

N A T I O N A L

E N D O W M E N T

F O R T H E

H U M A N I T I E S

Fellowships
and Summer
Stipends

Division of Research and Education Programs

APPLICATION DEADLINES:

Fellowships: May 1, 1999

Stipends: October 1, 1999

APPLICATION DEADLINES FOR FELLOWSHIPS AND STIPENDS

FELLOWSHIPS

Deadline	Notification	Project Tenure
May 1	Early December	Can begin January 1

Fellowships applications should be sent to
Fellowships
Division of Research and Education
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W., Room 318
Washington, D.C. 20506

Fellowships for University Teachers
Telephone: 202/606-8466
E-mail address: fellowsuniv@neh.gov.
Applications may not be submitted electronically.

Fellowships for College Teachers and Independent Scholars
Telephone: 202/606-8467
E-mail address: fellowscolind@neh.gov.
Applications may not be submitted electronically.

SUMMER STIPENDS

Deadline	Notification	Project Tenure
October 1	Early April	Can begin May 1

Summer Stipends applications should be sent to
Summer Stipends
Division of Research and Education
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W., Room 318
Washington, D.C. 20506

Telephone: 202/606-8551
E-mail address: stipends@neh.gov.
Applications may not be submitted electronically.

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Customer Service Standards

In assisting you as a prospective applicant, you can expect us to:

- o respond courteously and quickly to your requests for information about our grant programs;
- o be able to describe the programs that best suit your needs;
- o provide application instructions and forms that are clear and easy to use;
- o explain accurately the procedures that would be used to evaluate your application and tell you when you could expect a decision.

In assisting you as an applicant, you can expect us to:

- o ensure that the evaluation of your application is fair, expeditious, and informed by the expert judgments of your peers;
- o notify you promptly of the decision on your application;
- o provide substantive reasons for the decision reached on your application.

In assisting you as a grantee, you can expect us to:

- o provide you with an award document that is clear and easy to understand and that sets forth sensible reporting requirements;
- o provide the names of our staff members who will serve as contacts for your reports and for any assistance you may need;
- o answer promptly and satisfactorily all requests for information on NEH policies and procedures;
- o read and acknowledge promptly your reports on grant activities;
- o maintain a professional, helpful relationship with you as you carry your project to completion.

THE NATIONAL ENDOWMENT FOR THE HUMANITIES

In order "to promote progress and scholarship in the humanities and the arts in the United States," Congress enacted the National Foundation on the Arts and the Humanities Act of 1965. This act established the National Endowment for the Humanities as an independent grant-making agency of the federal government to support research, education, and public programs in the humanities.

The Humanities

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

Organization of the Endowment

Grants are made through the Federal/State Partnership, three divisions (Preservation and Access, Public Programs, and Research and Education Programs), and two offices (Challenge Grants and Enterprise).

Presidential Directives

The National Endowment for the Humanities participates in three government-wide Presidential Directives. Executive Order 12677 mandates federal efforts to help strengthen and ensure the long term viability of the nation's Historically Black Colleges and Universities, Executive Order 12729 mandates federal efforts on behalf of educational excellence for Hispanic Americans, and Executive Order 13021 mandates increased accessibility of federal resources for Tribal Colleges and Universities. The NEH encourages applications that respond to these Presidential Directives.

THE NATIONAL ENDOWMENT FOR THE HUMANITIES

*"Democracy demands wisdom and
vision in its citizens"*

*—National Foundation on the Arts
and the Humanities Act of 1965*

GENERAL INFORMATION ON NEH FELLOWSHIPS AND SUMMER STIPENDS

Purpose, Scope, and Eligibility

NEH Fellowships and Summer Stipends provide opportunities for individuals to pursue advanced work that will enhance their capacities as interpreters of the humanities and enable them to make significant contributions to thought and knowledge in the humanities. Applicants may be faculty or staff members of colleges or universities, or of primary or secondary schools. However, NEH Fellowships and Summer Stipends are not limited to individuals in educational institutions, and scholars and writers in various other positions may apply. For example, scholars and writers working independently or in institutions with research or educational collections such as museums, libraries, and historical associations or in institutions with no connection to the humanities are eligible and encouraged to apply.

NEH Fellowships and Summer Stipends support projects that can be completed during the tenure of an award, but they may also be part of a long-term endeavor.

Projects supported by NEH Fellowships and Summer Stipends cover a variety of activities. They may contribute to scholarly knowledge, to the advancement of teaching, or to the general public's understanding of the humanities. Such work might eventually produce scholarly articles, a monograph on a specialized subject, a book-length treatment of a broad topic, an archaeological site report, a translation, an edition, or other scholarly tool in either traditional or electronic format.

