



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

**Funding Opportunity Title:
Awards for Faculty at Hispanic Serving Institutions**

Funding Opportunity Number: 20230412-HB

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.160

**Application Deadline:
April 12, 2023
April 10, 2024**

**Ensure your Grants.gov registration and password are current.
NEH will not grant deadline extensions for lack of registration.**

Division of Research Programs
Telephone: 202-606-8200
Email: FacultyAwards@neh.gov
Telecommunications Relay Service: 7-1-1

OMB control number 3136-0134, expiration date October 31, 2024

Executive Summary

The National Endowment for the Humanities (NEH) Division of Research Programs is accepting applications for the Awards for Faculty at Hispanic-Serving Institutions program. This program strengthens the humanities at Hispanic-Serving Institutions by encouraging and expanding humanities research opportunities for individual faculty and staff members. Awards support individuals pursuing scholarly research that is of value to humanities scholars, students, and/or general audiences.

Funding Opportunity Title	Awards for Faculty at Hispanic Serving Institutions
Funding Opportunity Number	20230412-HB
Federal Assistance Listing Number	45.160
Optional Draft Deadlines	February 8, 2023, 11:59 p.m. Eastern Time February 7, 2024, 11:59 p.m. Eastern Time
Application Deadlines	April 12, 2023, 11:59 p.m. Eastern Time April 10, 2024, 11:59 p.m. Eastern Time
Anticipated Award Announcements	December 2023 (proposals submitted to the 2023 deadline) December 2024 (proposals submitted to the 2024 deadline)
Anticipated Annual Funding	Approximately \$1,200,000 across the three Awards for Faculty programs per deadline
Estimated Number and Type of Awards	Approximately 22 grants across the three Awards for Faculty programs per deadline.
Award Amounts	Up to \$60,000
Cost Sharing/Match Required	No
Period of Performance	2 to 12 months, full-time equivalent. Applicants may work between half time and full time on a project, or in combination. 2023: Projects must start between January 1, 2024, and September 1, 2025 2024: Projects must start between January 1, 2025, and September 1, 2026
Eligible Applicants	Individuals; see C. Eligibility Information .
Program Resource Page	Awards for Faculty at Hispanic-Serving Institutions
Pre-Application Webinar	See the program resource page for webinar information for the 2024 deadline.
Published	January 11, 2023
Modified	April 18, 2023 (added 2024 webinar information)

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A. Program Description

1. Purpose

The Awards for Faculty program strengthens the humanities at Hispanic-Serving Institutions by encouraging and expanding humanities research opportunities for individual faculty and staff members. Awards support individuals pursuing scholarly research that is of value to humanities scholars, students, and/or general audiences.

The program welcomes proposals in all areas of the humanities, regardless of geographic or chronological focus. This program offers applicants flexibility in project outcomes and award periods. Projects must be based on humanities research. Eligible projects include:

- research in primary and secondary materials leading to the development of books, monographs, peer-reviewed articles, e-books, digital materials, translations with annotations or a critical apparatus, critical editions, or other scholarly resources
- research related to institutional or community goals or interests, such as projects that draw on archival collections, collection and interpretation of oral histories, or the development of materials in support of culture or language preservation and revitalization
- research leading to the improvement of a single existing undergraduate course, including the development of humanities resources (for example, oral histories, identification and preparation of previously unavailable archival sources, or newly compiled historical or literary collections)
- research leading to digital or web-based products intended to supplement a course revision or publication project

The program is open to all faculty and staff members, including full-time, part-time, adjunct, and retired faculty and staff at Hispanic-Serving Institutions (HSI). Awards support individuals who work between half time and full time on their projects. Projects may be at any stage of development. You may propose to complete your project by the end of the period of performance or you may propose to do so by a later date.

Examples of previously funded Awards for Faculty may be viewed [here](#).

See [D6. Funding Restrictions](#) for unallowable activities.

See [E1. Review Criteria](#) for the criteria NEH will use to evaluate applications under this notice.

2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#). Awards are subject to the [NEH Fellowships and Awards for Faculty Terms and Conditions](#).

Under [Section 3\(a\) of the National Foundation on the Arts and the Humanities Act of 1965](#), as amended, “The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods;

and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

Use the [Funded Projects Query Form](#) to find examples of NEH-supported projects.

[Learn more about NEH.](#)

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice. You may revise and resubmit a previously rejected application.

NEH will provide funding in the form of grants.

2. Summary of Funding

Award amounts

The amount of the monthly stipend is \$5,000 per full-time month (or part-time equivalent). The maximum award is \$60,000 for the equivalent of twelve full-time months. The minimum award is \$10,000, corresponding to the equivalent of two months of full-time work. Thus, an award to support 14 months of half-time work would be \$35,000 (equivalent to 7 months of full-time work.)

NEH will award outright funds to successful applicants. Outright funds are not contingent on additional funding from other sources.

NEH anticipates approximately \$1,200,000 to fund approximately 22 recipients across the three Award for Faculty programs per deadline.

NEH will not determine the funding available each fiscal year until Congress enacts the final budget. This notice is subject to the availability of appropriated funds and is a contingency action taken to ensure that, should funds become available for this purpose, NEH can process applications and issue awards in a timely manner.

