



National
Endowment
for the
Humanities

Division of
Fellowships
and
Seminars

Guidelines and
Application Forms

Application Deadline:
June 1, 1988

NEH Fellowships

University Teachers

College Teachers and
Independent Scholars

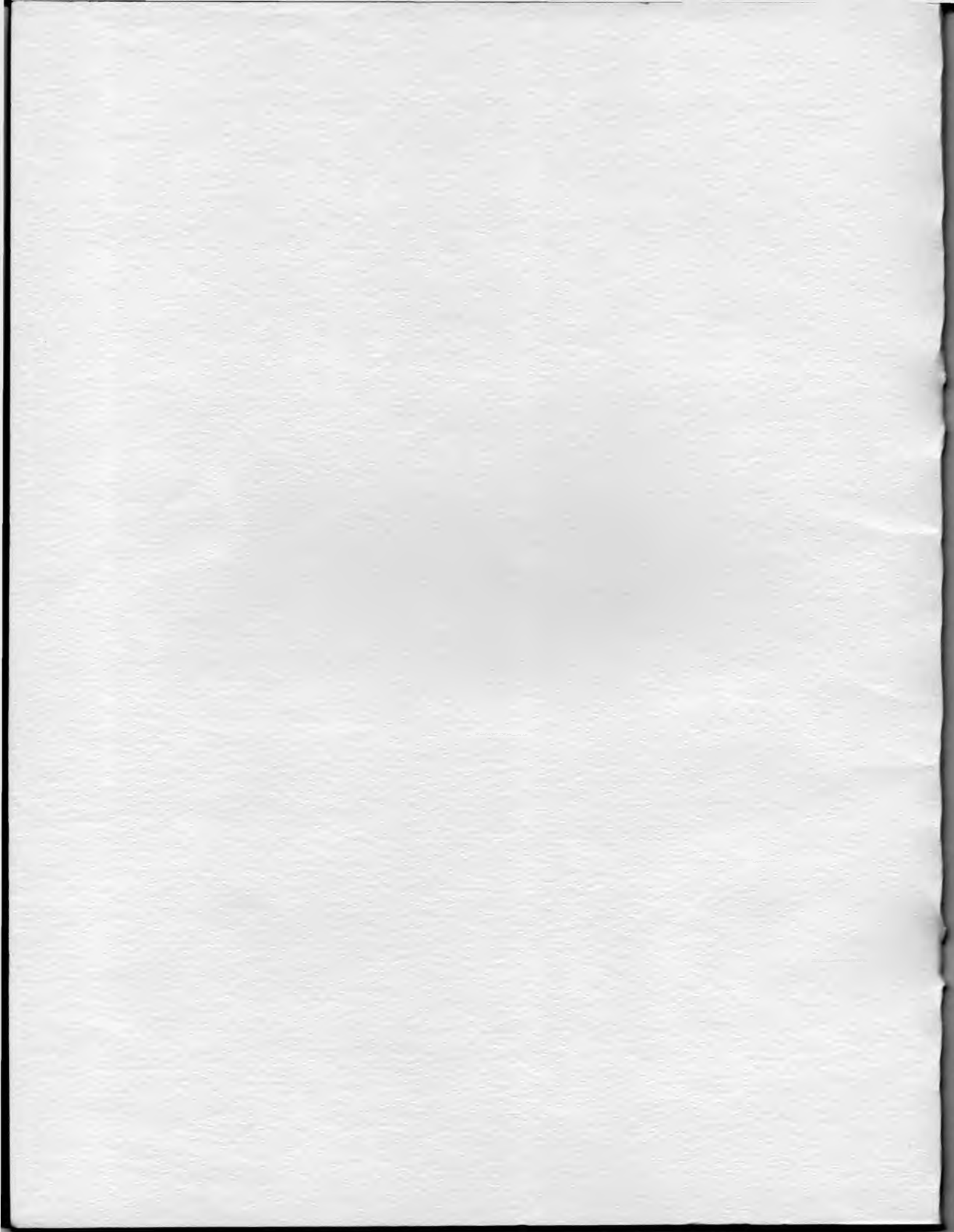


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INTRODUCTORY INFORMATION

Application and Award Schedule

Program Year:	1989-90 NEH Fellowships
Application Deadline:	June 1, 1988
Notification of Awards:	Mid-December, 1988
Beginning Date for Tenure of Awards:	As early as January 1, 1989, and as late as the start of spring term of 1989-90 academic year

Privacy Act

A statement about the Privacy Act is given on p. 17, preceding the instructions for completing the NEH application cover sheet. However, the provisions of the act apply to all information and materials solicited in connection with an application for an NEH Fellowship and not only to the cover sheet.