NEH Fellowships and Summer Stipends do not support projects to improve methods of teaching, to carry out empirical educational research projects, or to examine theories of teaching and learning that lack substantial content in a discipline of the humanities. Neither do they support surveys of courses and programs or the preparation of institutional curricula. Inquiries about the possibility of Endowment support for institutional projects to improve curricula or the teaching of the humanities should be directed to the Endowment's Education Development and Demonstration Program within the Division of Research and Education.

Criteria for Selection

The Endowment strives to support only projects of compelling quality and significance to the humanities.

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

1. the significance of the contribution that the proposed project will

make to thought and knowledge in the field of the project and to the humanities generally;

2. the quality or the promise of quality of the applicant's work as an interpreter of the humanities;
3. the quality of the conception, definition, organization, and description of the proposed project; and
4. the likelihood that the applicant will complete the entire project.

General Eligibility

Scholars who have completed their formal academic training can apply for NEH Fellowships. Applicants employed by academic institutions that offer the Ph.D. in the field of their projects should submit their proposals to Fellowships for University Teachers; all other applicants should submit their proposals to Fellowships for College Teachers and Independent Scholars. All scholars who have completed their formal academic training are eligible for Summer Stipends. In general, university and college faculty must be nominated by their institutions in order to apply for a Summer Stipend. The following pages carry further information on these opportunities.

Citizenship: Applicants should be U.S. citizens, native residents of U.S. jurisdictions, or foreign nationals who have been legal residents in the United States or its jurisdictions for at least the three years immediately preceding the application deadline.

Highest Degree: Although applicants need not have advanced degrees, those whose professional training includes a degree program must have received their degrees or completed all official requirements for them by 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 the 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: In a given cycle a person may apply separately for both an NEH Fellowship and an NEH Summer Stipend--and to other NEH programs as well--though an applicant may not hold more than one NEH award in any given fiscal or calendar year. Potential applicants should read carefully the "Submission of Applications" sections for each program.

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 the application deadline.

Each Endowment application is assessed first by knowledgeable persons outside the agency who are asked for their judgments about the quality and significance of the proposed project.

Application Review Process

Each Endowment application is assessed first by knowledgeable persons outside the agency who are asked for their judgments about the quality and significance of the proposed project. About 650 scholars, professionals in the humanities, and other experts serve on approximately 125 panels throughout the course of a year. Panelists represent a diversity of disciplinary, institutional, regional, and cultural backgrounds. In some programs the judgment of panelists is supplemented by individual reviews solicited from specialists who have extensive knowledge of the specific subject area or technical aspects of the application under review.

The advice of evaluators is assembled by the staff of the Endowment, who comment on matters of fact or on significant issues that would otherwise be missing from the review. These materials are then forwarded to the National Council on the Humanities, a board of twenty-six citizens nominated by the President of the United States and confirmed by the Senate. The National Council meets three times each year to advise the Chairman of the Endowment. The Chairman, who is appointed for a four-year term by the President with the consent of the Senate, takes into account the advice provided by this review process and, by law, makes the decision about funding. A final decision can normally be expected about six months after the application deadline.

GUIDELINES SPECIFIC TO NEH FELLOWSHIPS

The information in this section pertains only to applications submitted for either **Fellowships for University Teachers** or **Fellowships for College Teachers and Independent Scholars**. Applicants submitting applications for either of these NEH Fellowships opportunities should also read "General Information on NEH Fellowships and Summer Stipends" above.

Distinctions between NEH *Fellowships* and the *Collaborative Research Program*

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

Two or more scholars working together and seeking support for a variety of project costs should consider applying to the Collaborative Research program. Two or more scholars who are collaborating may apply for Fellowships, though the vast majority of Fellowships applications are submitted for one-person projects. Collaborators can apply for Fellowships *if they are seeking only salary replacement from six to twelve months*. In such cases each scholar seeking support must submit a separate application that describes the total project and the specific responsibilities of each scholar within it.

Scholars who are unsure about which NEH program is suitable for their projects should consult with Endowment staff as early as possible.

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

Eligibility for NEH Fellowships

There are two NEH Fellowships programs: **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 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. A person may submit *only one NEH Fellowships application in a given year*.

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

- individuals who are teaching part-time or full-time in a college or university department that grants the Ph.D. degree;

Two or more scholars who are collaborating may apply for Fellowships, though the vast majority of Fellowships applications are submitted for one-person projects.

