Division of Research Programs

Guidelines

DIVISION OF RESEARCH PROGRAMS

Telephone Directory
and
Schedule of Deadlines

Director   (202) 724-0226
Deputy Director   (202) 724-0226

Programs   ## Deadlines

Research Resources 724-0341   December 1, 1979
                                   June 1, 1980
                                   June 1, 1981

Research Materials 724-1672

Research Tools and Reference Works
Editions   October 1, 1979
                                   October 1, 1980
                                   October 1, 1981

Translations   July 1, 1979
                                   July 1, 1980
                                   July 1, 1981

Publications   November 15, 1979
                                   May 15, 1980
                                   November 15, 1980
                                   May 15, 1981

General Research 724-0276

Basic Research   September 1, 1979
                                   April 1, 1980
                                   April 1, 1981

Basic Research (Archaeological Projects)   October 15, 1979
                                   October 15, 1980
                                   October 15, 1981

State, Local, and Regional Studies September 1, 1979
                                   March 1, 1980
                                   September 1, 1980
                                   March 1, 1981

Research Conferences   November 15, 1979
                                   February 15, 1980
                                   September 15, 1980
                                   November 15, 1980

NOTE

This schedule of deadlines supersedes all previous notices.

INTRODUCTION

Public Law 209 (1965), which established the Endowment, states that "the encouragement and support of...scholarship in the humanities...is...an appropriate matter of concern to the Federal Government"; that a "high civilization must...give full value and support to...great branches of man's scholarly and cultural activity in order to achieve a better understanding of the past, a better analysis of the present, and a better view of the future"; and that "world leadership...must be solidly founded upon worldwide respect and admiration for the Nation's high qualities as a leader in the realm of ideas and of the spirit."

Historically, high civilizations do support publicly the work of scholars and thinkers, recognizing that even the most technical and abstruse work of scholarship can benefit every citizen. Support of scholarship of this kind in the national context is meager; few private foundations are sufficiently broad in their scope to include this activity, and state and local agencies find it difficult to allocate funds for this purpose against the greater needs of formal education, libraries, and museums.

The Division of Research Programs supports activities which concentrate on the support of scholarship in the humanities and the conservation of essential facilities and resources for such scholarship. Most of the awards made through the division are for long-range, multi-year projects involving several scholars who may live and work thousands of miles from each other. A very high proportion of these grants leads to published products, often of interest to the general reader and suitable for classroom use.

They range from dictionaries of American Indian languages to state histories written for the general reader. Documents processed and made accessible for study may be collections of old photographs, Egyptian papyri, or the papers of an outstanding American. Translations may be of a Russian journal of early nineteenth-century Alaska or a medieval treatise on philosophy in Latin. The meaning of the Constitution in the last third of this century is as much the Endowment's concern as the question whether semiotics is a special category of linguistics or a multidisciplinary approach to all human understanding.

We expect applicants to include in their proposals some provision for disseminating the values of humanities research to the out-of-school adult population and for the broadest possible publication of the results of that research. Such efforts may well be modest and local, but since the division now makes some 500 grants annually, the effects on a national scale should be considerable.

I. DESCRIPTION OF THE PROGRAMS

The programs of the division are organized into three broad areas, which are described briefly below. Detailed guidelines for each of the program categories will be provided in the appropriate sections of this booklet. A list of awards in each of the program categories for the last fiscal year is available upon request.

Research Resources

This program helps to preserve and make available for research varied types of documentary resources currently not readily accessible. The program helps to develop collections, to increase access to research material through processing, cataloguing, and bibliographic projects, and to preserve materials of significance to humanities scholars.

Research Materials

In this program support is provided for the preparation of reference works considered of highest importance for the advancement of research in the humanities and for the general dissemination of knowledge throughout the country. There are four major areas of support: Research Tools and Reference Works, including dictionaries, atlases, encyclopedias, descriptive catalogues, grammars, and data bases; Editions; Translations; and Publications.

General Research

This program provides support for projects in all fields of the humanities and humanistic aspects of the social sciences that explore a problem through original research and creative thought. The General Research Program makes awards in three areas: Basic Research, including archaeological projects; State, Local, and Regional Studies; and Research Conferences.

II. APPLICATION INFORMATION

Eligibility

According to the legislation that established the National Endowment for the Humanities, the

Humanities include, but are not limited to, the following fields: history, philosophy, languages, linguistics, literature, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religion, and those aspects of the social sciences that employ historical or philosophical approaches.

For social science projects in which statistical measurements and clinical approaches predominate, support is available from the National Science Foundation, the National Institute of Education, the National Institutes of Health, and other agencies. Endowment applicants whose projects are eligible for support from these other agencies as well as the Endowment may apply to them and to the Endowment at the same time but they should indicate on the NEH Application Cover Sheet that they are doing so.

The NEH does not support creative, original works in the arts or performance or training in the arts. Historical, critical, or theoretical studies in the arts and the preparation of reference works and resources for research in the arts, however, are eligible for support from NEH.

The Endowment continues its interest in American social history and in studies of the relationships between human values and science and technology.

Research in any field that is undertaken in pursuit of an academic degree is not eligible for support. Projects concerned primarily with curriculum development should be directed to the Endowment's Division of Education Programs.

Institutions in the United States engaged in the humanities and individual United States citizens or nationals or foreign nationals who have been living in the United States or its territories for at least three years at the time of application are eligible to apply to the Division of Research Programs. Support may also be given to any individual or organization whose work promises significantly to advance knowledge and understanding of the humanities in the United States. Foreign nationals who do not meet the residency requirement may apply if they are formally affiliated with a United States educational institution and in these cases must apply through the institution.

Preliminary Inquiries and Draft Proposals

Because research projects are, for the most part, collaborative efforts, the proposals tend to be rather complex. Further, the competition for funding is very strong. It is important, therefore, that applicants make preliminary inquiry during the early stages of planning the project, well ahead of the application deadlines. The staff can frequently direct applicants to programs that would be appropriate for their projects and provide specific program guidelines. It is recommended that applicants submit a two- to three-page summary of their project and its estimated cost for the staff to review and provide comment at least eight weeks before the application deadline. Applicants may if they wish submit a draft proposal for staff review at least twelve weeks in advance of the deadline for the submission of the formal application.

Indirect Costs

Applications submitted through a sponsoring institution may lodge indirect costs against the proposed project at the institution's federally negotiated rate. If an institution does not have a negotiated indirect cost rate, information on developing an indirect cost proposal can be obtained from the Audit Office, NEH, Mail Stop 201, Washington, D.C. 20506.

Cost-Sharing Requirements

Sponsoring institutions are expected to accept a cost-sharing obligation of a specific percentage of the total project cost. The percentage varies from program to program. Cost-sharing may take the form of cash contributions to the project or in-kind (noncash) contributions, such as donated services and materials. Detailed information on eligible cost-sharing contributions can be found in item viii(2) in the Application Instructions for the division, Budget Form. Please note that cost-sharing is not expected of unaffiliated applicants.

The minimum level of cost-sharing usually required is as follows:

General Research Program	20%
Research Materials Program	20% (30% for renewal applications)
Research Resources Program (See section of this booklet for specific information.)	40%
Research Conferences	20%
Publications	(No cost-sharing requirement since the applicant institution must always support the bulk of the costs.)

Funding

The division draws on two separate sources of money to make grants: Outright funds and Gifts and Matching funds.

Outright Funds

Outright funds are those funds allocated directly to the division along program lines in the annual appropriation from Congress. An award may be made entirely in Outright funds, or in a combination of Outright and Gifts and Matching Treasury funds, or entirely in Gifts and Matching.

Gifts-and-Matching Funds

Treasury funds are those funds specifically designated to match private gifts with Federal dollars. A gifts and matching grant may be awarded as a supplement to an outright grant or as the sole form of Endowment support. At present, less than 10% of the Endowment's appropriated funds are in the form of Treasury funds. When a gifts and matching grant is offered, the grantee is authorized to raise gifts up to the level approved by the Endowment and have them donated to the Endowment for the purposes of matching. For example, a $50,000 Gifts and Matching offer means a grantee must raise up to $25,000 in non-Federal funds to secure the maximum match in Treasury funds of $25,000. The Endowment officially accepts the gifts, matches the money, and disburses the whole. Gifts cannot be submitted from an applicant's immediate family or academic institution (unless it is a research foundation) nor from another Federal agency. A gift for a particular project will not be accepted by the Endowment until the National Council on the Humanities has made a favorable recommendation on the application.

Funding Periods

An applicant may request up to three years of funding. If work on the project will extend beyond the limits of the grant period requested, the application should outline the work that will remain to be carried out at the conclusion of the project.

III. CRITERIA FOR EVALUATION

The general criteria by which all applications to the Division of Research Programs are judged are as follows:

The significance of the project for research in the field.

The relationship of the proposed project to other research or resources for research in the field.

The design of the project, the plan of work, the mode of dissemination (where appropriate).

The background, training, and professional experience of the project director and the project staff.

The appropriateness of the budget request for the requirements of the project.

In those cases in which a program has additional specific criteria that are applicable to a particular program category, the information will be provided in the appropriate sections of this booklet.

IV. REVIEW PROCESS

All applications to the Division of Research Programs are reviewed competitively in a multi-stage review process by outside specialist reviewers and by panelists. Their recommendations are reviewed by the National Council on the Humanities. The stages in the review of an application are described below.

