



National  
Endowment  
for the  
Humanities

Division of  
Fellowships  
and  
Seminars

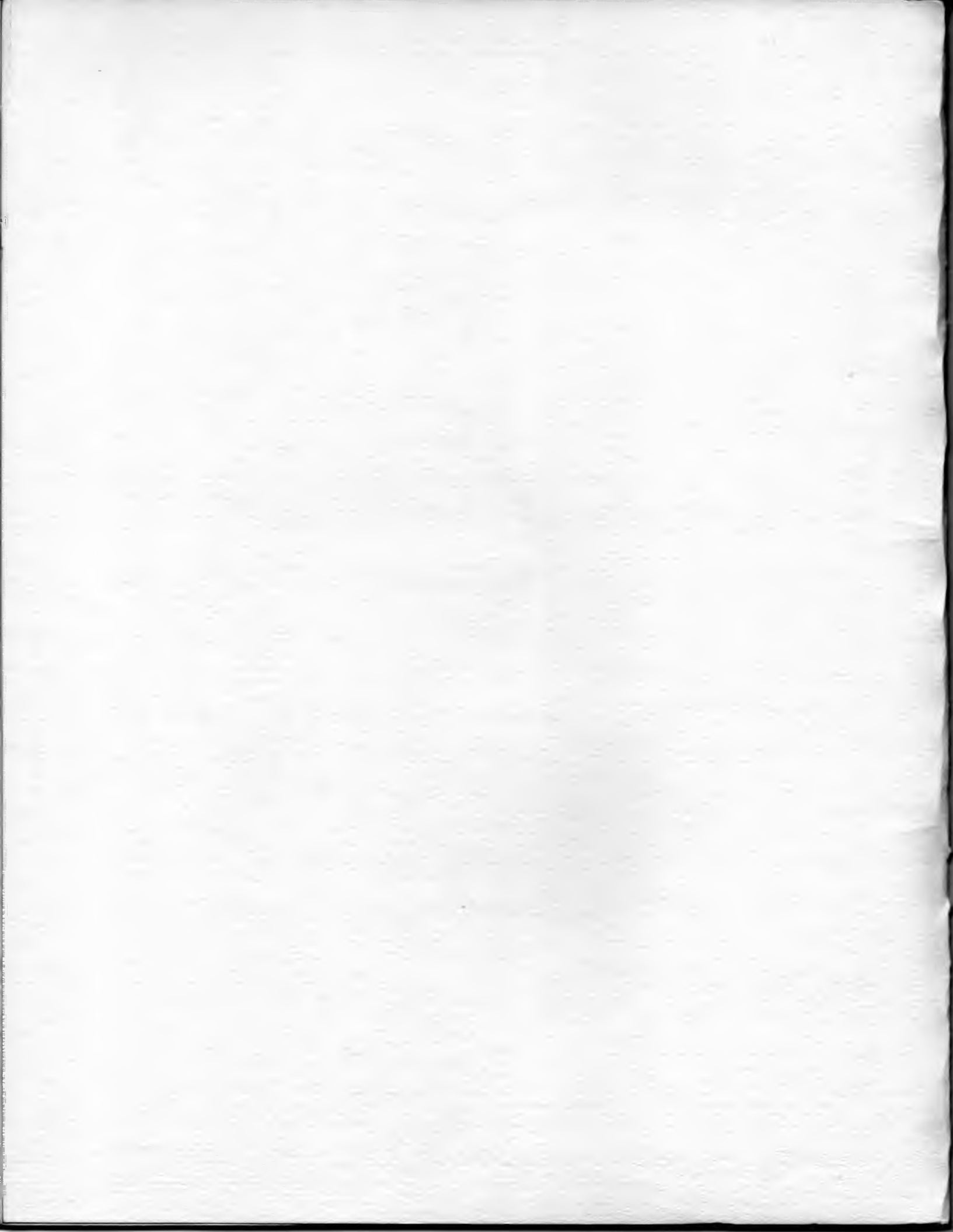
Guidelines and  
Application Forms

Application Deadline:  
June 1, 1987

# NEH Fellowships

University Teachers

College Teachers and  
Independent Scholars



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### INTRODUCTORY INFORMATION

