NATIONAL

ENDOWMENT

FOR THE

HUMANITIES

Extending the Reach:

Faculty Research Grants to Historically Black, Hispanic-Serving, and Tribal Colleges and Universities

Division of Research Programs

APPLICATION DEADLINES:
April 10, 2000, and
April 10, 2001

APPLICATION DEADLINES FOR EXTENDING THE REACH: Faculty Research Grants to Historically Black, Hispanic-Serving, and Tribal Colleges and Universities

Deadline	Notification	Projects Beginning
April 10, 2000	August 2000	September 1, 2000
April 10, 2001	August 2001	September 1, 2001

Send applications to:

Extending the Reach: Faculty Research Grants
Division of Research Programs
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W., Room 318
Washington, DC 20506

Telephone: 202/606-8200
E-mail address: er-facultyresearch@neh.gov

NEH will not accept applications sent by FAX machine or e-mail.

NEH information, guidelines, and forms are also available on the Internet at http://www.neh.gov.

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

WELCOME TO 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

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 four divisions (Education Programs, Preservation and Access, Public Programs, and Research Programs) and two offices (Challenge Grants and Federal/State Partnership).

Presidential Directives

The National Endowment for the Humanities participates in three government-wide Presidential Directives. Executive Order 12876 mandates federal efforts to help strengthen and ensure the long term viability of the nation's Historically Black Colleges and Universities, Executive Order 12900 mandates federal efforts on behalf of educational excellence for Hispanic Americans, and Executive Order 13021 mandates increased accessibility of federal resources for Tribal Colleges. The NEH encourages applications that respond to these Presidential Directives.

As a special response to these Presidential Directives, NEH has instituted two new grant programs under the general heading Extending the Reach that are intended to strengthen the humanities at Historically Black, Hispanic-Serving, and Tribal Colleges and Universities. One will support institutional initiatives and the other faculty research grants.

EXTENDING THE REACH

Extending the Reach is a new series of funding opportunities designed to spread the support of the NEH to selected jurisdictions and constituencies throughout the United States. The guidelines in this booklet describe Extending the Reach: Faculty Research Grants to Historically Black, Hispanic-Serving, and Tribal Colleges and Universities.

In addition, NEH also offers Institutional Grants for enriching the humanities at Historically Black, Hispanic-Serving, and Tribal Colleges and Universities. These grants may enhance existing humanities programs, foster experimentation and new programs, or strengthen institutional infrastructures that support programs in the humanities. The annual application deadline for Extending the Reach: Institutional Grants is June 1. For more information, contact the NEH Office of Challenge Grants, 1100 Pennsylvania Avenue, NW, Room 420, Washington, DC 20506; 202-606-8309 or challenge@neh.gov.

During 2000 and 2001, NEH also will be offering Extending the Reach grants to support humanities initiatives in the following jurisdictions:

Alabama	Louisiana	North Dakota	Texas
Alaska	Missouri	Ohio	Washington
Florida	Montana	Oklahoma	Wyoming
Idaho	Nevada	Puerto Rico	

Information about these Extending the Reach grants to selected jurisdictions may be obtained from:

The Public Information Office
National Endowment for the Humanities
1100 Pennsylvania Avenue, NW
Washington, D.C. 20506
202-606-8400 or 800/NEH-1121
E-mail: info@neh.gov
http://www.neh.gov

EXTENDING THE REACH: Faculty Research Grants to Historically Black, Hispanic-Serving, and Tribal Colleges and Universities

Goals of the Program

Grants awarded under this program support faculty research in the humanities at Historically Black, Hispanic-Serving, and Tribal Colleges and Universities. Proposals may be grounded in any of the fields supported by NEH. Projects are welcome that intend to make contributions to research and synthesis in the humanities generally and which may result in furthering the educational missions of the institution by enriching the humanities content of classroom teaching.

Grants awarded under this program are not intended for the direct support of curriculum development or projects that address how the humanities are best taught and learned. (Inquiries concerning such proposals should be directed to appropriate programs in the Division of Education of the NEH.)

