

NEH Fellowship Proposal Preparation Checklist

- **Verify your registration or register with [Grants.gov](https://www.grants.gov).** NEH recommends that you register at least two weeks before the deadline.
- **Access the application package through Grants.gov Workspace.** The [grant program resource page](#) on NEH's website has a direct link to the package. You can also search Grants.gov for this program.
- **Complete the following forms contained in the Grants.gov application package.**

1. Application for Federal Assistance - Individual Form

2. Attachments Form - Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Not to exceed three single-spaced pages

- Narrative (name the file "narrative.pdf")
- Use a font **no smaller than** 11 points
- Provide an intellectual justification for your project, addressing these four areas:
 - Research and contribution
 - Methods and work plan
 - Competencies, skills, and access
 - Final product and dissemination

ATTACHMENT 2: Not to exceed one single-spaced page

- Bibliography (name the file "bibliography.pdf")

ATTACHMENT 3: Not to exceed two single-spaced pages

- Résumé (**name the file "resume.pdf" without accent marks**)
- Include the following:
 - Current and Past Positions
 - Education
 - Awards and Honors
 - Publications
 - Other Relevant Professional Activities and Accomplishments

ATTACHMENT 4: Not to exceed ten double-spaced pages

- Writing sample (name the file "sample.pdf")
- Applicants **must** submit a writing sample that demonstrates the applicant's ability to express ideas and make a clear argument. It should be in the style of the proposed project. Evaluators will use the sample to assess the clarity of your writing as well as your knowledge of the subject area.
- The writing sample can be either from the proposed project (preferred) or from a recent publication, but it should **not** be more than five years old. It **must** be from a single piece of work and single-authored. For junior

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scholars, an excerpt from your dissertation is acceptable if you are applying for your first book project.

ATTACHMENT 5: Not to exceed one single-spaced page per item

- o Appendix or appendices (only if necessary). Necessary appendices include editing samples, translation samples, database samples, visual materials, and (for applicants awaiting the conferral of a degree) a signed letter from the dean of the conferring school or your department chair, attesting that you have satisfied all of the requirements for the degree as of April 10 of the application year.
- o Name the file “appendix.pdf”.

ATTACHMENT 6: Explanation of any delinquent federal debt (if applicable)

- *Name the file “delinquentdebt.pdf”
- *Note that if you do not use the file names indicated above, **your application may be rejected**. Do not use accents or other special characters in your file names.

3. NEH Supplementary Information for Individuals Form - If you are affiliated with a U.S. institution, this form requires you to provide your institution’s DUNS number. This number is generally available from an institution’s sponsored research office or at your institution’s website.

□ **Upload your application to Grants.gov.** NEH **strongly** suggests that you submit your application no later than noon Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

□ **Verify that you received all five-confirmation messages from Grants.gov.**

□ **Monitor the status of your letters of recommendation. Approximately two to three weeks after the deadline, NEH will contact your recommenders to solicit their letters.** You may check the status of your letters by logging in to [the secure area of NEH’s website](#). You are responsible for ensuring that your letter writers have uploaded their letters by the deadline.