Specialist Reviews

Each applicant is requested to list at the end of the application the names and complete addresses of three individuals who are willing and competent to comment on the project. The applicant should provide a brief statement about the particular qualifications of the reviewers to evaluate the application. They should be selected for their knowledge of the topic or type of project proposed in the application and their familiarity with related work in the field. The staff will send the application for evaluation to the reviewers listed. In addition, the staff will send the application to other outside specialist reviewers, selecting distinguished scholars and other professionals in the field or fields represented by the proposal. (This stage in the review does not usually apply to the Translations and Publications Programs.) These specialist reviews supplement the comments and ratings of the reviewers selected by the applicant. All the reviewers are asked to evaluate the application in accordance with the criteria described in section III.

Panel

When the reviewers have sent in their evaluations to the division, a panel of up to ten scholars, university administrators, publishers, archivists, or librarians is formed by the staff and convened at the Endowment. They are chosen for their ability to adopt views broader than their specific disciplines or professional expertise and are prepared by careful reading of the applications and outside reviews submitted to the program they serve. The panel weighs each application not only on its own merits but also on its relation to the other applications under consideration in the program. Panelists receive an honorarium for their services and their names are published each year in the Endowment's annual report.

National Council

The National Council on the Humanities is an advisory council appointed by the President of the United States, which meets four times each year to consider applications submitted to the Endowment. After applications have been evaluated by reviewers and panelists, the panel recommendations are brought before a committee of the National Council. The staff presents the Council committee members with the panel ratings, and the committee then determines whether an application is to be recommended for funding, not recommended, or deferred. The committee recommendations are then brought before the National Council in plenary session. In the final stage of the review process, the Chairman, taking all previous deliberations into account, makes the final decision on every application and notifies the applicant. Notification of Endowment action will occur within four to six weeks after the quarterly meetings, which take place in February, May, August, and November.

Other Information

It may be helpful to note that the time between a *preliminary* inquiry and a decision on a formal application could be nearly a year, except for the State, Local, and Regional Studies and Research Conference and Publications programs, where the process may be completed within six months. Prospective applicants should take this into consideration as they plan future projects and programs.

When an application is not recommended for funding, the applicant may wish to learn the reasons for the decision. Upon request, the staff will convey the principal considerations and comments expressed by the outside reviewers and panelists who participated in the review. Experience indicates that these comments frequently are helpful to applicants who wish to revise and resubmit an application.

V. ROYALTIES

A statement on Endowment policy regarding royalties is available upon request from the Division of Research Programs.

VI. REPORTING REQUIREMENTS

The specific requirements for the submission of financial expenditure reports and narrative reports are contained in the award letters to grantees. In addition, grantees are requested to submit a brief report in letter form annually for three years after the conclusion of the grant to keep the program staff informed of final progress on the project. After the project has been completed, information (beyond the required products of the grants) such as reviews and user figures will be particularly helpful.

VII. COMPUTER GUIDELINES

Applicants to any of the Research Division's programs whose projects involve the use of a computer are urged to read the section in this booklet entitled, "Computer Guidelines," beginning on page 22.

VIII. GLOSSARY OF TERMS

Indirect Costs are those costs a sponsoring institution may charge to a project in accordance with the institution's federally negotiated rate and cost principles cited in the Indirect Cost Agreement. The office of Sponsored Research or Federal Programs at an institution is responsible for supplying specific information on Indirect Costs in an application budget.

Gifts and Matching Funds are intended to encourage gifts from the private sector for specific projects. If a Gifts and Matching offer is made, the grantee is authorized to raise gifts up to the level approved by NEH. The gift is donated to NEH and the amount of the gift is matched by NEH on a predetermined ratio (one to one, two to one, three to one).

Cost-Sharing is the mechanism by which a sponsoring institution demonstrates its commitment to a project by designating a portion of the project costs to be borne by the institution. The percentage of cost-sharing required by each of the programs in the Division of Research Programs is shown on page 6.

Deferrals

During the review process, if an application raises questions requiring clarification before the panel can arrive at a decision, the application can be deferred until the additional information is obtained by the staff from the applicant. This supplementary information is normally sent to the panelists to enable them to arrive at their final recommendation on the application.

Renewals

At the conclusion of a grant period, an applicant seeking additional funding for a project may submit a new application for funding. This application is called a renewal application and is judged in competition with the new applications received against a particular deadline.

Where modest additional funds are needed to complete a project (*i.e.*, less than 20% of the previous NEH grant), an application may be made for a supplemental award. Project directors interested in securing a supplement should consult with program staff.

Resubmission

An application not recommended for funding may be submitted again at a subsequent deadline. Applicants wishing to have their applications reconsidered are advised to request a summary of the reviewer and panel comments on their previous application and to address the points raised in these comments in their new application.

Reviewers

A reviewer is an individual solicited to evaluate an application because of expert knowledge of a field. The application is sent to the reviewer along with information on the criteria for evaluating applications in the particular program. The reviewers are not compensated for preparing reviews. All reviews become a part of the application file.

Panelists

Panelists are individuals selected by the staff to serve on *ad hoc* panels because of their knowledge of a field or fields and for their ability to adopt views broader than their specific disciplines or particular expertise. Selection of panelists takes place after the applications to a particular program have been received and the range of topics and fields has been assessed. Panelists read a group of applications at home and meet for one or two days at NEH to discuss the applications and make their recommendations. A panelist receives a modest honorarium and reimbursement for travel and per diem expenses. In the selection of a panel attention is paid to appropriate distribution by field, institution, sex, and minority status.

IX. INTERCULTURAL RESEARCH REGRANT PROGRAMS

The division provides support for basic research in international studies and for exchange programs for American scholars at the post-doctoral level through regrants to major organizations such as the American Council of Learned Societies (ACLS), the International Research and Exchanges Board (IREX), the Social Science Research Council (SSRC), and the Committee on Scholarly Communication with the People's Republic of China (CSCPRC). These programs promote understanding of the traditions, culture, and values of foreign countries as a base for the study of contemporary international affairs and foster this nation's standing in international scholarship by providing support to American scholars to pursue basic research abroad in all fields of the humanities and humanistic social sciences.

RESEARCH RESOURCES*

Introduction

The Research Resources Program was established to help make the sources needed for scholarly research in the humanities more accessible for use. To this end, it funds projects to place hitherto unavailable materials in public repositories; to facilitate access by preparing catalogues, inventories, registers, guides, bibliographies, and other finding aids; and to improve the ways in which librarians, archivists, and others care for and make available the research materials entrusted to them. It is thus concerned both with the documentation essential to humanistic research and with the state of the art of handling such documentation to insure its preservation and ready accessibility.

Note: All bibliographic projects will now be considered in the Research Resources Program. For this reason the name of the program has been changed from Research Collections to Research Resources.

Preparation of a Proposal

The following suggestions are in the form of a checklist. It is expected that each applicant will study them before writing an application and will also consult them frequently during and after preparing the proposal to insure that all points have been adequately covered. The applicant is also strongly urged to keep the proposal brief and to the point. Experience has shown that the majority of projects can be described in a 10-to-15 page proposal.

In spite of the cautionary note in the following pages about what might be ineligible or uncompetitive in the Research Resources Program, prospective applicants can be assured that the program was created in an attempt to serve the needs of humanistic scholars. Its goal continues to be just that. As a result, the program is as responsive and flexible as legislative constraints and funding limitations allow. One of the primary functions of the Research Resources Program staff is to advise prospective applicants on the eligibility, competitiveness, and appropriate formulation of their proposals.

Need for Project

There should be a clear description of the materials with which the proposal is concerned and information on the extent to which they constitute a unique resource for scholarship. The proposal should discuss the availability of similar documents elsewhere, current research utilizing such materials, and the kinds of users likely to be attracted both locally and nationally should this material be made available. Sources of interest to only a few scholars in a very narrow discipline or subdiscipline will be less competitive than those important to a large number of researchers in a variety of fields. If an institution lacks the scholarly or technical expertise to evaluate its holdings adequately, it should consider bringing in one or more consultants to provide such a description before submitting an application.

Funding limitations require the program to concentrate on making totally inaccessible materials available rather than on providing greater ease of access, either intellectual or physical, to sources already under some control and located in the continental United States. Thus, support cannot be provided for achieving more than a minimal level of control over archival collections. The program does not fund the preparation of calendars, item-indexing (except where special justification exists such as control for security purposes or the intrinsic research value of the item as in the case of important letters from significant individuals), or subject-indexing at more than the box or folder level.

In the case of printed materials, funding is available only for projects to prepare bibliographies or guides where none exist or to catalogue items not described in standard bibliographic sources, not under control at other American institutions, or not already available in machine-readable form.

History and Duration of Project

The application should place the project within the context of the institution's current operations and priorities. This section should include a description of the institution's acquisitions policy, its total holdings, number of staff, hours of service, amount and sources of regular funding, and number of reader days logged during the previous year. It is important to include any similar data that will be helpful in the evaluation of the institution's need for outside funding to make important

source materials available and to discuss the institution's ability to serve potential users of these materials.

Where relevant, the proposal also should describe any activities already undertaken on the project and explain what will be done to continue the project or to derive additional benefits from it after the conclusion of the grant period. Applicants requesting renewal of support for a project should assume no knowledge on the part of reviewers of what has been done under the earlier grant. Such an application therefore should include a clear, succinct summary of accomplishments to date.

Plan of Work and Methodology

Specific details should be provided on the following aspects of the project:

1. The *size* of the collection to be processed, in linear feet of number of titles (not volumes) if the collection contains published materials.

