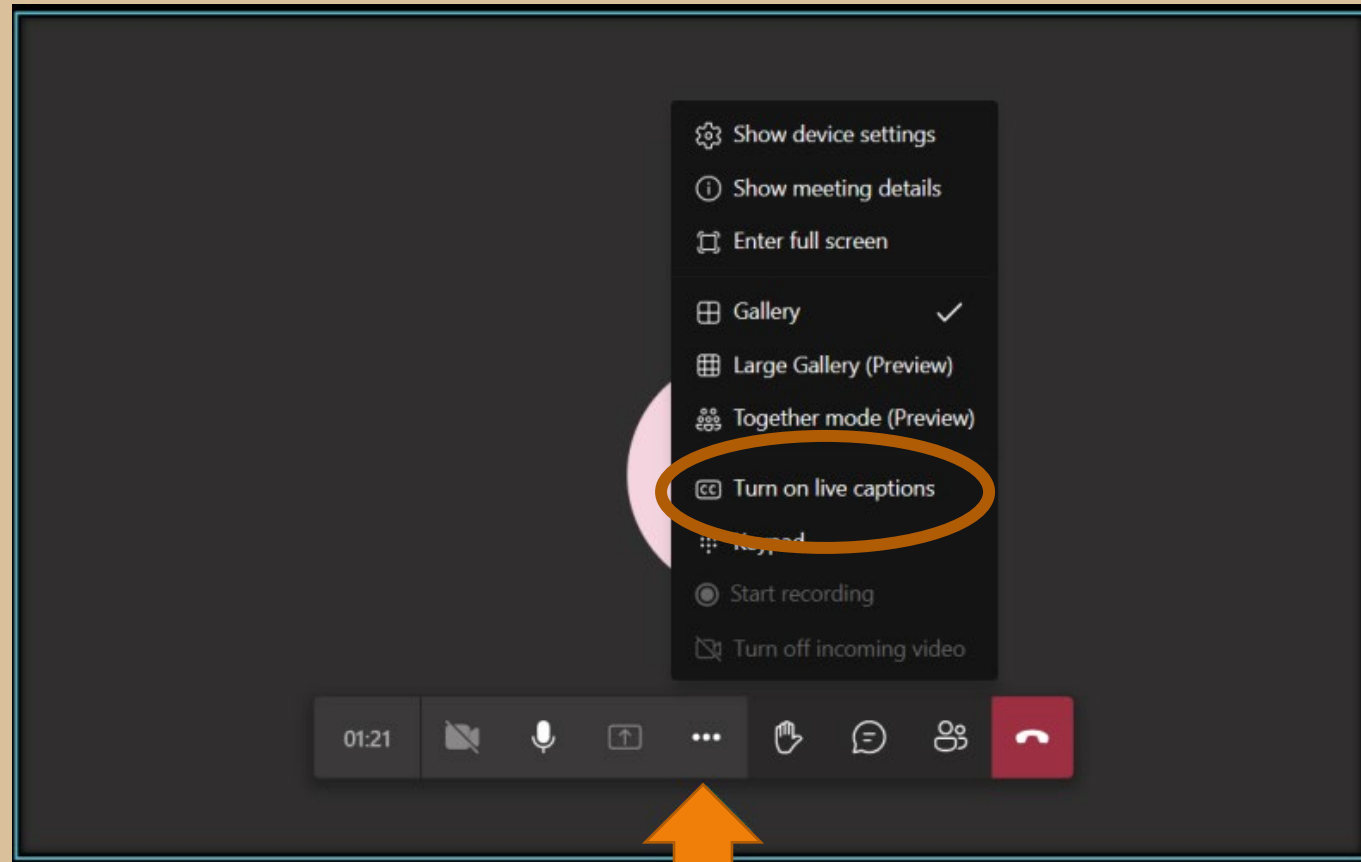# INSTITUTES FOR ADVANCED TOPICS IN THE DIGITAL HUMANITIES WEBINAR

National Endowment for the Humanities
Office of Digital Humanities

Webinar for the 2023 and 2024 Funding Cycles

# CLOSED CAPTIONING IN MICROSOFT TEAMS WEBINAR

## TOPICS FOR THE WEBINAR

- Program Overview
- Special Opportunity
- Funding statistics
- Deadlines & Eligibility
- What's New for 2023 and 2024?
- Planning Your application
- Review Criteria
- Application Review process
- Resources
- Key dates
- Contact information
- Questions