Other things being equal, 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.

- individuals with part-time or full-time appointments to a central graduate school, either on their own campus or another campus, that grants the Ph.D. degree;
- individuals who are affiliated with a postgraduate professional school;
- individuals who are affiliated part-time or full-time in any capacity with colleges or universities that grant the Ph.D. degree in the same general subject area as their proposed project; and
- retired individuals who have held such positions.

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

- part-time or full-time faculty and staff members of two-year and four-year colleges and universities that do not grant the Ph.D. degree;
- part-time or full-time faculty members of universities in departments that do not grant the Ph.D. degree as long as the Ph.D. degree is not granted in the same general subject area 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.;
- retired individuals who have 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.

Recent Grants and Fellowships Held by the Applicant

Other things being equal, preference will be given to applicants who have not held major grants or fellowships within the three years preceding the tenure period proposed for an NEH Fellowship. A major grant or fellowship is a postdoctoral award or its equivalent that provides support

for a continuous period of time equal to at least one term of the academic year; that enables the recipient to pursue scholarly research, personal study, or writing; that is in the amount of \$10,000 or more; and that comes from sources other than the recipient's employing institution. Sabbaticals and grants from an individual's own institution are not considered major fellowships, nor are stipends and grants from other sources supporting study and research during the summer academic recess, such as NEH Summer Stipends and NEH Summer Seminar and Institute participant awards.

A person seeking funding for a project that has previously received NEH Fellowships support is eligible. Panelists will be asked whether the applicant's record indicates that the previous award was put to good use and whether the project warrants a second NEH Fellowship.

Stipends, Tenure, and Conditions of Award

Tenure must cover an uninterrupted period of from six to twelve whole months. The earliest that fellows may begin tenure is January 1, 2000. The latest that fellows who are teachers may begin tenure is the start of the spring term of the 2000-2001 academic year. The latest that fellows who are not teachers may begin tenure is April 1, 2001. Tenure periods for teachers must include at least one term of the academic year and should not begin or end during a term of the academic year.

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.

A stipend of \$30,000 will be awarded to those holding fellowships for a grant period of from nine to twelve months. A stipend of \$24,000 will be awarded to those holding fellowships for a grant period of from six to eight months.

Part-time fellowships can be awarded only under exceptional circumstances, such as when job responsibilities cannot be relinquished. These circumstances must be explained in the application. Tenure must be for continuous periods of whole months. The minimum tenure period should be the equivalent of six months of full-time tenure. The maximum is the equivalent of twelve months of full-time tenure, for example, four semesters over twenty-four months at half time, or three semesters over sixteen months at two-thirds time.

Applicants should request periods of tenure that suit their schedules and the needs of their projects. A request for a shorter tenure period will not improve the chances of receiving an award.

Applicants should request periods of tenure that suit their schedules and the needs of their projects.

The National Endowment for the Humanities, the German Historical Institute, and the American Institute for Contemporary German Studies have formed a collaborative partnership to support scholarly research on the overall topic of continuity, change, and globalization in postwar Germany and America.

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.

Applicants who receive offers of fellowships from other foundations after May 1, 1999, should notify NEH immediately.

For Projects on Postwar Germany

The National Endowment for the Humanities, the German Historical Institute, and the American Institute for Contemporary German Studies have formed a collaborative partnership to support scholarly research on the overall topic of continuity, change, and globalization in postwar Germany and America. As appropriate, applicants successful in the competition for NEH Fellowships may be invited by the GHI and the AICGS to participate in this program. The program is intended to enrich scholarly work supported by the NEH, the GHI, and the AICGS by heightening communication and collaboration between American and German scholars and, through workshops and symposia, by making the results of the partnership available to audiences more quickly than might otherwise be possible.

Submission of NEH Fellowships Applications

- NEH will accept Fellowships applications postmarked between March 1, 1999, and May 1, 1999.
- The Endowment acknowledges receipt of Fellowships applications in mid-to-late May.
- Applicants will be notified of the decisions on their applications by early December 1999.
- The Endowment does not accept applications submitted by fax or e-mail.
- Application packages should be mailed to the following address:

NEH Fellowships, Room 318
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

- Persons with questions regarding NEH Fellowships for University Teachers should call 202/606-8466 or send an e-mail message to fellowsuniv@neh.gov on the Internet.

GUIDELINES SPECIFIC TO NEH SUMMER STIPENDS

The information in this section pertains only to applications submitted for NEH Summer Stipends. Applicants submitting applications to this program should also read "General Information on NEH Fellowships and Summer Stipends" on pages 4 through 6 of this booklet.

