



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF RESEARCH PROGRAMS

SUMMER STIPENDS

Deadline: September 27, 2012

Catalog of Federal Domestic Assistance (CFDA) Number: 45.160

Items referred to in this document needed to complete your application:

- Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Type of award

Summer Stipends support continuous full-time work on a humanities project for a period of two months. Successful applicants receive a stipend of \$6,000.

Questions?

Contact NEH's Division of Research Programs at 202-606-8200 or stipends@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov. We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, as it takes time for your registration to be processed.

I. Program Description

Summer Stipends support individuals pursuing advanced research that is of value to humanities scholars, general audiences, or both.

Recipients usually produce articles, monographs, books, digital materials, archaeological site reports, translations, editions, or other scholarly resources.

Summer Stipends support continuous full-time work on a humanities project for a period of two months.

Summer Stipends support projects at any stage of development.

Summer Stipends are awarded to individual scholars. Organizations are not eligible to apply.

NEH encourages submission of Summer Stipends applications from faculty at Historically Black Colleges and Universities, Hispanic-Serving Institutions, and Tribal Colleges and Universities.

The Summer Stipends program welcomes projects that respond to NEH's [*Bridging Cultures*](#) initiative. Such projects could focus on cultures internationally or within the United States. International projects might seek to enlarge Americans' understanding of other places and times, as well as other perspectives and intellectual traditions. American projects might explore the great variety of cultural influences on, and myriad subcultures within, American society. These projects might also investigate how Americans have approached and attempted to surmount seemingly unbridgeable cultural divides, or examine the ideals of civility and civic discourse that have informed this quest.

Summer Stipends may not be used for

- projects that seek to promote a particular political, religious, or ideological point of view;
- projects that advocate a particular program of social action;
- specific policy studies;
- research for doctoral dissertations or theses by students enrolled in a degree program;
- the preparation or revision of textbooks;
- curriculum development;
- the development of pedagogical tools (including teaching methods or theories);
- educational or technical impact assessments;

- empirical social science research, unless part of a larger humanities project;
- inventories of collections;
- autobiographies, memoirs, or works of creative nonfiction; or
- works in the creative or performing arts (for example, painting, fiction or poetry, or dance performance).

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH grant products. For the Summer Stipends program, such products may include digital resources, websites, and the like. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public. Detailed guidance on access and dissemination matters can be found in Section IV, Final product and dissemination, below.

II. Award Information

Summer Stipends provide \$6,000 for two consecutive months of full-time research and writing. Recipients must work full-time on their projects for these two months and may hold other research grants supporting the same project during this time. Summer Stipends normally support work carried out during the summer months, but arrangements can be made for other times of the year.

Those with questions are encouraged to contact the Summer Stipends staff at stipends@neh.gov.

Cost sharing

NEH Summer Stipends do not require cost sharing.

III. Eligibility

The Summer Stipends program accepts applications from researchers, teachers, and writers, whether they have an institutional affiliation or not. Applicants with college or university affiliations must, however, be nominated by their institutions. (See the “Nomination of college and university faculty” section, below.)

Only individual applicants are eligible to apply for Summer Stipends.

Formal education

All applicants must have completed their formal education by the application deadline. While applicants need not have advanced degrees, individuals currently enrolled in a degree-granting program are ineligible to apply. Graduate students seeking support for a degree in the humanities should consider the Department of Education's [Jacob K. Javits Fellowship Program](#). Applicants who have satisfied all the requirements for a degree and are awaiting its conferral may apply, but such applicants need a letter from the dean of the conferring school, attesting to the applicant's status as of September 27, 2012. This letter must be received by the Summer Stipends program by October 17, 2012. The letter may be faxed to the program at 202-606-8204; alternatively, a PDF version of the signed letter may be included as an attachment to an e-mail message sent to stipends@neh.gov.

Citizenship

U.S. citizens, whether they reside inside or outside the United States, are eligible to apply. Foreign nationals who have been living in the United States or its jurisdictions for at least the three years immediately preceding the application deadline are also eligible.

Recent grants and fellowships held by the applicant

Individuals who have held or been awarded a major fellowship or research grant or its equivalent within the three academic years prior to the deadline are ineligible. A "major fellowship or research grant" is a postdoctoral research award that provides a stipend of at least \$15,000. Sabbaticals and grants from an individual's own institution and stipends and grants from other sources supporting study and research during the summer are not considered major fellowships.