Equal Opportunity

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

Note

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

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, General 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.

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

NEH Fellowship Programs

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. Fellowships enable people to devote extended periods of uninterrupted time to investigation, reflection, and writing.

The NEH Fellowship programs are intended for a range of individuals, from those who have made significant contributions to the humanities to those who stand at the beginning of their careers. The

program to which an applicant applies depends upon the applicant's institutional affiliation or circumstances. Fellowships for University Teachers are intended for faculty and staff members of universities that grant the Ph.D. and of postgraduate professional schools. Fellowships for College Teachers and Independent Scholars are intended for faculty and staff members of two-year and four-year colleges and universities that do not grant the Ph.D., individuals affiliated with institutions other than colleges and universities, and scholars and writers working independently.

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

Two Endowment divisions support scholarly research: the Division of Fellowships and Seminars and the Division of Research Programs. Normally, applications for support of individual study and research should be submitted to the Division of Fellowships and Seminars; and applications involving the collaboration of two or more people should be submitted to the Division of Research Programs. However, there are two exceptions. (1) Individuals seeking support for archaeological fieldwork, the production of reference works and scholarly tools, such as bibliographies, dictionaries, atlases, and encyclopedias, and most editing projects and translations should apply to the Division of Research Programs if support is desired for more than two months. Prospective applicants for these types of projects should first consult with staff members of the Division of Research Programs to determine whether the applications fall within the purview of that division. If the Division of Research Programs determines that a project is not eligible for its programs, the applicant should submit a covering letter with his or her fellowship application reporting this judgment. Applications for NEH Fellowships without these covering letters for projects falling within the scope of the Division of Research Programs will be declared ineligible for the Fellowships competition, and applicants will have to wait until the next deadline of the appropriate program in the Division of Research Programs to apply. (2) Two scholars who are collaborating on an interpretive project but are seeking support essentially for released time for six to twelve months to do study and research should apply for an NEH Fellowship. In such cases, each scholar must submit a separate application, describing the total project, the scholar's responsibility within it, and the scholar's anticipated contribution to it. Applicants for such collaborative projects should understand that each application will be evaluated on its individual merits.

Issues pertinent to the humanities content of an applicant's own teaching field are an appropriate part of fellowship study. However,

applications for surveys of courses and programs in other institutions and for the preparation of institutional curricula are not. Inquiries about the possibility of Endowment support for 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 the methods of teaching courses, to carry out empirical educational research projects, or to examine theories of teaching and learning that lack substantial content in a discipline of the humanities.

Special Initiatives

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

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

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

Applications on subjects pertaining to the Foundations of American Society and the Columbian Quincentenary are evaluated according to the same criteria used to assess other applications for NEH Fellowships.

Criteria for Selection

Applications to the programs of Fellowships for University Teachers and Fellowships for College Teachers and Independent Scholars,

including special initiatives within the programs, will be judged on the basis of the following criteria:

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

Eligibility

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

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

Persons who have recently been awarded major fellowships or grants are not eligible to apply for an NEH Fellowship. Specifically, three years must have elapsed between the conclusion of tenure of the fellowship or grant and the proposed beginning date of tenure for an NEH Fellowship. For the Endowment, a "major fellowship or grant" 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 \$6,000 or more; and that comes from sources other than the recipient's employing institution. Thus, 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 the two programs of NEH Fellowships is usually based on the institution or institutions with which the applicant has been affiliated during the time preceding the application deadline rather than the time following it:

The program of Fellowships for University Teachers is open to part-time or full-time faculty members of departments in universities and central graduate schools that grant the Ph.D. and of postgraduate professional schools. In addition, faculty members of non-Ph.D.-granting departments and staff members of universities must apply to this program if their campus of the university grants the Ph.D. in the same general discipline as their proposed project. Individuals who have such positions on terminating contracts and retired individuals who had such positions are also eligible for this program.

