



NEH FELLOWSHIP PROPOSAL PREPARATION AND SUBMISSION CHECKLIST

FOR APPLICATIONS due April 10, 2024.

FOR PROJECTS starting as early as January 1, 2025 or as late as September 1, 2026.

Questions? Contact Penny J. Miceli, PhD, CRA (pmiceli@wellesley.edu)

OVERVIEW

The National Endowment for the Humanities has established standard proposal preparation instructions and guidance through their [website](#) (and as excerpted in this checklist). The standards listed in the guideline are the minimum standards. This checklist is not intended to substitute for the instructions found in the NEH guidelines or a thorough, careful review of materials prior to submission.

Applications to this program are constructed via “Workspace” within the [grants.gov](#) online system. OSR is not able to perform the submission for the applicant, since this is an application submitted by the individual, not by Wellesley College as an institution.

The PI is responsible for assembling the necessary information and PDF attachments and uploading them to the grants.gov Workspace. OSR is happy to review and consult on materials ahead of time, as requested, and you have the option of requesting enhanced OSR services with appropriate advanced notice and adjustment to the timeline (see below).

YOUR FUNDING OPPORTUNITY ANNOUNCEMENT (FOA) GUIDELINES:

<https://www.neh.gov/sites/default/files/inline-files/Fellowships-Notice-of-Funding-Opportunity.pdf>

YOUR TIMELINE: (CAN BE CUSTOMIZED BY OSR...PLEASE CONTACT US)

Sponsor Deadline (Date)	TECHNICAL STEPS & DEADLINES
<p>(1) Complete necessary registration in grants.gov as an individual.</p> <ul style="list-style-type: none">• NEH strongly recommends that you complete or verify your registration at least two weeks before the application deadline, since it takes time to process your registration (OSR recommends 30 days, as many individuals encounter difficulty and require assistance). If you are registering with Grants.gov for the first time as an individual applicant, go to https://apply07.grants.gov/apply/register.faces.• When you are completing the registration form, the Grants.gov system should automatically fill in the box for the DUNS number with a code such as INDV00000. Do not attempt to change this code (for example, by entering the DUNS number of your institution).• Applicants who have already registered at Grants.gov as individuals need not re-register to submit their proposals. We encourage you, however, to check your account ahead of the deadline to confirm that it is still active and that your password has not expired.• Please be certain to use a Grants.gov individual account to submit your application. The Grants.gov system will not allow you to submit a Fellowships application through an institutional account.• SAVE YOUR LOGIN INFORMATION IN A SAFE PLACE <p>(2) Ensure that you have a way to convert your documents to PDF forms that will be accepted by the grants.gov system (latest version of Adobe reader; see guidelines for details).</p> <p>(3) Initiate an NEH fellowship application through Grants.gov Workspace using the</p>	<p>30 days prior to deadline</p>

<p>application package link listed on the sponsor website. Ensure you understand how to navigate the system.</p> <p>(4) Inform OSR if you will need added hands-on support (e.g. narrative review, formatting, or navigating the sponsor's system, etc.). These enhanced services may require extra time to be built into the timeline, but generally can be accomplished over the course of the month leading up to the sponsor's deadline, if we have enough notice.</p>	
<p>Internal Routing Process completed by this date. Note, it can take several days to gather the required institutional approvals, so plan accordingly.</p> <ul style="list-style-type: none"> Requires Proposal Summary (basic project description, can be draft form; can attach your project narrative for this). Because all dollars will go toward salary, you do not need to attach a budget worksheet 	7 days prior to deadline
<p>Upload PDF Documents to grants.gov Workspace and submit application</p>	2 days prior to deadline