2. The *functions* to be assigned to all personnel, including consultants.

3. The estimated *rate of progress* in man-hours and the cost per linear foot and the *stages* by which the project will be carried out with a description of what will be accomplished during each stage.

4. *Samples*, such as entries in a guide or bibliography, catalogue cards, printouts, registers, inventories, and so forth.

Note: It is expected that project directors will adhere to generally accepted standards or procedures where these exist, *i.e.*, the Anglo-American Cataloguing Rules, MARC format, ANSI or ISO standards, and procedures suggested in the manuals of the Society of American Archivists and of the American Association for State and Local History. For archival or manuscript projects, it is suggested that the applicant conform to the terminology in "A Basic Glossary for Archivists, Manuscript Curators, and Record Managers," Frank B. Evans, Donald F. Harrison, and Edwin A. Thompson, compilers; William L. Rolfes, editor; reprinted from *The American Archivist*, Vol. 37, No. 3, July 1974. Applicants who disagree with these definitions should explain special usage of terms like "index," "guide," and "finding aid."

Applicants whose projects include a computer component should consult the Computer Guidelines section in this booklet and provide information on all points raised there.

Personnel

Activities supported by grants from the Research Resources Program should be special projects and not a part of the on-going operations of an institution. It is expected therefore that project personnel will be "add-on" staff employed specifically to work on that project or that regular staff paid with NEH funds will be replaced in the performance of their duties while assigned to the project.

It is extremely important that appropriately trained professionals be involved in planning and executing the project. Applicants should be aware that the single most common reason for rejection of applications to this program is the failure to include a professionally trained and experienced archivist in the design and operation of projects dealing with unpublished sources. There are a number of graduate training programs available that meet the standards for archival education set by the Society of American Archivists and produce appropriately trained personnel. In addition, substantial on-the-job experience in a professionally run archival operation can be considered the equivalent of such formal training.

Project Directors should be the individuals who actually direct the projects and should devote all or a substantial portion of their time to the work of the project.

Budget

The Research Resources Program requires that an institution contribute 40 per cent of total costs to projects to process backlogs, prepare guides to collections, or undertake other activities which fall directly within its institutional responsibility. The cost-sharing requirement on projects that are "new" activities, such as overseas microfilming, or that serve a wide constituency, such as the development of standards or the preparation of bibliographies, surveys, and guides to sources in a number of institutions is 20 per cent.

Dissemination

Information should be provided on how the product will be publicized and disseminated to the appropriate audience. All catalogues, guides, finding aids, etc., produced through the grant should be made available for purchase. In addition, the applicant must report to the National Union Catalog, the National Union Catalog of Manuscript Collections, the National Register of Microform Masters, and the National Guide to Archives and Manuscripts project at the National Historical Publications and Records Commission where appropriate. Applicants whose projects involve adding

bibliographic information to a machine-readable data base should discuss with NEH staff ways of insuring the widest possible dissemination of such data before submitting an application. If the project involves research and development in areas such as computer or preservation technology or new archival techniques, a methodological essay should be prepared for publication in an appropriate journal. Where a grant has been made to increase the accessibility of a collection, it is expected that scholars will be free to duplicate all or parts of that collection at the lowest possible cost.

Reporting Requirements

All grantees must prepare semi-annual reports describing progress made on the project in quantified terms where appropriate. Grantees also are requested to record and report the use made of material processed with grant funds and to continue such reporting annually for three years after the conclusion of the grant. Use of materials in addition to scholarly research also should be reported; for example, exhibitions, teaching materials, student use in specific courses, and assistance to historic preservation programs.

TYPES OF PROJECTS

I. COLLECTION DEVELOPMENT

Microfilming Projects

Grants can be made both to microfilm materials in foreign repositories of interest to American humanists and to microfilm collections of unpublished materials in American repositories which attract a high level of scholarly use but which should no longer be consulted in the original because of their fragile condition. Funds are not available to copy materials already accessible to scholars in repositories in the United States in order to create artificial collections. If the collection to be filmed is not organized satisfactorily, the project proposal may include the cost of arranging the material for filming.

For all microfilming projects, applicants must submit detailed comparative cost-estimates and evidence of adherence to the standards established by the Library of Congress for ensuring the archival quality of filming projects. If the sponsoring institution lacks facilities for properly storing the master negative under archival conditions or for providing positive copies for loan or sale, the applicant should deposit such a negative with the Center for Research Libraries or another appropriate repository. Indeed, the applicant is urged to deposit a security copy at another institution in any case. In all instances, positive microfilms created with the support of NEH must be made freely accessible at the sponsoring institution, must be available on inter-library loan, and copies should be sold at reasonable cost to other institutions or individual scholars insofar as deposit agreements and institutional capabilities to handle such orders permit. Finally, it is particularly important to describe the function of the Project Director in microfilming projects since so much of the actual project work is performed by technicians.

The experience of the Research Resources Program with projects overseas points to the need to be alert to possible difficulties. Whether the project involves surveying, microfilming, or cataloguing, written permission to carry out the project should be gained from both the host government and the repository where the activity will occur and should accompany the application. In microfilming projects, arrangements should be made in advance with the film company that will do the work. Applicants should make sure that the budget reflects firm estimates from the company. Arrangements for returning processed microfilm to the United States should be cleared with the host government so that duty will not be charged on the film.

Note: Applications for microform editions of materials held in a number of repositories are considered in the Research Materials Program.

Oral History Projects*

The Program makes a few grants to supplement a strong archival collection with data collected through oral history techniques. It is important to relate such an oral history project closely to its archival base and to describe how it will fill gaps in an existing collection. Oral history that is not an integral part of a collection of other research materials will not be eligible. Oral history projects with a videotape component usually are not competitive because of their high cost.

The application should provide detailed information on the methodology to be employed in conducting the project. In general applicants should conform to the practices outlined in the

* The Divisions of Public and Special Programs also support oral history projects.

guidelines of the Oral History Association and the oral history manuals published by the American Association of State and Local History, 1400 Eighth Avenue South, Nashville, Tennessee 37203. The application should include a preliminary list of interviewees and of the questions to be asked as well as a description of the procedures for transcribing, abstracting, or otherwise gaining access to the information recorded in the interviews. It also should include provisions for the disposition of the tapes themselves.

Surveys

Two kinds of surveys are supported by the Research Resources Program. The first type locates and describes manuscript or published sources in a number of repositories in order to prepare a specialized guide to research materials dealing with a broad subject area, such as black history or labor unions. A major problem with surveys of this kind is that they impose a considerable burden upon the repositories holding the materials if the survey is done by mail questionnaires. Frequently, such collections have not been fully processed and are not under sufficient intellectual control to describe easily. As a result, response is apt to be minimal. Applicants therefore should consider structuring their proposals so that much of the information gathering is done by project staff. An example of this kind of survey is the Women's History Sources Survey conducted by the Social Welfare History Archives at the University of Minnesota. Where appropriate, applicants are urged to communicate with the National Historical Publications and Records Commission in order to investigate making their data collection compatible with the NHPRC's automated national data base.

The second type of survey aims to locate materials of use to advanced humanistic research that have not yet been deposited in an institution. These surveys should make the location of records the first step in an integrated program to locate, accession, weed, arrange, describe, preserve, store, and make the materials available for use. Both funding and staff with skills appropriate to these several stages should be built in from the start. Projects intended only to locate and prepare a guide to resources not likely to be deposited soon in a repository will receive a low priority. Applicants for this second kind of survey should be as precise as possible in describing the probable sources and nature of the records they are seeking.

II. ACCESS

National Problems

A number of grants are made to support projects which address major national problems in the library and archival fields. Recent examples include the Archival Security Program of the Society of American Archivists and a grant to the Research Libraries Group to create an experimental computer-to-computer link with the Library of Congress and to develop data on the cost of such a link compared to local storage of MARC records.

Finding Aids

Since the main purpose of the Research Resources Program is to increase the accessibility of the research resources needed by American humanistic scholars, a large number of grants are to prepare bibliographies and guides, to catalogue, inventory, arrange, describe, or otherwise organize significant research collections of both print and non-print and both secondary and primary sources. Such projects result in bibliographies, discographies, union catalogues, guides, directories, lists, indexes, registers, inventories, and other finding aids.

Collections or classes of documentation already accessible to scholars, even though their bibliographies or catalogues are less than ideal, usually do not form the basis of a competitive application. Applicants should explain existing means of access to collections or kinds of sources. They should also provide samples of the catalogue cards, shelf lists, bibliographic entries, or other listings to be produced by the project. Proposals to convert existing catalogues to machine-readable format will not be eligible unless they for the most part describe unique items not yet available in the developing national bibliographic data base. Applicants are expected to conform to existing standards in the preparation of all kinds of finding aids. Information should also be provided on how such finding aids will be kept up to date after the conclusion of the project.

III. CONSULTANTS

Consultant grants assist institutions with significant holdings of research materials to analyze and develop their capabilities to administer and make accessible their resources. These grants are considered ends in themselves and will not necessarily result in applications to this program for project funds. Consultants may aid in clarifying institutional priorities, developing administrative

policies and procedures, establishing systems for intellectual and physical control over holdings, and planning for preservation and conservation of holdings. Consultants also may advise on specific projects suitable for outside funding. This work could include analysis and archival appraisal of individual collections or groups of materials and formulation of recommendations to increase scholarly access to them and to assure their preservation. In those instances in which the consultant is advising on a specific problem, it is nonetheless expected that the consultant's report will consider the grantee's overall program design and operation.