# INSTITUTES FOR ADVANCED TOPICS IN THE DIGITAL HUMANITIES (IATDH)



*Image: IATDH program logo is three human figures gathered around a globe*

The Institutes for Advanced Topics in the Digital Humanities program supports national or regional (multistate) training programs for scholars, humanities professionals, and advanced graduate students to broaden and extend their knowledge of digital humanities.

Through this program, NEH seeks to increase the number of humanities scholars and practitioners using digital technology in their research and to broadly disseminate knowledge about advanced technology tools and methodologies relevant to the humanities.

# INSTITUTES FOR ADVANCED TOPICS IN THE DIGITAL HUMANITIES (IATDH)

*Image: IATDH program logo is three human figures gathered around a globe*

- digital scholarly communication and publishing

- advanced geospatial applications

- artificial intelligence and its use in text, sound, or image analysis

- physical computing, such as three-dimensional printing and wearable computing, and its implications for humanities research and public engagement

- immersive and virtual environment design for humanities research, or for computer gaming or simulations as applied to the humanities

- data design and visualization of humanities topics and research

- creative approaches to implementing digital humanities methods at institutions with specific needs, such as community colleges, liberal arts colleges, or minority-serving institutions

- innovative approaches for engaging public audiences with digital humanities

- high-performance computing or supercomputing applicable for humanities research and teaching

- critical algorithm studies

- analysis of and research on the impact of digital media and culture on society, including the intersection of digital methodologies and race, gender, class, and ability

SPECIAL OPPORTUNITY

*Image: screenshot of the Library of Congress LC Lab webpage of experiments*

- Library of Congress

- National Library of Medicine, National Institutes of Health

IATDH STATS

## 2018-2022 IATDHs

23 awards | 30% funding average

- Find all IATDH Awards in the NEH public database

- Review the white papers from past IATDH awardees

## 2023 IATDHs

- Anticipated Funding: $850,000

- Awards: 3-6

DEADLINES & ELIGIBILITY

*Image: Institute participants in discussion, gathered around a table with laptops as part of an institute on digital humanities at community colleges*

**IATDH Deadlines**:

February 15, 2023, and February 15, 2024

**Eligibility:**

(Section C., NOFO p. 4-5 for complete list):

- • a 501 (c)(3) nonprofit organization, an accredited institution of higher education, a state or local government, or a federally recognized Native American Tribal government

- Project directors and co-Project Directors may only submit one IATDH application per deadline.

[What Grant Program Fits my Digital Project?](#)

## Does your project fit within our program priorities?

Other grant programs fund **professional development opportunities:**

- Institutes for Higher Education Faculty or K-12 Educators (Division of Education Programs)

- Education and Training (Division of Preservation and Access)

Other grant programs support **conferences**, **symposia**, and **project planning workshops:**

- Collaborative Research (Division of Research Programs)

- Digital Humanities Advancement Grants (Office of Digital Humanities)

- Dangers and Opportunities of Technology (Office of Digital Humanities)