The program of Fellowships for College Teachers and Independent Scholars is open to part-time or full-time faculty and staff members of two-year and four-year colleges; individuals affiliated with institutions other than colleges and universities; and scholars and writers working independently. In addition, faculty members of non-Ph.D.-granting departments and staff members of universities should apply to this program if their campus of the university does not grant the Ph.D. in the same general discipline as their proposed project. Individuals who have such positions on terminating contracts and retired individuals who had such positions are also eligible for this program.

Persons may submit only one application for an NEH Fellowship, even if the application is in an area of one of the special initiatives. 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 following notification of the award and the beginning of the spring term of the next academic year. For teachers, tenure periods must include at least one term of the academic year.

The maximum amount of the NEH stipend is \$27,500 for all tenure periods between six and twelve months. The stipend is intended primarily to replace academic-year salary lost during a leave of absence. Stipends for 1989-90 fellowships will be based on fellows'

1988-89 academic-year salaries, minus sabbaticals and other grants, up to \$27,500. Some assistance may be provided within the maximum stipend to help defray the costs of necessary travel, but no allowance is given for any other expenses.

Part-time fellowships can be awarded under exceptional circumstances, such as job responsibilities that cannot be relinquished or the value that teaching a particular course would have for the work proposed for the fellowship. These circumstances must be explained in the application. Part-time fellowships carry a maximum stipend of \$27,500 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 is six months; 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 replace 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 schedule and the needs of their projects. They are also advised that requests for shorter tenure periods will not increase their chances of receiving an award.

Fellows may supplement their awards with small grants from other sources but may not hold other major fellowships or grants during fellowship tenure, except sabbaticals and grants from their own institutions. Successful applicants who receive offers of fellowships from other foundations after June 1, 1988, 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 upon between the Endowment and the fellow.

Application Deadline and Award Notification

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

The Application Review Process

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

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

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

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

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

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

APPLICATION INSTRUCTIONS

A completed application consists of the following materials:

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

The application cover sheet and reference letter forms are located in the back of this booklet, and the data cards are on the inside back cover.

No application will be eligible for consideration for a fellowship without a résumé. Additional materials such as books, articles, copies of course outlines, etc., should not be submitted in support of applications because they will not be used in the review process. Finally, applications should be as readable as possible, especially if they are prepared on a word processor. Print should be large and dark, margins should be ample, and lines should not be too close together.

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

NEH Application Cover Sheet

Instructions for completing the cover sheet begin on page 17.

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.

Please note that applicants must have completed their professional training by the application deadline, June 1. Individuals pursuing degrees may not apply for NEH Fellowships.

b) A record of employment and current position or positions. Because the program for which a person is eligible may depend 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 outside the department to a graduate program or school should indicate it, noting the highest degree offered by the program or school.

c) A list of the most important academic honors or awards received, including the source, tenure dates, and purpose of all fellowships and grants. As noted above, persons who have been awarded major grants for tenure during the three years preceding their proposed tenure of an NEH Fellowship are not eligible to apply. In addition, applicants who have been awarded small grants for their own research during this period should be sure to indicate the dollar amounts and the terms of leave (if any) provided by the grants so that their eligibility can be determined. In the case of grants awarded for purposes other than study and research, applicants should explain their involvement and activities. If applicants have been awarded no grants for tenure during the three years preceding their proposed NEH tenure, they should so state.

d) A list of publications, if any.

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

Description of Proposed Study

The proposal for a fellowship is the only demonstration that panelists will have of the substance of the project, the contribution it can make 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 panelists to assess quality, significance, and feasibility: A simple statement of need or intent is insufficient evidence that a project merits support. Some reviewers will not possess specialized knowledge of the proposed field of study; therefore, the description should be free of jargon and, as much as possible, technical terms. Scholars collaborating on a single project are advised not to submit identical proposals but to make clear their individual contribution to the total project.

