



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF RESEARCH PROGRAMS

2018 Instructions for FPIRI Fellowship Selection Reports

All reports must be submitted electronically in PDF format via eGMS/Reach, the NEH online grant management system, located at <https://securegrants.neh.gov/egms-reach/Login.aspx>.

All NEH project directors and institutional grants administrators (IGAs) are assigned eGMS/Reach accounts, and their user names are shown next to their names (in parentheses) on the *Official Notice of Action* included with the award documents. If you have questions about the Reach system, please contact FPIRI program staff (contact information appears at the end of this document). If an additional member of your institution's staff needs access to Reach, please contact Peter Scott of the Office of Grant Management for assistance: psscott@neh.gov or 202-606-8615.

If you submit an incomplete report, you will need to revise and resubmit it. The deadline for submitting the report is April 30. If you anticipate missing that deadline, please contact program staff as soon as possible.

The instructions for preparing the report are below.

Part one:

Fill out electronic data forms for new fellows at

<https://securegrants.neh.gov/Misc/Centers.aspx>.

Please proof your entries carefully. The information that you provide is uploaded directly into the database as you entered it—including typos. If you find an error in a previously submitted entry, please resubmit the entry. Then send an e-mail to juntalan@neh.gov, indicating which entry is correct.

Part two:

Enter publications and other grant products in the Products section of the *FPIRI grant that funded the research* in Reach. Include all NEH fellows, not just those funded by the current grant. Contact program staff for access to previous grants as needed.

- Only include publications that are a direct result – entirely or in part – from fellows' work during their FPIRI-funded fellowships.
- If a publication is already listed, you need not include it again. However, you may add new information to an existing entry, such as book awards or prizes.
- Do not click "Copy sent to NEH" unless you personally are mailing the book to us. Please remind your fellows to send copies of their books to the address below. Program staff will update the entry when the book is received.

Part three:

Submit a narrative pdf in the Reports section of your current grant. The report should include the following—no more and no less—in this order:

1. **New NEH fellows** (in list form)
 - a) In the first line, list the fellow's name. Indicate the NEH-funded stipend amount, which should be \$5,000 x months of tenure; if applicable, indicate amounts of outright and matching funds. If the institution is adding non-NEH funds to the stipend, provide that amount separately. It is not necessary to specify the source(s) of additional funds. Give the dates of the fellow's tenure (if they later change, please inform the FPIRI program staff).
 - b) List the fellow's title, field of research, department, and institutional affiliation. For independent scholars provide the city and state of residence.
 - c) For fellows going abroad, list the country or countries in which they will be conducting research. (NEH must report this information to the U.S. Department of State.)
 - d) Provide a title for the fellow's project and a short paragraph describing the project and the work to be done during the fellowship tenure. If applicable, indicate which of the locally held collections the fellow will use.

If alternates were selected, provide the same information for them.

2. **Updates for last year's NEH fellows** (in list form)
 - a) Include the following information for each NEH fellow selected the previous year (that is, the fellows just completing their tenures): name; actual tenure dates; actual stipend (list outright, matching, and non-NEH funds separately). For fellows traveling outside the US, list the number of months spent in each country. (NEH must report this information to the U.S. Department of State.)
 - b) If this information differs from what you provided in your last report, give a short explanation.
3. **Announcements and publicity** for NEH-supported fellowships (1 paragraph)
 - a) Give the address of the institution's website page (URL) publicizing the availability of NEH fellowships. Indicate whether or not the institution produces printed material for publicity. If yes, describe it briefly; it is not necessary to attach or submit copies. Confirm that the publicity materials acknowledge NEH support; the materials should preferably include the NEH logo.
 - b) In a short statement describe the audience at which publicity is aimed. Describe efforts to reach as large and diverse an applicant pool as possible.
 - c) In a few sentences describe the range of journals, listservs and other online sites, newsletters, institutions/departments, and other organizations to which materials were sent electronically or by mail. **Do not** append comprehensive lists.
4. **Selection process** (3 pages maximum)
 - a) List the names, titles, institutional affiliations, and fields of selection committee members.
 - b) Describe the institution's efforts to assure diversity among selection committee members in terms of geographic location, disciplinary field, type of institution, and academic rank. Explain how the process ensures a fair and objective review of applications.
 - c) List the evaluation criteria by which the selection committee and staff or outside readers, where applicable, were asked to judge applications. Do not append copies of correspondence with selection committee members.
 - d) In a narrative statement explain the selection process in detail. Include the following information:
 - i. When panel members were selected;
 - ii. When they received the applications and review instructions;

- iii. When they met (in person or virtually) to discuss applications;
- iv. If there was a primary review of applications by institution staff or outside readers, include an account of this procedure;
- v. Provide a short summary of the committee's deliberations (indicating, for example, what the particular points of discussion were, whether the committee members were sharply divided or generally in agreement, whether there were recusals, the length of the discussion, etc.).

5. **Statistical analysis** (1-2 pages)

- a) Include the following information:
 - i. The number of NEH-eligible applicants and the number of NEH award recipients in the current competition.
 - ii. The total number of applications submitted to the institution for other fellowships and the number of other fellowship awards made in the current competition. It is not necessary to break these down into different categories.
- b) Provide tables with a comparative statistical analysis of this year's NEH-eligible applicants and award recipients by field, academic rank, type of institution, and state of residence. Regarding the latter, you need only list the states represented by the current pool of applicants. Do not include this information about non-NEH applicants and grantees.
- c) Either integrated into the tables described above, or in a separate set of tables, provide the same information for the preceding year of fellowship competitions. Do not include statistics from earlier years.
- d) In a brief narrative statement describe any discernible statistical trends or unexpected changes seen this year (compared to the previous one), and discuss the possible reasons.

6. **Recent publications** and other results from NEH awards (in list form)

List the bibliographic entries by fellow last name for the products entered into Reach (see part two above.) Include information for all NEH fellows, not only those funded by your current grant. If a publication has been previously reported, do not list it again unless there is new information about it.

Include the following information:

- a) The year of the NEH fellowship;
- b) The NEH grant number beginning with RA-;
- c) The topic of the awarded fellowship.
- d) Any prizes or honors awarded to the publication.

Only include publications, articles, talks, etc. that have resulted—entirely or in part—from fellows' work during their FPIRI-funded fellowships. This information helps us justify continued funding for this grant program. Please curate your list carefully!

7. **Other news**

If applicable, report on changes in the staff, program, or other administrative matters that affect the fellowship program. Major staff changes, such as the appointment of a new project director, must be accompanied by the appointee's résumé.

Questions? Contact Geoff Burrows at gburrows@neh.gov, 202-606-8479; or Jennifer Untalan at juntalan@neh.gov, 202-606-8389.