#### Application and Award Schedule

Program Year:	1988-89 NEH Fellowships
Application Deadline:	June 1, 1987
Notification of Awards:	Mid-December, 1987
Beginning Date for Tenure of Awards:	As early as January 1, 1988, and as late as the start of spring term of 1988-89 academic year

#### Privacy Act

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

#### Equal Opportunity

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

#### Note

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

## GENERAL INFORMATION

### The National Endowment for the Humanities

The National Endowment for the Humanities is an independent grant-making agency established by Congress in 1965 to support research, education, and public projects in the humanities.

The Endowment supports work in the humanities through programs administered by five divisions and two offices: the Divisions of Fellowships and Seminars, Research Programs, Education Programs, General Programs, and State Programs, and the Offices of Challenge Grants and Preservation Programs.

### The Humanities

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

Work in the creative or performing arts--such as writing of fiction or poetry, painting, sculpture, musical composition or performance, acting, directing, and dance--is not eligible for support by the National Endowment for the Humanities. Persons interested in support in these areas should write or call the National Endowment for the Arts. Critical, historical, and theoretical studies of the arts, however, are eligible for NEH support.

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

### NEH Fellowship Programs

NEH Fellowships provide opportunities for individuals to pursue advanced study and research that will enhance their capacities as teachers, scholars, or interpreters of the humanities and that will enable them to make significant contributions to thought and knowledge in the humanities. Fellowships enable people to devote extended periods of uninterrupted time to investigation, reflection, and writing.

The NEH Fellowship programs are intended for a range of individuals, from those who have made significant contributions to

the humanities to those who stand at the beginning of their careers. The program to which an applicant applies depends upon the applicant's institutional affiliation or circumstances:

Fellowships for University Teachers are for faculty members of departments and programs in universities that grant the Ph.D. and faculty members of post-graduate professional schools.

Fellowships for College Teachers and Independent Scholars are for faculty members of two-year, four-year, and five-year colleges, faculty members of departments and programs in universities that do not grant the Ph.D., individuals affiliated with institutions other than colleges and universities, and scholars and writers working independently.

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

Two Endowment divisions support scholarly research: the Division of Fellowships and Seminars and the Division of Research Programs. Normally, applications for support of individual study and research should be submitted to the Division of Fellowships and Seminars; applications involving the collaboration of two or more scholars should be submitted to the Division of Research Programs. However, there are some types of individual projects for which applications should be submitted to the Division of Research Programs if support is desired for more than two months, notably archaeological fieldwork; the production of reference works and scholarly tools, such as bibliographies, dictionaries, atlases, and encyclopedias; and most editing projects and translations. Prospective applicants for these projects should consult with staff members of the Division of Research Programs to determine whether their applications are more appropriate for submission to that division. If applications for such projects are submitted for NEH Fellowships, they may be declared ineligible, and applicants may have to wait until the next deadline of the appropriate program in the Research Division to reapply.

Issues pertinent to the humanities content of an applicant's own teaching field are an appropriate part of fellowship study. However, applications for surveys of courses and programs in other institutions and for the preparation of institutional curricula are not. Inquiries about the possibility of Endowment support for institutional projects to improve curricula or teaching of the humanities should be directed to the Endowment's Division of Education Programs. Also ineligible for NEH Fellowships are applications to improve the methods of teaching courses, to carry out empirical educational research projects, or to examine theories of teaching and learning that lack substantial content in a discipline of the humanities.



## Special Initiatives

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

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

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

## Criteria for Selection

Applications to the programs of Fellowships for University Teachers and Fellowships for College Teachers and Independent Scholars, including special initiatives within the programs, will be judged on the basis of the following criteria:

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



3. The conception, definition, organization, and description of the proposed project; and
4. The likelihood that the applicant will complete the project.

