Office of Data & Evaluation

State and Impact of the Humanities

Preliminary Project Summary Instructions

The Office of Data and Evaluation will review and provide written feedback on preliminary project summaries for the State and Impact of the Humanities grant program.

Preliminary project summaries must be submitted by the draft deadline stipulated in section D4. of the Notice of Funding Opportunity (NOFO). This date is also listed in the Executive Summary of the NOFO. Send your summary as an email attachment (PDF or Word document) to odeprograms@neh.gov and put "SAITH Preliminary Project Summary" in the subject line of the message. Program staff will not review summaries that are submitted after the due date.

Project summaries may be submitted in English or Spanish. Please follow the template below. Note that this template will not cover every aspect of the full application, but instead is intended to facilitate feedback on important elements of your project. Word lengths are recommendations, but please stay within 25 words of the limit for each section. You may format your project summary in a table (like the template below) or use headings and paragraphs to respond to each prompt.

It is not necessary to fully complete every section in order to submit a project summary. We encourage all potential applicants to submit draft materials, even if the project is still being conceptualized.

We expect to provide written feedback in response to all project summaries within four weeks of the summary deadline. The comments provided are not part of the formal review process and have no bearing on the evaluation of the application. Preliminary project summaries are optional, but applicants to many programs at NEH find them helpful.

You may contact the Office of Data and Evaluation at odeprograms@neh.gov with questions.

Project Summary Template

Section	Description	Length
Proposed Title	Provide the proposed name of your project.	Unlimited
Institution	Provide the name of the applicant institution.	Unlimited
Contact for response	Indicate the email address and name of the correspondent(s) you would like the reply sent to.	Unlimited
Project Level	State if you are applying for Level 1 or Level 2 funding.	Unlimited
Project Team	Provide the name, title, and institution of the project director. Provide the name, title, and institution of each member of your project team. List any unfilled roles (e.g. graduate research assistant). Identify the team member(s) with humanities expertise. You may use a bulleted list.	Unlimited
Project Overview	Provide a concise overview of your project written for a non-specialist audience. State the main goal of your project, key activities that will take place during the period of performance, and intended audiences.	150 words
Humanities Significance	State which of the five priority research categories your project will respond to and summarize your project's anticipated value for the field. See NOFO Section A1. Purpose.	250 words
Data and Methods	Summarize the data, methodology, methods, and theoretical framework informing your research design, as appropriate.	250 words
Activities	Summarize the primary activities that you propose to undertake. Provide a timeline for key milestones. You may use a bulleted list, table, or other formatting as appropriate.	250 words
Outputs	Summarize the key outputs (tangible products) that you expect to complete as a result of this project. See NOFO section A1. Outputs and Outcomes.	150 words
Outcomes	Summarize the key mid- to long-term outcomes (impacts) that you anticipate as a result of this project. See NOFO section A1. Outputs and Outcomes.	150 words
Dissemination	Describe the audience for this work, and how you plan to share the results of your project.	150 words
Budget	Briefly summarize the key planned budget line items, for example: staff time, research assistants, purchase of proprietary databases. Indicate your expected Indirect Cost Rate. Please note that the "research rate" is rarely applicable to humanities projects.	250 words

	"Other Sponsored Research" or "all programs" rates are more likely. Note that the new de minimis rate is 15%. For more information see the update to 2 CFR 200: https://www.neh.gov/grants/manage/2024-Revisions-to-2-CFR-200	
Questions for program staff	Do you have any questions for us as we review your project summary?	Unlimited