Period of performance

The period of performance is the span of time during which you are committed to working on your NEH-supported project. You should request a time frame that suits your schedule and the needs of your project.

The Awards for Faculty program supports individuals who work between half time and full time on their projects. You may combine part- and full-time work, but you must work at least half time and the period of performance must be continuous. If you work full time on your project, you must forgo teaching and other major activities. If you combine a part-time award with teaching, you must carry a reduced class load during the period of performance. Awards will be reduced to reflect the smaller time commitment when you work part time or for fewer than the equivalent of 12 full-time months on the NEH project.

The minimum period of performance is the equivalent of two months of full-time work; the maximum is the equivalent of twelve months of full-time work. The period of performance should be determined by the complexity of the project, the amount of work to be completed, and the commitment of your institution to the project. Requesting a shorter period of performance will not improve your chances of receiving an award. You should align your period of performance and work plan with the number of months of support you request.

If you apply for the 2023 deadline, request a period of performance start date between January 1, 2024, and September 1, 2025.

If you apply for the 2024 deadline, request a period of performance start date between January 1, 2025, and September 1, 2026.

Your period of performance must start on the first day of the month and end on the last day of a month.

C. Eligibility Information

1. Eligible Applicants

You must be one of the following to be eligible:

- A U.S. citizen residing domestically or abroad
- A foreign national who has lived in the United States or its jurisdictions for at least the three years prior to the application deadline.

Foreign nationals who take up permanent residence outside the United States any time between the application deadline and the end of the period of performance will forfeit their eligibility. Leaving the U.S. on a temporary basis is permitted.

In addition to the above requirements, you must be affiliated with an HSI, as defined and determined by the U.S. Department of Education. **Individuals who are full-time, part-time, adjunct, and retired individual faculty members and staff members affiliated with a Hispanic-Serving Institution are eligible to apply. Potential applicants to the Awards for Faculty at Hispanic-Serving Institutions program should check with staff at their institution to determine institutional status at the time of application.** Institutions must apply annually to the U.S. Department of Education for Title III and Title V eligibility designations. Institutional designations therefore can change from year to year.

Individuals may verify that their affiliated college or university is a Hispanic-Serving Institution at the time of application by visiting the [U.S. Department of Education](https://www.ed.gov) website. Scroll down to the middle of the webpage to the section titled Eligibility Matrix; then click on the most recent version. The Eligibility Matrix is a read-only Excel worksheet that lists data for postsecondary institutions, and it is updated annually. To verify your institution, select “HSI” from the options at the bottom of the screen. Find your institution and then look at column J (“Meets the [year] Title V HSI Definition”). If the column states “yes,” you are eligible on an institutional basis to apply to the NEH Awards for Faculty at HSIs program.

If your institution is not currently listed as a Hispanic-Serving Institution on the most recent Eligibility Matrix, you may establish your status with a letter or other document from the U.S. Department of Education, certifying Title III and Title V eligibility. If you are applying for the

April 12, 2023, deadline, the letter must be dated 2022 or 2023. If you are applying for the April 10, 2024 deadline, the letter must be dated 2023 or 2024. Include this documentation in [Attachment 5: Confirmation of institutional support](#). In addition to submitting documentation of Title III and Title V eligibility, your institution must also meet the U.S. Department of Education's [definition of a Hispanic-Serving Institution](#). You may determine your institution's eligibility by consulting enrollment data for your institution at this link: <https://nces.ed.gov/collegenavigator/>. (Search for your institution, then click on "Enrollment.")

Currently enrolled students

Individuals currently enrolled in a degree-granting program are ineligible to apply. If you have satisfied the requirements for a degree and are awaiting its conferral, you are eligible, but you must include a letter from the dean of the conferring school or your department chair attesting to your status as of the application deadline in [Attachment 7: Degree conferral](#).

Dissertation revisions

You may seek funding for a project based on a completed dissertation. You must state in your narrative that the proposal is to revise a dissertation and explain how the new project moves beyond the original dissertation.

2. Cost Sharing

Cost sharing or matching is not required in this program.

Cost sharing or matching is the portion of the project costs not paid by NEH funds.

3. Other Eligibility Information

NEH will consider only one submission per applicant for each deadline. If you submit multiple applications (including submitting to the wrong funding opportunity or making corrections/updates), NEH will only accept your last validated submission prior to the deadline under the correct Grants.gov funding opportunity.

Application Limitations

You may apply to only one of the following NEH programs in a given federal fiscal year:

- Awards for Faculty
- [Fellowships](#)
- [NEH-Mellon Fellowships for Digital Publications](#)
- [Fellowships for Advanced Social Science Research on Japan](#)

Concurrent Applications

You may apply to the Awards for Faculty program and compete concurrently in the following programs for individuals in a given federal fiscal year:

- [Public Scholars](#)
- [Summer Stipends](#)
- [Dynamic Language Infrastructure - Documenting Endangered Languages Fellowships](#)
- [NEH-funded fellowships at independent research institutions](#)

Each competition has distinct application requirements. Follow the instructions in the relevant Notice of Funding Opportunity.