Eligibility

Applicants must hold a full-time tenured, tenure track, or annual contract faculty position at a Historically Black, Hispanic-Serving, or Tribal College or University, as designated by the White House offices charged with the implementation of Executive Orders 12876, 12900, and 13021. If you are unsure of your institution's eligibility please check the web site of the U. S. Department of Education at http://www.ed.gov/offices/OCR/2000minorityinst.html.

Grants under this program are not intended to support graduate course work or completion of a master's degree. The proposed project, however, may contribute to the completion of a doctoral dissertation. Scholars need not have completed work on their advanced terminal degree at the time of application.

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

Individuals who have received a grant from this program must wait three years after the end of their grant period to apply again.

Amount, Tenure, and Conditions of Award

Grants provide $24,000 to full-time tenured, tenure-track or annual contract faculty at Historically Black, Hispanic-Serving, and Tribal Colleges and Universities. Grants support such items as faculty released time, project-related travel, the purchase of research materials, or computer software. A budget form is not required with the proposal. (Recipients who intend to use grant funds to hire clerk-typists, research assistants, or consultants first will have to determine the tax implications and other legal requirements involved.)

Applicants must devote a minimum of six months of full-time, twelve months of half-time, or some equivalent of full- and half-time work to the project. Time devoted to the project may be broken into no more than two separate periods, neither of which may be of less than two months duration. Grantees must complete their grant tenure within two years of the beginning of their award.

Grants will be awarded to individual faculty or two faculty working together on a single project. Where it is deemed essential to a project's success, faculty from non-designated institutions may be funded as consultants. In dual applications, both the unifying purpose of the project and contributions to be made by each participant must be clear. Grants will not be awarded for parallel but unintegrated projects. All grants will be awarded to individuals, so two faculty members working together on a single project must each submit a separate application.

Faculty making an application under this program may also apply to other grant programs of the NEH. Applicants, however, may not hold more than one NEH award simultaneously. Faculty who are unsure about which Extending the Reach or other NEH program is suitable for their projects should consult with NEH staff.

Examples of Eligible Projects

The following examples are illustrative only and suggest the range of content and goals appropriate for submission of a project.

Example #1

Two faculty members at a tribal college wish to accelerate their progress in gathering and analyzing oral history interviews relating to a study of religious belief and practice on a nearby reservation. One applicant is a specialist in tribal history and the other an anthropologist specializing in Native American religion.

The research will require little travel outside the immediate region, but the applicants wish to bring into the project, as a faculty consultant, a cultural anthropologist from a nearby public university who is knowledgeable about Native American culture and experienced in oral history interviewing.

Because both applicants carry heavy teaching loads and find it difficult to arrange released time during the academic year, they propose to work full-time on the project during two consecutive, three-month summer periods. They propose to hire a half-time clerk-typist to produce transcripts of the interviews, as well as a student research assistant.

Copies of the interview tapes and transcripts will be placed in the college archives, where they will be made available to scholars, teachers, and students working on research projects, as well as to tribal members. The grantees intend to use the interview tapes in their own investigations of Indian religious practices, though no immediate publications are anticipated. The grantees intend to make presentations concerning their work at a national convention and to a reservation audience. Analysis of the materials gathered will also support the enrichment of several courses currently taught by the applicants.

Each of the applicants requests a $24,000 grant to cover salary during the two summer periods, and for the other appropriate expenses, including the consultant's fee.

Example #2

A faculty member at a Historically Black College wishes to launch a new study of postcolonial French literature dealing with francophone Africa. This will be a new area of study for the applicant, since her previously published work has been in African American literature. She intends to immerse herself in modern French literature and criticism and familiarize herself with the theory and vocabulary of postcolonial studies. While she currently reads French with some ease, she will need to increase her competency in the language.

The applicant expects to combine half-time release from teaching duties during the academic year with full-time work during three months of the following summer. She will travel from her home campus to a nearby university once a month to participate in a scholarly workshop on postcolonial studies. Other than that, the applicant intends to use the grant entirely for salary support.

She expects to present one conference paper based on her work soon after the grant period, and to develop a new course on postcolonial French literature.