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

a) What are the basic ideas, problems, 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, on the other hand, the area is new to the applicant, what are the reasons for working in the field or what interests have led to the new study; what effects will the new study have on the applicant's knowledge of and approach to his or her own field? If the applicant proposes to take formal course work, what courses or programs are contemplated and how will they contribute to the applicant's larger objectives?

b) What is the current state of the proposed study? Is it in the beginning stages or in progress; what are the plans for each stage; and how does the part of the study to be done under the fellowship fit into the whole? There should be a proposed schedule or plan of work 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, such as a book, monograph, text, article, series of lectures, etc.? Has a publisher expressed interest in or awarded a contract for the work?

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

e) What contribution is the proposed study likely to make to the field of study or to teaching and learning in the humanities generally? If the applicant is working in a new area, how will enhancing the applicant's knowledge contribute to 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 field? 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 or what value would teaching a given course or seminar have on the fellowship project? How much released time, between half time and full time, would be devoted to the fellowship? What duties would be relinquished and what duties would be retained during the requested period of fellowship tenure?

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

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

Reference Letters

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

It is the applicant's responsibility to complete the top part of the reference letter form, to check the appropriate 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 responsibility to request referees to send letters of reference directly to the Endowment, addressed to the Division of Fellowships and Seminars. Applicants should ask referees to send reference letters as close to the application deadline as possible.

Submission of Application

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

Fellowships for University Teachers
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

OTHER PROGRAMS OF THE DIVISION OF FELLOWSHIPS AND SEMINARS

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

Summer Seminars for College Teachers provide opportunities for teachers in two-year, four-year, and five-year colleges and universities, and for others who are qualified to do the work of the seminar and make a contribution to it. Participants work under the direction of distinguished scholars and teachers and pursue advanced study and research in their own fields or in other fields related to their interests. The seminars last eight weeks and are held at institutions broadly distributed throughout the country. The application deadline is March 1, 1989, both for participants in 1989 seminars and for directors of seminars in 1990.

Summer Seminars for School Teachers provide opportunities for teachers of grades K through 12 to work in their areas of interest with distinguished teachers and committed scholars, studying seminal works in the humanities systematically and thoroughly. The seminars last for four, five, or six weeks, depending on the individual seminar, and are held at institutions broadly distributed throughout the country. The application deadline is March 1, 1989, for participants in 1989 seminars, and April 1, 1989, for directors of seminars in 1990.

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

The Travel to Collections Program provides small grants to 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 semiannual application deadlines are July 15 for travel that will begin after December 1, and January 15 for travel that will begin after June 1.

The Younger Scholars Program provides support for secondary school and undergraduate students to carry out projects of research and writing in the humanities during the summer. Recipients work under the close supervision of a humanities scholar, and no academic credit may be taken for this work. The annual application deadline is November 1.

Further information on these programs is available from the

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

NEH Fellowships, Summer Stipends, and 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.

OTHER ENDOWMENT PROGRAMS

In addition to the Division of Fellowships and Seminars, the National Endowment for the Humanities has other divisions and offices that support work in the humanities.

Division of Education Programs

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

Division of General Programs

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

Division of Research Programs

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

Division of State Programs

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

Office of Challenge Grants

Challenge grants enable educational and cultural institutions and organizations to increase their financial stability and to preserve or improve the quality of their programs in the humanities. Applicant institutions must raise at least three dollars in new or increased donations from nonfederal sources to receive each federal dollar.

Office of Preservation

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

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

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

Texts: 202/786-0207
Application Deadline: June 1

Interpretive Research: 202/786-0210
Application Deadline: October 1

Reference Materials: 202/786-0358
Application Deadline: November 1

Information about the other programs of the Endowment is available from the

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

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

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

National Endowment for the Humanities

Washington, D.C.

The following pages include:

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

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

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

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

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

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

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

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

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

INSTRUCTIONS FOR COMPLETING THE NEH APPLICATION COVER SHEET

Block 1. Individual Applicant:

Item a: Give a mailing address good through January 1989.

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

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

Item c: Enter the social security number and date of birth of the 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:

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 one of the Endowment's initiatives, described on p. 4 of these guidelines, indicate the code number of the initiative:

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

Block 5. Requested Grant Period:

See p. 6, 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 announced, to change the dates of tenure, as long as the total amount of time is not changed.