Previously supported projects

Individuals who have received Summer Stipends may apply to support a new stage of their projects. These applications do not receive special consideration and will be judged by the same criteria as others in the competition. However, NEH will ask evaluators to review the accomplishments from the prior Summer Stipends award and determine if the project warrants additional support.

Nomination of college and university faculty

Faculty members teaching full-time at colleges or universities must be nominated by their institutions to apply for a Summer Stipend. Once faculty members are nominated by their institutions, they may submit their applications via Grants.gov. Each college and university in the United States and its jurisdictions may nominate two faculty members. Any faculty member is eligible for nomination.

Each institution must announce its nominating procedures to all prospective applicants. Prospective applicants should become familiar with their institution's nomination procedures before the September 27 application deadline. Each institution should designate a nominating official, usually an academic vice president or dean. Nominating officials will receive an e-mail message soon after the application deadline, asking them to confirm the status of all individuals who require nomination. Confirmation must be submitted online no later than October 17, 2012.

Applicants exempt from nomination

The following individuals may apply online without a nomination:

- independent scholars not affiliated with a college or university;
- college or university staff members who are not faculty members and will not be teaching during the academic year preceding the award tenure;
- emeritus faculty; and
- adjunct faculty, part-time faculty, and applicants with academic appointments that terminate by the summer of the award tenure.

Multiple applications

Applicants successful in more than one NEH-administered program in support of individual research (for example, Awards for Faculty, Fellowships, Summer Stipends) may hold only ONE award in the 2013 federal fiscal year (October 1, 2012-September 30, 2013).

Late, incomplete, or ineligible applications will not be reviewed.

IV. Application and Submission Information

Applications must be submitted on or before the September 27, 2012, deadline.

HOW TO PREPARE YOUR APPLICATION

Prior to beginning, applicants should review the evaluation criteria listed below in Section V and consult the Frequently Asked Question document. You can find a link to this document on the [program resource page](#).

Because of the large number of applications, the Summer Stipends staff is not able to read and comment on draft proposals. However, potential applicants may discuss with the staff specific concerns or questions that arise during the preparation of their proposals. Contact the NEH Division of Research Programs at 202-606-8200 or stipends@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Once an application has been submitted, the staff will not comment on it except with respect to issues of completeness and eligibility. NEH does not accept applications by e-mail or fax.

All applications must be downloaded, completed, and submitted via Grants.gov. Applications should consist of the following five parts.

1. Narrative—Not to Exceed Three Single-Spaced Pages

Applicants should provide an intellectual justification for their projects, conveying the ideas, objectives, methods, and work plan. A simple statement of need or intent is insufficient. Applicants should format pages with one-inch margins and with a font size no smaller than eleven point.

Applications exceeding the page limit or violating the format guidelines will not be reviewed.

The narrative should not assume specialized knowledge and should be free of technical terms and jargon.

In the course of writing a narrative, applicants should address the following areas:

- *Research and contribution*

Describe the intellectual significance of the proposed project, including its value to humanities scholars, general audiences, or both. Provide an overview of the project, explaining the basic ideas, problems, or questions examined by the study. Explain how the project will complement, challenge, or expand relevant studies in the field.

- *Methods and work plan*

Describe your method(s) and clarify the part or stage of the project that will be supported by the Summer Stipend. Provide a work plan, describing what you will accomplish during the award period. For book projects, explain how the final project will be organized. If possible, provide a brief chapter outline. For digital projects, describe the technologies that will be used and developed, and how the scholarship will be presented to benefit audiences in the humanities.

Note that work plans should not be wholly dependent upon factors beyond an applicant's control. For example, an applicant should not request an award solely to respond to readers' reports on a book manuscript, if the applicant has not yet received those reports.

Applicants requesting funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services must conduct a due diligence search on the Geospatial One-Stop (GOS) Portal (<http://geo.data.gov/geoportal/catalog/main/home.page>) to discover whether their needed geospatial-related data, products, or services already exist. If not, the proposed geospatial data, products, or services must be produced in compliance with applicable proposed guidance posted at <http://www.fgdc.gov>.