Consultant grants normally do not exceed $1,000, and compensation for consultants is limited by Endowment policy to the costs of travel and per diem and an honorarium of $100 per day for on-site consultation and preparation of a report. The Program staff can often recommend names of consultants but all negotiations with the consultant and payment of the consultant's fees are the applicant's responsibility. The Endowment must approve the names of all consultants. Detailed guidelines for institutions wishing to employ consultants are available from the Program upon request.

IV. PRESERVATION AND CONSERVATION PROJECTS

The Research Resources Program provides support for a small number of model conservation and preservation projects. The types of projects eligible for support include: the development of cooperative programs on a regional or local basis; the provision of consultants to help develop disaster plans; training of custodians of primary sources important to humanistic research in preventive methods; research on problems such as the optimum storage conditions for and life expectancy of materials such as films, videotapes, microfilms, magnetic tape, phonograph records, and other media; pilot projects to test the potential of videodisc or other new technologies for conservation purposes; initiation of graduate programs to train professional conservators; development of training modules and manuals for self-study programs; and planning grants to develop strategies for dealing with conservation problems in a given area such as a city or a state.

EXCLUSIONS

At the present time, the Research Resources Program does not make grants for the purchase of acquisitions, for operating costs, or for preservation and conservation other than microfilming of badly deteriorating non-print collections and/or very limited repair of materials being processed. The new Challenge Grants Program can, however, make funds available on a matching basis for such activities, and interested applicants should write to the following office:

NEH Challenge Grants
Mail Stop 800
National Endowment for the Humanities
Washington, D.C. 20506

The Research Resources Program will not consider projects to make accessible collections acquired through active solicitation unless the materials are in danger of being destroyed if the institution does not actively seek to locate and accession them. Applications to process collections acquired by purchase will not be eligible.

Three types of collections cannot be supported by the program at the present time because of funding constraints: first, collections of modern (post-World War II) records generated by units of Federal, state, and local governments; second, modern collections of congressional papers or the papers of other public officials; third, collections to which scholarly access is restricted to any significant degree. In addition, records management activities in general are not eligible for support.

OVERLAP

The NEH Research Resources Program shares certain areas of concern and responsibility with other Federal grant-making programs. For example, the Museums Program of the National Endowment for the Arts supports projects to catalogue collections of art work and artifacts; the NEA does not, however, make grants for collections of photographs of works of art or library material in the art field, and the NEH Research Resources Program will therefore accept applications for such projects. Both agencies support projects to arrange and make available architectural records and photographic collections that provide significant historical information. Applicants are encouraged to apply simultaneously to NEH and NEA for such collections.

Applications to NEH to process photographic collections should demonstrate how such collections supplement other documentary sources held by the repository. A clear statement of the informational value of a photo collection also should be included as well as a detailed description of the system to be used to gain intellectual control over the collection.

Since the American Film Institute/Arts Endowment film Archival Program does not now accept applications for collections of video materials, the Research Resources Program will make one-time grants for the archival description and preservation of those portions of video collections that are unique and of demonstrable research value. In no case will NEH support exceed 50 per cent of the total cost of the project. On the other hand, since the NEA Film Archival Program is now open to all applicants, no support for film collections will be provided by NEH.

Since the National Science Foundation History of Science Program has a very limited amount of funding available for archival projects in the history of science and technology, NEH will accept applications in that field. Applicants should make a strong case for the *humanistic* research potential of their collections. Here again, applicants are encouraged to file an application with NSF as well.

The Anthropology Program at NSF recently has begun supporting projects to make collections of anthropological, archaeological, and ethnographic materials available. Inquiries should be addressed to the Anthropology Program, Support for Systematic Anthropological Collections, National Science Foundation, Washington, D.C. 20550.

The Division of Extramural Programs of the National Library of Medicine on occasion makes grants for archival or library projects related to the history of medicine.

A separate statement is available upon request from either the Research Resources Program of NEH or the National Historical Publications and Records Commission concerning the ways in which these two programs complement each other. The Research Resources Program will request a review of projects pertaining to a particular locality, state, or region from the NHPRC's historical records coordinator for their state. Applicants are also encouraged to send a copy of their application to the NHPRC, National Archives, Washington, D.C. 20408 to facilitate coordination between the two programs.

RESEARCH MATERIALS

Introduction

Grants from the Research Materials Program for research tools and reference works, editions, and translations share a common purpose: to provide support for the preparation of reference works considered of first importance for advanced research in the humanities and of demonstrable significance to the student and general reader. Awards for publications are intended to aid the publication and dissemination of works of scholarly distinction in all fields of the humanities. Specific information and guidelines for each of these categories may be found in Sections I, II, III, and IV.

Applicants to the Research Materials Program will find the following general information useful:

1. It is expected that any work supported by a grant from the Research Materials Program will fill a major need as defined by a significant segment of the learned community. Proposals for works of value to a relatively broad constituency of scholars and readers will be more competitive than those designed to satisfy small, highly specialized academic fields. The program gives special priority to those projects whose materials will make possible new or hitherto-unexplored lines of research or will particularly facilitate the writing or appreciation of American social history or will help relate the humanities to scientific and technological developments.

2. The program seeks to support not only the activity of lexicography, editing, or translation, but also the completion of research tools and reference works for the use of scholars and the general public. Therefore, the way in which a given project's materials will be organized, presented, and used (as well as the time when they become available) are matters of great concern in the evaluation of applications. These issues should therefore be engaged as fully as possible in the narrative of any proposal. If plans for the project have not progressed sufficiently to enable detailed discussion of questions of methodology, it would probably be best to delay the application until a subsequent deadline.

3. Where a project is of great importance to the humanities and of extraordinary scale or complexity, the programs will consider a proposal for a planning grant or feasibility study. (Such grants, for example, have been made for the planning of a dictionary for the Penobscot Nation, an encyclopedia of Mexican-American culture, and comprehensive editions of Darwin and Santayana.)

4. Applicants seeking to create any type of large or multi-volume reference work should consult publishers at an early stage of planning so that their applications may reflect the most efficient and economical manner of preparing and presenting their materials for eventual dissemination.

5. Proposals submitted through a sponsoring institution are required to show as cost-sharing at least 20 percent of the total costs of the project. Applications for renewed funding will generally prove more competitive if cost-sharing substantially exceeds this minimum standard; at the very least, it should equal 30 percent of the total costs of the project described in the proposal.

6. For projects involving materials presently under copyright, applications should include in their proposals assurance or letters of permission that such materials may be used and disseminated.

I. RESEARCH TOOLS AND REFERENCE WORKS

Grants from this program are made typically for the creation of dictionaries, atlases, encyclopedias, concordances, catalogues raisonnes, calendars, linguistic grammars, descriptive catalogues, and data bases.

Note:　Applications for bibliographic projects will be considered in the Research Resources Program.

The program also encourages applications to conduct surveys to establish the kinds of research materials thought to be most urgently needed by scholars working in a specific field in the humanities. Grants have already been awarded for surveys in the fields of: Philosophy; Classics; Eighteenth-Century Studies; Southeast Asian Studies; and French, German, Hispanic, and Baltic Studies. Scholars or learned societies interested in coordinating such a survey should write the program for more detailed information.

In 1980, the program will begin an initiative to provide grants for individual states to achieve bibliographic control of their newspaper holdings and for the selective microfilming of endangered newspaper files. Inquiries and requests for guidelines should be addressed directly to the Assistant Director for the Research Materials Program.

Applications should consider these issues:

Need for Project
How will this project satisfy the needs of current research or general reference? Discuss the relation of this project to any analogous works in the field; if other works are available, what will this reference work provide that they cannot? Who will be the users of this reference work? (If possible, applicants may wish to supply numerical estimates with their descriptions of the potential users or purchasers of a proposed research tool or reference work.)

History and Duration of Project
What preliminary research or planning has been conducted for the project? What kinds of financial support has the project already received? What kinds of resources or research facilities are available to the project? If work on the project will continue after the proposed period of the grant, what will the Endowment's support up to this point accomplish? What will remain to be finished once the grant concludes?

Plan of Work and Methodology
Discuss the organization of the project and the schedule of work proposed for the grant – including specific descriptions of responsibilities of all professional personnel (and citing, where relevant, the specific contributions of any consultants or the role of an advisory committee or governing board to the project).

Indicate what criteria or principles inform the selection of materials for inclusion in the reference work as a whole and what will determine the contents and format of a specific entry. How many items or entries will be included and what will be their average length? What is the rationale for these various decisions?

Where there are recognized standards governing certain kinds of reference works, describe the degree to which the proposed project will conform to these existing models or justify those instances where it will not.

Specify the number and modes of access the user will have to the materials of the volume (*e.g.*, subject, author, title, etc.). If there are to be indexes, describe the type and how they will facilitate access to the information contained in the volume.

Note: All applications must include sample entries or pages so that evaluators can derive a clear idea of the final form of the research tool or reference work.

Dissemination
What kind of dissemination (printed monograph, microfilm, on-demand publication, computer print-out, on-line access) is anticipated for the project? Why has this method been chosen? Have any discussions already taken place with publishers; has an agreement to publish been reached? If a contract has been signed, will it provide any sources of income for the completion of the project? What steps will be taken to inform scholars and readers of the availability of this research tool or reference work when it is finished? What will it cost to use these materials? While the project is being completed, what provision will be made for other scholars to gain access to this material or data prior to its formal dssemination? Please note if other researchers have already had access to the materials collected for the project and how they have been used. Beyond the particular scope of this project, what other uses might be found for these materials?