Block 6. Project Funding:

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

Block 7. Field of Project:

From the fields listed on the back of the cover sheet, write in both the name and the code number of the one that is closest to the field of the proposed program of study and research: for example, American History, A3. Again, this information is used for general statistical purposes and will not affect the review of the application.

Block 8. Descriptive Title of Project:

Enter a brief title that clearly identifies the project and its humanities content. This title should be informative to a nonspecialist and should not exceed 120 characters in length, including punctuation and spaces. The Endowment is obliged to be as clear as possible to the public about awards it makes. The descriptive title will be used for this purpose whenever possible, but the Endowment staff may assign a different working title to the project.

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 both for purposes of 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, 1988. Do not indicate here the institution 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.

Block 12. Federal Debt Status:

Only one signature is required. If Block 2 box "a" was checked, then the individual named in Block 1 shall certify that he or she is not delinquent in repayment of any federal debt. If Block 2 box "b" was checked, then the authorizing official named in Block 11b shall certify that the institution is not delinquent in repayment of any federal debt.

Federal debt is defined as an amount of money or property that has been determined by an appropriate agency official to be owed to the United States from any person, organization, or entity, and is interpreted to include such debts as guaranteed student loans, FHA loans, SBA loans, Department of Education institutional loans, and all other federally backed loans and debts. Delinquent means any account 30 days past due.

In cases where the applicant (either individual or institution) is delinquent on a federal debt, a statement may be attached explaining the circumstances.

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

Block 13.

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 at comparably early stages of their careers. Senior scholars are associate professors and full professors or are at comparably later stages of their careers.

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

NEH APPLICATION COVER SHEET

OMB No. 3136-0083
Expires: 1/31/91

1. Individual applicant or project director

a. Name and mailing address

Name _____
(last) (first) (initial)

Address _____

(city) (state) (zip code)

b. Form of address: ☐

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

d. Telephone number
Office: _____ Home: _____
(area code) (area code)

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

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

2. Type of applicant

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

3. Type of application

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

4. Program to which application is being made

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 \$ _____

7. Field of project

8. Descriptive title of project

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

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

(if yes, indicate where and when): Not applicable

11. Institutional data

a. Institution or organization:

(name)

(city) (state) (zip code)

b. Name of authorizing official: Not applicable

c. Name and mailing address of the institutional grant administrator Not applicable

12. Federal debt status

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

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

Not applicable

(signature, person named in Block 1)

(signature, authorizing official named in Block 11b)

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

13. 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

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 _____ Date _____
Respondent

Name and Title _____

Department (or Position) _____

Institution (or Employer) _____

GUIDELINES FOR REFEREES

The person named on the front of this form has applied for an NEH Fellowship through the program indicated. We would appreciate receiving from you a judicious assessment of the applicant and the proposed project.

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.

It is important to the applicant that we receive your letter as close as possible to June 1, 1988. 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

NEH Fellowships provide opportunities for individuals to pursue independent study and research that will enhance their capacities as teachers, scholars, or interpreters of the humanities and that will enable them to make significant contributions to thought and knowledge in the humanities. The programs are intended for a range of people, from those who have made significant contributions to the humanities to those who stand at the beginning of their careers. Projects may cover a range of activities from general study to specialized research.

The NEH Fellowship programs serve scholars in different circumstances: Fellowships for University Teachers are intended for faculty and staff members of universities that grant the Ph.D. and postgraduate professional schools. Fellowships for College Teachers and Independent Scholars are intended for faculty and staff members of two-year and four-year colleges and universities that do not grant the Ph.D., individuals affiliated with institutions other than colleges and universities, and scholars and writers working independently.

Please judge the application according to the following selection criteria for NEH Fellowships and add any other comments that you think might be helpful.

