



National
Endowment
for the
Humanities

Division of
Fellowships
and
Seminars

Guidelines and
Application
Materials

Application
Deadline:
March 15, 1985

Faculty Graduate
Study Program for
Historically Black
Colleges and
Universities

CHECKLIST OF APPLICATION MATERIALS, FACULTY GRADUATE STUDY PROGRAM

NATIONAL ENDOWMENT
for the
Humanities Library

The original proposal, which includes

- a) The one-page NEH application cover sheet,
 - b) a curriculum vitae,
 - c) a description of the proposed study,
 - d) a letter of certification by the president of the institution (or a designee),
 - e) the project budget form with one copy, and
 - f) a data sheet.
2. Eight collated copies of the application cover sheet, curriculum vitae, and description of the proposed study.
 3. Two letters of recommendation, to be submitted separately by the referees.

National Endowment for the Humanities
Division of Fellowships and Seminars
Faculty Graduate Study Program

GENERAL INFORMATION

The National Endowment for the Humanities announces the continuation of the Faculty Graduate Study Program for teachers at historically black colleges and universities. The National Endowment for the Humanities is an independent grant-making agency established by Congress in 1965 to support research, education, and public projects in the humanities.

The Faculty Graduate Study Program is a special competition designed to strengthen the teaching of the humanities at historically black colleges and universities by providing one year of support for teachers at these institutions to work toward the completion of a doctoral degree in the humanities. The deadline for submission of applications is March 15, 1985. Awards of up to \$26,000 each for study in academic year 1986-87 will be announced in September 1985. In the competition for 1985-86, thirty teachers applied, with ten ultimately receiving awards.

Eligibility

A potential graduate fellow should be a U.S. citizen, a native resident of a U.S. territorial possession, or a foreign national who has been residing in the United States or its territories for at least the three years immediately preceding the application deadline.

Applicants should be persons who are well qualified to pursue the proposed year of graduate study, who are able and committed teachers, and who will make strong contributions to teaching in the humanities. Applicants must have already completed at least one year of graduate work.

Applicants are obliged to enter into an agreement with their employing institution to return for at least two years of full-time teaching following the year of graduate study. The college president must verify that there will be a place at the institution for the applicant at the end of the fellowship tenure period.

There is no limitation on the number of faculty members who may apply from an institution.

Scope of Eligible Study in the Humanities

According to the act that established the Endowment, the term humanities includes, but is not limited to, the study of history; philosophy; languages; linguistics; literature; archaeology; jurisprudence; the history, theory, and criticism of the arts; ethics; comparative religion; and those aspects of the social sciences that employ historical or philosophical approaches.

Graduate study in the creative or performing arts--such as writing of fiction or poetry, painting, sculpture, musical composition or performance, acting, directing, and dance--is not eligible for support by the National Endowment for the Humanities. Critical, historical, and theoretical studies of the arts, however, are eligible for support.

Those undertaking studies in the social and natural sciences that are historical or philosophical in approach, or that attempt to cast light on questions of interpretation or criticism traditionally in the humanities, are eligible and encouraged to apply to the programs of the National Endowment for the Humanities.

Graduate study leading to a doctorate in education is ineligible.

Grant Tenure and Conditions of Award

Each grant provides up to \$26,000 for a continuous period of study from nine to twelve full months. The grant is intended to match the 1985-86 academic-year salary and assist in covering tuition and required fees, books, and other associated costs, including temporary relocation expenses for the faculty member (and family) for the period of the grant. All grants will be made to the historically black college or university and are to be administered by that institution.

Faculty members may supplement their awards with other grants for this study, including additional grants from their own institutions or from the institution selected for the tenure period. Successful applicants who receive offers of additional support must notify the Endowment immediately, as the total amount of grant income must not exceed the total allowable costs identified in the budget for the year of study.

Recipients must devote full time to the proposed plan of study and may not accept teaching assignments or undertake other major activities during the tenure of the award.

Tenure periods may not begin or end in the middle of an academic term. Ordinarily the tenure period will begin about one year after the announcement of the grant. Thus, successful applicants from this year's competition will, in most cases, begin their year of supported study in the fall of 1986.

Final reports must be submitted to the Endowment by both the appropriate institutional official and the individual faculty member. These reports are due ninety days after the end of the grant period. Forms for the reports from the institution will be included in the award notification; forms for the final reports required from the individual faculty member will be mailed near the end of the tenure period.