### Eligibility

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

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

Persons who have recently been awarded major fellowships or grants are not eligible to apply for an NEH Fellowship. Specifically, three years must have elapsed between the conclusion of tenure of the fellowship or grant and the proposed beginning date of tenure for an NEH Fellowship. For the Endowment, a "major fellowship or grant" is a postdoctoral award or its equivalent that provides support for a continuous period of time equal to at least one term of the academic year; that enables the recipient to pursue scholarly research, personal study, professional development, or writing; that is in the amount of at least \$6,000; and that comes from sources other than the recipient's employing institution. Thus, sabbaticals and grants from an individual's own institution are not considered major fellowships, nor are stipends and grants from other sources supporting study and research during the summer academic recess, such as NEH Summer Stipends and NEH Summer Seminar awards.

The program of Fellowships for University Teachers, including special initiatives within this program, is open only to faculty members of departments in universities that grant the Ph.D., faculty members with appointments to interdepartmental programs and central graduate schools that grant the Ph.D., and faculty members of post-graduate professional schools. Individuals who have such appointments on terminating contracts and retired faculty who had such positions are eligible only for this fellowship program. Librarians,

administrators, other staff members at these institutions, and part-time members of the faculty are normally eligible for this fellowship program.

The program of Fellowships for College Teachers and Independent Scholars, including special initiatives within this program, is open to faculty members, either part-time or full-time, of two-year, four-year, and five-year colleges; faculty members of university departments, interdepartmental programs, and central graduate schools that do not grant the Ph.D.; individuals affiliated with institutions other than colleges and universities; and scholars and writers working independently. Individuals who have such positions on terminating contracts are eligible for this fellowship program, as are retired faculty members who had such positions.

Persons may apply in the same year for support to only one of the programs of NEH Fellowships, even if the application is in an area of one of the special initiatives. Individuals may apply for an NEH Fellowship at the same time they apply to other programs within the Division and the Endowment but may not hold more than one award from the Endowment for personal study, research, or enhancement of their teaching in any given fiscal or calendar year.

#### Stipends, Tenure, and Conditions of Award

Fellowships normally support full-time work and are awarded for continuous periods of six to twelve full months of tenure. The stipend is intended primarily to replace academic-year salary lost during a leave of absence. Stipends for 1988-89 fellowships will be based on fellows' 1987-88 academic-year salaries, minus sabbaticals and other grants, up to the maximum stipend level for the tenure period involved. The maximum amount of the NEH stipend for tenure periods of between nine and twelve months, which for teachers encompass the full academic year, is \$27,500. The maximum for periods of between six and nine months is prorated by months or, for teachers, by academic-year terms. For example, the maximum stipend for a fellowship encompassing two academic-year quarters is \$18,334; for one encompassing a semester, \$13,750; and for one encompassing one quarter, \$9,167. Some assistance may be provided within the stipend limit to help defray the costs of necessary travel, but no allowance is given for any other expenses.

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

Fellows may begin tenure of their awards any time between January 1 following notification of the award and the beginning of the

spring term of the next academic year. For teachers, tenure periods must include at least one term of the academic year.

Part-time fellowships, defined as any amount of released time between half time and full time, will be awarded under exceptional circumstances. Such exceptional circumstances might, for example, include job responsibilities that cannot be relinquished or the value that teaching a particular course would have for the work proposed for the fellowship. These circumstances must be explained in the application. Tenure must be for a continuous period of whole months. The minimum is six months; the maximum is the equivalent of twelve months of full-time tenure: for example, four semesters over twenty-four months at half time; three semesters over seventeen months at two-thirds time. Stipends for part-time fellowships are intended primarily to replace salary lost through released time and will be calculated according to the same principles as those for full-time fellowships. The maximum stipend is \$27,500 and will be prorated according to both the number of terms covered by the tenure period and the amount of released time taken. For example, the maximum stipend for a six-month fellowship at half time is \$6,875; for a twelve-month fellowship at two-thirds time, \$18,334; and for a twenty-four month fellowship at half time, \$27,500.

A full-time fellow must devote full time to the fellowship study and may not accept a teaching assignment or undertake any other major activity during the tenure of the fellowship. A part-time fellow must devote the entire released time to the fellowship study and may not undertake any other major activity or accept any teaching assignment other than that finally agreed upon between the Endowment and the fellow.

#### Application Deadline and Award Notification

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

#### The Application Review Process

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

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

Review panels of scholars and teachers are assembled by the division staff and convened at the Endowment. There are no standing

panels; panels are constituted anew for each cycle of applications. The applications are divided by discipline or clusters of related disciplines into sets for review by panels. A panel is generally composed of five to seven people, who are familiar with the subject matter of the applications assigned to their panel. Panelists' names are published each year in the Endowment's annual report.

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

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

Reapplication is always possible, and failure to gain support in one year does not prejudice an applicant's chances for reconsideration in future competitions. By writing to the program officer for the program to which they applied, unsuccessful applicants may obtain details of the panelists' evaluation of the proposal so that it might be strengthened if submitted again the next year.

#### APPLICATION INSTRUCTIONS

A completed application consists of the following materials:

- 1) The original proposal, which includes
  - a) the one-page NEH application cover sheet,
  - b) a résumé, which should be between one and two pages, and
  - c) a detailed description of the proposed study and brief bibliography, which together should not exceed five pages, single-spaced;

- 2) Eight collated copies of the application cover sheet, résumé, and description of study with bibliography;
- 3) The set of data cards, one 5" x 8" and one 3" x 5"; and
- 4) Three letters of recommendation, to be submitted separately by the referees on reference-letter forms.

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

Applicants are advised to make their applications as readable as possible, especially if they are using word processors. Print should be dark, margins should be adequate, and lines should not be too close together.

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

### NEH Application Cover Sheet

Instructions for completing the cover sheet begin on page 17.

### Résumé

No application can be considered for a fellowship without a résumé. The résumé should be in concise, outline form and should not exceed two pages. The following information should be included:

- a) The applicant's status as either a junior scholar or senior scholar. For purposes of the application, junior scholars hold the rank of instructor or assistant professor in colleges or universities or are at comparably early stages of their careers. Senior scholars are associate professors and full professors or are at comparably mature stages of their careers. The applicant's status as a junior or senior scholar should also be indicated on the reference letter forms and on the 5" x 8" data card.
- b) A record of the applicant's education, including the titles of any theses or dissertations, and the dates when degrees were awarded. Please note that applicants must have completed their professional training by the application deadline, June 1. Individuals pursuing degrees may not apply for NEH Fellowships.
- c) A record of employment and current position or positions. Since the program for which a person is eligible may depend on the position held at the application deadline, the applicant should provide the following information: the current affiliation, whether it is part-time or full-time, and whether and when the current contract will end. An applicant with an appointment to an interdepartmental graduate program or central graduate school should indicate it, noting the highest degree offered by the program or school.

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

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

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

#### Description of Proposed Study

The proposal for a fellowship is the only demonstration that panelists will have of the substance of the project, the contribution it can make to humanities scholarship or teaching, and its general quality. It is essential that the text include enough detail about the ideas, objectives, and methods entailed in the project to enable panelists to assess quality, significance, and feasibility: A simple statement of need or intent is insufficient evidence that a project merits support. Some reviewers will not possess specialized knowledge of the proposed field of study; therefore, the description should be free of jargon and, as much as possible, technical terms.

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

a) What are the basic ideas, problems, works, or questions the study will examine; what is the planned approach or line of thought, to the extent that it has been developed?

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



b) What is the current state of the proposed study? Is it in the beginning stages or in progress; what are the plans for each stage; and how does the part of the study to be done under the fellowship fit into the whole? There should be a proposed schedule or plan of work that the applicant would follow during the tenure of the fellowship.

c) For what audience are the results of the study intended, such as students, other teachers, other scholars, the general public, or some combination of these? What form is the proposed study likely to assume, such as a book, monograph, text, article, series of lectures, etc.? Has a publisher expressed interest in or awarded a contract for the work?

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

e) What contribution is the proposed study likely to make to the field of study or to teaching and learning in the humanities generally? If the applicant is working in a new area, how will enhancing the applicant's knowledge contribute to the intended audience's understanding of the issues concerned?

f) What is the relationship between the proposed work and the work of others in the same field? What is distinct about the proposed study?

