



NATIONAL ENDOWMENT FOR THE  
**Humanities**

**DIVISION OF RESEARCH PROGRAMS**

**AWARDS FOR FACULTY AT  
HISTORICALLY BLACK COLLEGES AND  
UNIVERSITIES, HISPANIC-SERVING  
INSTITUTIONS, AND TRIBAL  
COLLEGES AND UNIVERSITIES**

**FREQUENTLY ASKED QUESTIONS**

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**I. Eligibility**

**1. I teach at a minority-serving institution, but not at an institution officially designated as a Hispanic-Serving Institution, Historically Black College or University, or Tribal College or University. Am I eligible to apply?**

Only applicants who teach at (or have retired from) officially designated Hispanic-Serving Institutions, Historically Black Colleges or Universities, or Tribal Colleges or Universities are eligible to apply to these Awards for Faculty programs. A list of Historically Black Colleges and Universities is available [here](#) (click on “See a list of accredited HBCUs”), and a list of Tribal Colleges and Universities is available [here](#).

To determine whether you are affiliated with a Hispanic-Serving Institution, begin by consulting this [list](#), compiled by the Department of Education, which includes both Title III institutions and Title V (Hispanic-serving) institutions. Your institution is eligible a) if it appears on the list; AND b) at least 25 percent of its undergraduate full-time equivalent enrollment consists of Hispanic students, as determined by the [College Navigator](#) tool at the website of the National Center for Education Statistics. (To use this tool, type in the name of your institution and then click on “Show Results.” A clickable version of the institution’s name will appear to the right of where you typed it in. Click on it, which will yield a series of items on which you can click. Click on “Enrollment,” the fifth choice in the column, and then examine the data for “Student Race/Ethnicity.” If the figure for “Hispanic/Latino” enrollment is 25 percent or more, your institution meets this requirement.)

Alternatively, if your institution is not on the list of Title III and Title V institutions, you may confirm its eligibility as a Hispanic-Serving Institution by submitting a 2011 or 2012 letter or other document from the Department of Education, certifying Title V eligibility. On or before June 3, 2012, you should send the document to the program. You may fax the document to 202-606-8204, or send a PDF version by e-mail attachment to [FacultyAwards@neh.gov](mailto:FacultyAwards@neh.gov).

**2. I am a graduate student. Am I eligible to apply for a fellowship?**

No. Graduate students seeking support for a degree in the humanities should consider the Department of Education's [Jacob K. Javits Fellowship Program](#). However, if you have successfully defended your dissertation, teach at one of the target institutions, and are waiting for your degree to be conferred, you are eligible to apply to one of the NEH Awards for Faculty programs. Have your dean or department chair fax a signed letter to NEH (to 202-606-8204), stating that you have successfully completed all requirements for the Ph.D.; alternatively, a PDF version of the signed letter may be sent by e-mail attachment to [FacultyAwards@neh.gov](mailto:FacultyAwards@neh.gov).

**3. Does this program support projects whose results will be written in a language other than English?**

Yes. Applicants must provide a rationale for projects that will be written in a language other than English. The proposal itself must be written in English.

**4. May I apply to translate a work into English if other English translations already exist?**

Yes. In the proposal narrative, provide a rationale for a new translation.

**5. I am involved in a collaborative project. Can collaborators split an award?**

No. Each collaborator must submit a separate application, and panelists will be asked to evaluate each application on its own merits. Applicants proposing to work together may wish to apply instead or in addition for an NEH [Collaborative Research Grant](#).

**6. I want to use my award to post on a website materials from a course that I teach regularly, so that it will be more interesting to students. Am I eligible to apply?**

This program is intended to foster projects that are research-based, and they require grantees to spend significant time pursuing a plan of research. While work with technology can be incorporated into the work plan to enhance the research agenda, projects aimed chiefly at working with technology or learning technological skills are ineligible; applicants must show specifically how the digital technology will be applied to the proposed research and describe the expected results in the classroom.