- *Competencies, skills, and access*

Explain your competence in the area of your project. If the area of inquiry is new to you, explain your reasons for working in it and your qualifications to do so. Specify your level of competence in any language or digital technology needed for the study. Describe where the study will be conducted and what research materials will be used. If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources.

- *Final product and dissemination*

Describe the intended audience and the intended results of the project. If relevant, explain how the results will be disseminated and why these means are appropriate to the subject matter and audience. If the project has a website, please provide the URL.

If the final product will appear in a language other than English, explain how access and dissemination will be affected.

NEH expects grantees to provide broad access to all grant products, insofar as the conditions of the materials and intellectual property rights allow. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public.

2. **Bibliography—Not to Exceed One Single-Spaced Page**

The bibliography should consist of primary and secondary sources that relate directly to the project. Include works that pertain to both the project's substance and its theoretical or methodological approaches. Evaluators will use the bibliography to assess your knowledge of the subject area.

3. **Résumé—Not to Exceed Two Single-Spaced Pages**

Your résumé should provide the following:

- *Current and Past Positions.*
- *Education:* List degrees, dates awarded, and titles of theses or dissertations.
- *Awards and Honors:* Include dates. If you have received prior support from NEH, indicate the dates of these grants and the publications that resulted from them.
- *Publications:* Include full citations for publications and presentations.

- *Other Relevant Professional Activities and Accomplishments.*
4. **Appendix—Only for Editions, Translations, or Database Projects, or for Proposals that Include Visual Materials**
- *Editions or Translations:* Provide a sample of the original text (one page) and the edited or translated version (one page).
 - *Database Projects:* Provide a sample entry (one page).
 - *Visual Materials:* Provide a sample (one page) in PDF format, not .jpg or other common graphic format.

5. **Letters of Recommendation**

In addition to preparing the narrative, bibliography, résumé, and (if necessary) appendix, applicants are also asked to solicit two letters of reference. Provide the names, e-mail addresses, and affiliations for your two reference letter writers on the NEH Supplemental Information for Individuals Form. Please supply only **one** e-mail address for each referee in the relevant field. (The form is explained below, in the instructions for Form III.) Approximately one week after the deadline, NEH will contact your letter writers, requesting that they submit their letters online. Letters must be submitted online not later than October 17, 2012.

HOW TO SUBMIT YOUR APPLICATION VIA GRANTS.GOV

All applicants for Summer Stipends must submit their proposals through [Grants.gov](https://grants.gov), the central federal government portal for all grant applications. What follows is a step-by-step guide for submitting your application through Grants.gov.

STEP 1: Register with Grants.gov

All applicants must register with Grants.gov and create a username and password.

For new applicants only: Applicants who have never registered as individual applicants at Grants.gov must go to <https://apply07.grants.gov/apply/IndCPRegister> and enter this Funding Opportunity Number:

20120927-FT

NEH strongly recommends that you complete your registration at least two weeks before the application deadline. Grants.gov has provided easy step-by-step instructions (in PDF format) here: www.grants.gov/assets/IndvUserGuide.pdf.

Applicants who have already registered at Grants.gov as individuals need not re-register with Grants.gov to submit their Summer Stipends proposals.

Please be certain to use a Grants.gov individual account to submit your application. The Grants.gov system will not allow you to submit a Summer Stipends application through an institutional account.

If you have problems registering with Grants.gov, contact the Grants.gov help desk at 1-800-518-4726 or support@grants.gov.

Applicants who lose their username and password can request a reminder at <https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1>.

STEP 2: Download the current version of the free Adobe Reader

To fill out your application, you will need to download and install the current version of the free Adobe Reader. To download the Reader or update the Reader already installed on your computer, go to www.adobe.com. Click on “Get Adobe Reader” and then “Download Now.” Once installed, this software will allow you to view and fill out Grants.gov application packages for any federal agency.

STEP 3: Download the Application Package

To submit your application, you will need to download the application package from the Grants.gov website. You can download the application package at any time. (You do not have to wait for your Grants.gov registration to be complete.) You can download the application package at the [program resource page](#).

Save the application package to your computer’s hard drive. Like any other file on your computer, the NEH Summer Stipends application can be selected, opened, and saved; you do not have to be online to work on it.