PROPOSAL PLANNING TASKS

COMPLETE X	N/A X	
		Departmental Planning: Ensure the proposal is aligned with your leave calendar expectations. As applicable, discuss unpaid leave or unusual circumstances with Department Chair and Provost.
		Accessing templates/samples/tools: OSR website has boilerplate/template/sample materials available. OSR also maintains a Successful Proposal Library (not posted, contact OSR for sample proposals if available). https://www.wellesley.edu/sponsoredresearch/proposals
		Determine length of fellowship desired. NEH offers \$5,000/ month stipend for fellowships 6-12 months in length (must be full-time & continuous). Be sure to request the maximum amount of time you need to complete the work, bearing in mind that you will not have the opportunity to increase the length of your fellowship (although you can always decrease the length of it if your circumstances change and warrant it.)
		Verify your eligibility. US Citizens are eligible; Foreign Nationals who have been living in US for at least 3 years prior to application deadline are also eligible. Must not be delinquent on federal debt. NEH restricts eligibility in the case of past NEH funding for the project and/or instances of multiple applications to NEH. Read the guidelines carefully to determine if you are affected.
		Know the qualities of a good proposal. Read sample project narratives they have funded in the past, review criteria, and FAQs here: https://www.neh.gov/grants/research/fellowships
		Make contact with an NEH program staff member (really!!). You are encouraged to discuss your specific project with NEH well in advance of your submission. Call 202-606-8200 or email fellowships@neh.gov
		Line up your references. Your reference providers will be contacted after your submission to complete their references online. <ul style="list-style-type: none"> Letters of reference are more highly regarded if they address the specific proposed activity and the candidate's ability to undertake it. Ideally, referees should come from different institutions. Applicants are responsible for providing both referees with relevant materials (such as a draft of the application). If you are proposing a translation, one of your letters must be from 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. Please notify this reference that s/he is expected to address the quality of the translation sample in his or her letter A <u>successful strategy</u> is often for the applicant to provide the reference writer with a copy of your narrative, and tell them what you want them to write about/focus on in their letter. Can even point out where you see your own gaps in the narrative, and ask the letter writer to help address those gaps via their letter.

PROPOSAL DEVELOPMENT (GRANTS.GOV WORKSPACE)

WORKSPACE FORM 1: APPLICATION FOR FEDERAL ASSISTANCE - INDIVIDUAL FORM

COMPLETE X	N/A X	
		<p>Provide the required information, noting the following specific requirements:</p> <ul style="list-style-type: none"> Project title of no more than 125 characters (including spaces and punctuation) Project description of no more than 1000 characters (including spaces) written for a non-specialist audience. Project dates: You must start your period of performance on the first day of the month and end it on the last day of the 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. You must request a period of performance of at least six months and no more than twelve months. No award will exceed \$60,000, which is the amount awarded for twelve months of full-time work. You may change your start and end dates if you receive an award, but you may not lengthen your period of performance.
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WORKSPACE FORM 2: NEH SUPPLEMENTAL INFORMATION FOR INDIVIDUALS (GRANTS.GOV FORM)

COMPLETE	N/A	
X	X	
		<p>Provide the required information.</p> <ul style="list-style-type: none"> You will be asked to indicate your affiliation with Wellesley College, and to provide our Unique Entity Identifier (UEI) number Z17DSLJ1DX1 You will be asked for the names, email addresses, and affiliations for your two letter writers.

WORKSPACE FORM 3: PROJECT/PERFORMANCE SITE LOCATION FORM (GRANTS.GOV FORM)

COMPLETE	N/A	
X	X	
		Provide the required information.

WORKSPACE FORM 4: ATTACHMENTS FORM

COMPLETE	N/A	
X	X	
		<p>Attachment 1: Narrative 3 single-spaced pages; 1-inch margins; 11 point font. Include the following. Name the file "narrative.pdf"</p> <ul style="list-style-type: none"> Significance & Contribution: Describe the intellectual significance of the proposed project, including its value to humanities scholars, general audiences, or both. Provide an overview of the project, explaining the basic ideas, problems, or questions examined by the study. Describe your research and state the project's thesis or claim(s). Explain how the project will complement, challenge, or expand relevant studies in the field. Explain how your scholarship will be presented to benefit the intended audiences. "What will we know when you complete your project that we don't know now?" Current State: Where are you now in the project (give sense of the overall, wider project this may be slice of) Organization, Concepts & Method: Explain how your proposed research will help you resolve the problems or questions you are examining. Describe the theoretical framework of your argument and explain how your proposed research will advance it. Explain your concepts and your terminology. Describe and discuss your method(s) and sources. Competencies, skills, and access: Explain your competence or background in the area of your project. If the area of inquiry is new to you, explain your reasons for working in it and your qualifications to do so. Specify the level of competence in any language or digital technology 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: What would happen after the grant ends? Describe the intended audience 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. If the project has a website, provide the URL. If the final product will appear in a language other than English, explain how access and dissemination will be affected. It is <u>not</u> enough to say "I'll publish a book," although this is often the eventual goal. Having a press lined up for your book is not necessary, but if you do have interest expressed from a press then mention this as an asset. <p>Know the qualities of a good proposal.</p> <ul style="list-style-type: none"> Read sample project narratives they have funded in the past, review criteria, and FAQs here: https://www.neh.gov/grants/research/fellowships Contact OSR for past successful proposals from Wellesley College.
		<p>Attachment 2: Work Plan 1 page. Name the file "workplan.pdf"</p> <p>Present a schedule for the period of performance (in increments of three months or fewer). This schedule can be in narrative form or by using a table. Indicate the current state of the project and identify what, if any, parts of the project you have already completed. Explain the tasks you expect to accomplish during the period of performance. If you will not complete the project during the period of performance, state when you expect to complete it. You should not include a chapter outline. Chapter outlines and descriptions, if applicable, should be part of your narrative. Your work</p>

