course of the review, makes the final decision on the applications.

Reapplication is always possible, and failure to gain support in one year does not prejudice an applicant's chances for reconsideration in future competitions. By writing to the program officer for the program to which they applied, applicants may obtain details of the panelists' evaluation of their proposals.

## **OTHER PROGRAMS OF THE DIVISION OF FELLOWSHIPS AND SEMINARS**

**Summer Stipends** provide support for faculty members in universities and two-year, four-year, and five-year colleges, and for other persons working in the humanities, to enable them to 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. The application deadline for 1992 awards is October 1, 1991.



**Summer Seminars for College Teachers** provide opportunities for teachers in two-year, four-year, and five-year colleges and universities and for other scholars 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 they pursue advanced study and research in their fields of study or in other fields related to their interests. The seminars last six, seven, or eight weeks and are held at institutions broadly distributed throughout the country. The application deadline both for participants in 1992 seminars and for directors of seminars in 1993 is March 1, 1992.

**Summer Seminars for School Teachers** provide opportunities for teachers and other school personnel of kindergarten through grade 12 to work in their areas of interest with master teachers and active scholars, studying seminal works in the humanities systematically and thoroughly. The seminars last four, five, or six weeks, depending on the individual seminar, and are held at institutions broadly distributed throughout the country. The application deadline for participants in 1992 seminars is March 1, 1992, and for directors of 1993 seminars is April 1, 1992.

**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 12677) 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 humanities disciplines. The annual application deadline for these awards is March 15.

**The Travel to Collections Program** provides small grants to individual scholars so that they can use the research collections of libraries, archives, museums, and other repositories. Awards are made to help defray transportation costs, subsistence and lodging, reproduction and photoduplication costs, and associated research expenses. The application deadlines are July 15, 1991, for travel that will begin after December 1, 1991, and January 15, 1992, for travel that will begin after June 1, 1992.

**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. No academic credit may be taken for this work. The application deadline for 1992 awards is November 1, 1991.

### **Further Information**

Information on the programs of the Division of Fellowships and Seminars 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 the Faculty Graduate Study Program for Historically Black Colleges and Universities: 202/786-0466.

NEH Summer Seminars, Travel to Collections Program, and Younger Scholars Program: 202/786-0463.

## APPLICATION INSTRUCTIONS

The completed application will consist of the following documents:

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

The application cover sheet and reference letter forms follow page 13.

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

No application will be eligible for consideration for a fellowship without a résumé. Additional materials, such as books, articles, copies of course outlines, appendices, attachments, tapes, slides, etc., should not be submitted in support of applications because they will not be used in the review process. Transcripts and placement files also should not be sent.

### NEH Application Cover Sheet

Instructions for completing the cover sheet begin on page 12.

## Résumé

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

- a) A record of the applicant's education, including the titles of any theses or dissertations, and the dates when degrees were awarded.
- b) A record of employment and current position or positions. Because the program for which a person is eligible depends on the position held at the application deadline, the applicant should provide the following information: the current affiliation, whether it is part-time or full-time, and whether and when the current contract will end. An applicant with an appointment to a graduate program on another campus should indicate it and note the highest degree offered in the program. For applicants whose positions change near the application deadline, eligibility will be based on affiliation during the academic year before the deadline, not after it.
- c) A list of the most important academic honors or awards received, including the source, the dates of tenure, the dollar amount, the terms of leave, if any, provided by the grant, and the nature of all fellowships and grants awarded for any period during the three years preceding the proposed tenure of an NEH Fellowship. In the case of grants awarded for purposes other than individual study and research, applicants should explain their involvement and activities. If applicants have been awarded no grants for tenure during the three years preceding the proposed NEH tenure, they should state that none has been awarded.
- d) A list of publications, if any.

