

DEADLINE EXTENDED!!

**National Endowment for the Humanities (NEH) Summer Stipends
CWRU College of Arts and Sciences - Internal Competition**

Application Guidelines

DEADLINE: Completed applications must be uploaded [HERE](#) no later than **June 14, 2017 at 12:00 pm.**

Submit your application [HERE](#) using the following naming convention for your application pdf: *Last name_First name_NEH SS Internal*

Applications Must Include:

☐ **Completed and signed Application Cover Sheet**

☐ **Completed Budget Sheet (for CAS use only)**

☐ **Short CV** (2 pages maximum)

☐ **Narrative:** No more than 2 single-spaced pages using a font size no smaller than 11

Within the narrative, applicants should provide an intellectual justification for their projects, conveying the ideas, objectives, methods and work plan. A simple need or intent is insufficient.

The narrative should not assume specialized knowledge and should be free of technical terms and jargon. It should include the following sections:

- **Research and contribution**
Describe the intellectual significance of the proposed project. Provide an overview of the project and explain the basic ideas, problems or questions examined by the study. Explain how the project will complement, challenge or expand relevant studies in the field.
- **Methods and work plan**
Describe your method(s) and clarify the part or stage of the project that will be supported by the award(s). Provide a work plan, describing what you will accomplish during the award period. For a book project, explain how the final project will be organized.
- **Final product and dissemination**
Describe the intended audience and the intended results of the project. If relevant, explain how the results will be disseminated and why these means are appropriate to the subject matter and audience.

National Endowment for the Humanities Summer Stipends – CWRU CAS Internal Competition

Application Cover Sheet

Instructions for completing the Application Cover Sheet and Budget Sheet: The Cover Sheet and Budget Sheet are fillable forms. Please type all requested information in spaces provided.

PERSONAL DATA

Name: _____ **Email:** _____

Department: _____ **Academic rank:** _____

Telephone Number: _____ **Campus Location:** _____

Title of Proposed Research Project: _____

Research location: _____

Dates during which full-time effort will be devoted to research:

(must be at least two consecutive months between May 15 and August 31) _____

Institutional research support received during the last two years (e.g., individual research allowance, departmental, Baker Nord Center).

Format: year, source, amount, and indicate whether publications, grant proposals or awards resulted from this support.

Non-institutional research support received during the past two years or currently pending (e.g., ACLS, NEH, Guggenheim, private foundations).

Format: year, source, amount, and indicate whether publications, grant proposals or awards resulted from this support.

**National Endowment for the Humanities Summer Stipends
CWRU CAS Internal Competition
Budget Sheet – for CAS use only**

Be as specific as possible on the expenses you expect to incur in conjunction with your proposed research project. All expenses should be reasonable, realistic and directly related to the activities that will be conducted as part of the project. Note: Total does NOT calculate automatically.

<u>ESTIMATED BUDGET</u>	<u>AMOUNT</u>
1. Airfare _____	\$ _____
2. Land travel costs _____	\$ _____
3. Food (dollars x days = total) _____	\$ _____
4. Lodging (dollars x days = total) _____	\$ _____
5. Book purchases _____	\$ _____
6. Miscellaneous research expenses (itemize in space provided) _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____
TOTAL BUDGET REQUEST	\$ _____