Proposal #3

A faculty member at a southwestern college with a high enrollment of Hispanic students intends to develop a new course in which the students will explore the recent history of Latinos in the region by writing their families' histories. In preparation for teaching that course, the applicant proposes to attend a summer institute on writing family history and using it to illuminate larger historical themes. He plans to read extensively in Mexican and southwestern history, and has arranged to communicate regularly via the Internet with several faculty at other, nearby colleges who have similar interests.

The requested grant will defray the cost of the summer institute that does not provide expenses for its attendees, provide partial salary support for two consecutive summers, and enable the applicant to hire two student research assistants during the second summer who will locate and describe important family history resources in the region.

The applicant proposes to create an archive of family histories at his college, and make it available to scholars, students, and the community. In time, the applicant intends to produce a brochure describing the techniques and resources of family history appropriate for use in Hispanic communities in the southwest.

Review of Applications

Each application is evaluated by knowledgeable persons outside the agency, who are asked to judge the quality and significance of the proposed project. Panelists represent a diversity of disciplinary, institutional, regional, and cultural backgrounds. The judgment of panelists may be supplemented by individual reviews solicited from specialists who have extensive knowledge of the specific subject 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 presented to the National Council on the Humanities, which makes recommendations for awards to the Chairman of the NEH, who by law makes the final decisions about funding. A final decision can normally be expected in early August.

Criteria for the Evaluation of Applications

Applications will be judged on the basis of the following criteria:

- the intellectual significance of the project, including its potential contribution to research and teaching in the humanities both at the applicant's home institution and more broadly;

- the quality or the promise of quality of the applicant's work as a scholar, teacher, and interpreter of the humanities;

- the conception, definition, organization and description of the proposed project, including, in the case of dual projects, the quality of the contributions to be made by each participant and arrangements for coordinating the project as a whole;

- the feasibility of the work plan, and likelihood of achieving the project's stated goals; and

- the quality of plans for dissemination of the project's outcome including publications, professional and public presentations, and teaching.

PREPARING AN APPLICATION

What Help Is Available?

Staff members welcome preliminary drafts of applications for reading and comment. Staff will base their advice on issues raised by applicants or likely to be raised by panelists evaluating the application. To allow time for a considered response, applicants should submit preliminary drafts as early as possible. **In no case can drafts be received for comment less than two weeks before the application deadline.** Drafts may be submitted electronically, by fax, or by paper copy. Applicants are invited to contact staff members by e-mail or telephone with other questions concerning their proposals.

Instructions for Preparing a Proposal

The following materials are essential parts of the application, and no application will be reviewed that is not complete.

Application Cover Sheet

The NEH Application Cover Sheet with instructions for its preparation can be found on page 12. The signed application cover sheet should be the first page of the application, with all other required documents attached in the order specified by the checklist on the inside back cover of this booklet. Instructions for completing each block of the application cover sheet are given on the pages preceding the cover sheet. (Note: In dual applications, each applicant must submit a separate application, including his or her own cover sheet and résumé. The Description of the Proposed Project and Bibliography should, however, be identical for each applicant.)

Description of Proposed Project

The heart of the application is a project description that should not exceed three single-spaced or six double-spaced pages. The project description is the only evidence that evaluators will have of the substance of the proposed project, the contributions it can make to humanities scholarship or teaching, its general quality, and its appropriateness to the educational mission of the applicant's home institution. The text must provide a careful discussion of the ideas, objectives, and methods of the project. A simple statement of need or intent is insufficient evidence that a project merits support. Since some evaluators will not possess specialized knowledge of the project's specific subject, the description should be as free as possible of jargon and technical terms.

Although no particular form is prescribed, the project description should address the following questions:

a) What are the basic ideas, problems, texts, or questions the study will examine? What is the planned approach or line of thought?

b) What is the current state of the proposed study? Is it in the beginning stages or in progress? Will it be completed during the period of the grant? If not, how will the proposed project contribute to the larger study?

c) What contribution is the proposed study likely to make to the specific field, to the humanities generally, and to the study and teaching of the humanities at the applicant's home institution?

d) What is the relationship between the proposed work and the work of others in the same field? What is distinctive about the proposed work?