Concurrent grants from other organizations

Recipients of NEH Awards for Faculty may simultaneously hold fellowships or grants from institutions other than NEH—including sabbaticals and grants from their own institutions—in support of the same project during their period of performance.

Projects previously supported by NEH

You may not apply for funding for a project previously supported by an Award for Faculty, Fellowship, an NEH-Mellon Fellowship for Digital Publication, a Public Scholars award, a Dynamic Language Infrastructure – Documenting Endangered Languages Fellowship, or a Fellowship for Advanced Social Science Research on Japan.

You may, apply for funding for a project previously supported by a two-month NEH [Summer Stipend](#). In such a case, NEH will review the accomplishments from the previous award to determine whether the project warrants additional funding. If the current application includes work proposed in the previously funded Summer Stipend, you must address this overlap in the work plan. NEH may support complementary but not identical activities previously supported by a Summer Stipend.

Organizations

NEH issues awards in this program to individuals. Organizations are not eligible. If you elect to have the stipend paid through your institution, it must remit all NEH funds to you and not take an institutional allowance or claim indirect costs.

Collaborative projects

This program is designed primarily for individual researchers. Awards may not be divided. If you are seeking funding for more than one participant in a collaborative project, each person seeking funding must submit a separate application, specifying the individual contribution. NEH will ask reviewers to evaluate each application on its own merits. Each application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s).

Applicants who are seeking funding only for themselves but who are working as part of a collaborative team are also eligible. In this case, the application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Applicants with an institutional affiliation proposing to work together (including those proposing to work with students) may wish to apply instead or in addition to the NEH [Collaborative Research](#) program or the [Humanities Initiatives at Hispanic-Serving Institutions](#) program.

Other restrictions

- You may not hold two or more NEH individual awards with overlapping periods of performance (for example, an Awards for Faculty and a Summer Stipend) or in support of the same activities. NEH will not delay the period of performance beyond the stated timelines of this NOFO to accommodate overlapping individual awards.

- If you accept an Awards for Faculty fellowship, any pending Summer Stipends, [Public Scholars](#), or [DLI-Documenting Endangered Languages Fellowship](#) program application that you have submitted for the same project will be automatically withdrawn.
- You may not work on a project supported by an NEH institutional award as either a project director or participant during the period of performance of an NEH individual award that you are holding full time. If you plan to work part time on an NEH individual award, and you also work on a project supported by an NEH institutional award as either a project director or participant, your activities must not exceed your regular, full-time load, across all projects and activities (including non-NEH work activities).

NEH does not make awards to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. You may use funds from, or sites and materials controlled by, other federal entities in your project.

Except for the rare cases covered by its [late submission policy](#), NEH will not consider applications submitted after the [deadline](#).

NEH will not consider incomplete, nonresponsive, or ineligible applications for funding.

NEH will not consider applications that exceed page limits or deviate from formatting instructions. See the [Application Components Table](#).

D. Application and Submission Information

1. Application Package

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20230412-HB. There is also a link on the [program resource page](#).

Once you have located the funding opportunity in Grants.gov, you will find the application package under the "Package" tab. It includes a series of required and conditionally required forms. You will upload additional application components using the [Attachments Form](#).

You must complete a multistep registration process to submit your application. See [D3. Unique Entity Identifier and System for Award Management](#).

Contact FacultyAwards@neh.gov to request a paper copy of this notice.

If you are deaf or hard of hearing, you can contact NEH using telecommunications relay at 7-1-1.

2. Content and Form of Application Submission

Your application will consist of a series of forms included in Grants.gov Workspace and other components that you will prepare and upload to the [Attachments Form](#). The Application Components Table below will help you prepare a complete application. You are not required to submit a budget in this program.

You must submit all required and relevant conditionally required components.

NEH will not review applications missing any required documents or relevant conditionally required documents.

Do not include attachments other than those required, recommended, or conditionally required in this notice. If you do, NEH will reject your application.

Take note of the page limits and formatting instructions in this notice. **NEH will not review applications that exceed mandatory page limits or deviate from formatting instructions.**

Unless otherwise stipulated in specific instructions, attachments must conform to the following formatting requirements:

- pages no larger than standard letter size (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font size no smaller than 11-point
- single-spacing
- recommended fonts: Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style is acceptable; citations are included in page counts

NEH has assigned each application component one of the following designations:

- **Required:** You must submit this component.
- **Conditionally Required:** You must submit this component if your proposal meets the specified conditions.
- **Recommended:** NEH encourages, but does not require, you to submit this component.

In addition, NEH has established page limits for some application components:

- **Mandatory:** You must not exceed the page limit.
- **Suggested:** NEH encourages, but does not require, you to abide by the page limit.

