



## APPLICATION INSTRUCTIONS

### National Endowment for the Humanities Summer Stipend

<http://www.neh.gov>

National Endowment for the Humanities Summer Stipends provide an opportunity to pursue research in the humanities that contributes is of value to scholars and general audiences in the humanities. Projects should be completed during the tenure of an award or represent part of a long-term endeavor. Outcomes might be articles, monographs, books, digital materials, archaeological site reports, translations, editions, and other scholarly tools.

**NEH Summer Stipend Awards are for \$6,000 for two consecutive months of full-time research and writing.** The NEH allows Summer Stipends recipients to hold other research grants during the tenure of their awards, but they must work full-time on their projects during the two months of their tenure. Summer Stipends normally support work carried out during the summer months, but arrangements can be made for holding tenure at other times of the year.

**Nomination of college and university faculty:** Faculty members teaching full-time must be nominated by their institutions. A nominating official, in this case, the Hall Center Director, is designated by each institution. Applications must be submitted online to the NEH only after the faculty member has been nominated. Each college and university in the US and its jurisdictions may nominate two faculty members. Applicants who hold the rank of instructor or assistant professor or who are at comparably early stages of their careers are junior nominees. Those holding the rank of associate professor or professor are senior nominees.

**Applicants exempt from nomination:** The following may apply online without a nomination:

- independent scholars not affiliated with a college or university;
- nonfaculty college and university staff members who 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.

### ELIGIBILITY

- Individuals may apply for both a Summer Stipend and a Fellowship, but they cannot hold both in any given fiscal or calendar year.
- U.S. citizens and foreign nationals who have been living in the U.S. or its jurisdictions for at least the three years prior to the current deadline are eligible.
- Individuals who have previously received a Summer Stipend may apply to support a new stage in their project five years from the time they received their initial award.
- Recipients of a Summer Stipend in 2004 or after are *not* eligible.
- Students enrolled in a degree program are *not* eligible.
- Individuals who have held a postdoctoral research award that provides a stipend of \$10,000 or more within the last three academic years prior to the deadline are *not* eligible.
- Sabbaticals and grants from the individual's home institution and external awards supporting only summer research do not disqualify the application, regardless of amount.

### **Summer Stipends awards cannot be used for:**

- Curricular or pedagogical methods, theories, or surveys;
- Preparation or revision of textbooks;
- Projects that seek to promote a particular political, philosophical, religious, or ideological point of view;
- Projects that advocate a particular program of social action
- Works in the creative and performing arts, i.e., painting, writing fiction or poetry dance performance, etc.; or
- Doctoral dissertations or theses.

### **INTERNAL NOMINATION REVIEW AND SELECTION PROCESS**

The process to select the two KU nominees mirrors the NEH's review and selection procedures. The Hall Center collects the applications and hosts the review panel made up of KU faculty from different humanities-related disciplines. Applications are ranked based on how well each meets the following criteria:

#### **CRITERIA**

1. The intellectual significance of the proposed project, including its value to scholars and general audiences in the humanities.
2. The quality of promise of quality of the applicant's work as an interpreter of the humanities.
3. The quality of the conception, definition, organization, and description of the project and the applicant's clarity of expression.
4. The likelihood that the applicant will complete the project.

The panelists submit their recommendations to the Hall Center Director, who notifies the candidates, provides reviewer's comments upon request, and works with the two KU nominees to further polish their applications prior to online submission.

1. **NARRATIVE — Not to Exceed Three Single-Spaced Pages with one-inch margins and a font size no smaller than eleven point.** Provide an intellectual justification for the project, convey the ideas, objectives, methods, and work plan. A simple statement of need or intent is insufficient. The narrative should not assume specialized knowledge and should be free of technical terms and jargon. In the course of writing a narrative, applicants should address the following areas:

#### **Research and Contribution**

Describe the intellectual significance of the proposed project, including its value to scholars and general audiences in the humanities. Explain the basic ideas, problems, or questions examined by the study. If the area of inquiry is new to the applicant, provide reasons for working in it. Explain how the project will complement, challenge, or expand relevant studies in the field.

#### **Methods and Work Plan**

Clarify the part or stage of the project that will be supported by the fellowship. Provide an overview of the project and describe what will be accomplished during the award period. Supply a brief work plan. For book projects, explain how the final project will be organized. If possible,

provide a brief chapter outline. For digital projects, describe the technologies that will be used and developed, and how the scholarship will be presented to benefit audiences in the humanities.

### **Skills and Materials**

Specify the level of competence in the languages or digital technologies needed for the study. Describe where the study will be conducted and what research materials will be used. If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources.

### **Final Product and Dissemination**

Describe the intended audience and the intended results of the project. If relevant, explain how the results will be disseminated and why these means are appropriate to the subject matter and audience. For example, discuss publishing arrangements and publicity plans. If the project has a Web site, please provide the URL.

