Bethune-Cookman University
Nomination Process: NEH Summer Stipend Program

Each fall the National Endowment for the Humanities (NEH) invites applications for Summer Stipends. The Summer Stipends, developed to support individuals pursuing advanced research that is of value to humanities scholars, general audiences, or both, provides $6,000 for two consecutive months of full-time research and writing. Recipients usually produce articles, monographs, books, digital materials, archaeological site reports, translations, editions, or other scholarly resources.

[Summer Stipends Applications](#) are generally due to the NEH at the end of September or the beginning of October. Although the Summer Stipend is an individual award, faculty members teaching full-time at colleges or universities <u>must</u> be nominated by their institutions to apply for a Summer Stipend. The University is limited to two nominations, and therefore, has developed a process for selection of the two nominations that will be supported as outlined below.

<u>ELIGIBILITY</u>

In order to be considered for nomination by Bethune-Cookman University, you must be a full-time faculty member on a nine-month appointment at the rank of Assistant Professor or higher. Applicants must provide evidence of registration in [grants.gov](#) for consideration for nomination.

Additionally, applicants must meet the following NEH eligibility criteria:

1. Applicants must be U.S. Citizens or must have resided in the United States or its jurisdictions for, at minimum, three years immediately preceding the application.
2. Applicants must have completed their formal education by the application deadline. Individuals currently enrolled in a degree-granting program are ineligible to apply.

APPLICATION

Bethune-Cookman University will use the complete application to identify the two nominees through a competitive process. Applications will be accepted beginning June 1 and must be submitted **no later than 4:00 PM EDT on August 15.** A complete application consists of the following:

1. Proposal Narrative – not to exceed three single-spaced pages
2. Bibliography – not to exceed one single-spaced page
3. Résumé – not to exceed two single-spaced pages
4. Appendix – only for editions, translations or database projects, or for proposals that include visual materials
5. Confirmation (an email exchange is acceptable), name and email address of two persons who agree to prepare favorable letters of recommendation
6. Proof of registration with grants.gov.[1]

The instructions outlined on pages 7-10 of the NEH Summer Stipends Guidelines should be followed for items 1 through 4 above.

SELECTION PROCESS

A maximum of two faculty members may be nominated by a single institution. Applications will be reviewed by a faculty committee appointed specifically for this purpose. The committee will apply the criteria outlined in the NEH Summer Stipend Guidelines and indicated on the next page.

Completed applications may be submitted via e-mail to coopera@cookman.edu with the subject line "NEH Summer Stipend" or delivered (hard copy) to the Office of the Provost.

Questions about the process for nomination for the NEH Summer Stipends program should be addressed to Dr. Adrienne T. Cooper in the Office of the Provost (coopera@cookman.edu) or 386.481.2061.

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[1] Note: Registration in grants.gov may take up to two weeks, so you are strongly encouraged to begin the process immediately.

EVALUATION CRITERIA

The evaluation criteria as outlined by the NEH are as follows:

1. the intellectual significance of the proposed project, including its value to humanities scholars, general audiences, or both;
2. the quality or promise of quality of the applicant 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 feasibility of the proposed plan of work, including, when appropriate, the soundness of the dissemination and access plans; and
5. the likelihood that the applicant will complete the project.

Additionally, B-CU evaluators are asked to apply the following additional criteria:

6. consistency of the proposal with the B-CU mission; and
7. registration of the applicant with grants.gov

TIPS FOR A SUCCESSFUL PROPOSAL

1. Read the guidelines thoroughly and then read the guidelines again.
2. Follow the directions to the letter.
3. Review the frequently asked questions and the list of grants recently funded through the program.
4. Be clear that your project falls within the guidelines of what can be funded through the program and addresses the program area of interest.
5. When preparing your narrative clearly state the importance of your project and what you plan to achieve during the period of support.
6. Avoid "fluff" and be sure to address the evaluation criteria.
7. Proofread your submission several times to ensure it is free of errors in spelling and grammar.