		plan should not depend heavily on factors beyond your control, such as the receipt of outside reviewers' reports from a publisher. If you plan to submit a manuscript for publication before the end of the period of performance, explain what additional work will be required and why it merits support. Your timeline should include where you will work and, if you will be in more than one location, how long you will spend in each.
		<p>Attachment 3: Bibliography 1 single-spaced page; 1-inch margins; 11 point font. Name the file "bibliography.pdf"</p> <ul style="list-style-type: none"> 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. Evaluators will use the bibliography to assess your knowledge of the subject area. Any standard format is acceptable. Often a model people use is to list 1/3 Primary Works and 2/3 Secondary Works. This is okay and up to you how you choose to use your bibliography. It should help tell your overall story.
		<p>Attachment 4: Resume 2 single-spaced pages; 1-inch margins; 11 point font. Name the file "resume.pdf". Do not include accent marks in the file name ("résumé.pdf").</p> <ul style="list-style-type: none"> Name 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, including your level of competence in any relevant languages other than English
		<p>Attachment 5: Editions and Translations (if required for your project) 2 pages; Name the file "translation.pdf"</p> <p>If you are creating an edition or translation, you must 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 of the edited or translated version should include examples.</p>
		<p>Attachment 6. Visual Materials (if required for your project) 1 page; Name the file "visual.pdf"</p> <p>If you are including visual materials, you must provide a sample saved as a PDF (do not use .jpg or other common graphic formats).</p>
		<p>Attachment 7: Database sample (if required for your project) 1 page; Name the file "database.pdf"</p> <p>If you are developing a database project, provide a sample entry.</p>
		<p>Attachment 8: Degree Conferral (conditionally required) Name the file degreeconferral.pdf.</p> <p>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 of the requirements for the degree by the application deadline.</p>
		<p>Attachment 9: Explanation of any delinquent federal debt (conditionally required). Name the file "delinquentdebt.pdf".</p> <p>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.</p>

SUBMISSION & FOLLOW-UP

COMPLETE	N/A	COMPONENT
X	X	
		<p>Submission:</p> <ul style="list-style-type: none"> To submit your application, your computer must have an active connection to the Internet. To begin the submission process, click the "Submit" button. A page will appear, asking you to sign and submit your application. When you click the "Sign and Submit Application" button, your application will be submitted to Grants.gov. Please note that it may take some time to submit your application, depending on the size of your files and the speed of your Internet connection. After the submission is complete, a confirmation page will appear, showing the tracking number assigned to your application. Please print this confirmation for your records.

		<ul style="list-style-type: none"> • Monitor your email for the follow-up messages (up to 5) and address any issues that may arise with your application.
		<p>Monitor Your References:</p> <ul style="list-style-type: none"> • You will be notified by e-mail when each of your letters of reference has been received. • After you have received your NEH application number, You may check the status of your letters by logging in to the secure area of NEH's website.
		<p>Provide Application to OSPR:</p> <ul style="list-style-type: none"> • Log into grants.gov • Access the Workspace you used for the application by clicking on Check Application Status on the left hand menu • When the Check Application Status Window opens, remove any dates that were auto-filled and click Search. • Click on the application you want to download. Click on the Details link for it. • Click on the download button that appears to the right of the screen. • Send the complete PDF to OSR for our records.

NOTES: