



THE APPLICATION COVER SHEET

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

1. Project director or individual applicant

Enter 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. Only **individual applicants** need to enter their major field of study (see page 119 for codes) and 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.

2. Type of applicant

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 applicant.

Institution: Check this if you are applying for a program that will be administered by your institution.

Category: This should be filled in by applicants to **Fellowships**. Write in whether you are a university teacher or college teacher/individual scholar.

Type: If you marked **institution**, identify the **type**. For example, type could be 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.).

Status: Identify status as either Private Nonprofit or Unit of State or Local Government. For example, Type: Secondary School. Status: Unit of Local Government.

For **Fellowships** and **Summer Stipends** use the **Status** line to indicate junior or senior status.

3. Type of application

Check the appropriate box. Applicants requesting a new period of funding, whether for a new project or for a project previously funded by NEH should check new. Applicants requesting additional funding for a current NEH grant should check supplement. If a supplement, please give the current grant number.

Codes for Public Programs only:

Indicate one of the appropriate codes for your application.

(N)—New applicant. Use if this is the first application to the Division of Public Programs submitted by your institution. (For Media Projects only, use if this is the first application by the project director.)

(S)—Resubmission. Use if this is a resubmitted version of a previously rejected proposal. (This has no bearing on the way your proposal will be reviewed.)

(P)—Prior funding. Use if this proposal grows out of activities funded through a Consultation or Planning Grant.

(D)—Draft. Use if you submitted a preliminary written draft for review.

Choose one code for the type of activity you are proposing:

(R)—radio project

(T)—television project

(B)—reading and discussion program

(X)—exhibition

(O)—other types of projects

4. Program

Enter the name of the program that you are applying for.



5. Requested grant period

Indicate the beginning and ending date. Check the program's guidelines for length of grant periods allowed. All NEH grants begin on the first day of a month and end on the last day of a month.

6. Project funding

Enter the appropriate figures from the budget that is part of your application. For programs that have a set stipend, put that amount for the total. For Challenge Grants or Institutional Grant applications use the second set of budget guidelines.

7. Field of project

Indicate the humanities field of your project using the codes listed on page 119. If it is a multidisciplinary subject, use the predominant discipline.

8. Descriptive title

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

9. Description of the project

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

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, indicate NA.

11. Institutional information (if applicable)

- a) Enter the name of the institution and the city and state of its official mailing address.
- b) Enter the institution's employer identification number.
- c) Enter the name and title of the person who is authorized to submit applications on behalf of the institution and to provide the certifications required in block 12.
- d) Enter the name, title, mailing address, and

telephone number of the person who will be responsible for the financial administration of the grant if an award is made. For example, at many universities the provost, vice president, president, or chancellor is the person authorized to submit an application (see 11c), but the actual administration of the project—such as, negotiating the project budget and ensuring compliance with the terms and conditions of the award—is the responsibility of a grants or research officer. It is the latter person who should be listed here.

12. Certification

The Endowment is required by government-wide 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 they will comply with the nondiscrimination statutes. When an applicant requests more than \$100,000, it must also certify that no federal funds have or will be paid to any person to influence the funding decision for the specific proposal that is being submitted. 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, which appear on page 127, should be read before signing line 12. More information on these certifications is available from the NEH website at www.neh.gov or from the NEH Grants Office, room 311, Washington, D.C., 20506, 202/606-8494.

13. Names of Referees.

Applicants to **Fellowships** and **Summer Stipends** should provide the names and institutional affiliation of their two referees.



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 the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and 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 ALL NEH PROGRAMS

1. Project director or individual applicant

name _____

address _____

telephone (h) _____ (w) _____ fax _____ e-mail _____

major field _____ citizenship: US _____ other _____ country _____ month/year _____

2. Type of applicant individual institution category _____
type _____ status _____

3. Type of application new _____ supplement _____ previous grant number _____ Public Program codes _____

4. Name of program _____ 5. Requested grant period from: _____ to: _____

6. Project funding	(for most programs)	(for Challenge Grants)
a. outright funds	\$ _____	a. fiscal year #1 \$ _____
b. federal match	\$ _____	b. fiscal year #2 \$ _____
c. total from NEH	\$ _____	c. fiscal year #3 \$ _____
d. cost sharing	\$ _____	d. total from NEH \$ _____
e. total project costs	\$ _____	e. nonfederal match \$ _____
		f. total \$ _____

7. Field of project _____

8. Descriptive title _____

9. Description of the project

10. Will this proposal be submitted to another government agency or private entity for funding? (if yes, indicate where and when)

11. Institutional information (individual applicants may disregard this section)

a. Name of Institution _____

city _____ state _____

b. Employer identification number _____ c. Name of authorizing official _____

d. Name and mailing address of institutional grant administrator

Name

(last) _____ (first) _____ (initial) _____ (title) _____

address

(city) _____ (state) _____ (zip code) _____

telephone _____ fax _____ e-mail _____

12. Certification. By signing and submitting this application, the individual applicant or authorizing official (11c) is providing the applicable certifications as set forth in these guidelines.

(printed name) _____ (signature) _____ (date) _____

13. Names of Referees.

Note: Federal law provides criminal penalties of up to \$10,000 or imprisonment of up to five years, or both for knowingly providing false information to an agency of the U.S. government. 18 U.S.C. Section 1001



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