The Endowment expects grantees to provide broad access to all grant products, insofar as the conditions of the materials and intellectual property rights allow. In the case of digital products NEH strongly encourages projects that will offer free public access to online resources. For projects that lead to the development of Web sites, all other considerations being equal, the NEH gives preference to those that provide free access to the public.

## **2. BIBLIOGRAPHY — Not to Exceed One Single-Spaced Page with one-inch margins and a font size no smaller than eleven point.**

The bibliography should consist of primary and secondary sources that relate directly to the project. Include works that pertain to both the project's substance and its theoretical or methodological approaches. Do not include titles that are cited in the application narrative. Evaluators will use the bibliography to assess your preparation in the subject area.

## **3. RÉSUMÉ—Not to Exceed Two Single-Spaced Pages with one-inch margins and a font size no smaller than eleven point, must provide the following in this order:**

**Name**

**Current and Past Positions**

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

**Awards and Honors:** Include dates of tenure. For support from NEH, indicate dates and results.

**Publications:** Include full citations for publications and presentations.

**Other Relevant Professional Activities and Accomplishments.**

## **4. APPENDIX — ONLY for Editions, Translations, Database Projects, or Proposals that Include Visual Materials**

*Editions or Translations:* Provide a sample of the original text (one page) and the edited or translated version (one page).

*Database Projects:* Provide a sample entry (one page).

*Visual Materials:* Provide a sample (one page) in .pdf format, not .jpg or other common graphic format.

# APPLICATION COVER SHEET FOR NEH SUMMER STIPEND NOMINATION

**APPLICANT'S FIELD OF STUDY:** \_\_\_\_\_ **PROJECT FIELD:** \_\_\_\_\_

Please refer to the following page for field choices

**INDIVIDUAL APPLICANT:**  Mr.  Mrs.  Ms.  Dr.  Prof.

Name (last, first, middle): \_\_\_\_\_

Title: \_\_\_\_\_

Department Affiliation: \_\_\_\_\_

Department Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone (work): \_\_\_\_\_ (home): \_\_\_\_\_ Fax: \_\_\_\_\_

**REQUESTED GRANT PERIOD:** From: \_\_\_\_\_ To: \_\_\_\_\_  
(Month/day/year) (Month/day/year)

**REFERENCES:** Provide name, title, department, institution, and email of two referees.

a. \_\_\_\_\_

b. \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

**PROJECT DESCRIPTION** (limited to 1,000 characters, counting spaces):

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## National Endowment for the Humanities Field of Project and Field of Project Choices

Note: There is no option to write in a field that does not appear on this list, so you must select the one on the list that most closely matches your project and your own discipline.

History	Literature: Arabic	Area Studies
History: African	Literature: Asian	African Studies
History: American	Literature: British	Latin American Studies
History: Ancient	Literature: Classic	Education
History: British	Literature: Comparative	Physical Education
History: Classical	Literature: Danish	Library Science, Archival
History: European	Literature: French	Management, and
History: Far Eastern	Literature: German	Conservation
History: Latin American	Literature: Italian	Archival Management and
History: Near Eastern	Literature: Latin American	Conservation
History: Russian	Literature: Literary Criticism	Museum Studies or Historic
History: South Asian	Literature: Near Eastern	Preservation
Philosophy	Literature: Other	Linguistics
Philosophy: Aesthetics	Literature: Russian	Ethnic Studies
Philosophy: Epistemology	Literature: Slavic	Native American Studies
Philosophy: Ethics	Literature: Spanish	Hispanic American Studies
Philosophy: History of	Religion	Afro-American Studies
Philosophy	Religion: Comparative	Asian American Studies
Philosophy: Logic	Religion: History of Religion	Jewish Studies
Philosophy: Metaphysics	Religion: Nonwestern	Anthropology
Philosophy: Non-Western	Religion: Philosophy of	Art History and Criticism
Philosophy of Language	Religion	Theatre History and
Philosophy: Phenomenology/	Political Science	Criticism
Existentialism	American Government	Dance History and Criticism
Philosophy of Science	International Relations	Film History and Criticism
Languages	Public Administration	Music History and Criticism
Languages: Ancient	Women's Studies	Economics
Languages: Asian	Urban Studies	Business
Languages: Classical	American Studies	Composition and Rhetoric
Languages: Comparative	Labor Relations	Communications
Languages: English	Asian Studies	Media
Languages: French	Turkish Studies	Journalism
Languages: German	Classics	Law and Jurisprudence
Languages: Italian	Medieval Studies	Folklore/Folklife
Languages: Latin American	Renaissance Studies	Sociology
Languages: Near Eastern	History and Philosophy of	Interdisciplinary
Languages: Romance	Science, Technology, and	Architecture
Languages: Slavic	Medicine	Psychology
Languages: Spanish	Western Civilization	Archaeology
Literature: African	Rural Studies	Geography
Literature: Ancient	Regional Studies	Humanities
Literature: American	International Studies	