Language Dictionaries
Applications for the preparation of language dictionaries should, where relevant, also discuss:
The steps taken to ensure the accuracy and completeness of the editing, transcription, and transliteration of the original material;
The selection and completeness of the material chosen to illustrate the range and history of a word's usage;
The basis on which lexicographical judgment is reached regarding what root meanings may be deduced from the material and derived meanings developed;
The nature of the search made of the secondary literature relating to the materials of the dictionary; and
The usefulness of the dictionary for the nonspecialist as well as the specialist.

Biographical and Historical Dictionaries
Proposals to create biographical and historical dictionaries should also include information on:
The degree to which primary materials as well as secondary sources will be used in the preparation of individual entries; and
The extent and placement of bibliographic information about the major resources (including repositories holding important manuscript material) used to fashion the content of the entries.

II. EDITIONS

This program makes grants for the preparation of editions in all fields of the humanities served by the Endowment. Grants from the program currently support the editing of materials relating to literature, the arts, history, philosophy, religion, political science, law, the history of science, and the social sciences.

The program for Editions will also accept applications for Consultant Grants in Editing. These grants will provide support for a beginning editor (or an editor who has completed the preparation of some initial materials) to bring an experienced editor to the site of the project for consultation about the specific problems posed by the nature of the materials to be edited, the editorial procedures most appropriate to these materials, and the audience for whom they are intended. Inquiries about Consultant Grants may be addressed to the Assistant Director for the Research Materials Program.

Applicants proposing to edit American historical documents should investigate the possibility of a grant from the National Historical Publications and Records Commission (NHPRC), which has a specific Congressional mandate for this purpose. (The address of the Commission is: National Archives Building, Mail Stop 220, Washington, D.C. 20408.) Applications for such editions may still be submitted to the Endowment, but they should request support for only a specific portion or aspect of the project, indicate the level and type of support requested from NHPRC, and make use,whenever possible, of NEH's authority to award matching funds.

Proposals for editions of foreign language materials in the original language should be submitted to the Editing program; editions containing translated materials should apply to the Translations Program. (See guidelines in Section III below.)

The program encourages proposals for selected rather than complete letter-press editions, coupled with a microfilm supplement or a microform edition where the amount of material to be edited is vast. Where the nature of the materials and their potential audience so warrant, proposals should be submitted for only a complete microform edition. Applicants for microfilm editions, however, should be able to argue that they are making available for scholars materials dispersed among a number of widely scattered repositories. (Proposals for microfilming endangered materials from a single repository for scholarly access should be submitted to the Division's Research Resources Program.)

Applicants should consider these issues:

Need for Project
How will this edition satisfy the needs of current research in the humanities or the interest of the general reader? Discuss the relation of this project to any other editions of these materials; if other editions are available (or if researchers presently have access to the materials in some other way), what special advantages will this project then provide? Who will be the users of this edition? (If possible, applicants may wish to supply numerical estimates with their description of the potential users of these materials.) Discuss the rationale for the scale of the edition in relation to its intended audience.

History and Duration of Project
What preliminary research or planning has been conducted for the project? What kinds of financial support has the project already received? What kinds of resources or research facilities are available to the project? If work on the project will continue after the proposed period of the grant, what will the Endowment's support up to this point accomplish? What will remain to be finished once the grant concludes?

Plan of Work
Discuss the organization of the project and the schedule of work proposed for the grant, including specific descriptions of the responsibilities of all professional personnel and of any consultants or members of an advisory committee or governing board to the project.

Editorial Principles and Procedures
Although it seems clear that there can be no single set of standards for the editing of texts and documents in the humanities, the kinds of decisions any editor must make can be discussed in relation to the edition's materials and the use and audience for which they are intended. Applicants should engage the following issues, where appropriate.

How will the materials for the edition be collected? What will be (or has been) the scope and procedures of the survey of relevant materials for the edition?

If the edition is not to be complete, discuss what criteria will inform the selection of materials to be included. What proportion of the total number of documents will the edition represent?

Describe the nature and content of the materials to be edited. Do these materials present any special or unusual problems for the editor?

What principles will be followed in the transcription of the edition's materials? Discuss any practices adopted for emendation, regularization, or modernization of the original materials and the reasons why the materials require such procedures.

What approach will be taken to the establishment of the text?

What criteria will be used for annotation? Are there plans or a need for another kind of scholarly apparatus?

What procedures will be adopted to ensure accuracy at various stages of the editorial process?

How will the edited materials be prepared for the publisher? How will they appear in their published form?

Is there to be an index for the edition? If not, why not? If so, describe the levels of access it will provide.

Note: All applications must include samples of edited material selected to convey a clear idea of the methodology and final form of the proposed edition. Since the samples will be most helpful if they illustrate for the evaluators the way in which the editorial principles and procedures described in the narrative section of the proposal are applied in practice, a photocopy of the original documents being edited should, if at all possible, be included. The applicant may of course provide explanatory material to put the sample in context for the reader or to make clear any aspects of the editorial process not self-evident from the sample itself.

Dissemination

What kind of dissemination (printed monograph in hard-cover or paper, microform, on-demand publication, on-line access) is anticipated for the project? Why has this method been chosen? Have any discussions already taken place with publishers? Has an agreement been reached to publish the edition? If a contract has been signed, will its provisions supply any income for the work of the project? For projects nearing publication, what have been the print runs, sales, and royalties on previous volumes? Who have been the purchasers of these volumes (if it is possible to provide this information)?

What steps will be taken to inform scholars and readers of the availability of the edition when it is completed? What will it cost to use the materials? While the project is being completed, what provision will be made for other scholars to gain access to the material prior to its formal dissemination? Please note if other researchers have already had access to the materials collected for the edition and how these materials have been used. Beyond the particular scope of the edition, what other uses might be contemplated for the materials?

III. TRANSLATIONS

The Translations Program provides support for annotated, scholarly translations of classical or modern works that contribute to an understanding of the history, intellectual achievements, or contemporary social or political development of other cultures and serve as tools for further disciplinary or comparative research.

Translations from any language, on any topic relevant to the humanities, are eligible. Thus far, applications have been received to translate works from 65 languages and have included projects for the following kinds of primary and secondary materials:

Significant original sources for the history of civilizations;
Scholarly monographs and studies;
Sources relevant to the study of American social history;
Important literary texts.

The Endowment continues to maintain a particular interest in applications dealing with non-Western cultures, where the need for translations into English may be greatest. The program must, as a rule, assign a lower priority to applications for the retranslation of works that already exist in English, unless the available translation demonstrably distorts the intent of the original.

All translations funded by the program should be based on authoritative texts; where such texts do not yet exist, the program will support as part of its grant the establishment of an authoritative text in the original language.

It is also expected that translations receiving a grant from the program will include an introduction and explanatory annotation locating the work within an historical and cultural context. Such annotation should reflect, where appropriate, information resulting from the research of other scholars. In general, the nature of the critical apparatus in any project will be considered as important as the quality of the translations in the evaluation of applications to the program.

Applications should include:

1. A statement about the significance of the text, defining its place in its own intellectual tradition and its importance for those researchers or general readers who do not command the language of the original.

2. An account of the history and probable duration of the project.

What preliminary research or planning has been conducted?

What kinds of financial support has the project already received?

What kinds of resources or research facilities are available to the project?

If work on the project will continue after the proposed period of the grant, what will the Endowment's support up to this point accomplish?

3. A concise description and summary of the text, including information on its size and the amount of material to be translated.

It is the general assumption that proposals to the program will undertake translations of the entire work. When the extent or nature of the materials seems to preclude a complete translation, applicants should discuss the criteria used in forming a selected text. Similarly, proposals for anthologies should explain why an anthology is appropriate or necessary and set forth clearly the principles which determine the choice of texts.

4. An assessment of the status of the original text.

Is an authoritative text available, on which the translation may be based, or must such a text first be established? If the latter, what procedures will be used to achieve an authoritative text in the original language?

5. A discussion of the particular problems posed by the translation and how these problems will be approached (with an indication of the degree of difficulty of the text).

6. A section containing a detailed description of the critical apparatus (notes, glossaries, annotation) accompanying the translation and an outline of the proposed introduction.

7. A translation sample of approximately seven typewritten pages, complete with annotation, of the work to be translated during the course of the grant.

Great care should be taken to choose a passage representative of the text's general character and difficulty. The sample itself should constitute a "finished" translation, whose accuracy and readability will demonstrate to the Endowment's reviewers and panelists the ability of the translator and the anticipated quality of the completed project.

8. A photocopy of the original text from which the sample was translated.

If these copies are not completely legible – as is often the case with photocopies of a holograph – a transcription of the sample text must also be included.

Note: Applications submitted without such samples of translation and original text will not be accepted for review.

9. A discussion of the organization of the project, including specific descriptions of the responsibilities of all professional personnel and of any consultants or members of an advisory committee or governing board to the project. The program will usually expect that the translation will be completed by the end of the grant period; applicants should therefore plan to proceed on a full-time basis long enough to ensure such a result. Applicants may select a competent reader for their translation after it has been completed. The name and qualifications of this reader should be submitted to the Endowment with the *vitae* of other persons working on the project.

Panelists will often also find it useful to know what plans have been made or are contemplated for the eventual publication of the proposed annotated translation.

Translations Eligible for Excess Currency (PL-480) Funds

Applications involving travel to and work in India should also be sent to the American Institute of Indian Studies (AISS), 1130 East 59th Street, Chicago, Illinois 60637.