To assist applicants, Grants.gov provides a helpful troubleshooting page. A link to that page is available on the [program resource page](#).

STEP 4: Prepare the Application Forms

The application package contains three forms that you must complete in order to submit your application:

1. Form I: Application for Federal Domestic Assistance - Individual Form—this Grants.gov form asks for basic information about the project and the applicant.
2. Form II: Attachments Form—this Grants.gov form allows you to attach the components of your application: the narrative, the bibliography, the résumé, and (if necessary) an appendix.
3. Form III: NEH Supplemental Information for Individuals Form—this NEH form asks for professional and institutional information about the applicant and about the applicant’s reference-letter writers.

Form I: How to Fill Out the Application for Federal Domestic Assistance - Individual Form.

In the “Application Filing Name” field that appears upon opening the application package, type your name.

Move the Application for Federal Domestic Assistance - Individual Form from the “Mandatory Documents” field on the left side of the page to the “Mandatory Documents for Submission” field on the right by first clicking on the document to highlight it and then clicking on the right-facing arrow button. To open the form, first click on the document to highlight it in the “Mandatory Documents for Submission” field, then click the “Open Forms” button beneath the field to complete the form.

You may disregard items 1-4 on the form:

1. **Name of Federal Agency:** This will be filled in automatically.
2. **Catalog of Federal Domestic Assistance Number:** This will be filled in automatically.
3. **Date Received:** Please leave blank.
4. **Funding Opportunity Number:** This will be filled in automatically.

Provide the following information for items 5-7:

5. **Applicant Information** (includes the following sections):
 - a. “Name and Contact Information.” Provide your name, telephone number, **e-mail address**, and mailing address. **Note:** You must include an e-mail address in the “Email” field, even though the field is not highlighted.
 - b. “Address.” Provide your mailing address. Note: Your ZIP code must include the four-digit extension, preceded by a hyphen. If you do not know your four-digit extension, use “-0000” (four zeros).
 - c. “Citizenship Status.” Indicate with an “X.”
 - d. “Congressional District of Applicant.” Enter the number (just the number, not the state) of your Congressional district. To find the number of your Congressional district, visit the House of Representatives website at <http://www.house.gov> and type your ZIP code into the “Find Your Representative” tool. If you do not have a Congressional district (that is, you are in a state or U.S. territory that does not have districts or you are in a foreign country), enter a “0” (zero).

6. **Project Information** (includes the following sections):

- a. “Project Title.” Enter this, even though the field is not highlighted. The title should be brief (not more than 125 characters), descriptive, and informative to a nonspecialist audience.
- b. “Project Description.” Describe your project for a nonspecialist audience, stating the importance of the proposed work to larger issues in the humanities. **Do not exceed one thousand characters, including spaces.**

Note 1: If you exceed one thousand characters, including spaces, the Grants.gov validation software will reject your application when you submit it.

Note 2: Because of a programming error, the Grants.gov software governing the Project Description field converts every curved (or “curly”) apostrophe and quotation mark and every special character into a string of three question marks. Although these extraneous question marks do not affect the evaluation of your proposal, they may put your character count over the limit. There are two solutions. Either a) retype all apostrophes, quotation marks, and special characters after copying-and-pasting the text of your project description in the Project Description field, or b) type, rather than copy-and-paste, your entire project description in the field.

- c. “Proposed Project.” Enter the starting and ending dates for your project.

7. **Signature: Click on the “I Agree” box.**

Click on the “Save” button at the top of the form to save your work and return to the main menu.

Form II: How to Use the Attachments Form

Move the Attachments Form from the “Mandatory Documents” field on the left side of the page to the “Mandatory Documents for Submission” field on the right by first clicking on the document to highlight it, then clicking on the right-facing arrow button. To open the form, first click on the document to highlight it in the “Mandatory Documents for Submission” field, then click the “Open Forms” button beneath the field to complete the form.

The component parts of your application must be attached to the Attachments Form in Portable Document Format (PDF). NEH cannot accept attachments in their original word processing, graphic, or spreadsheet formats. If you do not have access to software to convert your files into PDFs, [many available low-cost and free software packages](#) will do so.