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

f) What specific contributions will each project participant (applicant, consultants, research assistants) make?

g) For what audience are the results of the study intended? Is the work intended for publication? If so, in what form? Is it intended to enhance the applicant's competence as a teacher of the humanities? If so, in what way?

Bibliography

Following the project description should be a selected list, not to exceed one page in length, of publications by other scholars and writers, or of primary materials and sources that are especially pertinent to the proposed study. Endowment reviewers will regard the list as indication of the applicant's preparation in the subject area, the character of the applicant's intellectual interests, and the nature of the approach to the topic.

Résumé(s)

The résumé(s) should be in concise, outline form and should not exceed two pages. In the case of dual applications, résumés should be provided for each applicant. The following information should be included:

a) a record of the applicant's education including the titles of any theses or

dissertations, the dates that degrees were awarded, and the names of institutions. In cases in which the appropriate terminal degree has not yet been achieved, specify the graduate work completed;

b) a record of the applicant's academic employment, including current affiliation, whether the applicant holds a full-time tenured, tenure-track, or annual contract position, and whether or when the current contract will end;

c) a list of important academic honors or awards received, including sources, tenure dates, purpose, and amounts of all fellowships and grants;

d) a brief list of major professional activities and positions held in professional organizations; and

e) a list of publications, including any books or refereed articles. Applicants should not submit articles, books, or similar materials as supplements to the application.

Submission of Applications

The original and eight additional copies should be mailed to:

Extending the Reach: Faculty Research Grants
Division of Research Programs
National Endowment for the Humanities
Room 318
1100 Pennsylvania Avenue, NW
Washington, DC 20506

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 Publications, 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 U. S.

Block 2.--Prechecked

Block 3.--Prechecked

Block 4.--Preprinted

Block 5. Requested Grant Period

Grant periods may begin no earlier than September 1of the year in which in the application is made. Applicants must devote a minimum of six months of full-time, twelve months of half-time, or some equivalent of full and half-time work to the project. Time devoted to the project may be broken into no more than two separate periods, neither of which may be for less than two months. Grantees must complete their grant tenure within two years of beginning their award.

Block 6. Project Funding

Preprinted

Block 7. Field of Project

List the category and code from the listing on the reverse side of the cover sheet to indicate the specific humanities field that best describes the content of the project: for example, American history, A3.

Block 8. Descriptive Title of the 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 9. Description of the Proposed 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 10. Tenure Requested: see instruction for Block 5

Block 11. Institutional Data

Indicate the name of the institution that employs the applicant and the city and state of its official mailing address.

Block 12. Certification

The Endowment is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free 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. More information on these certifications is available from the NEH web site, http://www.neh.gov, or from the NEH Grants Office, Room 311, Washington, D.C. 20506, (202) 606-8494.

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.

NATIONAL ENDOWMENT FOR THE HUMANITIES

EXTENDING THE REACH: FACULTY RESEARCH GRANTS APPLICATION COVER SHEET

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

1 Individual Applicant

a. Name and mailing address:

(last) (first) (initial)

(city) (state) (zip code)

b. Form of address: _____

c. Telephone numbers:

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

FAX: _____/_____ (area code) Email: _____

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

e. Citizenship: ☐ U.S. ☐ Other: _____ (country) (month/year)

2 Type of applicant

a. [x] individual

3 Type of application

a. [x] new

4 Program to which the application is being made

Extending the Reach: Faculty Research Grants to Historically Black, Hispanic-Serving, and Tribal Colleges and Universities

5 Requested grant period

From: _____ (month/year) To: _____ (month/year)

6 Project funding

a. Outright funds	$ 24,000
b. Federal match	$
c. Total from NEH	$ 24,000
d. Cost sharing	$
e. Total project costs	$ 24,000

7 Field of project _____ (code)

8 Descriptive title of project

9 Description of project (do not exceed space provided)

10 Tenure Requested

☐ full time ☐ half-time ☐ mixed

11 Institutional Data

Institution or organization:

(name)

(city) (state) (zip code)

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

_____ / _____ / _____

(printed name) (signature) (date)

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

For NEH use only: Date Received: Application #: Initials

Field of Project Categories and Codes

The following categories and codes should be used to complete block 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. The listing is not comprehensive and is not meant to define the disciplines of the humanities.)