### Description of Proposed Study

The proposal for a fellowship is the only demonstration that evaluators will have of the substance of the project, the contribution it can make to humanities scholarship or teaching, and its general quality. It is essential that the text include enough detail about the ideas, objectives, and methods entailed in the project to enable evaluators to assess quality, significance, and feasibility. A simple statement of need or intent is insufficient evidence that a project merits support. Some reviewers will not possess specialized knowl-

edge of the proposed field of study; therefore, the description should be free of jargon and, as much as possible, technical terms.

The description of the proposed study *should not exceed three single-spaced or six double-spaced typed pages*. The proposal should be easily readable, and pages should have margins of at least one inch. Type should be dark and not smaller than twelve characters per inch, and lines should be spaced so that there are no more than six per inch.

Although no particular form is prescribed, the description of the project should address the questions listed below.

a) What are the basic ideas, problems, works, or questions the study will examine? What is the planned approach or line of thought, to the extent that it has been developed? If the area is new to the applicant, what are the reasons for working in it or what interests have led to the new area?

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

c) For what audience are the results of the study intended, such as students, other teachers, other scholars, the general public, or some combination of these? What form is the proposed study likely to assume?

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 project likely to make, and what is its significance for the humanities? If the applicant is working in a new area, how will enhancing the applicant's knowledge contribute to the intended audience's understanding of the issues concerned?

f) What is the relationship between the proposed work and the work of others in the same general area? What is distinct about the proposed study?

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

h) At what location or locations will the applicant conduct the study, and what materials will be used? What is the likelihood of access to archives, collections, or institutions with resources necessary for the work?

i) If the applicant is applying for a part-time fellowship, what is the necessity of holding the fellowship for part-time rather than full-time tenure? For example, what are the job responsibilities that cannot be relinquished? 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?

### Bibliography

Following the description of the project should be a selected list, which is not to exceed one page, of publications by other scholars and writers or of primary materials and sources that the applicant has used or is planning to use and that have the greatest relevance to the proposed study. This list of readings and materials is vital to the proposal because Endowment reviewers determine from it the amount of work or preparation an applicant has done in the same area, the character of the applicant's interests, and the nature of the approach to the proposed topic.

### Reference Letters

A completed application includes three letters of reference, the forms for which are included in this brochure. The authors of the letters should send them directly to the Endowment. Reference letters should provide important information about the applicants and their proposals, and applicants should select their referees carefully. Most helpful in this regard are letters from persons in a position to discuss specifically the likely results or outcome of the proposed project, its significance to the field and to its intended audience, the general quality of the applicant's work, and the applicant's ability to carry out the project successfully. Ideally, no more than one referee should be from the applicant's own institution.

It is the applicant's responsibility to fill in the top part of the reference letter form, to check the appropriate box or boxes on the front of the form, and to send the form, together with a copy of the full proposal, to each referee. It is also the applicant's

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responsibility to request that referees 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.

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

#### **Data Cards**

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

#### **Submission of Application**

Applications may not be submitted to NEH by means of a FAX machine.

The completed application package must be postmarked *no later than June 1, 1991*. The application package should be directed to the appropriate program, as follows:

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

The package should be mailed to the following address:

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

# National Endowment for the Humanities

Washington, D.C.

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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.

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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 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.**

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

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

## INSTRUCTIONS FOR COMPLETING THE APPLICATION COVER SHEET

**Paperwork Burden:** The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates the average time to complete this application is eight hours per response. This estimate includes the time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the time to complete it, to the Assistant Chairman for Operations, National Endowment for the Humanities, Washington, D.C. 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0083), Washington, D.C. 20503.

### **Block 1. Individual Applicant:**

**Item a:** Give a mailing address good through January 1992.

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

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

**Item c:** Enter the social security number and date of birth of the 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 also put the code number in the box: for example, Music, M5. If the applicant's field is not listed, indicate the general discipline in which it falls or the closest major field. This information is used for general statistical purposes and will not affect the review of the application.