Nomination

All applicants teaching in colleges and universities must be nominated by their institutions, except for the cases of exemption noted below. Each institution should designate a nominating official, usually an academic vice president or dean, whose signature on the application cover sheets will indicate that the respective applicants are the institution's nominees.

Each college and university in the United States and its jurisdictions may nominate two members of its faculty for the Summer Stipends competition. Of the two, at least one should be a **junior nominee**. For the purposes of the Summer Stipends program, academic applicants who hold the rank of instructor or assistant professor or who are at comparably early stages of their careers will be considered **junior nominees**. Those holding the rank of associate professor or professor will be considered **senior nominees**.

Each institution should announce its nominating procedures to all prospective applicants. Those wishing to apply should become familiar with their institution's nomination procedures well before the application deadline of October 1, 1999.

All applications that require nomination must be signed by the officer authorized to submit the institution's nominations. The nominating official should also send a letter to the Summer Stipends program giving the names of the institution's nominees.

Exceptions to Nomination

There are three exceptions to the nomination requirement:

1. Independent scholars are eligible to apply without nomination to the Summer Stipends program. For the purposes of this guideline, the designation "independent scholars" includes scholars not affiliated with a college or university.
2. Nonfaculty college and university staff members are eligible for the Summer Stipends program. They may apply **without nomination** provided that they will not be teaching during the 1999-2000 academic year.

Each college and university in the United States and its jurisdictions may nominate two members of its faculty for the Summer Stipends competition.

Summer Stipends normally support work carried out during the summer months, but arrangements can be made for holding tenure at other times of the year.

3. Adjunct faculty and academic applicants with appointments terminating by the summer of 2000 may apply **without nomination**.

Note: As stated on page 5, persons who are candidates for a degree are not eligible to apply.

Recent Grants and Fellowships Held by the Applicant

Persons who have held a major fellowship or research grant or its equivalent during the 1997-98 academic year or during subsequent academic years are *ineligible* for 2000 NEH Summer Stipends. For the purposes of this guideline, a "major fellowship or research grant" is a postdoctoral award that provides support for a continuous period of time equal to at least one term of the academic year (for example, a quarter or a semester); that enables the recipient to pursue scholarly research, personal study, professional development, or writing; that provides a stipend of at least \$10,000; and that comes from sources other than the recipient's employing institution. In this regard, sabbaticals and grants from a person's own institution are **not** considered major fellowships, nor are stipends and grants from other sources supporting study and research during the summer.

Summer Stipends recipients must wait five years before they are eligible to apply again to the program. Thus, persons who have held Summer Stipends in 1996 or later are *not eligible* to apply for 2000 awards.

Stipends, Tenure, and Conditions of Award

Each Summer Stipend provides \$4,000 for two consecutive and uninterrupted months of full-time independent study and research. Summer Stipends recipients may not hold major fellowships or grants during the tenure of their awards, and they must devote full time to their projects for the two months of their tenure.

Summer Stipends normally support work carried out during the summer months, but arrangements can be made for holding tenure at other times of the year. Persons planning to begin tenure after April 30, 2001, should apply to the October 1, 2000 deadline.

Submission of NEH Summer Stipends Applications

- NEH will accept Summer Stipends applications postmarked between August 1, 1999, and October 1, 1999.
- Applicants will be notified of the decisions on their applications by early-April 2000.
- The Endowment does not accept applications submitted by fax or e-mail.

- Application packages should be mailed to the following address:

NEH Summer Stipends, Room 318
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

- Persons with questions regarding the program of Summer Stipends should call 202/606-8551 or send an e-mail message to stipends@neh.gov.

Certifications

All applicants are required to certify regarding federal debt status, debarment and suspension, and compliance with the drug-free workplace requirements. They are therefore advised to review the information on certifications in the Appendix of this brochure before signing Block 11 of the application cover sheet.

All applicants are required to certify regarding federal debt status, debarment and suspension, and compliance with the drug-free workplace requirements. They are therefore advised to review the information on certifications in the Appendix of this brochure before signing Block 11 of the application cover sheet.

The completed application will include two reference letters, to be submitted on the reference-letter forms. The authors of the reference letters should send their letters directly to the program in which the application will be considered.

