

Instructions for the NEH Application Cover Sheet

A standard cover sheet is required for applications to NEH. The following instructions explain how applicants should complete the attached form.

1. Name of project director or individual applicant

Provide the form of address (Mr., Ms., etc.), name, and address of the person who will carry out the project. Include telephone and fax numbers, and an e-mail address.

Note: Only individual applicants need to enter their major field of study (codes on page 119).

2. Institution information

Give the name, city, state, and zip code of your institution or organizational affiliation. Applicants for Faculty Research Awards or Institutional Grants should write in whether their institution is a Historically Black College, Hispanic-serving Institution, or Tribal College.

3. Type of applicant

Institution: Check this if you are applying for a grant that will be administered by your institution or nonprofit organization.

- Type: If you marked institution, identify the type: for example, educational institution (secondary school, school district, two-year college, four-year college, etc.), religious organization, museum, historical society, government (state, local, etc.), media (TV, radio, newspaper, etc.), library (secondary, research, etc.), center (advanced study, research, etc.).
- Mark whether your institution is a private nonprofit or a unit of government.

Individual: Check this if you are applying for a Fellowship, Summer Stipend, Faculty Research Award, or other program that awards the grant directly to the individual.

Applicants for Fellowships and Summer Stipends **also** must mark the two boxes about status:

- Check the appropriate box for either university teacher or college teacher/independent scholar. See definitions on page 105.
- Those who hold the rank of instructor or assistant professor, or who received their academic degrees no more than seven years ago, are junior; all others are senior.

Only those applicants who are applying as individuals need to indicate their citizenship status. If you are not a U.S. citizen, specify the month and year when you most recently came to live in the United States.

4. Applying for

Check the program appropriate for your application.

5. Type of Application

- Applicants requesting a new period of funding, whether for a new project or the next phase of a project previously funded by NEH, should check **new**. All Fellowships, Summer Stipends, and Faculty Research Awards are new. Applicants requesting additional funding for a current NEH grant should check supplement. If a supplement, please give the current grant number.
- Indicate the humanities field of your project using the codes listed on page 119. If it is a multidisciplinary subject, use the predominant discipline.

6. Descriptive title

Enter a brief title that clearly identifies the project. This title should be informative to a nonspecialist.

7. Project description

Provide a brief description of the project. Do not exceed the space provided.

8. Requested grant period

Give the beginning and ending date. Check the program's guidelines for the allowable length of a grant. Grants must begin on the first day of a month and end on the last day of a month.

9. Project funding

Enter the appropriate figures from the budget being submitted as part of your application. For programs that have a set stipend (Fellowships, Summer Stipends, and Faculty Research Awards) write that amount for the total in the first column. For Challenge Grants, use the second column.

10. Will this proposal be submitted to another government agency or private entity for funding?

This information is sought without prejudice to your application. NEH frequently cosponsors projects with other funding sources. If not applicable, write NA.

11. Grant administrator information for institutional applicants only (Fellowships, Summer Stipends, and Faculty Research Awards applicants do not need to provide this information)

- Enter the form of address, title, name, and institution for the official who will be responsible for the administration of the grant (e.g., negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants or research officer, or a sponsored programs official. The project director should **not** be listed here.
- Enter the mailing address, phone and fax numbers, and e-mail of the grant administrator.
- Enter the institution's employer identification number.

12. Fellowships and Summer Stipends

- **Applicants for Fellowships and Summer Stipends** must provide the names, departments, and institutions of their two referees.
- **Applicants for Summer Stipends only** (who are affiliated with a college or university) must provide the name, title, and signature of their nominating official. Other applicants need not be nominated.

13. Certification

Provide the name and title of the individual applicant, or in the case of an institutional applicant, the authorizing official. The authorizing official is the person (such as the president, vice president, executive director, provost, or chancellor) who is authorized to submit applicants for funding on the applicant institution's behalf and to provide the certifications required below. This person should sign and date the application.

The Endowment is required by federal regulations to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free workplace. Institutional applicants are required to certify that it will comply with the nondiscrimination statutes. When requesting more than \$100,000, the applicant must also certify that no federal funds have or will be paid to any person to influence the funding decision. In the unlikely event that an NEH applicant has used or plans to use nonfederal funds for this purpose, it must request, complete, and submit a standard disclosure form. These certifications appear on page 126 and should be read before signing line 13. More information on these certifications is available from the NEH website at www.neh.gov or from the NEH Office of Grant Management, room 311, Washington, D.C., 20506, 202/606-8494.

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 paper-work burden. NEH estimates the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, maintaining the information needed, and completing and reviewing the application. Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the time to complete, to the Director of the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. 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.

Privacy Act. This information is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

APPLICATION COVER SHEET FOR NEH GRANT PROGRAMS

1. NAME OF PROJECT DIRECTOR OR INDIVIDUAL APPLICANT

Mr. Mrs. Ms. Dr. Prof.