Criteria for Selection

Applications submitted for this special competition will be evaluated by a panel of scholars in the humanities according to the following criteria:

1. the quality or promise of quality of the applicant's work as a teacher, scholar, and interpreter of the humanities;
2. the significance of the contribution that the applicant will make to teaching in the humanities upon returning to the employing institution;
3. the conception, definition, organization, and description of the proposed study; and
4. the likelihood that the applicant will complete the proposed study successfully by the end of the tenure period.

All other things being equal, preference will be given to persons who have been teaching for at least two years and who have completed the course work for the doctoral degree. These individuals will devote the year exclusively to preparing the doctoral dissertation.

Location of Study

These awards are for study and research at any accredited institution of higher education in the United States which offers a doctoral degree in the appropriate discipline of the humanities. The applicant is responsible for making all necessary arrangements with the institution chosen for graduate study. Before submitting an application for the proposed plan of study, the applicant should consult with the selected institution to ensure eligibility and admission for the desired period. Until an award has been made, however, contact with the institution does not constitute a commitment by either the employing institution or the National Endowment for the Humanities.

Verification of Graduate School Admission

A letter, or comparable documentation, signed by the appropriate official of the selected graduate school and verifying the applicant's admission and enrollment for the

proposed program of study, must be sent to the Endowment immediately after notification of awards. Faculty members may request the graduate school admissions office to mail this verification directly to the Endowment. Documentation must be received by the Endowment before grant funds will be released and should be mailed to the

Grants Office
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Application Deadline and Notification of Awards

Applications must be postmarked by March 15, 1985. Awards will be announced in September, 1985.

APPLICATION INSTRUCTIONS

The four-page NEH application cover sheet, the project budget form, and the data sheet are all located at the back of this brochure.

The signed application cover sheet should be the first page of the application with all other required documents attached in the order listed on the checklist at the front of this brochure.

The original application and eight additional copies--needed for the review process--should be submitted directly to the

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

Additional copies of the application should be retained for the files of the institution and the applicant.

The Application Cover Sheet

One copy of the cover sheet is included in the brochure and should be duplicated by applicants. The cover sheet should be the first page in each set of application materials. Instructions for completing each block of the cover sheet are listed on page 2 of the four-page cover sheet.

Professional History and Proposed Program of Study

The following information is an essential part of the application, and no application can be reviewed without it.

1. The applicant must submit a complete curriculum vitae, including educational background, employment history, degrees and honors received, graduate coursework, courses currently taught, and publications, if any.

2. The applicant should describe the proposed program of study in an essay of no more than three single-spaced pages. The essay should include an explanation of immediate and long-range objectives. The applicant should also identify the discipline or field in the humanities selected for study and the particular area(s) of concentration; the relevance of the choice for present and future teaching assignments; the planned schedule and courses to be taken, if appropriate; or the title of the dissertation and the schedule for completion.

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

- a) What are the basic ideas, problems, texts, or questions the study will examine? What is the planned approach or line of thought, to the extent that it has been developed?
- b) What is the current state of the proposed study: Is it in the beginning stages or in progress? What are the plans for each stage? There should be a proposed schedule or plan of work which the applicant would follow during the tenure of the award.
- c) What is the relationship between the proposed study and the applicant's long-range teaching or scholarly objectives or to the applicant's development as a teacher, scholar, or interpreter of the humanities?
- d) What contribution is the proposed study likely to make to the field of study or to teaching and learning in the humanities generally?
- e) What is the relationship between the proposed work and the work of others in the same field? What is distinct about the proposed study?
- f) What is the applicant's competence in any languages needed for the study?
- g) Where will the applicant conduct the study? What is the likelihood of access to archives, collections, or institutions with resources necessary for the work?

Applicants should describe the part of the study to be completed during the period of the award and explain how the study fits into the total schedule for completion of the doctoral degree.

Reference Letters

Each applicant should request letters of recommendation from two present or former teachers in the applicant's graduate program.

These letters should be sent directly by the recommenders to the Faculty Graduate Study Program, at the address given above.

Certification

A letter of certification for each applicant must be prepared by the president (or a designee) of the employing institution and submitted as part of the application. The letter should (1) identify the applicant; (2) describe the applicant's current teaching assignment and the place of that assignment in the humanities curriculum; (3) explain why and how the applicant's year of full-time study toward the Ph.D. will be of assistance in enhancing the teaching of the humanities; and (4) certify that the applicant has agreed to return to the certifying institution for at least two years of full-time teaching following the year of graduate study and that a faculty position will be available for the applicant.