Those interested in creating digital products should consider [Digital Humanities Start-Up Grants](#) or other funding opportunities offered through the NEH Office of Digital Humanities.

**7. I want to apply to improve a course that enrolls both undergraduate and graduate students. Am I eligible to apply?**

The course must be listed independently as an undergraduate course and must enroll a majority of undergraduate students. Applicants must demonstrate how the proposed project encourages excellence in undergraduate teaching of the humanities. Projects that focus exclusively or primarily on graduate teaching are ineligible.

## II. Other Fellowship Opportunities

### **1. Can I apply for other NEH grants to support the same project that I am submitting to the Awards for Faculty program?**

Yes. NEH encourages applicants to apply to all programs for which they are eligible. Applicants to the Awards for Faculty program are especially encouraged to consider applying to the NEH Fellowships program (May 1, 2012 deadline) and the Summer Stipends program (September 27, 2012 deadline). If you are offered more than one award, however, you may accept only one.

### **2. How does the Awards for Faculty program differ from the NEH Fellowships program and the Summer Stipends program?**

In many cases, you will be able to submit a substantially similar application to all three programs, but there are several important differences to keep in mind. They are summarized in this table:

	Awards for Faculty	Fellowships	Summer Stipends
Term of Award	2 to 12 months, full-time equivalent. May be held part-time.	6 to 12 months, full time. May not be held part-time.	2 months, full time. May not be held part time.
Type of Project Supported*	Research and/or writing in the humanities, including (but not limited to) translation, the development of digital tools, and research leading to the revision of an existing undergraduate course or the achievement of institutional or community goals.	Projects focused on course revisions or the achievement of institutional or community goals are not eligible.	Projects focused on course revisions or the achievement of institutional or community goals are not eligible.

<p>*For complete details, consult the guidelines for each program.</p>			
Eligibility	Limited to applicants affiliated with officially designated institutions. No nomination is required.	Open to all applicants, including those with no institutional affiliation. No nomination is required.	Open to all applicants, including those with no institutional affiliation. Nomination may be required (please consult the guidelines).
Stipend	\$4,200 per full-time month	\$4,200 per month	\$6,000 for two months
Letters of Recommendation	Two letters, one of which must be from your department chair or dean or another official at your home institution. The second ideally would be from a referee at a different institution.	Two letters, from any qualified persons; evaluators sometimes prefer that neither letter comes from your home institution.	Two letters, from any qualified persons; evaluators sometimes prefer that neither letter comes from your home institution.
Deadline	April 17, 2012. Staff comments will be provided to those applicants submitting drafts by Sunday, March 25, 2012.	May 1, 2012. Staff is unable to comment on drafts.	September 27, 2012. Staff is unable to comment on drafts.

**3. What other programs are offered by institutions with which NEH collaborates to support individual research in the humanities?**

NEH collaborates with several organizations to offer support for research programs:

- *Library of Congress (LOC)—John W. Kluge Center Fellowships*  
Projects that draw on the collections of the Library of Congress are eligible for support. Interested applicants should apply directly to [LOC's Kluge Center Fellowships Program](#).
- *Japan-United States Friendship Commission (JUSFC) – Fellowship Program for Advanced Social Science Research on Japan*  
Subjects may include modern Japanese political economy, international relations and society, and United States-Japan relations. Applicants may consult the [JUSFC website](#) for additional information. Application guidelines are available here.
- *NEH Grants for Fellowships Program at Independent Research Institutions (FPIRI)*  
Projects to be undertaken at independent centers for advanced study, libraries, and museums in the United States, and research centers overseas, are eligible for support. Individual scholars must apply directly to the institutions themselves. [Here](#) is a list of currently funded institutions.
- *NEH and National Science Foundation Fellowships Program for Documenting Endangered Languages (DEL)*  
Projects on endangered languages are eligible for support. A full description of the DEL program is located [here](#).