APPLICATION INSTRUCTIONS FOR NEH FELLOWSHIPS AND SUMMER STIPENDS

The completed application will consist of the following documents:

1. the original proposal, which includes
 - a. a signed NEH application cover sheet;
 - b. a résumé, *in outline form and not to exceed two pages*;
 - c. a detailed description of the proposed study, not to exceed three single-spaced or six double-spaced pages;
 - d. *for translation projects only*, a two-page sample of the translation for which the Fellowship or Summer Stipend is to be used (one page from the original text and the applicant's translation of that page);
 - e. *for database projects only*, on a single page, a sample entry showing the proposed format and contents; and
 - f. a one-page bibliography for the project;
2. *eight collated and stapled copies* of the application materials listed in a - f, above;
3. a data card, which can be found on the inside back cover of this brochure; and
4. two reference letters, to be submitted on the reference-letter forms. The authors of the reference letters should send their letters *directly* to the program in which the application will be considered.

In this brochure, the application cover sheet and reference-letter forms follow page 19.

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 18.

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.

For Fellowships applicants only: 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.

For Summer Stipends applicants only: Persons applying as exempt from the nomination requirement because their appointments terminate by the summer of 2000 must note the termination date of their appointment.

- c. A list of publications, if any. For journal articles and book chapters, include page numbers.
- d. At least, a list of awards and grants received since January 1, 1994, *including the source, the dates of tenure, the dollar amount, and the terms of leave*, if any, provided by such awards and grants. In the case of grants for purposes other than individual study and research, applicants should explain their involvement and activities.

Applicants who have already received an NEH Fellowship or Summer Stipend in support of the currently proposed project should indicate the dates of tenure, the amount of the award, and the results.

Description of Proposed Study

The proposal 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. The text must include details about the ideas, objectives, and methods of the project. A simple statement of need or intent is insufficient evidence that a project merits support. Some evaluators will not possess specialized knowledge of the proposed field of study; therefore, the description should be free of jargon and, as much as possible, technical terms.

The narrative 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

The proposal 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. The text must include details about the ideas, objectives, and methods of the project.

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.

be dark and not smaller than twelve characters per inch.

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

- a. What are the basic ideas, problems, works, or questions the study will examine? What is the planned approach or line of thought? 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 well under way? What are the plans for each stage, and how does the part of the study to be done during the tenure of the award fit into the whole? There should be a proposed schedule or plan of work that the applicant would follow during the tenure of the award. When applicants propose projects for books, panelists generally find it helpful to review a tentative chapter outline that suggests the direction the work will take.
- c. What contribution is the proposed project likely to make, and what is its significance for the humanities? In cases where the subject of the proposed study might seem narrow or obscure, the proposal should show the project's larger significance.
- d. What is the relationship between the proposed work and the work of others in the same general subject area? What is distinctive about the proposed study?
- e. For what audience are the results of the study intended? What format is the proposed study likely to assume?
- f. What is the relationship of the proposed study to the applicant's long-range development as an interpreter of the humanities?
- g. What is the applicant's competence in the languages needed for the study?
- h. At what location(s) 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. **For Fellowships applicants only:** If the application is for a part-time fellowship, what is the necessity of holding the fellowship for part-time rather than full-time tenure? For example, what are the job responsibilities that cannot be relinquished? How much released time, between half time and full time, would be devoted to the fellowship work? What duties would be relinquished and what duties would be

retained during the requested period of fellowship tenure?

Translation Sample

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

Database Sample Entry

Applicants submitting database projects should include on a single page a sample entry showing the proposed format and contents.

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 applicant's preparation in the subject area, the character of the applicant's interests, and the nature of the approach to the proposed topic.

Reference Letters

A completed application includes two letters of reference, the forms for which are included in this brochure. Ideally, no more than one referee should be from the applicant's own institution. 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 project's significance to the field and to its intended audience, the likely result or outcome of the project, the general quality of the applicant's work, and the applicant's ability to carry out the project successfully.

It is the applicant's responsibility to check the appropriate program at the top of the reference-letter form, to fill in the upper left section of that form, and to send the form, together with a copy of the full proposal, to each referee. It is also the applicant's responsibility to request that referees send letters of reference directly to the Endowment. Applicants should ask referees to send reference letters *as close to the application deadline as possible*.

Data Card

Applicants should complete and return the data card that can be found on the inside back cover of these application guidelines.

Reference letters should provide important information about the applicants and their proposals, and applicants should select their referees carefully. Most helpful are letters from persons in a position to discuss specifically the project's significance to the field and to its intended audience, the likely result or outcome of the project, the general quality of the applicant's work, and the applicant's ability to carry out the project successfully.

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, gathering the necessary data, and completing the application. Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing completion time, to the Director of the Office of Publications and Public Affairs, National Endowment for the Humanities, Washington, D.C. 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.