Project Budget Form

The instructions provided below are applicable to the Faculty Graduate Study Program and are keyed to the sections of the budget form. Before completing the form, the applicant should review these instructions carefully. The original budget sheet, with one copy, should be sent as part of the application package.

- I. Type of Budget Submission: The appropriate box is already checked.
- II. Certifying Institution: Provide the official title of the institution which employs the applicant. This institution will administer the grant if the applicant is successful.
- IV. Project Title: The title should be the same as that shown in Block 8 on the application cover sheet.
- V. Applicant: Indicate the name of the faculty member certified to undertake the program of study.
- VI. Grant Period: Indicate the entire period for which Endowment funding is requested in the application. The proposed program of study must take place within the requested grant period.
- VII. Project Costs: Include those expenses which will be incurred during the grant period to accomplish the proposed program of study.

Note: Because this program is intended to benefit applicant institutions by means of faculty development involving nominal overhead, no provision has been made for institutions to claim indirect costs. Institutions are not required to provide cost sharing.

Direct Costs

Salary--The applicant's academic-year salary for teaching during the 1985-86 academic year is to be used in calculating the budget for this award.

Fringe Benefits--Include here an amount to cover any medical insurance or other benefit programs being paid by the institution for the applicant, and indicate the basis of the calculation.

Tuition and Fees--Include the tuition and required fees as designated by the selected institution for the applicant's requested program of study during academic year 1985-86. These fees should be itemized in Section VIII, "Itemization of Costs."

Travel/Relocation--The travel allowance is intended to cover round-trip transportation, lodging, and subsistence costs for the applicant, spouse, and dependent children while traveling between the home and the location of the selected institution, and the moving of necessary books and furniture there and back. Travel costs must be estimated in accordance with the certifying institution's established travel policies, providing that the travel results in a reasonable charge and that economy air accommodations are used when they are reasonably available. In the budget itemization of travel costs (Section VIII), list the total transportation and subsistence costs for each destination in the respective columns and the total in the right-hand column. List the number of days in travel status for each destination. If more than one person is traveling, the number of days each person is in travel status should be added and the total for that destination listed.

All charges for travel must be fully justified and a separate sheet may be attached to the budget form for this purpose, if necessary.

Books and Supplies--If this amount exceeds \$300, special justification must be provided in Section VIII below.

Other Associated Costs--Include any costs specifically identified with the proposed study that are not listed elsewhere in the budget. Justification for these associated costs must be included in Section VIII on the budget form. Please note that "miscellaneous" and "contingency" are not acceptable budget categories.

VIII. Itemization of Costs: In this section of the budget form, provide the budget detail to support the amounts requested for Travel/Relocation; Tuition and Fees; Books and Supplies, if the requested amount exceeds \$300; and Other Associated Costs. Applicants should attach a separate sheet to the budget form if more space is required.

- IX. Institutional Grant Administrator: The signature and telephone number of the person who will be responsible for the administration of the grant, e.g., the review and approval of the project budget and plan of work, the monitoring of the institution's compliance with the terms and conditions of the award, the negotiation of revised budgets, etc. The signature indicates this official's approval of the budget.

Data Sheet

The original Data Sheet should be completed and sent as part of the application package. It is not necessary to submit copies of the Data Sheet.

Other Programs of the Division of Fellowships and Seminars

In addition to this special competition, the National Endowment for the Humanities, through its Division of Fellowships and Seminars, offers the programs listed below. Teachers in undergraduate colleges who have already completed their professional training and desire an opportunity for a year of research and study should consider applying to the program of Fellowships for College Teachers. Faculty members desiring an opportunity for study and research during the summer months only should review carefully the description of the programs of Summer Seminars for College Teachers and Summer Stipends. Further information on all these programs is available from the National Endowment for the Humanities, Division of Fellowships and Seminars, Washington, D.C. 20506.

Fellowships for College Teachers provide opportunities for college teachers to pursue independent study and research that will enhance their capacities as teachers, scholars, and interpreters of the humanities and that will enable them to make significant contributions to thought and knowledge in the humanities. This program is predicated upon an equal respect for study and research directed toward scholarly publication and for study and research directed toward teaching. It is designed to support both beginning and experienced scholars and teachers who are engaged in a range of activities from general study to specialized research. These fellowships are intended for teachers whose day-to-day responsibilities lie in the teaching of undergraduate students, particularly in two-year, four year, and five-year colleges and in universities that do not have Ph.D. programs. Prospective applicants teaching in such institutions are encouraged to apply for fellowship support through this program even if the interests of their proposed projects are distinct from their teaching interests.