**Item f:** If a foreign national, check "Other" and specify the month and year in which the applicant came most recently to reside in the United States.

**Block 2.** Prechecked.

**Block 3.** Prechecked.

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

See page 4, above, for details of eligibility for the two programs of NEH Fellowships.

Write in the title of the program to which the application is being submitted and put the appropriate code number in the box:

**Fellowships for University Teachers—6111**

**Fellowships for College Teachers and Independent Scholars—6112**

If applying under the Endowment's initiative, described on page 3 of these guidelines, indicate the code number of the initiative:

**03M—Columbian Quincentenary**

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

See page 5, above, for details on permissible length and dates of tenure for part-time and full-time tenure periods. Successful applicants will be permitted, when awards are offered, to change the dates of tenure, as long as the total amount of time is not changed.

### **Block 6. Project Funding:**

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

### **Block 7. Field of Project:**

Use the fields and codes listed on the back of the cover sheet to designate the field of the proposed study. If the field of the project is not listed there, indicate the general discipline in which it falls or the closest major field.

### **Block 8. Descriptive Title of Project:**

Provide 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 in length*, including punctuation and spaces. The Endowment is obliged to be as clear as possible to the public about awards it makes. The descriptive title will be used for this purpose whenever possible, but Endowment staff may assign a different working title to the project.

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**Block 9. Description of Proposed Project:**

Summarize the points that are developed in the full, appended proposal and do not merely refer to it. The summary is important for purposes of both review and records, and it *must* be limited to the space provided.

**Block 10.** Not Applicable.

**Block 11. Institutional Data:**

**Item a:** Indicate the name and location of the institution or organization the applicant is affiliated with on, or was affiliated with before, June 1, 1991. Do not indicate here the institution that the applicant may be moving to later or plans to work at during the proposed fellowship tenure. If not affiliated with an institution, please leave the space blank.

**Item b:** Not Applicable.

**Item c:** Not Applicable.

**Item d:** Not Applicable.

**Block 12. Certification:**

The Endowment is required to obtain from all applicants certification regarding federal debt status, debarment and suspension, and a drug-free workplace. By signing and submitting this application, the applicant provides these certifications. The certifications and the accompanying instructions, which are found in the appendix of this brochure, should be read before the application cover sheet is signed.

**Block 13.**

**Item a:** Indicate the applicant's status as either a **junior scholar** or **senior scholar**. For purposes of the application, junior scholars hold the rank of instructor or assistant professor in colleges or universities or are independent scholars who are at comparably early stages of their careers. Senior scholars are associate professors and full professors or are independent scholars who are at comparably later stages of their careers. Reviewers are asked to evaluate the application in light of the applicant's experience in the humanities.

**Item b:** Request full-time or part-time tenure.



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# NEH APPLICATION COVER SHEET

OMB No. 3136-0083

Expires: 1/31/94

## 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)

## 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./institution

If a, indicate an institutional affiliation, if applicable, on line 11a.

If b, complete block 11 below and indicate here:

c. Type

d. Status

## 3. Type of application

a. ☒ new 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

Endowment Initiatives: \_\_\_\_\_  
(code)

## 5. Requested grant period

From: \_\_\_\_\_ To: \_\_\_\_\_  
(month year) (month/year)

## 6. Project funding

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

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

(if yes, indicate where and when): NOT APPLICABLE

## 11. Institutional data

### a. Institution or organization:

(name)

(city) (state)

b. Employer identification number NOT APPLICABLE

### c. Name of authorizing official:

NOT APPLICABLE

(last) (first) (initial)

(title)

### d. Name and mailing address of institutional grant administrator:

NOT APPLICABLE

(last) (first) (initial)

(city) (state) (zip code)

Telephone: \_\_\_\_\_ Form of address ☐  
(area code)

## 12. Certification

By signing and submitting this application, the individual is providing the applicable certifications regarding federal debt status, debarment and suspension, and a drug-free workplace as set forth in the appendix to these guidelines.