INSTRUCTIONS FOR COMPLETING THE NEH APPLICATION COVER SHEET

Block 1. Individual applicant

Item a. Give the mailing address to which your notification letter should be mailed.

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

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

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

Item d. Use the fields listed on the back of the cover sheet as a guide. Enter the code number in the box, for example, Music, M5. If your field 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. Program to which application is being made

Check the award for which the application is being submitted.

Block 3. Requested grant period

For Fellowships applicants: see page 9 for details on permissible length and dates of tenure of part-time and full-time tenure periods.

For Summer Stipends applicants: see page 12 for details on permissible length and dates of full-time tenure.

When awards are offered, successful applicants will be permitted to request changing the dates of tenure, but the total amount of time cannot be changed.

Block 4. References

Applicants should provide the names, departments, and institutions of the persons whom they have asked to write letters of recommendation for their NEH application.

Block 5. Field of project

From the fields listed on the back of the cover sheet, enter the code number of the field closest to that of the proposed program of study and research, for example, American History, A3.

Block 6. Descriptive title of project

Provide a straightforward title that clearly identifies the project and its humanities content. This title should be informative to a nonspecialist and **should not exceed 120 characters in length**, including punctuation and spaces. The Endowment is obliged to be as clear as possible to the public about awards it makes. The descriptive title will be used for this purpose

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

Block 7. Description of project

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

Block 8. If you plan to travel during the tenure of an NEH award, where will you go?

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

Block 9. Institutional data

Indicate the name and location of the institution or organization with which you are affiliated as of the application deadline. If not so affiliated, please enter "independent scholar."

Block 10a. Summer Stipends applicants only

Nomination Status: If you are being nominated by an academic institution, please check either **Junior nominee** or **Senior nominee**. For purposes of the application, junior scholars hold the rank of instructor or assistant professor in colleges or universities. Senior scholars are associate professors or full professors. If you are not on the faculty of an academic institution, or if you are a faculty member whose appointment will terminate at the end of the 1999-2000 academic year, please check **Exempt**. Do not check more than one category.

Block 10b. Fellowships applicants only

Status of applicant: Indicate your status as either a *junior applicant* or *senior applicant*. For purposes of the application, junior applicants 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 applicants are associate professors or full professors or they are independent scholars who are at comparably later stages of their careers.

Tenure requested: Request full-time or part-time tenure.

Does your department offer the Ph.D.? Persons at colleges and universities should indicate whether the Ph.D. is offered through their department.

Block 11. Certification

The Endowment is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free

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

workplace. These certifications and the accompanying instructions found in the appendix of this brochure should be read carefully before the application cover sheet is signed because most of these certifications impose new restrictions on successful applicants.

Block 12. Summer Stipends only: Nominating official

Applicants nominated by colleges and universities must be endorsed by the officer authorized to submit Summer Stipends nominations, usually an academic vice president or dean. This official's name and title must be typed or printed on the line provided followed by the nominating official's signature and the date of signature. Under separate cover, this official should send to **Summer Stipends** a letter specifying the institution's nominees.

**Fellowships and Summer Stipends
APPLICATION COVER SHEET**

1 Project director a. Name and mailing address: <hr/> <div style="display: flex; justify-content: space-between; font-size: small;"> (last) (first) (initial) </div> <hr/> <div style="display: flex; justify-content: space-between; font-size: small;"> (city) (state) (zip code) </div> <hr/> b. Form of address: _____ c. Telephone numbers: Office: _____ / _____ Home: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> (area code) (area code) </div> FAX: _____ / _____ Email: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> (area code) </div> d. Major field of applicant or project director: _____ <div style="text-align: right; font-size: small;">(code)</div> e. Citizenship: <input type="checkbox"/> U.S. <input type="checkbox"/> Other: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> (country) (month/year) </div>	2 Program to which application is being made ____ Fellowships for University Teachers-6111 ____ Fellowships for College Teachers and Independent Scholars-6112 ____ Summer Stipends-6211 <hr/> 3 Requested grant period From: _____ To: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> (month/year) (month/year) </div> <hr/> 4 References (names, departments, and institutions) 1. _____ _____ _____ 2. _____ _____ _____
5 Field of project _____ <div style="text-align: right; font-size: small;">(code)</div>	6 Descriptive title of project _____
7 Description of project (do not exceed space provided) 	