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

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

Check the appropriate category or categories:

☐ Fellowships for 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 _____ Date _____
Respondent

Name and Title _____

Department (or Position) _____

Institution (or Employer) _____

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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:

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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) _____

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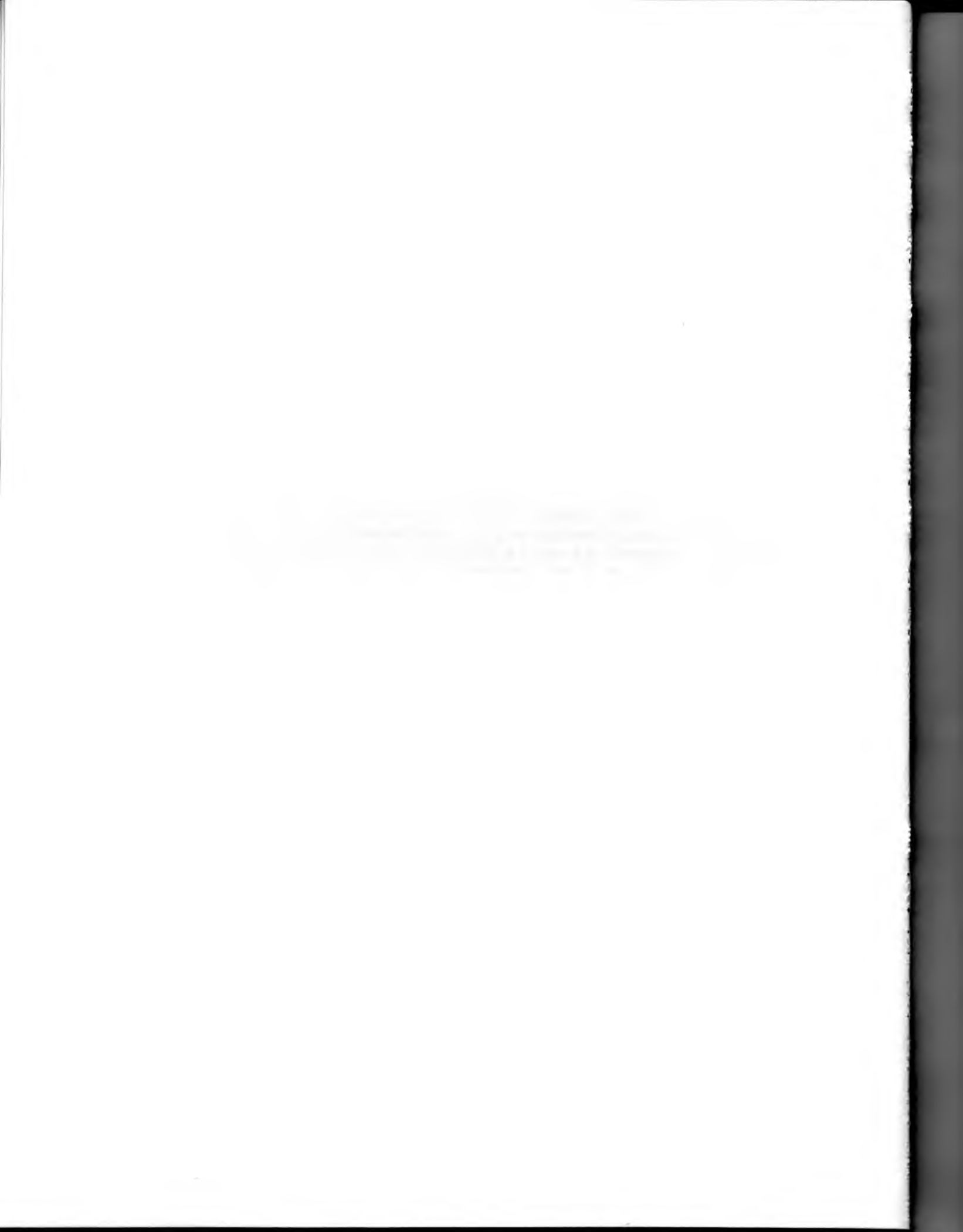
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- ☐ Fellowships for University Teachers
 ☐ Junior ☐ Senior
- ☐ Fellowships for College Teachers and Independent Scholars
 ☐ Junior ☐ Senior

Applicant's Name (Last, First, Initial)	1988-89 Academic Year Salary: \$ _____ Contract Basis: <input type="checkbox"/> 9 months <input type="checkbox"/> Other: _____
Institutional Affiliation (Dept. or School, Institution, City, and State)	Descriptive Title of Project (Same as Cover Sheet)
Mailing Address (if different from above)	Telephone Number (with area codes) Office: _____ Home: _____
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	References (Names and Institutions) 1. _____ _____ 2. _____ _____ 3. _____ _____

1. 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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