

The National Endowment for the Humanities — Division of Research Programs
2009 NEH Summer Stipend Program
USF internal applications due: September 9, 2008

NOTE: Applications for an NEH Summer Stipend must be submitted through *Grants.gov*, the electronic on-line source and submission portal for all federal funding agencies.

The USF Nomination Process for the 2009 NEH Summer Stipend Program

1. Faculty submits *Notification of Intent to Apply for a Grant/Sponsored Project* on-line form: <http://dpb.usfca.edu/osp/database/notification.aspx>. (Not a commitment, no problem if you change your mind.)
2. **September 9, 2008:** Faculty submits e-mail attachments of their application project narrative, resume, bibliography and supplementary materials to silva@usfca.edu. (See descriptions and requirements of documents below. Files should be discrete, not merged into one large file.)
3. **September 22, 2008:** The review committee evaluates all applications and selects two nominees from USF. The nominees will be contacted and provided with feedback on the strengths and weaknesses of their proposals for final submission to the NEH.

Nominees should register with *Grants.gov* as soon as possible.

4. **October 1, 2008:** Nominees submit individual applications to *Grants.gov*.

Descriptions and Requirements of Application Documents

Project Narrative: Must not exceed 3 single-spaced pages.

Write your narrative in a word processing program before converting it to a .pdf file using Adobe Acrobat. NEH evaluators will have access to only three pages of your narrative, so staying with the page limit is vital.

The narrative should convey the ideas, objectives, and methods of the project. It should also communicate the project's substance and potential contribution to the humanities. A simple statement of need or intent is insufficient. Because some evaluators will not possess specialized knowledge of the proposed field of study, the description should be free of jargon.

There is no formula for writing a successful narrative. However, past applicants have typically addressed the following questions:

- What are the basic ideas, problems, or questions examined by the study? Explain the planned approach or line of thought. If the area is a new area of research, explain the reasons for working in it.
- For what part or stage of your project are you seeking support? Provide an overview of the project and describe what part of the study you will undertake during the award period.
- What will be accomplished during the award period? Supply a brief work plan.
- How will the project complement, challenge, or expand relevant studies in the field? Explain what makes the study distinctive.
- What contribution will the project make to the humanities?
- What is your competence in the languages needed for the study?
- Where will you conduct the study and what materials will you use?
- Do you have access to archives, collections, or institutions with the necessary resources?
- Who is the intended audience for the results of the study?
- What are the intended results of the project?
- For book projects, how will the final product be organized? If possible, provide a brief chapter outline.

Resume: Must not exceed 2 single-spaced pages. You should provide information such as:

Current and past positions: Describe your current position, including title, institution or organization, department, and a brief description of your duties. If your position is part-time, include the status of your current contract.

Education: List institutions, degrees, dates awarded, and titles of any theses or dissertations.

Awards: List the awards and grants you have received, including sources, dates of tenure, dollar amounts, and terms of leave provided by such awards and grants. In the case of grants for purposes other than individual study and research, describe their purpose and the activities undertaken. If you have previously received a Fellowship or Faculty Research Award to support your proposed project, indicate the dates of tenure and the results.

Publications: List your publications including books, articles, and book chapters, particularly those publications most relevant to the proposed project. Include page numbers for journal articles and book chapters.

Additional Information: Provide other relevant information about your professional activities and accomplishments that will help reviewers assess your application.

Bibliography: Must not exceed 1 single-spaced page.

Your bibliography should consist of primary and secondary sources that relate directly to the project. It is usually advisable to include works that pertain to both the project's substance and its theoretical or methodological approaches. Titles cited in the application narrative do not have to be included in the bibliography. Evaluators will use the bibliography to assess your preparation in the subject area and your approach to the topic.

Appendix: This attachment is optional and should be used only for applications that require visual materials and proposals for editions, translations, or database projects. If your proposal requires visual materials, you may include one page of visuals. Please note that this page must be in pdf format (not .jpg or other common graphic format). If you are proposing an edition or a translation, you must provide a sample of the original text and your edited/translated version. Neither the original text nor the translation should exceed one single-spaced page. For database projects, provide a sample entry not to exceed one single-spaced page.