8 If you plan to travel during the tenure of an NEH award, where will you go? See instructions for the cover sheet.	
9 Institutional Data a. Institution or organization: _____ <div style="text-align: center; font-size: small;">(name)</div> _____ <div style="display: flex; justify-content: space-between; font-size: small;"> (city) (state) </div>	10b Fellowship applicants only Status: ____ Junior applicant ____ Senior applicant Tenure requested: ____ Full-time ____ Part-time Does your department offer the Ph.D.? ____ Yes ____ No
10a Summer stipends applicants only ____ Junior nominee ____ Senior nominee ____ Exempt	
11 Certification. By signing this application, the individual or the authorizing official of the applicant institution (block 11c) is providing the applicable certifications regarding the nondiscrimination statutes and implementing regulations, federal debt status, debarment and suspension, a drug-free workplace, and lobbying activities as set forth in the appendix to these guidelines. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 33%; border-bottom: 1px solid black; font-size: small;">(printed name)</div> <div style="width: 33%; border-bottom: 1px solid black; font-size: small;">(signature)</div> <div style="width: 33%; border-bottom: 1px solid black; font-size: small;">(date)</div> </div>	
<small>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</small>	
12 Summer Stipends applicants only: Nominating official (name and title) <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 33%; border-bottom: 1px solid black; font-size: small;">(printed name and title of nominating official)</div> <div style="width: 33%; border-bottom: 1px solid black; font-size: small;">(signature of nominating official)</div> <div style="width: 33%; border-bottom: 1px solid black; font-size: small;">(date)</div> </div>	

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

Anthropology	L1	Languages	C1
Archaeology	U6	Ancient	CC
		Asian	CA
Archival Management/Conservation	I1	Classical	C2
		Comparative	C9
Arts/History and Criticism	MA	English	CE
Architecture: History & Criticism	U3	French	C3
Art: History & Criticism	M1	German	C4
Dance: History & Criticism	M3	Italian	C5
Film: History & Criticism	M4	Latin American	C6
Music: History & Criticism	M5	Near Eastern	CB
Theater: History & Criticism	M2	Slavic	C7
		Spanish	C8
Communications	P2	Law/Jurisprudence	Q1
Composition & Rhetoric	P1		
Journalism	P4	Library Science	H3
Media	P3		
Education	H1	Linguistics	J1
Ethnic Studies	K1	Literature	D1
Asian American	K5	African	DK
Black/African-American	K4	American	DE
Hispanic American	K3	Ancient	DC
Jewish	K6	Asian	DA
Native American	K2	British	DD
		Classical	D2
History	A1	Comparative	D9
African	A2	French	D3
American	A3	German	D4
Ancient	AC	Italian	D5
British	A4	Latin American	D6
Classical	A5	Literary Criticism	DI
European	A6	Near Eastern	DB
Far Eastern	A7	Slavic	D7
Latin American	A8	Spanish	D8
Near Eastern	A9		
Russian	AA	Museum Studies/Historic Preservation	I2
South Asian	AB		
Humanities	U8	Philosophy	B1
		Aesthetics	B2
Interdisciplinary	U1	Epistemology	B3
African Studies	G1	Ethics	B4
American Studies	G3	History of Philosophy	B5
Area Studies	GH	Logic	B6
Asian Studies	G5	Metaphysics	B7
Classics	G7	Non-Western Philosophy	B8
Folklore/Folklife	R1		
History/Philosophy of Science, Technology, or Medicine	GA	Religion	E1
International Studies	GG	Comparative Religion	E5
Labor Studies	G4	History of Religion	E2
Latin American Studies	GJ	Non-Western Religion	E4
Medieval Studies	G8	Philosophy of Religion	E3
Regional Studies	GF		
Renaissance Studies	G9	Social Science	U2
Rural Studies	GC	American Government	F2
Urban Studies	G2	Economics	N1
Western Civilization	GB	Geography	U7
Women's Studies	G1	International Relations	F3
		Political Science	F1
		Psychology	U5
		Public Administration	F4
		Sociology	S1

Reference Letter Form
NEH FELLOWSHIPS AND SUMMER STIPENDS

OMB No. 3136-0134
Expires: 7/31/00

- **Program:** ☐ Fellowships for University Teachers - Deadline of May 1, 1999
☐ Fellowships for College Teachers and Independent Scholars - Deadline of May 1, 1999
☐ Summer Stipends - Deadline of October 1, 1999

■ **To Be Completed by the Applicant**

Name of *Applicant*:

Employing Institution:

Project Title:

■ **To Be Completed by the Referee**

Name of *Referee*:

Department:

Employing Institution:

Signature: _____

Date:

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

GUIDELINES FOR REFEREES

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

1. the significance of the contribution that the proposed project will make to thought and knowledge in the field of the project and to the humanities generally;
2. the quality or the promise of quality of the applicant's work as an interpreter of the humanities;
3. the quality of the conception, definition, organization, and description of the proposed project; and

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

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

It is important to the applicant that your letter reach the Endowment as close as possible to the application deadline. The NEH Fellowships application deadline is May 1, 1999. The NEH Summer Stipends application deadline is October 1, 1999. Please send the letter directly to

NEH Fellowships and Summer Stipends, Rm. 318-R
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

The National Endowment for the Humanities will keep the identity of authors and the content of reference letters confidential to the extent permitted by law.

• Referee's comments (continued).

Reference Letter Form**NEH FELLOWSHIPS AND SUMMER STIPENDS**

OMB No. 3136-0134

Expires: 7/31/00

- **Program:** ☐ Fellowships for University Teachers - Deadline of May 1, 1999
☐ Fellowships for College Teachers and Independent Scholars - Deadline of May 1, 1999
☐ Summer Stipends - Deadline of October 1, 1999

■ **To Be Completed by the Applicant**Name of *Applicant*:

Employing Institution:

Project Title:

■ **To Be Completed by the Referee**Name of *Referee*:

Department:

Employing Institution:

Signature: _____

Date:

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

GUIDELINES FOR REFEREES

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

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Washington, D.C. 20506

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• Referee's comments (continued).

APPENDIX

Certifications. In submitting an application to NEH, all applicants are required to certify (by signing Block 11 of the application cover sheet) that they are not presently debarred, suspended, declared ineligible, or voluntarily excluded from participating in federally funded programs; are not currently delinquent in the payment of a federal debt; and, if they receive an NEH award, they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in conducting grant activities.

These certifications are material representations of a fact upon which the Endowment will rely in making funding decisions. If it is later determined that the applicant knowingly provided an erroneous certification or did not comply with the requirements, the Endowment may seek judicial enforcement of the certification or may suspend or terminate the award.

Applicants who are not able to certify regarding compliance with the Drug-Free Workplace Act of 1988 are not eligible to apply for funding from NEH. Although applicants who are unable to certify regarding federal debt status or debarment and suspension are technically eligible to submit an application to NEH as long as they provide a written explanation of their status, they are advised to discuss their particular situation with program staff before beginning work on their proposal.

Definitions

Delinquent: Represents the failure to pay an obligation or debt by the date specified in the agency's initial written notification or applicable contractual agreement, unless other satisfactory payment arrangements have been made by that date, or if at any time thereafter, the debtor fails to satisfy the obligation under a payment agreement with the agency. If the debtor fails to pay the debt by the specified date, then the debt is delinquent and the "date of delinquency" is the date given as the payment due date for contractual agreements or the date notification of the debt was mailed, as appropriate.

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

Certifications

1. Certifications Regarding Federal Debt Status (OMB Circular A-129). The applicant certifies to the best of its knowledge and belief that he or she is not delinquent in the repayment of any federal debts.
2. Certifications Regarding Debarment and Suspension (45 CFR 1169). The prospective primary participant (applicant) certifies to the best

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

3. Certification Regarding Drug-Free Workplace Requirements (Drug-Free Workplace Act of 1988). The grantee certifies that he or she will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in conducting any activity with the grant.

APPLICATION CHECKLIST

- ☐ The original proposal,
 - a. a signed NEH application cover sheet;
 - b. a résumé, in *outline form* and *not to exceed two pages*;
 - c. a detailed description of the proposed study, not to exceed three single-spaced or six double-spaced pages;
 - d. *for translation projects only*, a two-page sample of the translation for which the fellowship is to be used (one page from the original text and the applicant's translation of the page);
 - e. *for database projects only*, on a single page, a sample entry showing the proposed format and contents; and
 - f. a one-page bibliography for the project;
- ☐ *eight collated and stapled copies* of the application materials listed in a-f above;
- ☐ a data card, below; and
- ☐ two reference letters, to be submitted directly to the Endowment by the referees on reference-letter forms.

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

EQUAL OPPORTUNITY STATEMENT

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

Complete all blanks as follows:

1. **Name:** last, first, middle initial;
2. **Institution affiliation:** institution's name, city, and state; and
3. **Descriptive title of project** as in Block 6 of the application cover sheet.

DATA CARD

1. **Applicant's name:** last, first, middle initial
2. **Institution**
3. **Descriptive title of project**

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