Major Field Code: _____

Name (last, first, middle): _____

Address: _____

City: _____ State: _____ Zip Code: _____ Email: _____

Telephone (work): _____ (home): _____ Fax: _____

2. INSTITUTION INFORMATION

Name of institution: _____

City: _____ State: _____ Zip Code: _____

3. TYPE OF APPLICANT (apply as an institution or an individual)

Institution

Individual

Type: _____

Status: Private Nonprofit

Unit of State/Local Government

University Teacher

College Teacher / Indep. Scholar

Junior Scholar

Senior Scholar

Citizenship

US Other

Country: _____

Month/Year: _____

4. APPLYING FOR (check one):

Challenge Grant

Collaborative Research

Exemplary Education Project

Faculty Research Award

Fellowships

Fellowship Programs at Independent Research Instit.

Humanities-based Content for After-School Programs

Humanities Focus Grant

Institutional Grant (Extending the Reach)

Preservation, Access, & Reference Works

Preservation Assistance Grant

Public Programs Consultation Grant

Public Programs Planning Grant

Public Programs Scripting Grant

Public Programs Implementation or Production Grant

Schools for a New Millennium

Summer Seminars Institutes for School Teachers

Summer Seminars Inst. for College/Univ. Teachers

Summer Stipends

5. TYPE OF APPLICATION

New

Supplement

Current Grant Number(s): _____

Project Field Code: _____

6. PROJECT TITLE: _____

7. PROJECT DESCRIPTION (use only space provided):

8. REQUESTED GRANT PERIOD From: _____ To: _____

Applicant Name: _____	Project Title: _____
-----------------------	----------------------

9. PROJECT FUNDING FOR INSTITUTIONS

(Programs other than Challenge Grants)

- a. Outright Funds \$ _____
- b. Federal Match \$ _____
- c. Total from NEH \$ _____
- d. Cost Sharing \$ _____
- e. Total Project Costs \$ _____

(Challenge Grants applicants only)

- a. Fiscal Year #1 \$ _____
- b. Fiscal Year #2 \$ _____
- c. Fiscal Year #3 \$ _____
- d. Total from NEH \$ _____
- e. Non-Federal Match \$ _____
- f. Total \$ _____

10. ADDITIONAL FUNDING

Will this proposal be submitted to another NEH division, government agency, or private entity for funding?

Yes No If yes, indicate where and when: _____

11. GRANT ADMINISTRATOR INFORMATION FOR INSTITUTIONS

Mr. Mrs. Ms. Dr. Prof. Title: _____

Name (last, first, middle): _____

Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Employer ID number: _____

12. FELLOWSHIPS AND SUMMER STIPENDS

Fellowships and Summer Stipends applicants: List the name, department, and institutional affiliation of your referees.

a. _____

b. _____

Summer Stipends applicants: Provide the name and signature of nominating official.

Printed name: _____ Signature: _____

13. CERTIFICATION

By signing and submitting this application, the individual applicant or authorizing official is providing the applicable certifications as set forth in these guidelines.

Printed name of individual applicant / authorizing official: _____

Title of individual applicant / authorizing official: _____

Signature: _____ Date: _____

For NEH use only: date received: application #: initials:



PROJECT CATEGORIES AND CODES

The following categories and codes should be used to complete block 1 and 7 of the NEH application cover sheet. If no exact category is provided, please select the larger category that would include the more precise one. This listing is strictly for use by the NEH staff to help retrieve information about applications and grants by subject matter. The listing is not comprehensive and is not meant to define the disciplines of the humanities.

Anthropology L1

Archaeology U6

**Archival Management/
Conservation** I1

Arts/History and Criticism MA

Architecture: History &
Criticism U3

Art: History & Criticism M1

Dance: History & Criticism M3

Film: History & Criticism M4

Music: History & Criticism M5

Theater: History & Criticism M2

Communications P2

Composition & Rhetoric P1

Journalism P4

Media P3

Education H1

Ethnic Studies K1

Asian American K5

Black/African American K4

Hispanic American K3

Jewish K6

Native American K2

History A1

African A2

American A3

Ancient AC

British A4

Classical A5

European A6

Far Eastern A7

Latin American A8

Near Eastern A9

Russian AA

South Asian AB

Humanities U8

Interdisciplinary U1

African Studies GI

American Studies G3

Area Studies GH

Asian Studies G5

Classics G7

Folklore/Folklife R1

History/Philosophy of Science,
Technology, or Medicine GA

International Studies GG

Labor Studies G4

Latin American Studies GJ

Medieval Studies G8

Regional Studies GF

Renaissance Studies G9

Rural Studies GC

Urban Studies G2

Western Civilization GB

Women's Studies G1

Languages C1

Ancient CC

Asian CA

Classical C2

Comparative C9

English CE

French C3

German C4

Italian C5

Latin American C6

Near Eastern CB

Slavic C7

Spanish C8

Law/Jurisprudence Q1

Library Science H3

Linguistics J1

Literature D1

African DK

American DE

Ancient DC

Asian DA

British DD

Classical D2

Comparative D9

French D3

German D4

Italian D5

Latin American D6

Literary Criticism DI

Near Eastern DB

Slavic D7

Spanish D8

**Museum Studies/Historic
Preservation** I2

Philosophy B1

Aesthetics B2

Epistemology B3

Ethics B4

History of Philosophy B5

Logic B6

Metaphysics B7

Non-Western Philosophy B8

Religion E1

Comparative Religion E5

History of Religion E2

Non-Western Religion E4

Philosophy of Religion E3

Social Science U2

American Government F2

Economics N1

Geography U7

International Relations F3

Political Science F1

Psychology U5

Public Administration F4

Sociology S1