Application Component Table

Application Component	File Name	Designation	Page limits
Grants.gov forms			
SF-424 Application for Federal Assistance - Individual		Required	
NEH Supplemental Information for Individuals Form		Required	
Project/Performance Site(s) Location Form		Required	
Attachments Form		Required	
Attachments			
1: Narrative	narrative.pdf	Required	3 (mandatory)
2: Work plan	workplan.pdf	Required	1 (mandatory)
3: Bibliography	bibliography.pdf	Required	1 (mandatory)
4: Résumé	resume.pdf	Required	2 (mandatory)
5: Confirmation of institutional support	confirmation.pdf	Recommended at the time of application. Required in order to receive funding.	
6: Appendices	appendices.pdf	Conditionally required	See instructions
7: Degree Conferral	degree.pdf	Conditionally required	
8: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	

SF-424 Application for Federal Assistance – Individual

This form requests basic information about you and your proposed project.

Items **1**, **2**, and **4** will be automatically filled in; leave item **3** blank.

5a-d. Applicant Information

a.-c. Provide your name, telephone number, email address, and mailing address. You must include an email address in the “Email” field, even though it is not highlighted as a required field. NEH will use this address to notify you of the outcome of your application.

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). Indicate your citizenship status with an “X.”

d. Provide your [congressional district](#) with your two-character state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter “AL-005.” If your institution is in a state or U.S. jurisdiction that does not have districts, enter “000” in place of the district number. If your institution is outside the U.S., enter “00-000.”

6. Project Information

a. **Project Title:** Provide your project's title. It should be brief (no more than 125 characters, including spaces). Successful applications typically have titles that are descriptive of the project and easily understood by the general public. Avoid using a title that requires clarification by the subtitle. When possible, include places and dates indicating a project's scope. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but you may use your preferred title for any award products. See the FAQ document for guidance on how to title your NEH proposal.

b. **Project Description:** Provide a brief description of your project. It should be written for a non-specialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities. This description will appear on your application cover sheet and will serve as a project abstract during the review process. Do not exceed one thousand characters, including spaces. If you exceed one thousand characters, including spaces, Grants.gov may reject your application or cut off your project description at the thousand-character limit.

c. **Proposed Project:** List the start and end dates for your project. Start your period of performance on the first day of a month and end it on the last day of a month. Because award amounts depend on the number of months of work that you specify, the dates that you enter here will determine the maximum amount of your award. For more information on how NEH calculates awards, see [B2. Summary of Funding](#). You may change your start and end dates if you receive an award, but the change must not increase the approved amount.

7. Signature

By clicking on the "I Agree" box, you certify the following:

1) You are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, and have not—within the three years preceding the submission of this application—been convicted of or had a civil judgment rendered against you for commission of fraud or a criminal offense in connection with a public (federal, state, or local) transaction or a contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or default; and are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses. See [2 CFR 180](#) and [3369](#).

2) You are not delinquent in the repayment of any federal debt or you are providing explanatory information about any delinquency. Examples of relevant debt include student loans, delinquent taxes, delinquent child support payments, and delinquent payroll taxes for household or other employees. See [OMB Circular A-129](#).

3) You will comply with the [NEH Fellowships and Awards for Faculty Terms and Conditions](#).

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

NEH Supplemental Information for Individuals Form

This form requests additional professional information about you, your institution and your references.

Field of Project

Using the drop-down menu, indicate the field(s) of your project. You may select one, two, or three fields. If you select more than one, list the primary field first. Program staff will consider this information when assigning your application to a review panel.

Project Director Field of Study

Using the drop-down menu, choose the field of study that best describes your area of expertise.

Address Information

Indicate whether the address that you provided on the [Application for Federal Assistance SF 424 – Individual](#) form is your home or work address.

Institutional Affiliation

Complete the requested information. Include your institution's Unique Entity Identifier (UEI), omitting hyphens. You can request this number from your institution's sponsored research office; using it ensures that NEH identifies your institution correctly in the materials we provide to external reviewers.

Status

Indicate your status as a junior scholar or senior scholar. Junior scholars are seven years or fewer beyond the day they received their highest formal degree; senior scholars are more than seven years beyond the day they received their highest degree.

Reference Letters

Provide the names, email addresses, and affiliations for your two references. **Enter only one email address for each.** If you provide two email addresses for a reference, NEH will be unable to contact them. You are responsible for providing accurate email addresses. NEH's grants management system will use the addresses exactly as you enter on this form.

See [Section D7. Other Submission Requirements](#) for instructions and deadlines for the submission of reference letters and confirmation of their receipt by NEH.

Nominating Official

Leave this section blank.

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where you will conduct project activities during the period of performance

Enter [congressional districts](#) using the two letter state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter "AL-005." If your institution is in a state or U.S. jurisdiction that does not have districts, enter "000" in place of the district number. If your institution is outside the U.S., enter "00-000."

The form has space for 300 sites. If your project includes additional locations, list them in a separate document. Save the document as a PDF named additionallocations.pdf and attach it under "Additional Locations."

Attachments Form

This form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).** Convert all non-PDF files (i.e., Word, Excel, images, etc.) to PDFs. If an attachment contains multiple documents, merge them into a single file. Be aware that, occasionally, converting a document to PDF may alter its length. If applicable, you must ensure that all attachments are within the mandatory page limits.

Do not attach portfolios containing multiple PDFs.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures, etc.). Remove these features (“flatten” these files) before uploading to Grants.gov.

Consult the [Application Components Table](#) to name and sequence your attachments so that NEH can easily identify them. Grants.gov may reject your application if file names are more than 50 characters; if you use the same name for multiple files; or if file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign.

