



NATIONAL ENDOWMENT FOR THE HUMANITIES
 DIVISION OF EDUCATION PROGRAMS
INSTITUTES FOR HIGHER EDUCATION FACULTY
 and
INSTITUTES FOR K-12 EDUCATORS
 FREQUENTLY ASKED QUESTIONS

(Updated November 22, 2023)

1. What are NEH Institutes?

NEH Institutes are one-to-four week professional development programs in residential, virtual, and combined formats that convene higher education faculty or K-12 educators from across the nation to deepen and enrich their understanding of significant topics in the humanities and enrich their capacity for effective scholarship and teaching.

2. How long can an institute be?

An institute can be one, two, three, or four weeks long. One week is equivalent to five or six days of structured study. Scheduled meetings may or may not be continuous. See A1, Project Design in the Notice of Funding Opportunity for additional information.

3. In what formats can an institute be offered?

Institutes may be offered in three formats. You must select one:

- **Residential:** All participants attend the duration of the program at the host site.
- **Virtual:** All participants attend the duration of the program using an online platform. This can include synchronous and asynchronous sessions.
- **Combined:** All participants attend a portion of the program virtually and a portion of the program at the host site. Virtual and residential sessions occur at different times, but all participants attend the same sessions.

4. Our organization would not be an appropriate site for an institute but the college across town would be. Are we permitted to hold our institute there, and if so, how would that work administratively?

Yes, you may apply through your home organization and subcontract with a different organization to host the institute. Alternatively, the other organization could serve as the applicant. Federal regulations require that all NEH-funded projects be accessible to people with disabilities in alignment with the requirements of [Section 504 of the Rehabilitation Act of 1973](#). Individuals with disabilities may be project team members, participants, presenters, and organization staff. Host organizations must furnish facilities, facilitate program activities, and include sites that are accessible to a diverse group of participants. Contact a program officer in the Division of

Education Programs (<mailto:institutes@neh.gov>) for further details.

5. May we design an institute for a local or a regional audience?

No. You must encourage applicants and involve participants from across the nation.

6. We are proposing co-directors to lead the project. Must we identify a replacement director?

Yes, you must identify a replacement director(s) in the application. The replacement director must be qualified and capable of conducting the institute in the event that one or both co-directors are unable to fulfill their role. The replacement director(s) must be a co-director or another project team member who is already familiar with the project. Your application must identify who will serve as the replacement project director(s) and include a letter of commitment noting acceptance of this responsibility.

7. Is it permissible to co-direct an institute with a colleague who is not employed by my organization?

Yes. In this situation, both the project director and the co-director would share the directorial responsibilities for the full period of the project. The project director's salary would be entered under Key Persons on the Research and Related Budget, and the co-director's would be entered under F3 Consultant Services or included in a subaward to a partnering organization under F5 . Subawards/ Consortium/Contractual Costs.

8. May a non-U.S. citizen serve as a project director or a visiting lecturer?

Yes. Foreign nationals may be involved in institutes as directors, faculty, scholarly experts, and other project personnel. If not employed by the applicant organization, the compensation for such individuals should be entered on the Research and Related Budget under F3. Consultant Services or included in a subaward to a partnering organization under F5. Subawards/Consortium/Contractual Costs.

9. How does the program define the “education specialist” position and what is their role on the project team?

For institutes for K-12 educators, the project leadership team must include at least one person with significant experience in K-12 education, such as a teacher educator, curriculum developer, museum educator, or an educator with experience facilitating professional development. The education specialist will contribute to the planning of the sessions and facilitate the incorporation of workshop content and experiential learning strategies into classroom teaching in relevant and creative ways. If you are offering an online component, you are encouraged to include a staff member with online teaching experience and/or familiarity working with online platforms.

10. Our organization intends to submit multiple proposals to this program. Will only one be funded?

NEH evaluates each application on its own merits and might fund one, all, or none. An organization may submit multiple proposals to this program, provided that each proposal has a different project director or co-director team. An individual may not serve as project director for multiple proposed projects.

11. We have directed a NEH-funded Institute, Landmark, and/or Seminar in the past. Can we reapply?

Yes. If you previously received an NEH Institutes, Landmarks, or Seminar award, you must address additional questions included in section D2. Content and Form of Application Submission and you must include complete and unedited participant evaluations from your most recent Institutes, Landmarks, or Seminar workshop. You are considered a returning applicant if the project director and co-project directors have been previously awarded under the Institutes, Landmarks, or Seminar programs.

12. We have previously directed an NEH-funded Institute, Landmark, and/or Seminar and are interested in reapplying. May we submit evaluations from the former project?

Yes. As a returning applicant, you are required to submit all participant evaluations from the most recent seminar, institute, or Landmarks workshop, without any modifications as part of your application.

13. Whom should we consult about our proposal?

NEH program officers can offer advice on a full range of issues, including content, scheduling, and logistics. We encourage you to contact a program officer as soon as possible and to follow up with a draft proposal. Email institutes@neh.gov to consult with a program officer.

14. What can we do to increase our chances for success?

We encourage you to submit a draft of your proposal by the date specified in D4, "Submission dates and times," in the Notice of Funding Opportunity; a program officer will provide feedback on this draft. If you applied previously and did not receive an award, we encourage you to revise your proposal in light of the reviewers' comments. To consult with a program officer, request reviewer comments, or submit a proposal draft, email institutes@neh.gov.

15. Our institution intends to host a welcoming reception or a final dinner for the participants in our institute. May we pay for this with NEH funds?

No. You may not use NEH funds for social or entertainment activities. You may choose to host such an event with other funds. However, water or light refreshments may be included in your project budget for site visits and other project-related activities.