

CLAS Grant Support Office

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# I Spy: How to Read Grant Guidelines

**Get It Done! Obermann lunchtime workshop series**

February 3, 2021

# Overview

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- General information and tips
- How to read grant guidelines to:
  - Determine eligibility and ability to apply
  - Prepare complete, compliant proposal
  - Strengthen your proposal
- Discussion



# Acronyms

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BAA – Broad Agency Announcement

FOA – Funding Opportunity Announcement

GPG – Grant Proposal Guide

FFO – Federal Funding Opportunity

NIA – Notice Inviting Applications

NOFA – Notice of Funding Announcement

NOFO – Notice of Funding Opportunity

PA – Program Announcement

PAPPG – Proposal & Award Policies & Procedure Guide

PS – Program Solicitation

RFA – Request for Applications

RFP – Request for Proposals

SGA – Solicitation for Grant Applications

# Content

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→ What type of information

- Program's purpose
- How to apply
- Application components
- Award information
- Budget information
- Review Criteria
- Supplementary information



# General Tips

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- Read the guidelines first
- Read the entire document
- Make sure you have all the necessary instructions
- Work with your grant support person



# Eligibility

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→ Are you eligible?

- Citizenship
- Geographic Area
- Faculty Rank
- Degree requirement
- Other funding
- Type of institution
- Limited Submission



You should request a period of performance that suits your schedule and the needs of your project. Requesting a period shorter than twelve months will not improve your chance of receiving an award.

Recipients who apply on or before the April 8, 2020 deadline may begin their periods of performance as early as January 1, 2021, and as late as September 1, 2022.

Recipients who apply on or before the April 14, 2021 deadline may begin their periods of performance as early as January 1, 2022, and as late as September 1, 2023.

## C. Eligibility Information

### 1. Eligible Applicants

The Fellowships program accepts applications from individuals who meet the following requirements.

#### Citizenship

U.S. citizens, whether they reside inside or outside the United States, are eligible to apply. Foreign nationals who have been living in the United States or its jurisdictions for at least the three years prior to the application deadline are also eligible. Foreign nationals who take up permanent residence outside the United States any time between the application deadline and the end of the period of performance will forfeit their eligibility to hold an award. (Leaving the U.S. on a temporary basis is permitted.)

#### Currently enrolled students

While applicants need not have advanced degrees, individuals currently enrolled in a degree-granting program are ineligible to apply. Applicants who have satisfied all the requirements for a degree and are awaiting its conferral are eligible for NEH Fellowships; but such applicants must include a letter from the dean of the conferring school or their department chair attesting to the applicant's status as of the application deadline in [Attachment 6: Degree Conferral](#).

### 2. Cost Sharing/Matching

Cost sharing is not required in this program.

Cost sharing or matching is the portion of the project costs not paid by NEH funds.

### 3. Other Eligibility Information

You may apply to only one of the following programs in a given federal fiscal year:

- Fellowships
- [Awards for Faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities](#)
- [NEH-Mellon Fellowships for Digital Publication](#)
- [Fellowships for Advanced Social Science Research on Japan](#)

However, you may compete concurrently in the following programs for individuals in a given year:

- Fellowships
- [Public Scholars](#)
- [Summer Stipends](#)

- [NEH and National Science Foundation Fellowship Program for Documenting Endangered Languages \(DEL\)](#)
- NEH-funded [Fellowships at Independent Research Institutions](#)

Each competition has distinct application requirements. Follow the instructions in the relevant notice of funding opportunity.

#### Projects previously supported by NEH

You may not apply for funding for a project previously supported by any of the following programs:

- Fellowships
- [NEH-Mellon Fellowships for Digital Publication](#)
- [Public Scholars](#)
- [Awards for Faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities](#)
- [NEH and National Science Foundation Fellowship for Documenting Endangered Languages \(DEL\)](#)
- [Fellowships for Advanced Social Science Research on Japan](#)

However, you may apply for funding for a project previously supported by a two-month NEH Summer Stipend. In such a case, NEH will review the accomplishments from the previous award to determine whether the project warrants additional funding. If the current application includes work proposed in the previously-funded Summer Stipend, this overlap in the work plans must be addressed.

#### Other restrictions:

- Applicants may not submit multiple applications under this announcement.
- Applicants may not hold two or more NEH individual awards with overlapping periods of performance (for example, a Fellowship and a Public Scholars award, or a Fellowship and a Summer Stipend).
- Applicants may not accept or hold two NEH individual awards in the same fiscal year (for example, if you apply to the Summer Stipends program and subsequently accept a Fellowship award, your application to the Summer Stipends program will be automatically withdrawn).
- Applicants may not work on a project supported by an NEH institutional award as either a project director or participant during the period of performance of an NEH individual award that is held full time.
- If an application is submitted more than once prior to the application due date (including submitting to the wrong funding opportunity number or making corrections/updates), NEH will accept your **last** validated online submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

NEH does not make awards to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using funds from, or sites and materials controlled by, other federal entities in their projects.

All application materials must be received by the application deadline. Applications that are late, incomplete, or that violate the format requirements (including page limits) will not be considered for funding under this notice. See the [Application Components Table](#).