Grants.gov may accept and validate your application even if you are missing required components or have formatted them incorrectly. You must ensure that you have formatted, attached, and submitted all required components correctly. If you have not, NEH may reject your application as incomplete or nonresponsive.

Learn about [Adobe software compatibility with Grants.gov](#) and ensure that you can use your version of Adobe Acrobat Reader to download, complete, and submit your application.

Attachment 1: Narrative (required)

Compose a comprehensive description of your proposed project. Your narrative should be succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

You must limit the narrative to three single-spaced pages. Do not include an executive summary, cover page, or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

Organize your narrative using the following section headings. Each section aligns with one or more [review criteria](#) that NEH will use to evaluate your proposal.

Significance and contribution (aligns primarily with [Review Criterion 1](#))

Describe your research and state your project thesis. Provide an overview of the project, explaining the basic ideas, problems, questions, texts, people, and/or events you will examine. Describe the intellectual significance of the proposed project to the intended audience or audiences, including its value to humanities scholars, students, or general audiences. Explain how it will complement, challenge, or expand on relevant scholarship in the field. If appropriate, describe the contribution that the research will make to your students, institution, or broader community.

For humanities research projects in support of a community or institutional goal or interest, explain the project's expected outcome, and how you will present it to reach the identified audience(s). If applicable, explain how the project may have broader impact beyond the community or institution.

For humanities research projects leading to the revision of an undergraduate course, explain how the research relates to revising the course, the course readings, and the course methodologies. Discuss the importance of the course within your teaching portfolio and within the institution's overall curriculum. Include relevant information such as the number of times it has been offered, whether the course is currently taught, and the number of students enrolled when the course was most recently offered. Explain how the project may have broader impact beyond the individual course.

Organization and methods (aligns primarily with [review criterion 2](#))

Describe your research, explaining how it will help you resolve the problems or questions you will examine. Explain your concepts and your terminology. Describe your method(s) and discuss your sources. Provide the scholarly context.

- For projects designed to produce published scholarship, explain how the final project will be organized.
- For book projects, provide a chapter outline with brief explanations of each chapter's contents, if possible.
- For article projects, provide an overview of the article, including details about the argument, sources, and word count.
- For a dissertation revision, you must state that your project is to revise a dissertation. Explain specifically how you plan to move beyond the original dissertation, and how the new project will benefit from the addition(s).
- For digital projects, describe the technologies that will be used and developed and discuss the sustainability of the project. Provide a URL when possible.
- For a course revision project, explain the specific ways in which the proposed research will enhance the course. Explain how your course revision research contributes to your institution's curriculum and goals and to your students.
- For a translation or edition, indicate your plans for including an introduction, annotations, or other scholarly apparatus. If you are applying to translate a work into English and other English translations already exist, provide a rationale for a new translation. Explain any necessary permissions you need to obtain.

You must provide a rationale for projects that will be written in a language other than English.

Competencies, skills, and access (aligns primarily with [review criterion 4](#))

Explain your competence in the area of your project. If the topic is new to you, explain your reasons for working on it and your qualifications. Specify your level of competence in any language, skills, or digital technology needed for the project. Describe where you will conduct the project and the research materials (primary and/or secondary) you will use. If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources.

Final product and dissemination (aligns primarily with [review criteria 4 and 5](#))

Describe the audience(s) you plan to reach and the intended results of the project. Explain how the results will be disseminated and why these means are appropriate to the subject matter and audience.

- For book projects, indicate possible publishers.
- For article projects, indicate potential journals for publication. If the project has a website, provide the URL.
- For course revision projects, indicate your plans (if any) to expand the number of sections offered, replicate the course on other campuses, or otherwise disseminate the results more broadly.

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

If the project involves publishing materials that are under copyright, indicate your plans for securing the necessary permission.

NEH expects that recipients will maintain digital publications resulting from its awards to ensure their long-term availability. To that end, describe how you will sustain and support your project's digital publication beyond the period of performance, including for how long and by whom.

Attachment 2: Work plan (required)

Present a schedule for the period of performance.

Explain the tasks you expect to accomplish and your timeline for completing them.

- Clearly indicate how many months of support you are requesting and whether you propose full- or part-time work, or a combination of the two. You must work at least half-time on the NEH project, and the period of performance must be continuous. If you are proposing part-time work, specify the fraction of time you will devote to the project (e.g., half-time or three-quarters time). Indicate if you will receive course releases.
- Describe the part or stage of the project that the award will support. Indicate if any parts are complete. If you will not finish the project during the period of performance, state when you expect to complete it. For example, if you are proposing a publication (e.g., book or article), indicate when you plan to submit it for publication and when you expect it to appear. If you are proposing a course revision, specify when you plan to offer the revised course and how you will present the research results (e.g., website, course packet).
- Indicate where you will work and, if more than one location is involved, how long you will spend in each place.
- If you are seeking funds as part of a larger collaborative project, clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s).
- Your work plan should not depend on factors outside your control, such as the receipt of outside readers' reports from a publisher. If you plan to submit your manuscript to an editor or publisher before the end of the period of performance, explain what additional work the project will require after you submit the manuscript and why it merits support.

The work plan must not exceed one page. You may present information in a table, chart, list, or prose format.

Name the file workplan.pdf.

Your work plan will be considered primarily under [Review Criterion 3](#).

Attachment 3: Bibliography (required)

Your bibliography should consist of primary and secondary sources that relate directly to the project. If you are proposing work with archival materials, indicate which archive(s) hold them. Include works that pertain to both the project's substance and its theoretical or methodological approaches. Peer reviewers will use the bibliography to assess your knowledge of the subject area.

The bibliography must not exceed a single page. Any standard bibliographic format is acceptable. Items referenced in the narrative need not appear in the bibliography, if the citation in the narrative enables readers to identify the work.

Name the file bibliography.pdf.

Your bibliography will be considered primarily under [Review Criterion 2](#).

Attachment 4: Résumé (required)

Your résumé must not exceed two pages and should provide the information listed below. Do not submit a narrative biographical statement instead of a résumé.

- 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 awards and the products that resulted from them
- Publications: include full citations for publications and presentations
- Other relevant professional activities and accomplishments: include your level of competence in any relevant foreign languages

Name the file resume.pdf.

Your résumé will be considered primarily under [Review Criterion 4](#).

Attachment 5: Confirmation of institutional support (recommended)

Include a document on letterhead, signed by an institutional representative, such as staff in the office of sponsored research, a vice president, or dean, confirming institutional support. It should state that the institution will allow you to accept an Award for Faculty if you are offered one, even though it might reduce your teaching load.

NEH encourages you to submit this document at the time of application, but you must submit it if you are recommended for funding. NEH will not issue your award without a letter of confirmation.

Name the file confirmation.pdf.

Your confirmation of institutional support will be considered primarily under [Review Criterion 4](#).

Attachment 6: Appendices (conditionally required)

If you are proposing editions, translations, database projects, proposals including visual materials, or proposals to improve an existing undergraduate course, you must submit this attachment. The appendices should not exceed the page numbers per item, as described below.

- Editions or translations: provide a sample of the original text (**one page**) and the edited or translated version (**one page**). If you plan to include annotations, your sample should give examples.
- Database projects: provide a sample entry (**one page**).
- Visual materials: provide a sample (**one page**) saved as a PDF (do not use .jpg or other common graphic formats).
- Undergraduate course revision: This program is intended to support a single course revision. Provide the existing course syllabus—including a listing of the current course readings—in PDF format (**ten pages**). Provide a list of courses taught within the last five years including the number of students taught, the number of courses offered, and the number of different preparations (**three pages**).

NEH will reject and not review applications that include any other appendices.

Name the file appendices.pdf.

If applicable, your appendices will be considered primarily under [Review Criteria 2](#) and [4](#).

Attachment 7: Degree conferral (conditionally required)

If you have satisfied all the requirements for a degree and are awaiting its conferral, you must include a letter from the dean of the conferring school or the department chair attesting that you have satisfied all the requirements for the degree by the application deadline.

Name the file degree.pdf.

Attachment 8: Explanation of delinquent federal debt (conditionally required)

If you are **delinquent** in the repayment of any federal debt, provide explanatory information including evidence that you have entered into a repayment agreement with the Internal Revenue Service, and that you are current on all payments due. Examples of relevant debt include **delinquent** student loans, taxes, child support payments, and payroll taxes for household or other employees. See [OMB Circular A-129](#).

Name the file delinquentdebt.pdf

Guidance for Narrative and Other Application Components	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative sections and other application components and the review criteria.	
<u>NARRATIVE SECTION</u>	<u>REVIEW CRITERIA</u>
Significance and contribution	<u>1</u>
Organization and methods	<u>2</u>
Competencies, skills, and access	4
Final product and dissemination	4 and 5
<u>APPLICATION COMPONENT</u>	
Work plan	3
Bibliography	<u>2</u>
Résumé	4
Confirmation of institutional support	4
Appendices (conditionally required)	<u>2</u> and 4

3. Grants.gov Registration Process

Registering and creating an “individual applicant” profile

You must submit your application via Grants.gov Workspace. If you have not already done so, you must create a [Login.gov](#) user account to register and log in to Grants.gov. Login.gov is a secure sign in service used by the public to sign in to participating government agencies. [Create and link your account now.](#)

If you are registering with Grants.gov for the first time, go to <https://apply07.grants.gov/apply/register.faces>.

Once you have registered at Grants.gov, you must add an “individual applicant” profile in order to submit an application to programs for individuals. Do this by clicking on the “My Account” link, then on “Manage Profiles” and “Add Profile.” Refer to [Grants.gov’s instructions for adding a profile](#).

You will not be able to apply to this program until you have added an individual applicant profile. If you have successfully created an individual applicant profile, the “Apply” button on the Grants.gov opportunity page will be red. Otherwise it will be grayed out.

When you create your “individual applicant” profile, Grants.gov may automatically fill in the box for the unique entity identifier number with a default value. Do not change this number.

If you have already registered at Grants.gov and created an “individual applicant” profile, you will not need to re-register to submit your proposals. However, you should check your account ahead of the deadline to confirm that it is still active and that your password has not expired. **NEH strongly recommends that you complete your registration at least two weeks before the application deadline. If you fail to allow sufficient time to complete**

registration with Grants.gov, you will not be eligible for a deadline extension or waiver of the online submission requirement.

If you have problems registering with Grants.gov or adding an “individual applicant” profile, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov.

Additional registration information

You do not need to register in the System for Award Management (SAM). NEH will not process awards for individuals with delinquent federal debt or for individuals who have been suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any federal department or agency. To see if you have delinquent federal debt or other exclusions recorded in SAM, go to the [SAM website](#); click on “Search” then “All Domains” then “Entity Information” and then “Exclusions” from the drop-down menu. Finally, enter your information into the “Excluded Individual” field.”

NEH may not make an award to an applicant until the applicant has complied with all applicable requirements and, if an applicant has not fully complied with the requirements by the time NEH is ready to make an award, NEH may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

4. Submission Dates and Times

Drafts

Program staff will review a draft narrative and work plan submitted by February 8, 2023 (for the 2023 deadline) or February 7, 2024 (for the 2024 deadline). Staff members will read only one draft per individual per deadline and will not review late drafts.

This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it useful in strengthening their applications.

Submit drafts by email to FacultyAwards@neh.gov; put “Draft Narrative and Work Plan” in the subject line of the message. If you prepare a draft, use the format stipulated in this notice.

Applications

This notice covers the 2023 and 2024 Awards for Faculty competitions. The deadlines are:

- April 12, 2023, at 11:59 p.m. Eastern Time
- April 10, 2024, at 11:59 p.m. Eastern Time

Applications must be complete, follow length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your Grants.gov application status](#).

When NEH receives your application, the agency will assign it a tracking number beginning with HB-. A tracking number does not guarantee that your application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not

correctly formatted, eGMS, NEH's electronic grants management system, will reject your application and notify you by email. eGMS cannot detect other errors such as missing components or excess pages.

NEH recommends you submit your application 48 hours prior to the deadline so that you have time to correct any technical errors. It is your responsibility to correct any errors prior to the deadline.

Letters of reference should be submitted online not later than the dates stipulated in [D7. Other Submission Requirements](#).

NEH will not comment on the status of your submitted application except regarding matters of eligibility, completeness, and responsiveness.

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12372](#).

6. Funding Restrictions

You may not use awards made under this notice for the following purposes:

- research by students enrolled in a degree program, including research for doctoral dissertations or theses
- research leading to the improvement of graduate courses
- the preparation or revision of textbooks
- the development of teaching methods or theories
- educational or technical impact assessments
- inventories of collections
- the writing of guidebooks, how-to books, and self-help books
- the writing of books for children or young adults
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

See [2 CFR 200 Subpart E - Cost Principles](#) for other unallowable costs.

7. Other Submission Requirements

NEH asks you to solicit two letters of reference. Provide the names, email addresses, and affiliations for yours on the [NEH Supplemental Information for Individuals Form](#). Include only one email address for each letter writer in the relevant field. Letters of reference are more highly regarded if they consider the specific proposed activity and attest to the candidate's ability to undertake it.

If you are proposing a translation, one of your references must be an expert in the language(s) of your project and should provide an assessment of the one-page sample translation that you are submitting with your application. Notify this reference that s/he is expected to address the quality of the translation sample in his or her letter.

Approximately **two to three weeks** after the deadline, NEH will email your letter writers, asking them to submit their letters online. They should submit their letters online not later than Wednesday, May 3, 2023 (for proposals submitted for the 2023 deadline) or Wednesday, May 1, 2024 (for proposals submitted for the 2024 deadline).

You may check the status of your letters by logging in to [the secure area of NEH's website](#). Enter your NEH application number and your Grants.gov tracking number. You will be able to see the names and email addresses of your letter writers and whether NEH has received their letters. If necessary, you may send reminders to your letter writers (including the upload link) from this site.

You are responsible for ensuring that your letter writers receive and respond to the NEH requests for their letters by the deadline. NEH will notify you by email when it receives each of your letters of reference. **You must provide your letter writers with relevant materials (such as a draft of the application).**

NEH accepts letters after the deadline, and late letters will be added to your application. However, it is possible that reviewers will not take them into account. If you find that you must change one or both of your letter writers after the application deadline, contact program staff at FacultyAwards@neh.gov.

Elected government officials, NEH staff, and current members of NEH'S [National Council on the Humanities](#) may not serve as letter writers.

Missing reference letters will not disqualify an application from review.

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications under this notice:

1. The intellectual significance of the proposed project, including its value to scholars, students, or general audiences in the humanities.
2. The quality of the conception, definition, organization, and description of the project and the clarity of expression in the application.
3. The feasibility and appropriateness of the proposed plan of work.
4. The quality or promise of quality of the applicant as a humanities researcher and (for course revision projects) as a teacher.
5. The likelihood that the applicant will complete the project (not necessarily during the period of performance), including, when relevant, the soundness of the dissemination and access plans for the proposed audience or audiences.