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

h) Where will the applicant conduct the study? What is the likelihood of access to archives, collections, or institutions with resources necessary for the work?

i) If the applicant is applying for a part-time fellowship, what is the necessity of holding the fellowship part-time rather than full-time? For example, what are the job responsibilities that cannot be relinquished or what value would teaching a given course or seminar have on the fellowship project? How much released time, between half time and full time, would be devoted to the fellowship? What duties would be relinquished and what duties would be retained during the requested period of fellowship tenure?

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

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

#### Reference Letters

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

It is the applicant's responsibility to complete the top part of the reference letter form, to check the appropriate box or boxes on the front of the form, and to send the form, together with a copy of the application, to each referee. It is also the applicant's responsibility to request referees to send letters of reference directly to the Endowment, addressed to the Division of Fellowships and Seminars. Applicants should ask referees to send reference letters as close to the application deadline as possible.

#### Submission of Application

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

Fellowships for University Teachers  
Fellowships for College Teachers and Independent Scholars

The package should be mailed to the following address:

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

## OTHER PROGRAMS OF THE DIVISION OF FELLOWSHIPS AND SEMINARS

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

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

Summer Seminars for Secondary School Teachers provide opportunities for teachers of grades 7 through 12 to work in their areas of interest with distinguished teachers and committed scholars, studying seminal works in the humanities systematically and thoroughly. The seminars last for four, five, or six weeks, depending on the individual seminar, and are held at institutions broadly distributed throughout the country. The annual application deadline for participants is March 1, and for directors, April 1.

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

The Travel to Collections Program offers small grants to scholars who must travel to use research collections of libraries, archives, museums, and other repositories. Awards are made to help defray transportation costs, subsistence and lodging, reproduction and photoduplication costs, and associated research expenses. The annual application deadlines are July 15 for travel that will begin after December 1, and January 15 for travel that will begin after June 1.

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

Further information on these programs is available from the

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

NEH Fellowships, Summer Stipends, and Faculty Graduate Study  
Program for Historically Black Colleges and Universities:  
202/786-0466.

NEH Summer Seminars, Travel to Collections Program, and Younger  
Scholars Program: 202/786-0463.

#### OTHER ENDOWMENT PROGRAMS

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

##### **Division of Education Programs**

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

##### **Division of General Programs**

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

##### **Division of Research Programs**

Grants in this division support interpretive scholarship in the humanities, the organization and conservation of resources for scholarship, and the preparation of reference works that add to the store of scholarly knowledge. Most of the awards made through the

division are for collaborative projects involving a great diversity of scholarly activities. The majority of these grants result in published products.

#### Division of State Programs

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

#### Office of Challenge Grants

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

#### Office of Preservation

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

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

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

Texts:	202/786-0207
Application Deadline: June 1	
Interpretive Research:	202/786-0210
Application Deadline: October 1	
Reference Materials:	202/786-0358
Application Deadline: November 1	

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

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

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

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



## National Endowment for the Humanities

Washington, D.C.

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The following pages include:

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

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

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

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

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

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

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

---

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

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

## INSTRUCTIONS FOR COMPLETING THE NEH APPLICATION COVER SHEET

### Block 1. Individual Applicant:

Item a: Give a mailing address good through January of the year following submission of the application.

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: Enter your social security number and date of birth.

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

Item e: 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, Music, M5. If the field of your specialty is not listed, indicate the general discipline in which it falls or the closest major field.

Item f: If you are a foreign national, check "Other" and specify the month and year in which you came most recently to reside in the United States.

### Block 2. Pre-checked.

### Block 3. Pre-checked.

### Block 4. Program to which Application Is Being Made:

Write in both the title of the program to which you are applying and the appropriate code number in the box:

Fellowships for University Teachers--6111  
Fellowships for College Teachers and Independent  
Scholars--6112

If you are applying under one of the Endowment's initiatives, described on p. 4 of these guidelines, you should also indicate the code number of the initiative:

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

Block 5. Requested Grant Period:

You should request a period of tenure that will suit your schedule and the needs of your project: See p. 6, above, for details on permissible length and dates of tenure for part-time and full-time tenure periods. A request for a shorter tenure period will not increase the chances of receiving an award. Successful applicants will be permitted, when awards are announced, to change the dates of tenure, as long as the total amount of time is not changed.

