Research Fellowship Grant Process

Idaho Humanities Council

General Instructions and Basic Information

MUST READ:
Please read and follow the instructions on each question.

STEP ONE:
<u>**Two letters of recommendation are required**</u> for your application to be complete.
NOTE:

- **These letters are uploaded to the application by the letter writer**, not by you as the applicant. Please do not send them to IHC staff via emails or upload them in supporting documents. (If you have a third letter of support, you may upload it as a supporting document, but it will not replace the required two letters to be submitted by the letter writers.)

- Additional information and instructions are below in the letter of recommendation section near the bottom of the application. Please scroll down and review these instructions as soon as possible. **Be sure to request the letters in plenty of time, so they are able to prepare and upload them by September 15**.

STEP TWO:
It is strongly encouraged that you contact IHC staff via email asking for a **review of your draft** prior to submitting your application (the staff are able to access the draft applications in the system.). If you would like this staff review, please submit this draft request by August 15. We cannot guarantee a response to drafts submitted after this date.

- Edit draft to include any suggestions. **PROOF AND MAKE CORRECTIONS**.

- **HIT SUBMIT BY SEPTEMBER 15**.

- While the application form allows a maximum of characters, IHC encourages applicants to limit the <u>**entire narrative**</u> section (questions 1-7) to <u>**no more than five printed pages**</u>. You can print or save an application by clicking on Application Packet in the upper right corner. (The general information questions and supporting documents will add to this page count.)

- The online grant management system does not have font selections and will not retain any special fonts, bold or italics that you copy and paste from a Word document. We suggest CAPITALIZING words, titles of books, and other selections that need special emphasis.

- We **strongly encourage** you to write the application on your own computer and then copy and paste into this online form. It is easier to proof, and less risk of internet loss.

IMPORTANT REMINDER: PROOF AND SAVE AS DRAFT (Button at bottom of page) BEFORE EXITING THE SYSTEM.

<u>**NOTE:**</u> If a required question (one with *) has not been answered, you will get a "red box" notice when you try to submit the application. Scroll up and be sure to answer any question highlighted in red. The submission will not be complete until all required questions are answered.

RF Project Title*
Please enter a title for your Project below.
Please enter in a **standard Title Case Format** (for example, This is the Title of My Project).
Character Limit: 100

Research Fellowship Project Brief Description*
Please provide a <u>brief description</u> of your proposed project topic.

- You will be able to provide more details and additional information below.
- This description should explain in jargon-free language the scope of your research project.

Character Limit: 1000

RF Amount Requested*
Amount Requested
Character Limit: 20

RF Anticipated Cost Share*
Enter the amount of the anticipated cost share for this project.
Cost Share must be at least equal to the requested award amount.
(A more detailed explanation of cost share may be found in the Research Fellowship guidelines and in the Budget section of this application.)
Character Limit: 20

Audience Type
Choose the target audience for this project from the drop-down list
Character Limit: 100
Choices
Adult Out-of-School
Teachers

K-12 Students
Academic
All of the Above

Project Information

The **Project Information Section** (the next seven question/answer boxes) constitutes the project narrative. While the boxes allow a maximum of characters as allowed by the online grant system, IHC encourages applicants to **limit this entire narrative section to no more than five printed pages**.
NOTE:
If you include quoted material, please be sure to cite your sources.

1. Project Abstract*

Describe the background and contribution of the project to the discipline and to the humanities in general.

Character Limit: 2000

2. Project Significance*

Describe how the research adds to the field, what is the relevance, and how it fits into the scholarly conversation.

Character Limit: 5000

3. Research Work Plan*

Explain your research work plan, including the research methodology to be employed.

Character Limit: 5000

4. Public Presentations*

Provide details about your plan for two public presentations.

- Research Fellows are expected to make at least two public presentations during the period of the fellowship or submit proof of future public presentations (conference acceptance letter, copy of conference schedule, etc.) to occur after the fellowship grant period.

- Public presentations can include lectures before academic audiences, although IHC prefers that results be shared with the public in a meaningful forum.

Character Limit: 2000

5. Outcome*

Describe the eventual outcome of the project.
Types of outcomes may include, but are not limited to:

- Plans for a scholarly article, a book or chapter in a book.

- Plans to produce a film.

- Plans to develop a new course.

- Plans to present the research in a speaker's bureau.

Character Limit: 2000

6. Scholar Background*

Provide information about your background and interest.

You will upload your vita below, so use this section to offer a narrative description of your particular background and interests, especially as related to this project.

Character Limit: 2000

7. Additional Comments

You may use this space to continue answers from above - please identify the question and add any additional comments here.

Character Limit: 2500

General Information

DUNS Number

Enter your DUNS Number here.

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    - This requirement **does not apply to individuals**. Most research fellows are applying as individuals; **if applying as an individual and not working with any institutional organization, enter NA.**

- The federal government requires that all grantee organizations have a DUNS (Data Universal Numbering System) number.

- Please contact your administrative or grants office to get your DUNS number. If your organization does not have a DUNS number, the following web page explains how to obtain one: https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html

- You can also acquire a DUNS number by visiting: fedgov.dnb.com/webform

Character Limit: 100

RF Beginning Date of Project

The beginning date of your project is November 1.

Character Limit: 10

RF Ending Date of Project*

Enter the ending date of the project.