(signature)

(date)

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

13. a. Status of Applicant: ☐ Junior ☐ Senior

b. Tenure Requested: ☐ Full-time ☐ Part-time

## 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

Italian D5

Latin American D6

Literary Criticism DI

Near Eastern DB

Slavic D7

Spanish D8

---

### *Museum Studies/Historic Preservation* I2

---

### *Philosophy* B1

Aesthetics B2

Epistemology B3

Ethics B4

History of Philosophy B5

Logic B6

Metaphysics B7

Non-Western Philosophy B8

---

### *Religion* E1

Comparative Religion E5

History of Religion E2

Non-Western Religion E4

Philosophy of Religion E3

---

### *Social Science* U2

American Government F2

Economics N1

Geography U7

International Relations F3

Political Science F1

Psychology U5

Public Administration F4

Sociology S1

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

**Check the appropriate category or categories:**

☐ Fellowships for University Teachers

☐ Junior

☐ Senior

☐ Fellowships for College Teachers and Independent Scholars

☐ Junior

☐ Senior

**To Be Completed By The Applicant:**

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

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

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

Descriptive Title of Project: \_\_\_\_\_

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

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

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

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

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

(over)

## **GUIDELINES FOR REFEREES**

The person named on the front of this form has applied for a National Endowment for the Humanities Fellowship. The Endowment would appreciate receiving from you an assessment of the applicant and the proposed project. The mission of the Endowment is to support work that will encourage progress and scholarship in the humanities. The awards the Endowment makes are supported by public funds, and the Endowment strives to select only projects of compelling quality and importance. Consequently, applicants are instructed that they must demonstrate that their projects will be significant to the humanities. You should judge the application according to the following selection criteria and also add other comments that you think might be helpful to the Endowment:

- 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 field of the project and to the humanities generally;**

**3. the conception, definition, organization, and description of the proposed project; and**

**4. the likelihood that the applicant will complete the project.**

If it is more convenient to use paper other than this form for your response, or if you need to attach extra pages, please be sure to indicate clearly the full name of the applicant and the program to which the application has been submitted on each additional sheet.

It is important to the applicant that we receive your letter as close as possible to June 1, 1991. Please send the letter directly to the

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

The National Endowment for the Humanities will keep the identity of authors of reference letters confidential. Under certain circumstances, the Freedom of Information Act, 5 U.S.C. 552, and the Privacy Act of 1974, 5 U.S.C. 552a, require that nonidentifying contents of reference letters be disclosed at the request of the applicant.

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

**Check the appropriate category or categories:**

☐ Fellowships for University Teachers

☐ Junior

☐ Senior

☐ Fellowships for College Teachers and Independent Scholars

☐ Junior

☐ Senior

**To Be Completed By The Applicant:**

Name of Applicant:

Institution:

City and State:

Descriptive Title of Project:

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

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

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

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

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

(over)

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

**Check the appropriate category or categories:**

☐ Fellowships for University Teachers  
☐ Junior ☐ Senior

☐ Fellowships for College Teachers and Independent Scholars  
☐ Junior ☐ Senior

**To Be Completed By The Applicant:**

Name of Applicant:

Institution:

City and State:

Descriptive Title of Project:

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

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

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

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

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

(over)

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## APPENDIX

### Instructions for Certification

1. The Endowment is required to obtain certifications from applicants who are individuals regarding federal debt status, debarment and suspension, and the requirements of the Drug-Free Workplace Act of 1988. By signing and submitting this application, the applicant provides these certifications.

2. If a prospective applicant is unable to provide the certification required by the Drug-Free Workplace Act, he or she is not eligible for funding from the Endowment. If a person is unable to provide the certification regarding federal debt status or debarment and suspension, an explanation must be attached to the proposal. The explanation of why the certification on federal debt status or debarment and suspension cannot be submitted will be considered in connection with the Endowment's funding determination. Failure to furnish a certification or an explanation shall disqualify the applicant from receiving an award from the Endowment.