Each review criterion corresponds with specific sections of the narrative and the other application components. Refer to [D2 Content and Form of Application Submission](#) for additional information.

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness. The agency then conducts a peer review process for all eligible and complete applications.

Peer reviewers are experts in their fields with knowledge and expertise relevant to the project activities supported by the program. NEH instructs peer reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics rules governing conflicts of interest.

NEH program officers supplement the peer reviewers' comments to address matters of fact or significant points that the peer reviewers have overlooked. They then make funding recommendations to the [National Council on the Humanities](#). The National Council meets at least twice each year to review applications and advise the NEH Chair. By law, the Chair has the sole authority to make final funding decisions.

Following NEH's public announcement of funded projects, you may request copies of the peer reviewers' evaluations of your proposal by contacting FacultyAwards@neh.gov.

[Learn more about the NEH review process.](#)

3. Assessment of Risk and Other Pre-Award Activities

Following the Chair's initial selection of applications for support, the NEH Office of Grant Management (OGM) conducts a risk assessment for selected applications. OGM will consider the applicant's past performance, if applicable; confirm the applicant's continued eligibility; and evaluate compliance with public policy requirements.

OGM may request that you submit additional programmatic or administrative information or undertake certain activities in anticipation of an award. Such requests do not guarantee that NEH will make an award.

After completing its risk assessment, NEH will determine whether making an award would be consistent with the agency's risk management policy, whether it must impose any special terms and conditions, and what funding level is appropriate. NEH may elect not to make awards to applicants with management or financial instability that affects their ability to comply with the terms and conditions of the award ([2 CFR § 200.206](#)).

Award decisions are discretionary and are not appealable to any federal official or board.

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in December 2023 (for the 2023 deadline) or December 2024 (for the 2024 deadline). This is not an authorization to begin performance or incur related costs. Successful applicants will be required to complete the NEH Individual Programs Acceptance Form, which NEH will use to determine your payment schedule.

F. Federal Award Administration Information

1. Federal Award Notices

If your application is selected for an award, the NEH Office of Grant Management will send award documents through eGMS Reach beginning in January 2024 (for proposals submitted to the 2023 deadline) or January 2025 (for proposals submitted to the 2024 deadline).

2. Administrative and National Policy Requirements

Awards are subject to the [NEH Fellowships and Awards for Faculty Terms and Conditions](#), and any specific terms and conditions that NEH places on the award in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

You must comply with [2 CFR §§ 180.335](#) and [.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

If you cannot attest to the statements in this certification, explain why not in [Attachment 8: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

As a taxpayer-supported federal agency, NEH strives to make the products of its awards available to the broadest possible audience. NEH's goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of award products. All other considerations being equal, NEH gives preference to projects that provide free access to the public.

Copyright information

Subject to applicable law, you may copyright work that you develop or acquire under an award. In accordance with [2 CFR § 200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish excerpts of grant products in [Humanities](#) magazine or on its website.

Acknowledging NEH support

Materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) for guidance.

NEH Research Misconduct Policy

In accordance with the [Federal Policy on Research Misconduct](#), NEH established procedures for handling allegations of research misconduct applicable to both internal and external research programs. Review the [NEH Research Misconduct Policy](#).

Coordination of geographic information and related spatial data

If you request funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must first conduct a due diligence search of the

[Data.gov list of datasets](#) to determine whether the needed data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services in compliance with applicable [Federal Geographic Data Committee](#) guidance.

Eliminate waste, fraud, and abuse

Help NEH eliminate fraud and improve management by reporting allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures the [NEH Office of the Inspector General](#).

Termination

NEH reserves the right to terminate awards consistent with [2 CFR § 200.340](#).

3. Reporting

You must file a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to the accomplishments during the period of performance; the products arising or anticipated to arise from the project; financial support apart from NEH sources; the project's impact; and acknowledgement of NEH support. You must submit the final report online through eGMS Reach. NEH will provide further information in the Notice of Action.

Learn more about the [reporting requirements for NEH fellowship recipients](#).

A final financial report is not required.

NEH encourages you to send copies of books resulting from research supported by NEH awards to the Division of Research. You will find contact information in [G: Agency Contacts](#). In addition, NEH requests you update the "Products and Prizes" tab in eGMS Reach for any publications or prizes resulting from NEH support.

G. Agency Contacts

If you have questions about the program, contact:

Division of Research Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8200
FacultyAwards@neh.gov

If you have questions about administrative requirements or allowable costs, contact:

Office of Grant Management
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8494
grantmanagement@neh.gov

If you are deaf or hard of hearing, you can contact NEH using telecommunications relay at 7-1-1.

If you have questions about registering or renewing your registration with login.gov or SAM.gov, contact the Federal Service Desk, Monday – Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, at:

[Federal Service Desk](#)

U.S. calls: 866-606-8220

International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov.:

[Grants.gov Applicant Support](#)

Telephone: 1-800-518-4726

International Calls: +1-606-545-5035

support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, et seq.](#) Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice (“SORN”) published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in 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 on average it takes sixty hours to complete an application. This estimate includes time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Time needed may vary from program to program.

You may 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 Funding Opportunity Officer at grantmanagement@neh.gov. 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. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2024.