Applicants with proposals involving travel to and work in Pakistan should obtain separate application materials from the Office of Fellowships and Grants, The Smithsonian Institution, L'Enfant Plaza 3300, Washington, D.C. 20560, Mail Stop 217.

These offices may be able to consider requests for Excess Currency (PL-480) funds.

IV. PUBLICATIONS PROGRAM

Purpose of the Program

The Publications Program aids the publication and dissemination of works of scholarly distinction in all fields of the humanities served by the Endowment. Proposals from publishers requesting subvention for such works, whether or not they have resulted from prior Endowment grants, will be considered if it can be shown that their publication would otherwise entail a serious deficit.

Eligibility Requirements Concerning Projects and Publishers

1. All materials which are demonstrably the products of previous awards from the National Endowment for the Humanities are eligible.

2. In addition to works resulting from previous Endowment awards, works of the highest merit (as evidenced, in part, by readers' reports) that are *not* the products of previous Endowment awards will also be eligible on a limited basis. Publishers may submit up to two applications for support for materials of this second kind, in any humanistic field, in any one year.

3. Either non-profit or commercial publishers may apply for assistance under this program, which may offer either grants or contracts. Only the latter form of support is available to commercial publishers. (The category of "non-profit" publishers includes, along with university presses, the publishing agencies of learned societies and of state and local governments.)

4. Foreign presses are eligible, under certain conditions, to submit applications in the program. Applications from abroad must meet the criteria established for domestic applications, include *bona fide* readers' reports, budgets in dollars (at the current exchange rate), and adequate plans for marketing and distribution within the United States. Applications should be prepared in English, but the language of the manuscript need not be English. Sufficient lead time must be allowed to accommodate possible revisions and the program deadlines.

5. Collections, anthologies, and conference papers, while eligible, have not proven competitive unless they were of uniformly high quality. Revised editions of available works would be assigned a low priority. Original creative writing is not eligible; prospective applicants should turn instead for possible help to the Literature Program of the National Endowment for the Arts.

6. Although the program has been designed for publishers of books and monographs, publishers of journals are eligible to submit applications for aid in the publication of special issues, but not for continuing subsidy of operating costs. Seed money for new periodicals or for expansion is not available in the program.

7. Applicants should provide evidence, both in the description of the physical form their project will take and wherever else it may be appropriate to do so, that they will observe minimal standards of durability and permanence in the manufacture of books for which assistance in the program is being sought. These standards would include the use of acid-free paper (*i.e.*, with a minimum pH of 7.5), acid-free endpapers and smyth-sewn bindings. Projects which do not meet these standards may be ruled ineligible for subvention.

8. Finally, the work for which an application is made must have been formally accepted by the editorial board or committee, in the case of a non-profit press, or by the responsible editor, in the case of a commercial press. The acceptance may be either a signed contract or a letter of intent.

Limitations

1. The amount of subsidy that may be received by any publisher is limited to $30,000 in any one fiscal year (beginning October 1st). The maximum subsidy for any single volume is $10,000.

2. Royalties payable to the author(s), translator(s), or editor(s) of a work will *not* be allowable as one of the costs for which the subsidy is being requested from the Endowment. (See the budget page in the Application Instructions, where the amount of the subsidy request is determined by deducting the royalty figure from the anticipated deficit.) Publishers may, of course, pay whatever royalties they choose.

COMPUTER GUIDELINES

Applicants whose projects require the assistance of a computer are asked to include a statement describing its role. The following guidelines have been developed at the suggestion and with the advice of the Endowment's consultants who specifically evaluate proposals using the computer.

It is hoped that these questions will elicit full and technically complete statements. Therefore, if a computer consultant is included in the personnel for the project or has been serving as an advisor in its preliminary stages, it is important that he or she have an opportunity to look over these guidelines so that the most informed response can be provided. If computing service is being provided by the computer center or similar facility at the sponsoring institution, the individual responsible for working with the staff of the project should examine these guidelines so that knowledgeable advice can be obtained in the planning stages of the application. Similarly, if a vendor is being used, an analyst from the firm should be asked to review these guidelines. Finally, where a vendor or a university computer center will provide services for a project, a letter confirming the arrangements between the computer facility and the project, signed by someone able to commit the organization, should be provided with the completed application.

All material developed in accordance with these "Computer Guidelines" should be organized in a separate, clearly identified section of the completed application.

Rationale for Computer Use

Please indicate the amount of data to be treated in this project. What in particular about the work being undertaken requires the assistance of a computer? Discuss the design of the product which will result. Will it be a conventional work (*e.g.*, bibliography, concordance, etc.) or a new configuration of information? In either case, what steps have been taken to insure that the product will meet users' needs and expectations?

Computing Hardware

Describe the computing facilities to be used as they pertain to the project at hand. What are the input, processing, and output capabilities of the hardware? Discuss any specialized hardware required by the project.

Computing Software

Are new or existing programs being used to process data and control output? If a standard program is being employed, briefly describe its use and why it was chosen for this project. What other software was considered and why was it rejected? If new programs are being created, describe their functions, their relation to existing programs, and specify the language in which they will be written and the rationale for its choice. The need to develop new or additional software should be thoroughly justified in the narrative of the computer section of the application.

If documentation is available for extant software, please provide a brief commentary on the modules of the software. Also, please identify the person who will provide any additional programming and include a *curriculum vitae* for him or her with the *vitae* for the personnel on the project.

Input

In view of the various inputting options available (CRT terminal, OCR, punched cards, etc.) what mode will be used for this project and why? What is the volume of data (number of entries)? What is the length in characters for a typical record? Briefly describe the record format for the data elements. If the project is a catalogue or bibliography, will the entries be compatible with the Library of Congress' Machine Readable Cataloging project (MARC), the standards issued by the American National Standards Institute (ANSI), or similar international standards? (If not, any divergences should be justified.) What kinds of access to the data, in the form of sorts, searches, or indexes will computer processing provide? If you are encoding complete texts or large portions of texts, please describe encoding criteria, *e.g.*, deletions (if any) from the text, fonts, diacritics, and physical segments (line, page, unusual spaces, etc.).

Output of Final Product for Distribution

What form will your output take and how does this fit into your plans for distribution of this material? If the data originally encoded included special type fonts or characters, will the output appear in a form faithful to the source? If software for your project is presently in place, please attach a sample printout to your application. If software is unavailable, please simulate sample output with a typewriter. Finally, discuss any plans there may be for photo-composition.

Costs

In addition to the information on computer costs given in the budget of your application, please provide an average cost-per-line, cost-per-entry, or cost for other appropriate unit with a rationale for these calculations. (Include both worker-hours and machine costs in your estimate.) An analysis of this kind will help evaluators better assess the use of the computer and its expense for your project.

Data Base Maintenance

If a data base is established with this project, provide a rationale and an explanation of how it will be maintained and updated. If you choose not to update a data base, please explain why. In the event that a data base is to be supported wholly or in part by users' fees, explain the services to be provided and include a tentative rate schedule.

Non-Exclusive License

As a condition of an award from the Endowment, grantees are expected to provide on request and for the cost of materials reproduction and postage, any software documentation for programs or services provided by a data base to this agency or other federally funded project. It is further urged that an article describing the strategy behind any new programming and the logic for its creation be published as soon as it is feasible in an appropriate journal for the benefit of the scholarly and computing community.

GENERAL RESEARCH

Introduction

The General Research Program provides support for a wide range of scholarship in the humanities in three major areas: Basic Research, including archaeological projects; State, Local and Regional Studies; and Research Conferences. A high proportion of the grants in this program lead to published products that are of interest to the general reader as well as specialists in a field. Although specific information and guidelines about each of these areas will be found in the sections below, applicants may find the general advice that follows helpful in preparing an application.

Need for Project

Of primary importance in the project description is a discussion of the significance of the work to be undertaken. Is the proposed research breaking new ground or filling a gap in existing knowledge? How does the project relate to other work in the field or to related fields? In this connection, a completely annotated review of pertinent research is not required, but it is important to list relevant work in the field, both published and unpublished.

Plan of Work

The scope of the project, its organization, and plan of work are matters of prime concern in the evaluation of a project. Therefore, a successful application is characterized by a strong conceptual framework. The hypothesis underlying the research should be clearly stated and the research questions to be explored well formulated. Sound preparation for undertaking the project should be evident as well as an awareness of the difficulties likely to be encountered.

Although some aspects of the research may change in the course of the project, it is advisable to demonstrate in the application knowledge of the nature and location of necessary source materials and to indicate the likelihood of access to archives, collections, or institutions where the materials are housed. If individuals are to be interviewed, their permission must be assured. Evidence should be presented that travel visas can be obtained, where required for the project.

The plan of work should include a feasible schedule for accomplishing the objectives of the project. (Where appropriate, a month-by-month schedule may be useful.) Travel requests should be carefully justified and correspond to the details of the work plan. When computers are to be employed, specific information should be included. (See the discussion in Section I under Basic Research and Section Computer Guidelines, under Research Materials.).

Personnel

The responsibilities and qualifications of all project personnel should be carefully delineated and *vitae* for all professional staff should be included. In collaborative projects it is advisable to describe in as much detail as is feasible the nature of the collaboration, *i.e.*, the number of meetings, the exact nature of each individual's contribution to the research. As a matter of policy, the Endowment does not support degree-related work. Although a Ph.D. is not requisite for eligibility, all professional members of a research team must demonstrate the capacity to do advanced work in the humanities independently and possess the appropriate qualifications.