3. The certifications are material representations of fact on which reliance will be placed when the Endowment decides to fund the application. If it is later determined that the applicant knowingly provided an erroneous certification, in addition to other remedies available to the federal government, the Endowment may terminate the award for cause or default or, when applicable, may take action authorized under the Drug-Free Workplace Act.

4. The applicant shall provide immediate written notice to the director of the Grants Office if at any time he or she learns that the certifications were erroneous when submitted or have become erroneous by reason of changed circumstances.

5. The following definitions apply to the terms used in each of the certifications.

### Definitions

**Controlled Substance:** A controlled substance in schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1308.11 - 1308.15.

**Debarment:** An action taken by a debarring official in accordance with 45 CFR Part 1169 to exclude a person from participating in covered transactions. A person so excluded is "debarred."

**Delinquent:** Represents the failure to pay an obligation or debt by the date specified in the agency's initial written notification or applicable contractual agreement, unless other satisfactory payment arrangements have been made by that date, or if at any time thereafter, the debtor fails to satisfy the obligation under a payment agreement with the agency.

**Federal Debt:** The amount of money or property that has been determined by an appropriate agency official to be owed to the United States by any person, organization, or entity. Examples of debts include delinquent taxes, audit disallowances, guaranteed and direct student loans, housing loans, farm loans, business loans, Department of Education institutional loans, benefit overpayments, and other miscellaneous administrative debts.

**Grantee (in the drug-free workplace certification):** A person who applies for or receives a grant directly from a federal agency.

**Ineligible:** Excluded from participation in federal nonprocurement programs pursuant to a determination of ineligibility under statutory, executive order, or regulatory authority, other than Executive Order 12549.

**Primary Covered Transaction:** This is normally any nonprocurement transaction between an agency and a person, regardless of type, including grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, donation agreements, and any other nonprocurement transaction between a federal agency and a person.

**Suspension:** An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue.

## **Certifications**

### **1. Certification Regarding Federal Debt Status (OMB Circular A-129)**

The applicant certifies to the best of his or her knowledge and belief that he or she is not delinquent in the repayment of any federal debt.

### **2. Certification Regarding Debarment and Suspension (45 CFR 1169)**

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

### **3. Certification Regarding Drug-Free Workplace Requirements (Drug-Free Workplace Act of 1988)**

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

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

Note: if a proposed project relates to American Indians, Aleuts, Eskimos, or native Hawaiian people and artifacts, the applicant should obtain from the Endowment a copy of the code of ethics concerning native Americans. The code establishes certain standards of conduct in research, publication, and public programs involving native American people.

### **EEO Statement**

Endowment programs do not discriminate on the basis of race, color, national origin, sex, handicap, or age. For further information, write to the Equal Opportunity Employment Officer, National Endowment for the Humanities, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.

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

**1991-92 Academic Year Salary:** \$ \_\_\_\_\_Contract Basis: ☐ 9 months☐ Other: \_\_\_\_\_**Applicant's Name** (Last, first, initial)**Descriptive Title of Project** (Same as on Cover Sheet)**Institutional Affiliation**

(Department or school, institution, city, and state)

**Telephone Numbers** (with area codes)

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

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

**Mailing Address** (if different from above)**References** (Names, departments, and institutions)

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Academic Rank:**

- |   |  |
|---|--|
| <input type="checkbox"/> Professor        | <input type="checkbox"/> Instructor        |
| <input type="checkbox"/> Assoc. Professor | <input type="checkbox"/> Lecturer or Other |
| <input type="checkbox"/> Asst. Professor  | <input type="checkbox"/> No Academic Rank  |

Card #2

1. Applicant's Name: Last, First, Middle

2. Institution

3. Descriptive Title of Project

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

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