When you open the Grants.gov Attachments Form, you will find fifteen attachment buttons, labeled “Attachment 1” through “Attachment 15.” By clicking on a button, you

will be able to choose the file from your computer that you wish to attach. You must name and attach your files in the proper order, as listed below:

ATTACHMENT 1: To this button, please attach your project narrative. Name the file “narrative.pdf”.

ATTACHMENT 2: To this button, please attach your bibliography. Name the file “bibliography.pdf”.

ATTACHMENT 3: To this button, please attach your résumé. Name the file “resume.pdf”.

ATTACHMENT 4: To this button, please attach your appendix (only if necessary). Necessary appendices include translation samples, database samples, and visual materials. Name the file “appendix.pdf”.

Note: To ensure that NEH’s system does not reject your application after it has been retrieved from Grants.gov, check that your attachments meet the following requirements:

1. All attachments must be in PDF format.
2. Attachments must be in the specified order.
3. Attachments must not exceed the specified length limitations.
4. No attachments other than those specified above may be included.

Form III: How to Use the NEH Supplemental Information for Individuals Form

Using the same procedure you have used for Forms I and II, open the form and provide the following information:

- **Field of Project:** From the drop-down menu, choose the field of study that best describes the field of your project.
- **Project Director Field of Study:** From the drop-down menu, choose the field of study that best describes your area of expertise.
- **Address Information:** Please indicate whether the address that you have given on the Application for Federal Domestic Assistance - Individual form is your home or work address.

- **Institutional Affiliation:** If you are not affiliated with an institution of higher education, please click “No” and continue to the Status section. If you are affiliated with an institution of higher education, please complete the information for that institution. Applicants are strongly encouraged to include their institution’s DUNS number and TIN/EIN number. These numbers are generally provided by an institution’s sponsored research office and greatly improve efficiency when your application is being processed.

- **Status:** Indicate if you are a junior scholar or a senior scholar. Junior scholars are defined as those who are seven years or fewer beyond their final degree; senior scholars are defined as those who are eight years or more beyond their final degree.

- **Reference Letters:** Provide the names, e-mail addresses, and affiliations for your two recommenders. Enter only one e-mail address for each recommender. (Applicants are responsible for providing accurate e-mail addresses. The NEH system will use the addresses exactly as they have been entered on this form.) Several days after the deadline, NEH will contact the two recommenders, requesting that they submit their letters online. Letters must be submitted online not later than **October 17, 2012**.

Applicants are responsible for providing referees with relevant materials (such as a draft of the application). Letters of reference are more highly regarded if they address the specific proposed activity and the candidate’s ability to undertake it. Ideally, referees should come from different institutions.

Missing reference letters will not disqualify an application from review.

- **Nominating Official:** If applicable, provide the name, e-mail address, and affiliation for your nominating official. After the deadline, NEH will contact this person, requesting confirmation of your nomination status. Confirmation must be submitted online **not later than October 17, 2012**. In response to this submission, both the nominating official and the applicant will receive a confirmation via e-mail. NEH will declare ineligible all applicants who do not fit one of the exempt categories and do not have their nomination status confirmed.

STEP 5: Upload Your Application to Grants.gov

When you have completed the Application for Federal Domestic Assistance - Individual Form and the NEH Supplemental Information for Individuals Form and attached the component parts of your application to the Attachments Form, follow these steps:

1. Save your work by clicking the “Save” button at the top of the application package.

2. Click the “Check Package for Errors” button to ensure that you have completed all the fields on the Application for Federal Domestic Assistance - Individual Form.

3. Correct any errors; if none are found, again click the “Save” button. This will activate the “Save and Submit” button.
4. To submit your application, click the “Save and Submit” button. Your computer will automatically connect to the Internet, and the Grants.gov Applicant Login page will appear. Supply your username and password (see STEP 1 above), and click the “Login” button.
5. A Security Warning pop-up box will appear. Click on “Allow.”
6. The Grants.gov Application Submission Verification and Signature page will appear. Click on the “Sign and Submit Application” button.
7. Another Security Warning pop-up box will appear. Click on “Allow.” Your application package will be uploaded to Grants.gov. When you receive e-mail confirmation of your submission from Grants.gov (generally, this occurs within two minutes), you may exit the program.

If you find that you need to make a change to your application after you have submitted it, you may do so any time before the application deadline. Simply resubmit the corrected version through Grants.gov. All submissions are time-stamped, and NEH will keep only your most recent one.