If you are selected as an official NSF nominee, go to NSF Summer Stipend Program site:
<http://www.nsf.gov/grants/guidelines/stipends.html>

On left side under **Guideline Overview**, click **How to Prepare and Submit an Application**. You will find—

- Instructions and link for registering with Grants.gov. (to be done at least one week in advance of the October 1 deadline).
- Instructions and link for downloading the **Grant Application Package**. (You will save the application package to your computer's hard drive; afterward you do not need to be online to work on it.)
- Link for downloading and saving the **NSF Supplemental Information for Individuals** form (where you will list your two references and NSF's Nominating Official, Peter Novak).

The Grant Application Package includes the **SF424 Individual Form** and a form for attachments. The instructions (under "How to Prepare and Submit an Application") will tell you how to fill in the SF424, and how to use the attachments form. You will see there are five attachments (all required, and no more than the five described).

The Office of Sponsored Projects will help nominees with all aspects of the application process. Contact:

Carmen Silva, Asst. Director, Office of Sponsored Projects
TEL: 415-422-6921
EMAIL: silva@usfca.edu

Program Description

Type of Award: Successful applicants receive an outright award of \$6,000 for two consecutive months of full-time research and writing.

Summer Stipends support individuals pursuing advanced research that contributes to scholarly knowledge or to the public's understanding of the humanities. Recipients usually produce scholarly articles, monographs on specialized subjects, books on broad topics, archaeological site reports, translations, editions, or other scholarly tools. Summer Stipends support full-time work on a humanities project for a period of two months. Applicants may be faculty or staff members of colleges, universities, or primary or secondary schools, or they may be independent scholars or writers. Summer Stipends are awarded to individual scholars. Organizations are not eligible to apply.

Summer Stipends may not be used for: research for doctoral dissertations or theses by students enrolled in a degree program; specific policy studies or educational or technical impact assessments; the preparation or publication of textbooks; studies of teaching methods or theories, surveys of courses and programs, or curriculum development; inventories of collections; works in the creative or performing arts (e.g., painting, writing fiction or poetry, dance performance, etc.); projects that seek to promote a particular political, philosophical, religious, or ideological point of view; or projects that advocate a particular program of social action.

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. Individuals may apply for both a Summer Stipend and a Fellowship, but they may not hold both in any given fiscal or calendar year. Faculty or staff members of colleges or universities or of primary or secondary schools, or independent scholars or writers may apply for a Summer Stipend.

Citizenship: U.S. citizens are eligible to apply. Foreign nationals who have been living in the United States or its jurisdictions for at least the three years prior to the application deadline are also eligible.

Recent grants and fellowships held by the applicant

Individuals who have held a major fellowship or research grant or its equivalent within the last 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 \$10,000. 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. Recipients of a Summer Stipend in 2003 or after are ineligible.

Nomination of college and university faculty Faculty members teaching full-time at colleges and 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. Each can be either a junior or a senior faculty member. NEH defines junior nominees as academic applicants at the rank of assistant professor or instructor or who are at comparably early stages of their careers. Those holding the rank of associate professor or professor will be considered senior nominees.

Applicants exempt from nomination

The following individuals may apply online without a nomination: independent scholars not affiliated with a college or university; college and university staff members who are not faculty members and will not be teaching during the academic year preceding the award tenure; and adjunct faculty, part-time faculty, and applicants with academic appointments that terminate by the summer of the award tenure.

The following individuals may apply online without a nomination: independent scholars not affiliated with a college or that terminate by the summer of the award tenure.

Review Criteria

Reviewers are asked to evaluate an application according to four criteria:

- the intellectual significance of the project to the humanities, including its potential contribution to knowledge and learning.
- the quality or promise of quality of the applicant's work as an interpreter of the humanities.
- the quality of the conception, definition, organization, and description of the project and the clarity of its expression; and
- the feasibility of the proposed plan of work and the likelihood that the applicant will complete the project.

Review and Selection Process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. The Endowment's 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.

Award notices

Applicants will be notified by letter in March 2008. Unsuccessful applicants may obtain reasons for the funding decision on their applications by sending a letter or e-mail to NEH, Division of Research, Room 318, 1100 Pennsylvania Avenue, N.W, Washington, D.C. 20506, or stipends@neh.gov.