Fellowships for Independent Study and Research provide opportunities for individuals to pursue independent study and research that will enhance their capacities as teachers, scholars, or interpreters of the humanities and that will enable them to make significant contributions to thought and knowledge in the humanities. This program is designed to support persons who have made significant contributions to the humanities as well as those who stand at the beginning of their careers. Projects may cover a range of activities from general study to specialized research. These fellowships are intended both for individuals affiliated with academic institutions, primarily those with extensive Ph.D. programs in the humanities, and for scholars and writers working independently or outside academic institutions.

Constitutional Fellowships provide opportunities for individuals to pursue study and research on the philosophical, literary, historical, or political origins of the Constitution; the relation of the structure of the Constitution to American political, social, or intellectual culture; or the connection between self-government and the purposes of human life. Proposals may address the history of the founding period, constitutional principles, comparative constitutional government, individual rights, the character of democracy, American federalism, American political institutions, constitutional interpretation, or any other topic that would be appropriate to the observation of the bicentennial of the U.S. Constitution. Applications for Constitutional Fellowships may come from faculty members of colleges and universities as well as from writers and scholars working outside academia. These applications should be submitted in conjunction with either the program of Fellowships for College Teachers or the program of Fellowships for Independent Study and Research. The program under which applicants apply depends upon their institutional affiliation or circumstances, and applicants should follow the guidelines and instructions for the appropriate program.

Summer Stipends are intended for faculty and staff members in two-year and four-year colleges and in universities, for freelance writers, and for others who have made, or who demonstrate promise of making, significant contributions to the humanities. Each summer stipend provides two consecutive months for full-time independent study or research. The purpose of the stipend is to free recipients from summer employment so that during this period they can devote full time to concentrated study and research. The proposed project may be one that can be completed during the stipend period or it may be part of a long-range project. Applicants employed by colleges or universities must be nominated by their institutions. Applicants with terminating appointments and those not employed by colleges and universities are exempt from nomination and may apply directly to the Endowment.

Summer Seminars for College Teachers provide opportunities for teachers in two-year, four-year, and five-year colleges and universities to work under the direction of distinguished scholars for two months during the summer as well as to pursue advanced study and research in their own fields or in other fields related to their interests.

Summer Seminars for Secondary School Teachers provide teachers of grades seven through twelve a unique opportunity for advanced study. For four, five, or six weeks during the summer, depending on the seminar, those selected to participate in the program will work under the direction of a distinguished scholar in an area of mutual interest. They will study seminal works in the humanities, exploring them systematically and thoroughly. Through reading, writing, and reflection, and through frequent discussions--formal and informal--with the seminar director and with other teachers from across the country, seminar participants will increase their knowledge and enhance their ability to impart an understanding of the humanities to their students.

In addition, the division offers fellowships through Centers for Advanced Study.

Instructions for NEH
Application Cover Sheet

Block 1. Individual Applicant:

Item a: Give a mailing address good through November 1985.

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

1-Mr.
2-Mrs.
3-Miss

4-Ms.
5-Professor
6-Dr.

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

Item d: Please use the fields listed on the back of the cover sheet as a guide. Write the name of the field and also put the code number in the box: for example, American History, A3. If the field of your specialty is not listed, indicate the general discipline in which it falls or the closest major field.

Item e: Applicants should be U.S. citizens, native residents of U.S. territorial possessions, or foreign nationals who have been residing in the United States or its territories for at least the three years immediately preceding the application deadline. Check the block appropriate for your situation. If you are a foreign national, use the space provided to specify the month and year in which you came most recently to reside in the United States.

Block 2. Pre-checked.

Block 3. Pre-checked.

Block 4. Preprinted on the form.

Block 5. Requested Grant Period:

Tenure may start any time between January 1, 1986, and the beginning of the spring term of the academic year 1986-87. The tenure period must include at least one academic-year term and may not begin or end in the course of an academic-year term.

Block 6. Project Funding:

Enter here the appropriate figures from the Project Budget that is part of your application.

Block 7. Field of Project:

From the fields and code numbers listed on the back of the cover sheet, select the one that most closely describes the field of your program of study and research: for example, American History, A3.

Block 8. Descriptive Title of Project:

Enter the field you are studying and the degree you are seeking, not the title of your dissertation project. For example, an applicant might fill in this block with "Ph.D. in History" or "Ph.D. in French Literature."

Block 9. Description of Proposed Project:

In this space only summarize the points which are developed in your full, appended proposal. This summary is important both for purpose of review and records. Do not merely refer to the full proposal. The summary must be limited to the space provided and may not be continued on another page.

