



Frequently Asked Questions:

Awards for Faculty Institutional Support – HBCUs and TCUs

Division of Research Programs

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NEH will issue fixed amount awards under this program.

1. What are fixed amount awards?

Fixed amount awards provide a fixed amount of funding for projects with standardized cost data and measurable goals and objectives. Accountability is based on recipient performance and results, not expenditures, thereby reducing the administrative burden. Fixed amount awards eliminate the need for proposed budgets, reviews of accounting and reporting systems, and incurred cost audits. Fixed amount awards include both direct and indirect costs.

For additional information about fixed amount awards see [200.101\(b\)\(2\)](#), [200.102\(c\)](#), and [200.201\(b\)](#).

2. Why does this program use a fixed amount award?

The Awards for Faculty Institutional Support – HBCUs and TCUs program uses this fixed award type because it has a measurable goal and objective: continue providing humanities courses or related services when a faculty or staff member is on leave due to an NEH Awards for Faculty at HBCUs or TCUs fellowship. Costs incurred in providing replacement instructors are similar across institutions. NEH will assess performance by verifying that replacement positions have been filled.

3. Does NEH require institutions to track actual costs for an Awards for Faculty Institutional Support – HBCUs and TCUs award?

No. The Awards for Faculty Institutional Support – HBCUs and TCUs award is different from most NEH programs. Award funds are based on a fixed rate of \$2,500 per month (full-time

equivalent) while the NEH Awards for Faculty fellow is on institutional leave from teaching and administrative responsibilities. The fixed rate can be requested for any month that the fellow is on leave from the institution AND would otherwise have institutional responsibilities as part of a normal load, such as teaching courses or formally assigned administrative work. See A.1 of the Notice of Funding Opportunity for examples of funding requests.

4. This award provides fixed rate amount payments based on “milestones.” What are “milestones”?

[Per 2 CFR § 200.201\(b\)](#), recipients must meet a “milestone” before receiving payment for a fixed amount award. For the Awards for Faculty Institutional Support – HBCUs and TCUs program, the milestone is a period (one or more semesters or academic quarters) during which a hired replacement covers an Awards for Faculty fellow’s duties. You must specify milestone(s) in your application letter. You may indicate a single milestone for the entire period of performance, or several milestones corresponding to one or more semesters or academic quarters, according to how your institution wishes to receive reimbursement. Your period of performance must include the milestone(s) you specify in the letter requesting funding.

For example, if you request eight months of replacement costs for a faculty member who regularly teaches during a fall semester (September through December) and a spring semester (January through April), you may specify one milestone at the end of the fall semester (December) and a second milestone at the end of the spring semester (April). NEH would then issue the first four months of funding after the December milestone, and the remaining four months after the April milestone. Alternatively, you could specify a single milestone encompassing all eight months. NEH would then issue the total funding amount after the April milestone.

5. How are payments made for this award?

Payment will be provided as a reimbursement after you reach each “milestone” specified in your letter requesting funding. Prior to receiving NEH funds you must submit documentation indicating that you hired replacement faculty and offered replacement courses, and that the fellow’s administrative duties were performed. Documentation may include the specific courses taught, enrollment numbers, and resumes of replacement instructors. Your award documents will specify the information you need to submit in order to receive payment.

6. Does my institution need to submit a budget?

No. Institutions do not need to submit a budget. However, if your institution has financial monitoring requirements for fixed amount awards that exceed the NEH’s, you must adhere to them. You must also submit a final financial report (in addition to a final performance report) to NEH at the conclusion of the award.

7. How does the period of performance for this award correspond to the NEH Awards for Faculty fellow’s period of performance?

The period of performance is the time during which you may incur expenses to carry out the work under the award. It must start on the first day of a month and end on the last day of a month.

The period of performance for this award must be based on the approved period of performance for the NEH Awards for Faculty fellowship awarded in federal fiscal year 2025. The period of performance will overlap, but may not necessarily exactly match, the starting and ending dates of the Awards for Faculty fellow's period of performance.

The end date of your period of performance should be the last day of the final month of the replacement instructor's employment.

8. The NEH Awards for Faculty fellow is on leave beginning January 1, 2025. My institution therefore needs to hire replacement faculty to begin in January 2025. To which deadline should my institution apply for institutional support, February 3 or May 1?

February 3, 2025. You may request replacement costs for January, February, or March only if you apply for the February 3 deadline. While your period of performance can begin no earlier than April 1, 2025, you may include in your application letter activities in January, February, or March, which fall within the allowable period for pre-award costs.

You may apply to the May 1 deadline, but in that case, you could not request funds for January, February, or March.

9. The NEH Awards for Faculty fellow holds the individual award half time. How much can my institution request for replacement funds?

You should request a monthly rate based on the individual fellow's NEH-approved work plan and regular institutional assignments. Thus, if the fellow has opted to work half time on the NEH Award for Faculty project and continue teaching at the institution half time, the institution can request \$1,250 per month (50% of the monthly full-time fixed rate of \$2,500) during the period when the fellow would otherwise have taught courses or performed administrative duties at the institution. Please consult the Notice of Funding Opportunity (A.1 and B.2) for additional information and examples.

10. The NEH Award for Faculty fellow typically doesn't have institutional responsibilities during the summer months. Can my institution request replacement costs during these months?

No. If the Awards for Faculty fellow does not have a formal institutional assignment for a portion of the calendar year, your institution cannot apply for replacement costs for those months. For example, if the fellow holds the NEH award over 12 months (for example, from August through July) to support full-time work, and the fellow typically only teaches courses (or performs administrative duties) from August through May, your institution can request replacement costs of up to \$2,500 per month (full-time equivalent) for August through May. The institution cannot request replacement funds for June and July, since the Awards for Faculty fellow does not typically have teaching or administrative duties in these months. Requests should be pro-rated to correspond to the Awards for Faculty fellow's NEH-approved work plan (e.g., if the fellow is working part-time on the NEH award).