- The date will be the last day of the month in which all research and anticipated project presentations ends.

- No activities may take place and no funds obligated after this date.

- You will have 90 days following this ending date to pay outstanding bills and submit final narrative and financial reports.

Character Limit: 10

Grant Applications Submitted to IHC in Last Five Years

List titles, amount, and year of all applications (**awarded and rejected**) submitted to IHC in the last five years.

- This may include research fellowship applications and/or other types of grant applications.

- Those who have received a Research Fellowship in the last five years are ineligible to apply for another fellowship.

Character Limit: 3000

Budget

Budget Detail*

Please provide an explanation of how you intend to use the award, and how much match you anticipate reporting in your final report.

- There is no provided budget form. Simply describe in a paragraph or two how you will use the award.

- If you are using the award for a **course buyout, be sure to contact your grant office** about any internal requirements.

- If awarded a Research Fellowship, the check will be made payable to you. However, if it should be made payable to your organization, please specify that condition in this budget section.

- IHC **requires that projects be matched with an equal amount of cash or in-kind services** (i.e., time donated to the project). IHC estimates that a scholar's in-kind professional fees can be figured at a maximum of $65/hour, and that a researcher may spend at least 60 days on a project. Thus, a scholar easily will have provided more than the required match. If awarded a fellowship, scholars will be asked to provide a time-log documenting their in-kind match.

Character Limit: 2000

Applicant Legislative District Information

State Legislative District of RF Applicant*

Choose from the drop-down options below to select the State Legislative District of the Applicant.

- Scroll to the bottom of the list to select Out of State

- Please reference the Idaho State Legislative website to find your State Legislative District.

- We send letters to these representatives to let them know when an individual or organization is awarded a grant. Please take care to put the right district or the wrong individual will get the notification letter.

Choices
State Legislative District 1
State Legislative District 2
State Legislative District 3
State Legislative District 4
State Legislative District 5
State Legislative District 6
State Legislative District 7
State Legislative District 8
State Legislative District 9
State Legislative District 10
State Legislative District 11
State Legislative District 12
State Legislative District 13
State Legislative District 14
State Legislative District 15
State Legislative District 16
State Legislative District 17
State Legislative District 18
State Legislative District 19
State Legislative District 20
State Legislative District 21
State Legislative District 22
State Legislative District 23
State Legislative District 24
State Legislative District 25
State Legislative District 26
State Legislative District 27
State Legislative District 28
State Legislative District 29
State Legislative District 30
State Legislative District 31
State Legislative District 32
State Legislative District 33
State Legislative District 34

State Legislative District 35
Out of State

National Congressional District of RF Applicant*

Choose from the drop-down options below to select the Congressional District of the Applicant.

- Please reference the United States House of Representatives website to find your Congressional Representative and their District.

- We send letters to these national representatives to let them know when an individual or organization is awarded a grant. Please take care to put the right district or the wrong individual will get the notification letter.

Choices
Congressional District 1
Congressional District 2
Out of State

LETTERS OF RECOMMENDATION

Two letters of recommendation are required.

- This section requires you to enter the email addresses of those you wish to send letters.

- You should compose an email alerting them to this request. Your email will be sent automatically - **please let them know that they will receive a second email from the IHC Administrator with a link for them to upload their letter**. The link provides instructions for them and alerts them to the September 15 due date.

- <u>**Be sure to send this email in plenty of time for them to be able to send the letters by September 15**</u>. Your application is not complete without these letters.

- After you submit your application, you may view it, but not make any changes. However, you are able to view the date when these letters were submitted to IHC.

Letter of Recommendation Request 1

Third Party Email*

Please enter the email address of one person you wish to submit a letter of recommendation for this grant application.

- You should compose an email alerting them to this request; **their letter must be submitted by Sept.15**.

- In your email request, you may want to provide a copy of your abstract to let them know your plan for your research.

- They will also receive an email from the IHC Administrator **with these instructions**: please note the significance and contribution of the project to the discipline and to the humanities in general. How does the proposed research add to the field, what is the relevance, and how does it fit into the scholarly conversation? What is the research methodology to be employed, and is it appropriate? Please provide your evaluation of these criteria in your reference letter, and also provide your opinion as to whether the research and methodology is sound, applicable and appropriate to the discipline, and whether the applicant is qualified to conduct the research?

Character Limit: 254

Letter of Recommendation Request 2

Third Party Email*

Please enter the email address of the second person you wish to submit a letter of recommendation for this grant application.

- Again, you should compose an email alerting them to this request; **their letter must be submitted by Sept.15**.

- In your email request, you may want to provide a copy of your abstract to let them know your plan for your research.

- They will also receive an email from the IHC Administrator with the same instructions detailed in the first Letter of Recommendation Request above.

Character Limit: 254

Supporting Documents

Vita Upload
Upload your Vita here.
The file must be in one of the allowable format types - either Word, Excel, pdf, or jpg.

File Size Limit: 10 MB

You may upload <u>optional </u>supporting documents using the upload buttons below.
- If you have more than three documents, you may combine them into no more than three, and then upload using the three buttons available.

- The files must be in one of the allowable format types - either Word, Excel, pdf, or jpg.

Supporting Document 1
File Size Limit: 2 MB

Supporting Document 2
File Size Limit: 3 MB

Supporting Document 3

File Size Limit: 2 MB