### **III. Application and References**

#### **1. What help is available for preparing the proposal?**

Program staff will read and comment on draft proposals submitted by email *not later than Sunday, March 25, 2012*. Submission of a draft is not required. NEH staff members are also available to answer specific questions about preparing your proposal and about your eligibility. They may be reached at (202) 606-8200 and at [FacultyAwards@neh.gov](mailto:FacultyAwards@neh.gov). Applicants are encouraged to review the [List of Sample Projects](#), and to study sample Fellowships proposals, which are available [here](#). Applications for Fellowships and for Awards to Faculty must make the same kind of case for their projects.

#### **2. I applied for a grant last year and my proposal was rejected. Will I be at a disadvantage if I reapply?**

No. NEH encourages previous applicants to reapply and does not inform panelists that a proposal was unsuccessful in a previous competition. Moreover, NEH employs different panelists each year. You are strongly encouraged to ask to see the reviewers' assessments of your proposal; considering the issues that they raised may help you craft an improved application for resubmission.

#### **3. My project is interdisciplinary. What is the most effective way of characterizing it for the review process?**

NEH supports proposals that cross disciplinary boundaries. When selecting the project field, choose one area that best captures the central focus of the proposal. When selecting references, choose two who can effectively attest to your ability to work in the different disciplines that are

relevant to your project—keeping in mind that one of the letters must be written by your department chair or dean, or by another academic official at your institution.

**4. My reference is unable to submit a letter online. Is there an alternative?**

NEH strongly encourages referees to submit their letters online. If they are unable to do so, referees may e-mail letters to [FacultyAwards@neh.gov](mailto:FacultyAwards@neh.gov) or fax them to 202-606-8204.

**5. How will my application be reviewed?**

All applications receive peer review. Teachers and scholars in the humanities will read and rate your application, using the evaluation criteria listed in Section V of the application guidelines. The staff will compile a slate of recommended applications based on the panelists' comments and ratings. The National Council on the Humanities will review the recommendations and provide additional insight. All advice—from the panelists, staff, and National Council—will be sent to the NEH Chairman. By law, only the Chairman is empowered to make an award. Because people with varying backgrounds are involved in the review process, applicants are strongly encouraged to write their applications in jargon-free language.

**6. Whom should I ask for letters of reference? What makes a letter of reference effective?**

In the Awards for Faculty competition, one letter must come from your department chair or dean, or from another academic official at your institution. The second letter should come from someone who has expertise in your proposed area of research. The second letter need not come from someone at an institution other than your own, but evaluators often prefer such letters. Letters that assess the value of the specific project that you propose and your ability to complete it are more highly regarded than those that speak in generalities, focus on the applicant's personal qualities, or repeat the language of the application narrative. You are strongly encouraged to provide your letter writers with a copy of your application well ahead of the deadline, and to discuss your proposal with them.

## **IV. Using Grants.gov**

**1. How do I know if I have submitted my application successfully?**

After you submit your application, you should receive four e-mail messages confirming receipt of your application. To ensure that your application is properly processed, please verify that you have received all four confirmations. 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.”

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

If you do not receive these messages, or if the messages indicate that the application has been rejected, contact Grants.gov ([www.grants.gov](http://www.grants.gov)) at 1-800-518-GRANTS (4726) or [support@grants.gov](mailto: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 application deadline.

**2. Can I check to see whether my letter writers have submitted their letters?**

Yes. 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.

**3. What is the Application for Federal Domestic Assistance - Individual Form, and where do I find it?**

The Application for Federal Domestic Assistance- Individual Form is a standard government application form. It is included in the “Mandatory Documents” field of the application package that you download from Grants.gov. To begin filling out the form, highlight the name of the form and move it to the “Mandatory Documents for Submission” field by using the arrow button on the form and then the “Open Form” button located beneath the “Mandatory Documents for Submission” field. (In Section IV of the guidelines, “Application and Submission Information,” see “How to Submit Your Application,” specifically the discussion of Form I under STEP 4.)