Block 6. Project Funding:

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

Block 7. Field of Project:

From the fields and code numbers listed on the back of the cover sheet, write in both the field and the code number 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 a brief title that clearly identifies the project and its humanities content. This title should be informative to a non-specialist and should not exceed 120 characters in length, including punctuation and spaces. The Endowment is obliged to be as clear as possible to the public about awards it makes. The descriptive title will be used for this purpose whenever possible, but the Endowment staff may assign a different working title to the project. The working title does not need to be the title of the product that may result from the project. Applicants retain complete authority and responsibility for choosing titles for the products of their projects.

Block 9. Description of Proposed Project:

In this space only summarize the points that are developed in your full, appended proposal. This summary is important both for purposes 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 name and location of the institution or organization you are affiliated with as of June 1, the application

deadline. Do not indicate here the institution you may be moving to later or where you plan to work during the proposed fellowship tenure. If not affiliated with an institution, please leave the space blank.

Item b: Not Applicable.

Item c: Not Applicable.

Block 12. Federal Debt Status.

The individual named in Block 1 shall certify that he or she is not delinquent in repayment of any federal debt. The authorizing official named in Block 11b shall certify that the institution is not delinquent in repayment of any federal debt. Federal debt is defined as an amount of money or property that has been determined by an appropriate agency official to be owed to the United States from any person, organization, or entity, and is interpreted to include such debts as guaranteed student loans, FHA loans, SBA loans, Department of Education institutional loans, and all other federally backed loans and debts. Delinquent means any account 30 days past due.

If either the individual or the institution is delinquent on a federal debt, please attach a statement explaining the circumstances.

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

F87-8

# NEH APPLICATION COVER SHEET

OMB No. 3136-0083  
Expires: 03/31/88

## 1. Individual applicant or project director

### a. Name and mailing address

Name \_\_\_\_\_  
(last) (first) (initial)

Address \_\_\_\_\_

\_\_\_\_\_  
(city) (state) (zip code)

### b. Form of address: ☐

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

d. Telephone number  
Office: \_\_\_\_\_ Home: \_\_\_\_\_  
(area code) (area code)

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

f. Citizenship ☐ U.S.  
☐ Other \_\_\_\_\_  
(specify)

## 2. Type of applicant

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

## 3. Type of application

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

## 4. Program to which application is being made

Endowment Initiatives: \_\_\_\_\_  
(code)

## 5. Requested grant period

From \_\_\_\_\_ To \_\_\_\_\_  
(month year) (month year)

## 6. Project funding

a. Outright funds \$ \_\_\_\_\_  
b. Federal match \$ \_\_\_\_\_  
c. Total from NEH \$ \_\_\_\_\_  
d. Cost sharing \$ \_\_\_\_\_  
e. Total project costs \$ \_\_\_\_\_

## 7. Field of project

## 8. Descriptive title of project

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

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

(if yes, indicate where and when): **Not Applicable**

## 11. Institutional data

### a. Institution or organization:

(name) \_\_\_\_\_  
(city) \_\_\_\_\_ (state)

### b. Name of authorizing official: **Not Applicable**

(last) \_\_\_\_\_ (first) \_\_\_\_\_ (initial) \_\_\_\_\_  
(title) \_\_\_\_\_  
(signature) \_\_\_\_\_ (date)

### c. Name and mailing address of the institutional grant administrator **Not Applicable**

(last) \_\_\_\_\_ (first) \_\_\_\_\_ (initial) \_\_\_\_\_  
(city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_  
Telephone \_\_\_\_\_ Form of address ☐  
(area code)

## 12. Federal debt status

The applicant certifies that he/she is not delinquent in repayment of any federal debt.

The institution certifies that it is not delinquent in repayment of any federal debt.