# Feasibility

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Is it feasible for you to prepare a strong application?

- Deadline
- Institutional commitment
- Cost-sharing requirements
- Collaborators



# Completeness

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- SF424 or other forms
- Project Summary/Abstract
- Project Description
- Biosketch/CVs
- Other Support
- Facilities and Resources
- Budget and Budget Justification
- Bibliography/References Cited
- Other
  - Letters of support
  - Letters of collaboration
  - Signature Page
  - Data Management Plan
- Human Subjects Plan
- Writing/Work Sample
- Mentoring plan
- Leadership Plan
- Accessibility policy
- Tax Status

The Application Components Table below will help you prepare a complete application. Applications missing any required documents or conditionally required documents from this list will be considered incomplete and will be rejected from further consideration.

Proposals that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.

<b>Application component</b>	<b>Naming convention</b>	<b>Page limits</b>	<b>Notes</b>
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>	Not applicable (Grants.gov form)		Required
<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>	Not applicable (Grants.gov form)		Required
<a href="#">Project/Performance Site Location(s) Form</a>	Not applicable (Grants.gov form)		Required
<a href="#">Research and Related Budget</a>	Not applicable (Grants.gov form)		Required
<a href="#">Assurances as to Labor Standards</a>	Not applicable (Grants.gov form)		Required
<a href="#">Certification Regarding Lobbying</a>	Not applicable (Grants.gov form)		Conditionally required
<a href="#">Standard Form-LLL, "Disclosure of Lobbying Activities"</a>	Not applicable (Grants.gov form)		Conditionally required
<a href="#">Attachments Form</a>	Not applicable (Grants.gov form)		Required
<a href="#">Attachment 1: Narrative</a>	narrative.pdf	20	Required
<a href="#">Attachment 2: Script or detailed treatment</a>	script.pdf or detailedtreatment.pdf	See instructions	Required
<a href="#">Attachment 3: Description of work sample</a>	worksample.pdf		Required
<a href="#">Attachment 4: Work plan</a>	workplan.pdf		Required
<a href="#">Attachment 5: Bibliography</a>	bibliography.pdf		Required
<a href="#">Attachment 6: Résumés and letters of interest or commitment</a>	resumes.pdf	2 pages per résumé	Required
<a href="#">Attachment 7: Digital design</a>	digitadesign.pdf		Conditionally required
<a href="#">Attachment 8: Federally negotiated indirect cost rate agreement</a>	agreement.pdf		Conditionally required
<a href="#">Attachment 9: Explanation of delinquent federal debt</a>	delinquentdebt.pdf		Conditionally required
<a href="#">Attachment 10: Images</a>	images.pdf		Optional

# Compliance

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- Formatting
  - Font type and size
  - Page numbering
  - Spacing
  - Margins
- Attachments
  - File size
  - PDF
  - Naming conventions
- Project Title
  - Must start with...
  - Character limits
- Budget
  - Indirect cost rate
  - Allowable items
  - Limits on salary
- Participants
  - Students
  - Community engagement

# Format Attachments

## On This Page:

- Citations
- [Combining Information into a Single Attachment](#)
- [Electronic Signatures](#)
- [Filenames](#)
- [File Size](#)
- [Fillable PDFs](#)
- [Font](#)
- [Format Pages](#)
- [Grantsmanship](#)
- [Headers and Footers](#)
- [Hyperlinks and URLs](#)
- [Images](#)
- [Marking Up Attachments](#)
- [Orientation](#)
- [Page Limits](#)
- [Paper Size and Margins](#)
- [Scanning](#)
- [Security Features](#)
- [Single vs. Multi-column Page Format](#)
- [Video](#)

You will find several kinds of fields in your application forms - check boxes, dates, data entry fields and attachments. This page provides guidance on attachments. Attachments are documents that are prepared outside the application using whatever editing software you desire (e.g., Microsoft Word), converted to PDF format and then added or uploaded to your application. We require PDF format to preserve document formatting and a consistent reading experience for reviewers and staff.

We have very specific attachment formatting requirements. Failure to follow these requirements may lead to application errors upon submission or withdrawal of your application from our review process.

## Font (size, color, type density) and Line Spacing

Adherence to font size, type density, line spacing and text color requirements is necessary to ensure readability and fairness. Although font requirements apply to all attachments, they are most important and most heavily scrutinized in attachments with page limits.

Text in your attachments must follow these minimum requirements:

- **Font size:** Must be 11 points or larger. Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%.
  - Some PDF conversion software reduces font size. It is important to confirm that the final PDF document complies with the font requirements.
- **Type density:** Must be no more than 15 characters per linear inch (including characters and spaces).
- **Line spacing:** Must be no more than six lines per vertical inch.
- **Text color:** No restriction. Though not required, black or other high-contrast text colors are recommended since they print well and are legible to the largest audience.

We recommended the following fonts, although other fonts (both serif and non-serif) are acceptable if they meet the above requirements.

- Arial
- Georgia
- Helvetica
- Palatino Linotype

Legibility is of paramount importance. Applications that include PDF attachments that do not conform to the minimum requirements listed above may be withdrawn from consideration.