Block 10. Not applicable.

Block 11. Institutional Data:

Item a. Indicate the certifying institution.

Item b. The authorizing official is the president (or designee).

Item c. Indicate here the name, mailing address, form of address (see instructions for 1b), and telephone number of the person who will be responsible for the financial administration of the grant if the award is made. For example, at many universities the Provost, Vice President, President, or Chancellor is the person "authorized" to submit an application (see item b), but the actual administration of the project--e.g., negotiating the project budget, ensuring compliance with the terms and conditions of the award--is the responsibility of a Grants or Research Officer. It is the latter person who should be listed here.

Field of Project Categories and Codes

The following categories and codes should be used to complete blocks 1d and 7 of the NEH Application Cover Sheet. If the specific field of your project is not included in this listing, select the appropriate major field. (This listing is strictly for use by NEH staff to help

retrieve information requested on grants and applications in specific disciplines of the humanities. The listing is not intended to be comprehensive, nor does it represent preferred funding categories. The "hierarchical" arrangement is for convenience.)

Anthropology L1

Archaeology U6

Archival Management/Conservation I1

Arts, History and Criticism MA

Architecture: History & Criticism U3
 Art: History and Criticism M1
 Dance: History & Criticism M3
 Film: History & Criticism M4
 Music: History & Criticism M5
 Theater: History & Criticism M2

Communications P2

Composition & Rhetoric P1
 Journalism P4
 Media P3

Education H1

Ethnic Studies K1

Asian American K5
 Black/Afro-American K4
 Hispanic American K3
 Jewish K6
 Native American K2

History A1

African A2
 American A3
 Ancient AC
 British A4
 Classical A5
 European A6
 Far Eastern A7
 Latin American A8
 Near Eastern A9
 Russian AA
 South Asian AB

Humanities U8

Interdisciplinary U1

African Studies GI
 American Studies G3
 Area Studies GH
 Asian Studies G5
 Classics G7
 Folklore/Folklife R1
 History/Philosophy of Science,
 Technology or Medicine GA
 International Studies GG
 Labor Studies G4
 Latin American Studies GJ
 Medieval Studies G8
 Regional Studies GF
 Renaissance Studies G9
 Rural Studies GC
 Urban Studies G2
 Western Civilization GB
 Women's Studies G1

Languages C1

Ancient CC
 Asian CA
 Classical C2
 Comparative C9
 English CE
 French C3
 German C4
 Italian C5
 Latin American C6
 Near Eastern CB
 Slavic C7
 Spanish C8

Law/Jurisprudence Q1

Library Science H3

Linguistics J1

Literature D1

African DK
 American DE
 Ancient DC
 Asian DA
 British DD
 Classical D2
 Comparative D9
 French D3
 German D4
 Latin American D6
 Literary Criticism DI
 Near Eastern DB
 Slavic D7
 Spanish D8

Museum Studies/Historic Preservation I2

Philosophy B1

Aesthetics B2
 Epistemology B3
 Ethics B4
 History of Philosophy B5
 Logic B6
 Metaphysics B7
 Non-Western Philosophy B8

Religion E1

Comparative Religion E5
 History of Religion E2
 Non-Western Religion E4
 Philosophy of Religion E3

Social Science U2

American Government F2
 Economics N1
 Geography U7
 International Relations F3
 Political Science F1
 Psychology U5
 Public Administration F4
 Sociology S1

DATA SHEET

FY 1985

National Endowment for the Humanities
Division of Fellowships and Seminars
1986-87 Faculty Graduate Study Program

APPLICANT'S NAME (Last, First, Initial)	FIELD OF PROPOSED STUDY
INSTITUTIONAL AFFILIATION (Dept., Institution, City and State)	RANK <input type="checkbox"/> Professor <input type="checkbox"/> Assoc. Professor <input type="checkbox"/> Asst. Professor <input type="checkbox"/> Instructor <input type="checkbox"/> Other
TELEPHONE NUMBERS (with area codes) Office: _____ Home : _____	ACADEMIC-YEAR SALARY, 1985-86 \$ _____ Contract Basis: <input type="checkbox"/> 9 months <input type="checkbox"/> Other: Specify _____

References (Names only):

1. _____
2. _____

1.	_____
2.	_____
3.	_____

Complete all blanks as follows:

1. Name: Last, First, Middle.
2. Institutional Affiliation: Institution's name, city, state.
3. Field of Proposed Study:

EQUAL OPPORTUNITY

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

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Division of Fellowships and Seminars
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POSTAGE AND FEES PAID
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