Budget

In the General Research Program the average grant is about $40,000 annually. There is no fixed upper limit to the level of funding that can be requested. However, with the funds available for the program, currently one application in five can be supported. It is advisable for applicants proposing large budgets ($75,000 and above) to work closely with the program staff before submitting a formal application. Project directors with large budgets are encouraged to seek non-Federal funds to be matched with Federal monies and to provide cost-sharing which exceeds the 20 percent minimum.

Applicants whose projects require less than $4,000 are urged to direct their applications to the American Council of Learned Societies (800 Third Avenue, New York, New York 10022), which administers a grants-in-aid program offering stipends of up to $3,500 for research. This program is supported in part by funding from the National Endowment for the Humanities.

Product and Dissemination

Research performed under a General Research grant should result in a publishable book or series of interpretive articles. A brief outline of the proposed chapters of the book is often helpful, as is a discussion of the publication plans for the book or articles. Letters of interest from publishers are not necessary but do indicate the strength of interest in publication.

Specific funds for exhibitions or films are not available in the general Research Program unless an integral part of the research (*e.g.*, ethnographic films). However, applicants are encouraged to consider dissemination plans that go beyond book or article publications. Other areas within the Endowment, such as the Media Program or the Museums and Historical Organizations Program, should be contacted about other modes of dissemination.

Funding Periods

An applicant may request support for up to three years. If work on a project will extend beyond the limits of a single proposal, the application should outline the work that would remain to be carried out. Applicants should carefully consider the scope of their project and discuss it, if possible, with staff. In many cases, more modest proposals that are tightly conceived fare better in the review process than some larger, more ambitious ones with a less clearly defined focus.

I. BASIC RESEARCH

The purpose of the Basic Research area within the General Research Program is to develop basic knowledge in all fields of the humanities. Collaborative, interdisciplinary scholarship involving the efforts of several individuals at the professional, assistant, and clerical levels is encouraged as well as the use of innovative methodologies. Projects tend to be long or middle term. Occasionally customary individual scholarship can be supported when it is long term; but researchers with individual projects of up to one year's duration are directed to the NEH Fellowships Program.

Suitable projects encompass research that meets a pressing scholarly need, explores the conceptual foundations of disciplines in the humanities together with studies of their methodologies, and advances a fresh understanding of matters important to scholarship in the humanities.

The Basic Research program makes a limited number of grants for structured research projects that address a single topic or series of closely related questions. Collaboration among scholars should be a central feature of the research process. These projects are intended to stimulate research in new areas or to make use of resource materials in new ways. They are intended also to help bring together from the United States and foreign countries scholars best qualified to work on the research proposed. It is expected that the projects will lead to specific products, such as a series of essays or monographs that represent a significant advance in research.

Support is provided for American and foreign archaeology, excavations, materials analysis, and curatorial, research, and prepublication work.

Area studies, international studies, and cross-disciplinary studies in all fields are especially appropriate for consideration. Projects that relate the values of the humanities to developments in science and technology are encouraged as are projects that undertake to present the humanities to a general readership.

While projects that produce works for general readership may not constitute "research" in the strict sense of the term, these projects should address a need for broader public understanding of scholarship in the humanities and thus prove helpful, in the long run, in furthering research. Applicants with such projects in mind will find preliminary discussions with program staff particularly useful.

Related Funding Sources

Whenever possible, NEH welcomes opportunities for joint funding with other agencies. Historians and philosophers of science may apply both to NEH and to the History and Philosophy of Science Program at the National Science Foundation. Social and economic historians who employ computers in their work should consider application to both the Sociology Program at NSF and the General Research Program.

Anthropologists and archaeologists should contact both this Program and the Anthropology Program at NSF when seeking funds. Political scientists and sociologists may want to consider discussing their projects with both the NSF Political Science or Sociology Programs and NEH. Those with psychology projects that have an historical or philosophical focus most apropriately apply to NEH; biological or clinical projects are more appropriately considered at NSF and the National Institutes of Health. Linguistics projects addressing humanistic concerns may be funded jointly by NSF and NEH.

Projects involving the history and criticism of the arts rather than performance are eligible for NEH support. Joint funding with the National Endowment for the Arts is possible in some cases. Photographers should contact the Visual Arts Program at NEA; the General Research Program supports photographic projects only when the final product focuses on the scholarly interpretation of visual material.

At NEH projects involving research and the development of knowledge in folklore are eligible for support through the General Research Program; folklore projects involving the community or with a public component should be directed to the Division of Special Programs. Folklore projects may also receive support from the State Humanities Committees, particularly when the project is focused on a specific locale or state. At NEA the Folk Arts Program provides grants to projects around the country for all arts and expressive forms of folklore. For detailed information on sources of funding for folklore and folklife projects you may wish to write to Alan Jabbour, Director, American Folklife Center, Library of Congress, Washington, D.C. 20540, for the brochure entitled, "Where to Turn for Help in Folklore and Folklife."

Computers

Projects in social or economic history that require the use of a computer or other technical equipment in order to answer humanistic questions are usually eligible. Some social science projects with strong computer components may also be eligible, but such projects are normally more appropriately considered at the National Science Foundation, the Social Science Research Council, or other foundations.

Those who will need to use computers should read the section on computers in this brochure and pay particular attention to the points raised in these guidelines.

Oral History Projects

Applicants who plan to employ the techniques of oral history should refer to the discussion of this subject in the State, Local and Regional Studies section below.

II. ARCHAEOLOGICAL PROJECTS

The Basic Research Program is interested in projects that serve to increase our perspective on history, the development of our beliefs, the interpretation of our experience, and the transmission of our culture. Support in American and foreign archaeology is provided for survey, excavation, materials analysis, research, preservation of artifacts and pre-publication preparation of manuscripts. Projects addressing primarily scientific questions may be considered by the Anthropology Program (Division of Behavioral and Neural Sciences, National Science Foundation, Washington, D.C. 20550), while projects particularly strong in both components may be funded jointly. Applicants engaged in scientific analyses should contact both the staff at the National Science Foundation and at the Endowment to inquire about the eligibility and competitiveness of their project.

The criteria for evaluation in this program are the significance of the project to the field as a whole and the importance of the unsolved problems on which the project focuses; the use of innovative procedures that promise to make contributions to the direction of further research in archaeology; and the urgency of the proposed research. The criterion of urgency includes the threat of destruction of a particular site or region or the predictably rapid deterioration of an area necessitating prompt investigation and/or salvage.

In all long-term interdisciplinary undertakings the project director should indicate the commitment of the personnel to provide continuity in the excavation seasons and through the publication phase. Although the training of archaeologists is a necessity to the discipline, the project director should be aware that the Endowment does not support projects designed primarily for summer-school training of undergraduates, nor can travel or per diem be charged for undergraduates. Graduate students taking part in archaeological projects must be employed in a professional capacity, and not receiving graduate credit, in order to be included in the budget.

The applicant should ensure adequate professional staffing of his field team so that all activities proposed in the application may be competently carried out. *Vitae* for all professional members of the team, including the Project Director, must be submitted with the application.

Survey Work

Applicants who propose to initiate a major expedition should have conducted preliminary survey work. If such a phase has been completed, an application to NEH should include a report, outline plans, maps, and photographs. If no such exploration has been made, applicants are advised to request an initial grant to fund such a survey season. Regional surveys are considered to be useful, and sometimes indispensable, complements to site surveys. The Program has observed that conscientious surface surveys and judicial test excavations have helped prevent fruitless expenditures of time and monies.

Excavation: American Projects

Applicants interested in undertaking American archaeological projects should contact their State Historical Preservation Officer before contacting NEH in order to determine how their research

relates to the other current state projects. The State Historical Preservation Office will explain the procedure for nominating a site to the National Register and discuss the availability of funds from other existing Federal programs if there is direct Federal involvement in the project.

The Interagency Archaeological Services Office in Washington, D.C. can also provide information about Federal archaeological programs. Archaeological research, surveys, excavation, and the preservation of areas, sites, or buildings placed on the National Register are eligible for support on a matching basis under the 1966 National Historical Preservation Act. Funds for historic preservation, survey, acquisition, and rehabilitation may be available from HUD under the Housing and Community Development Act of 1974.

The National Endowment is particularly interested in encouraging research that cannot be supported by any other Federal agency, including the analysis and interpretation of archaeological materials.

For further information, the applicant may write to:

Interagency Archaeological Services
Heritage Conservation and Recreation Services
Department of the Interior
Washington, D.C. 20243
or
The Secretary of Housing and Urban Development
Washington, D.C. 20410

Excavation: Foreign Projects

Support of foreign archaeological work will be usually offered on a gifts-and-matching basis, whereby private gifts are matched with Federal funds. Applicants are encouraged to canvass on their own initiative all possible sources of support from private foundations or individuals and to indicate their prospects in the application. Although foreign financial or in-kind contributions can be considered as institutional cost-sharing, foreign currency, unless it is transferred to the Department of the Treasury in Washington, D.C., may not be used for gifts-and-matching. Outright funds may be requested for those aspects of a project to be carried out in the United States. These requests will be considered on an individual basis.

Since applicants are required to obtain permits from the host country, liaison through the appropriate channels must be established prior to an award. Sufficient evidence that the permits will be forthcoming should be included with the application. Should a work permit be denied during the application process, the application must be withdrawn from the competition. If the permit is denied or revoked during the grant period, the grant will be automatically suspended. Applicants must inform the Program staff of any change regarding the issuance or denial of permits.

Cooperation with the host country is highly desirable. Binational project teams, cooperative projects, and/or the offer of scientific-technical assistance to colleagues working in the host country may help to smooth the way for productive international research.

Archaeologists have increasingly been concerned that adequate curatorial attention be given to artifacts recovered on excavations. Preservation of such material guarantees the possibility for future reexamination of established research conclusions. Curatorial costs to preserve essential evidence may be listed as a budget item.

Exhibitions are encouraged as a further means of dissemination, particularly to the wider audience of laymen. Applicants attached to institutions with museum facilities should encourage museum officials to contact the Museums and Historical Organizations Program in the Division of Public Programs. Assistance for the preparation and mounting of exhibitions may be obtained from that program, as may plans for arranging traveling exhibitions.

Reports

The Program has stressed in the past, and will more stringently insist in the future, that the communication of field reports keep pace with excavation work and related research. Full progress reports including maps, stratigraphic plans, and photographs are required at the end of a season. In a multi-year grant, funds will ordinarily not be released after the first year unless a satisfactory report is submitted.

The Endowment expects that multi-year projects will alternate periods of excavation with periods of analysis and publication. Projects continuing beyond the maximum three-year funding period should be aware that renewal requests are evaluated as new applications and that decisions for future funding will depend on evaluation of the work accomplished to date. The most competitive

applications for renewal are those in which the research is divided into phases, and the feasibility of each phase and the strength of the overall project are well documented. Renewals are never automatic.

Material Analysis

The Endowment recognizes and welcomes the contributions of a wide range of scientific techniques that have emerged in recent years. The use of such techniques should, however, be a necessary and integral part of the overall research design and always serve to answer humanistically oriented questions.

Applicants involved in material analysis should contact the Anthropology Program at the National Science Foundation for an assessment of eligibility and competitiveness. Applicants with projects involving the use of computers are referred to the section on this subject under Basic Research and the section on Computers in this brochure.

Since the Endowment cannot provide continuous institutional support for archaeometry laboratory facilities, applications must involve discrete projects.

Preparation for Publication

In order to encourage the publication of archaeological monographs, the Endowment will accept proposals for prepublication research. In the interest of disseminating archaeological reports quickly, some of the costs of preparing camera-ready copy and illustrations for offset printing may be included, where that means of dissemination is appropriate. A subsequent application from a publisher for a publication subvention to publish the material is not likely to be competitive.

III. STATE, LOCAL, AND REGIONAL STUDIES

This area of the General Research Program supports projects that foster understanding and further knowledge of the history and customs of regions and communities in the United States. Projects involving the cooperation of scholars and other citizens in developing and using new humanistic knowledge about state, local, and regional communities are encouraged. Individuals may apply; however, applications tend to be strengthened by evidence of collaboration involving scholars, members of historical organizations or museums, and other professionals concerned with the study of the nation's history. Reviewers of applications reflect this diversity.

Projects may draw upon various disciplines in the humanities, such as economics, history, politics, languages and literature, folklore, archaeology, and art history. Since Federal funds are sought, an effort to relate state, local, or regional topics to national concerns is appropriate. Applicants should be aware of the issues and interests of scholarly communities in their fields and address those concerns to the extent possible.

Given the General Research Program's interest in interpretive books and articles and its concern for a wider context, projects limited to genealogical tracing are usually not successful. Evidence of private or local government support tends to strengthen applications.

Applicants should note that the Research Materials and Research Resources Programs also welcome proposals of regional interest when they fit categories appropriate to those programs.

Related Funding Sources

State, local, and regional history studies are often excellent candidates for consideration by the NEH Humanities Committee in each state. (The addresses of these committees are at the back of the NEH Program Announcement booklet.) Applicants may find it helpful to inform themselves of the activities of their state committee and local historical society before contacting the General Research Program.

Applicants interested in reaching the public through local museum exhibits and other presentations should contact the Museums and Historical Organizations Program in the Division of Public Programs. If the project is particularly concerned with recording historical data about older buildings in a community, the National Trust for Historic Preservation (740 Jackson Place, N.W., Washington, D.C. 20006), or the OAHP (see Archaeology-American excavation projects) should be contacted.

Oral History

The General Research Program considers oral history as one possible aspect of an overall research project that includes more traditional research in primary and secondary sources. The Program does not support the collection of oral history materials as an end in itself but only as an integral part of the research for the project. Those interested in the collection of oral history materials primarily to supplement existing archival holdings at a library or archive should note the Research Resources guidelines elsewhere in this booklet.

Projects making use of oral history as one of several resources for public programming are eligible for support through the Media Program in the Division of Public Programs. Projects involving the gathering of oral history for dissemination to a public audience through a national organization, through videotape, or through other forms of media or print can be considered in the Division of Special Programs. Applicants with projects concerned with the instruction of students at all levels in the use and applicability of oral history techniques should be in touch with the Division of Education Programs.

In the project description, the following information should be included: the training and experience of interviewers, preparation plans, criteria for selecting interviewees, efforts to obtain full cooperation, and arrangements for transcribing, editing, and indexing tapes, where the collected materials will be deposited, and the projected cost per interview, from preparation to the final editing of the transcription. Evidence of formal training and practical experience in oral history on the part of the project director tends to enhance the competitiveness of a proposal.

Applicants are urged to consult the guidelines of the Oral History Association (North Texas State University, P.O. Box 13734 N.T. Station, Denton, Texas 76203) on the principles, rights, and obligations incumbent on researchers. Several books on oral history techniques are available from the American Association of State and Local History (1400 Eighth Avenue South, Nashville, Tennessee 37203).

IV. RESEARCH CONFERENCES

Purpose

The division supports a limited number of conferences, symposia, and workshops to enable scholars to discuss and advance the current state of research on a particular topic or to consider means of improving conditions for research or inquiry. These meetings should be designed to accomplish objectives that cannot be achieved by other means or without Endowment support. Younger scholars as well as senior scholars should be invited to participate, and the meeting should appeal to as large an audience as is commensurate with the requirement for success. Normally, contributing participants number from ten to twenty, audience participants from thirty-five to two hundred or more. Since this category is designed to further collaborative research, meetings for other purposes (*e.g.*, celebration, professional interests, education) are not likely to prove competitive here.

Project Description

Proposals should be written in language intelligible both to experts in the field and to non-specialist scholars. Applications should demonstrate the need for the conference in terms of the state of research in the field. They should delineate the specific issues or questions to be addressed and should point to developments in research likely to result from the meeting. Applicants are encouraged to submit a tentative conference schedule and a list of participants, their qualifications, and the topics on which they will speak.

Budget

Levels of funding range from $2,500 to $10,000. Outright funding is limited to $10,000. Applicants should consider the possibility of applying for gifts-and-matching support, particularly when the funds needed exceed the $10,000 limit. The following expenses are allowable and should be itemized in detail in the budget: a modest amount of released time for the principal investigator(s); secretarial and/or administrative assistance; tourist-class travel and per diem for contributing participants; expendable office supplies; rental equipment, publicity, postal and telephone costs; indirect costs.

Duplication costs may be requested for the dissemination of typescript contributions, results of the conference and/or other information about the meeting. Expenses for editing conference papers may also be allowed, but requests for publication costs should be made to the Publications Program. (Guidelines for this program can be found on page 22.)

Because contributing scholars benefit in many ways from their participation at such meetings, requests for honoraria normally should not be made. Where exceptional circumstances require honoraria or consultant fees, they should be modest ($100 to $300) and carefully justified.

The costs of banquets, receptions, coffee breaks, and entertainment are disallowed by Federal regulations and should not even be shown in the budget.

If registration fees are to be charged, the amount should be modest and specified in the proposal. Registration fees should not be calculated as part of the 20 percent institutional cost-sharing required in this program.

All participants should be encouraged to apply to their parent institutions, or to the ACLS for assistance with travel costs. For international meetings in this country, foreign nationals should apply to their own governments for travel assistance. A statement concerning these efforts should appear in the narrative portion of the application.

OTHER ENDOWMENT PROGRAMS

The National Endowment for the Humanities has five other major programmatic divisions:

The Division of Education Programs seeks to aid formal education in the humanities at all levels, to improve instruction, and make better use of resources in the humanities. Support is provided through planning, development, and project grants. This support helps grantees to carry out experimental educational programs in the humanities, develop teaching materials, and plan, carry out, and evaluate curriculum revisions.

The Division of Fellowships makes awards to help support individual humanists in their work as scholars, teachers, and interpreters of the humanities. The Division also supports humanities seminars for members of the non-teaching professions. Work supported by an Endowment fellowship helps to advance, synthesize, or enlarge the grantee's learning and understanding.

The Division of State Programs makes grants to the state humanities committee in each state for support of projects designed by state citizens and keyed to state resources, interests, and concerns. Applicants submit proposals directly to the state committees, according to each committee's guidelines.

The Division of Public Programs fosters broad national dissemination of the humanities to the general adult public. It helps to support projects in the media, such as film, radio and TV, and projects sponsored by non-academic public institutions including museums, libraries, and historical societies.

The Division of Special Programs supports innovative programming in the humanities and administers programs that cut across divisional lines. Such programs include Program Development, Challenge Grants, Special Projects, Youthgrants and NEH Youth Projects, and the Science, Technology, and Human Values program which supports projects jointly with the National Science Foundation and other agencies.

In addition, through the Office of Planning and Policy Assessment, the Endowment supports studies and surveys designed to collect and analyze information about the problems, status, and trends of important sectors of humanistic activity.

For more details on any of the above divisions or programs, write to:

Public Affairs Office/Mail Stop 351
National Endowment for the Humanities
Washington, D.C. 20506.