Anthropology	**L1**
Archaeology	U6
Archival Management/ Conservation	**I1**
Arts/History and Criticism	**MA**
Architecture: History & Criticism	U3
Art: History & 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/African-American	K4
Hispanic American	K3
Jewish	K6
Native American	K2
History	**A1**
African	A2
American	A3
Ancient	AC
British	A4
Classical	A5
European	A6
Far Eastern	A7
Latin American	A8
Near Eastern	A9
Russian	AA
South Asian	AB
Humanities	**U8**
Interdisciplinary	**U1**
African Studies	GI
American Studies	G3
Area Studies	GH
Asian Studies	G5
Classics	G7
Folklore/Folklife	R1
History/Philosophy of Science, Technology, or Medicine	GA
International Studies	GG
Labor Studies	G4
Latin American Studies	GJ
Medieval Studies	G8
Regional Studies	GF
Renaissance Studies	G9
Rural Studies	GC
Urban Studies	G2
Western Civilization	GB
Women's Studies	G1

Languages	**C1**
Ancient	CC
Asian	CA
Classical	C2
Comparative	C9
English	CE
French	C3
German	C4
Italian	C5
Latin American	C6
Near Eastern	CB
Slavic	C7
Spanish	C8
Law/Jurisprudence	**Q1**
Library Science	**H3**
Linguistics	**J1**
Literature	**D1**
African	DK
American	DE
Ancient	DC
Asian	DA
British	DD
Classical	D2
Comparative	D9
French	D3
German	D4
Italian	D5
Latin American	D6
Literary Criticism	DI
Near Eastern	DB
Slavic	D7
Spanish	D8
Museum Studies/Historic Preservation	**I2**
Philosophy	**B1**
Aesthetics	B2
Epistemology	B3
Ethics	B4
History of Philosophy	B5
Logic	B6
Metaphysics	B7
Non-Western Philosophy	B8
Religion	**E1**
Comparative Religion	E5
History of Religion	E2
Non-Western Religion	E4
Philosophy of Religion	E3
Social Science	**U2**
American Government	F2
Economics	N1
Geography	U7
International Relations	F3
Political Science	F1
Psychology	U5
Public Administration	F4
Sociology	S1

APPENDIX

Certification Instructions

Certifications.

In submitting an application to NEH, all applicants are required to certify (by signing the certification block 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. The applicant certifies to the best of his or her knowledge and belief that he or she is not delinquent in the repayment of any federal debts.

2. Certifications Regarding Debarment and Suspension (45 CFR 1169). The prospective primary participant (applicant) certifies to the bestof 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.

Customer Service Standards

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

- respond courteously and quickly to your requests for information about our grant programs;
- be able to describe the programs that best suit your needs;
- provide application instructions and forms that are clear and easy to use;
- offer prompt and thoughtful advice and guidance in preparing your application;
- 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:

- ensure that the evaluation of your application is fair, expeditious, and informed by the expert judgments of your peers;
- notify you promptly of the decision on your application;
- provide substantive reasons for the decision reached on your application;
- give you helpful advice, if you are unsuccessful, on revising or resubmitting your application.

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

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

APPLICATION CHECKLIST

The original proposal includes

____ a signed NEH application cover sheet;

____ description of the proposed project;

____ bibliography; and

____ résumé.

With the original submit eight collated and stapled copies of the application materials listed above.

NEH will not accept applications sent via fax machine or e-mail.

Send applications to:

Extending the Reach: Faculty Research Grants
Division of Research Programs
National Endowment for the Humanities
Room 318
1100 Pennsylvania Avenue, NW
Washington, D.C. 20506

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 Equal Employment Opportunity Officer, National Endowment for the Humanities, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506. TDD: 202/606-8282 (this is a special Telephone Device for the Deaf).

National Endowment for the Humanities
Division of Research Programs, Room 318
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506