# Review Criteria

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- Why does the project matter?
- How is the project new or unique?
- How will the project be carried out?
- In what context will the research be done?
- What is special about the people doing research?
- What is the return on investment?

[Falk-Krzesinski, H. and Stacey C. Tobin. "How Do I Review Thee? Let Me Count the Ways: A Comparison of Research Grant Proposal Review Criteria Across US Federal Funding Agencies." \*The journal of research administration\* 46 2 \(2015\): 79-94 .](#)

### **Selection Criterion and Application Review:**

Selection Criteria: The maximum score for all the selection criteria, together with the maximum number of points awarded to applicants that address the competitive preference priorities, is 105 points for applications from IHEs, consortia, and partnerships; and 100 points for applications from public and private nonprofit agencies and organizations, including professional and scholarly associations. The maximum score for each criterion is indicated in parentheses.

All Applications. All applications will be evaluated based on the general selection criteria as follows:

- Plan of operation (up to 15 points).
- Quality of key personnel (up to 10 points).
- Budget and cost effectiveness (up to 10 points).
- Evaluation plan (up to 20 points).
- Adequacy of resources (up to 5 points).
- Commitment to international studies (up to 15 points).
- Elements of the proposed international studies program (up to 10 points).
- Need for and prospective results of the proposed program (up to 15 points).
- Need for and potential impact of the proposed project in improving international studies and the study of modern foreign language at the undergraduate level (up to 40 points).
- Competitive Preference Priority 1 (0, 2, or 3 points).
  - Applications from Minority-Serving Institutions (MSIs) or community colleges, whether as individual applicants or as part of a consortium of institutions of higher education (IHEs) (consortium) or a partnership between nonprofit educational organizations and IHEs (partnership). An application from a consortium or partnership that has an MSI or a community college as the lead applicant will receive more points under this priority than applications in which the MSI or community college is a member of a consortium or partnership but not the lead applicant. A consortium or partnership must undertake activities designed to incorporate foreign languages into the curriculum of the MSI or community college and to improve foreign language and international or area studies instruction on the MSI or community college campus.
- Competitive Preference Priority 2 (0 or 2 points).
  - Applications from IHEs or consortia of these institutions that require entering students to have successfully completed at least two years of secondary school foreign language instruction or that require each graduating student to earn two years of postsecondary credit in a foreign language (or have demonstrated equivalent competence in the foreign language); or, in the case of a two-year degree granting institution, offer two years of postsecondary credit in a foreign language.



# Language

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## What we ask application reviewers to look for:

### **Project Idea**

What is the artistic strength, vision, originality of the proposed project? This includes demonstrating **boundary-pushing**, bold, and singular ideas. It's important for us that artists show that they have a deep engagement with the project and represent it with a clear vision and intended audience. Projects should **challenge the status quo and spark new conversations**.

### **Capacity**

Although Creative Capital has funded artists who are working in a discipline that is new to them, we want to make sure that the applicant has the appropriate **professional capabilities** to execute the project—especially if the impact is ambitious! The Creative Capital Award is not ideal for artists just beginning their creative practices—that's why we require artists have five years of experience. It's important that the applicant demonstrates a deep understanding of the professional landscape of their field. They should also have a certain amount of **momentum in their career** that we can help them build upon.

### **Timing**

Beyond looking at the ideas of the artist's project, we ask evaluators to determine if the applicant is ready to **examine their creative and professional approach**. Because we offer more than just financial support, we want to know if the applicant could benefit from additional resources of capital and skills building to complete their project. The resources that Creative Capital offers our Awardees work best over a long period of time. So, if the artist applied with a project that will premiere a year or less after the award announcement, it is not a strong match. **Entering the life of a project at a key moment** is important to us, and we have found that projects premiering within the first year are less able to take advantage of our resources.

### **Readiness**

We ask evaluators to determine whether the applicant is ready to utilize all of the resources of the Award including our nonmonetary support. The Creative Capital Award comes with more than just funding; we want to be sure the applicant is at a point in their career where they're ready to take full advantage of Creative Capital's funding, counsel, and career development services. This is an integral part of the program and applicants should demonstrate a capacity and interest in being a part of a **supportive learning community**.

### **Generosity**

Finally, we are looking for artists who demonstrate a strong sense of mutual generosity and engagement in a community. Artists who receive Creative Capital Awards stay in **our community** of supporters long after they've premiered their projects, and we expect them to **pay forward** what they gain from us to future artists. We value artists who are **generous toward their peers and professional colleagues**.

# Supplementary Info

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# Supplementary Info

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## [National Endowment for the Arts Research Grants](#)

- FAQs for applicants
- NEA Five-Year Agenda for 2017-2021
- Previous NEA research studies - for recommendations and priorities
- Publicly available datasets that include arts-related variables
- National Archive of Data on the Arts
- US Dept. of Education What Works Clearinghouse Handbook
- Clearinghouse for Labor Evaluation and Research Causal Evidence Guidelines
- List of recent awards

**READ DIRECTIONS CAREFULLY**



**YOU WILL.**

# Questions?

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**IOWA**