After you submit your application, you will receive four e-mail messages confirming receipt of your application. The first three are from Grants.gov:

1. “Grants.gov Submission Receipt”;
2. “Grants.gov Submission Validation Receipt”; and
3. “Grants.gov Grantor Agency Retrieval Receipt.”

Each of these three e-mail messages includes your application’s Grants.gov tracking number. Keep these e-mail messages for your records.

These messages are normally sent within twenty-four hours of the submission, but delays could occur in the event of heavy system usage.

If you do not receive all three of these messages, or if the messages indicate that the application has been rejected, contact Grants.gov (www.grants.gov) at 1-800-518-GRANTS (4726) or support@grants.gov. Include the Grants.gov tracking number in correspondence regarding the application.

4. NEH confirmation receipt

The fourth e-mail message is from NEH and assigns your application an NEH tracking number, which is different from your Grants.gov tracking number. You will receive this e-mail message within ten business days after the September 27, 2012, application deadline.

You will need both your Grants.gov tracking number and your NEH tracking number in order to send reminder e-mail messages to your referees, if that should be necessary.

Deadline

Applications for NEH Summer Stipends must be received by Grants.gov by 11:59 p.m. Eastern Time on September 27, 2012. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

Checking the Status of Your Letters of Reference

After you have received your NEH confirmation receipt, you may check the status of your letters of reference by logging in to [the secure area of NEH's website](#). Enter your NEH tracking number (or application number) and your Grants.gov tracking number. You will be able to see the names and e-mail addresses of your letter writers and whether your letters of reference have arrived. (You will also be sent e-mail notification when each letter arrives.) If necessary, you may also send reminders to your letter writers from this site.

V. Application Review

Evaluators are asked to apply the following criteria in assessing applications:

1. the intellectual significance of the proposed project, including its value to humanities scholars, general audiences, or both;
2. the quality or promise of quality of the applicant as an interpreter of the humanities;
3. the quality of the conception, definition, organization, and description of the project and the applicant's clarity of expression;
4. the feasibility of the proposed plan of work, including, when appropriate, the soundness of the dissemination and access plans; and
5. the likelihood that the applicant will complete the project.

Summer Stipends support projects at any stage of development.

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions.

VI. Award Administration Information

Award notices

Applicants will be notified of the results of their applications by e-mail in March 2013. All applicants may obtain the evaluations of their applications by sending a letter to NEH, Division of Research Programs, 1100 Pennsylvania Avenue, N.W., Room 318, Washington, D.C. 20506, or an e-mail message to stipends@neh.gov.

Award conditions

Before submitting an application, applicants should review the [NEH Research Misconduct Policy](#).

The requirements for awards are contained in the [General Information on NEH Summer Stipends](#) (PDF), and any specific terms and conditions contained in the award document.

Reporting requirements

A final performance report will be due within ninety days after the award ending date. This report must be submitted electronically via [eGMS](#), NEH's online grant management system. Instructions on the information to be included in the final performance report are available in eGMS.

VII. Points of Contact

If you have questions about the program, contact:

Division of Research, Room 318
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202-606-8200
stipends@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: www.grants.gov

Grants.gov help desk: support@grants.gov

Grants.gov customer support tutorials and manuals:

http://www.grants.gov/applicants/app_help_reso.jsp

Grants.gov support line: 1-800-518-GRANTS (4726)

Grants.gov [troubleshooting tips](#).

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

- **Verify your registration or register with Grants.gov.** Complete at least two weeks before the deadline.
- **Download the application package from Grants.gov.** The [program resource page](#) on NEH’s website has a direct link to the package or you can search Grants.gov for this program.
- **Complete the following forms contained in the Grants.gov application package.**
 1. Application for Federal Domestic Assistance – Individual Form
 2. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:
 - ATTACHMENT 1: Narrative (name the file “narrative.pdf”)
 - ATTACHMENT 2: Bibliography (name the file “bibliography.pdf”)
 - ATTACHMENT 3: Résumé (name the file “resume.pdf”)
 - ATTACHMENT 4: Appendix or appendices (only if necessary). Necessary appendices include translation samples, database samples, and visual materials. Name the file “appendix.pdf”.
 3. NEH Supplementary Information for Individuals Form

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than 5:00p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.