**Not Applicable**

(signature, person named in Block 1)

(signature, authorizing official named in Block 11b)

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

## For NEH use only

Date received  
Application #  
Initials

## Field of Project Categories and Codes

The following categories and codes should be used to complete blocks 1d and 7 of the NEH Application Cover Sheet. If no exactly appropriate category is provided, please select the larger category that would include the more precise one. (This listing is strictly for use by the NEH staff to help retrieve information about applications and grants by subject matter field. The listing is not comprehensive and *is not meant to define the disciplines of the humanities*. For that definition and advice about eligibility for Endowment awards, please consult elsewhere in these application materials. The hierarchical arrangement is for convenience.

---

*Anthropology* L1

---

Archaeology U6

---

*Archival Management/Conservation* I1

---

*Arts, History and Criticism* MA

---

Architecture: History & Criticism U3

Art: History and Criticism M1

Dance: History & Criticism M3

Film: History & Criticism M4

Music: History & Criticism M5

Theater: History & Criticism M2

---

*Communications* P2

---

Composition & Rhetoric P1

Journalism P4

Media P3

---

*Education* H1

---

*Ethnic Studies* K1

---

Asian American K5

Black/Afro-American K4

Hispanic American K3

Jewish K6

Native American K2

---

*History* A1

---

African A2

American A3

Ancient AC

British A4

Classical A5

European A6

Far Eastern A7

Latin American A8

Near Eastern A9

Russian AA

South Asian AB

---



---

*Humanities* U8

---

*Interdisciplinary* U1

---

African Studies GI

American Studies G3

Area Studies GH

Asian Studies G5

Classics G7

Folklore/Folklife R1

History/Philosophy of Science,  
Technology or Medicine GA

International Studies GG

Labor Studies G4

Latin American Studies GJ

Medieval Studies G8

Regional Studies GF

Renaissance Studies G9

Rural Studies GC

Urban Studies G2

Western Civilization GB

Women's Studies G1

---

*Languages* C1

---

Ancient CC

Asian CA

Classical C2

Comparative C9

English CE

French C3

German C4

Italian C5

Latin American C6

Near Eastern CB

Slavic C7

Spanish C8

---

*Law/Jurisprudence* Q1

---

*Library Science* H3

---

*Linguistics* J1

---



---

*Literature* D1

---

African DK

American DE

Ancient DC

Asian DA

British DD

Classical D2

Comparative D9

French D3

German D4

Latin American D6

Literary Criticism DI

Near Eastern DB

Slavic D7

Spanish D8

---

*Museum Studies/Historic Preservation* I2

---

*Philosophy* B1

---

Aesthetics B2

Epistemology B3

Ethics B4

History of Philosophy B5

Logic B6

Metaphysics B7

Non-Western Philosophy B8

---

*Religion* E1

---

Comparative Religion E5

History of Religion E2

Non-Western Religion E4

Philosophy of Religion E3

---

*Social Science* U2

---

American Government F2

Economics N1

Geography U7

International Relations F3

Political Science F1

Psychology U5

Public Administration F4

Sociology S1

---



## GUIDELINES FOR REFEREES

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

The National Endowment for the Humanities will keep the identity of authors of reference letters confidential. Under certain circumstances, the Freedom of Information Act, 5-U.S.C. 552, and the Privacy Act of 1974, 5-U.S.C. 552a, require that non-identifying contents of reference letters be disclosed at the request of the applicant.

It is important to the applicant that we receive your letter as close as possible to the application deadline, June 1. Please send the letter directly to the

Division of Fellowships and Seminars, Room 316  
National Endowment for the Humanities  
Washington, D.C. 20506

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

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

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

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

---

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

**Check the appropriate category or categories:**

☐ Fellowships for University Teachers

Junior ☐

Senior ☐

☐ Fellowships for College Teachers and Independent Scholars

Junior ☐

Senior ☐

---

**To Be Completed By The Applicant:**

Name of Applicant:

Institution:

City and State:

Descriptive Title of Project:

---

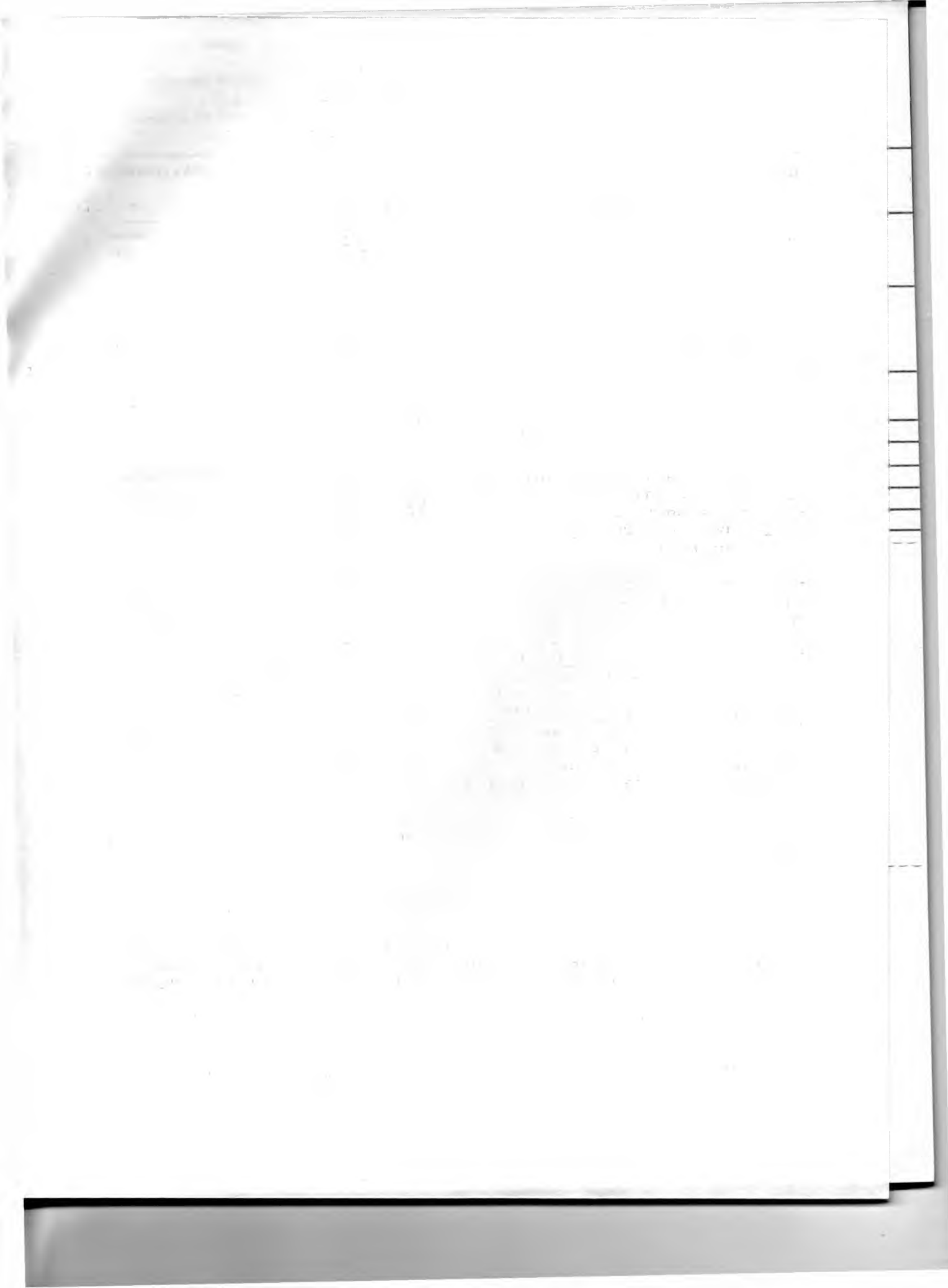
**For Use Of Respondent:** (Please see back of this page for guidelines. Do not use blue ink.)

Signature of \_\_\_\_\_ Date \_\_\_\_\_  
Respondent

Name and Title \_\_\_\_\_

Department (or Position) \_\_\_\_\_

Institution (or Employer) \_\_\_\_\_



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

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