ACTIVITIES WE DO NOT FUND

## Funding Restrictions
(NOFO pp 27):

- digitizing collections

- **graduate or undergraduate courses or programs in the digital humanities**

- **programs that are not regional (multistate) or national in scope**

- **institutes held outside the United States or its jurisdictions**

- meals, food, or refreshments at receptions or "networking" events

- costs for activities performed by federal entities or personnel

- promotion of a particular political, religious, or ideological point of view

- advocacy of a particular program of social or political action

- support of specific public policies or legislation

- lobbying

- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods
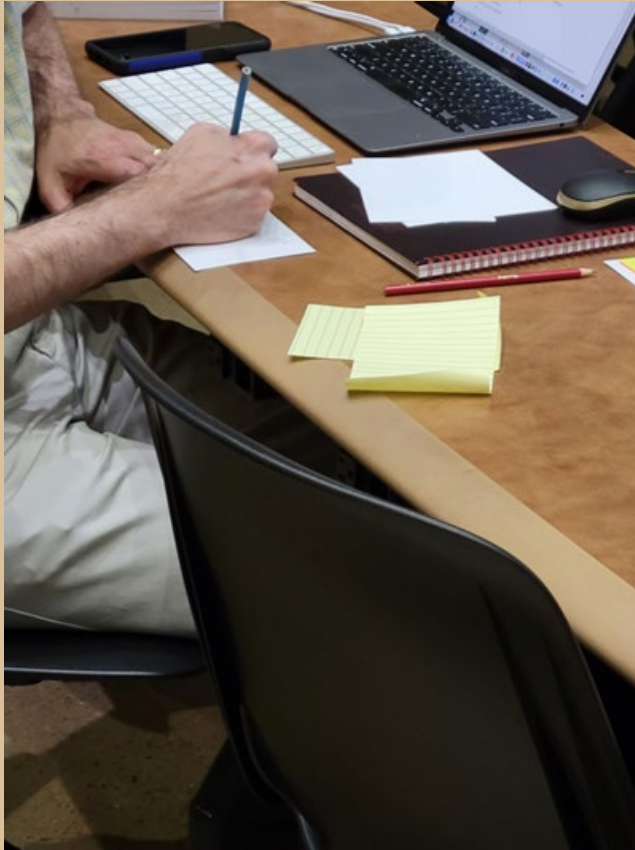
# WHAT'S NEW FOR 2023 AND 2024?



*Image: Participant taking notes an index card with an open laptop and spiral notebook nearby as part of an IADTH institute on digital editing*

- This Notice of Funding Opportunity will apply to the 2023 and 2024 deadlines.

- Additional guidance on faculty and participant compensation

- A resource for project evaluation

- For projects partnering with another institution as a host via a subaward, subrecipient budgets from those institutions are now a separate attachment

https://www.neh.gov/divisions/odh/institutes

*Image: screenshot of the IATDH list of upcoming and past opportunities on the NEH website*

# PAST OFFERINGS



Hosted by Vanderbilt University and the University of Colorado, Colorado Springs
*(Image: Institute website)*



Hosted by the University of Pittsburgh
*(Image: Institute website)*

# UPCOMING OFFERINGS



Hosted by the Alexandria Archive Institute
*(Image: Institute website)*



Hosted by Columbia University
*(Image: Institute website)*

## AWARD AMOUNTS AND PERIOD OF PERFORMANCE



Image: Two laptops with mapping software as part of an IADTH institute on geospatial humanities

- Awards may be up to $250,000 in outright funds.

- The period of performance is up to 36 months, with a start date between September 1, 2023, and September 1, 2024 (for the 2023 application deadline.)

# PLANNING:
## START WITH THE IATDH RESOURCE PAGE

The NOFO is formerly known as the application "guidelines."

Images are screenshots of the IATDH Program Resource Page

# IATDH Program Resource Page: Everything you need!



NATIONAL ENDOWMENT FOR THE HUMANITIES

Grants   News   Our Work

Institutes for Advanced Topics in the Digital

NATIONAL ENDOWMENT FOR THE HUMANITIES

Grants   News

**Webinar**

A webinar will be held on **December 1, 2022, from 2:00 pm to 3:00 pm Eastern time**. There will be an opportunity for participants to ask questions at the end of the webinar.

Please click here to register in the webinar.

The recording along with the slide deck and a transcription will be made available after the event.

**Grant Snapshot**

Maximum award amount: $250,000

Open to: Organizations

Expected output: Conference/Institute/Seminar

Period of performance: Up to 36 months

Application available: November 21, 2022

Optional draft due: December 15, 2022

Deadline: February 15, 2023

Expected notification date: August 31, 2023

Project start date: September 1, 2023 – September 1, 2024

Contact the Office of Digital Humanities Team odh@neh.gov

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

Step 1
## Review your application package

Read the Notice of Funding Opportunity to ensure you understand the expectations and restrictions for projects delivered under this grant and are prepared to write the most effective application.

**Application Materials**

Institutes for Advanced Topics in the Digital Humanities Notice of Funding Opportunity, 2023 (PDF)

Institutes for Advanced Topics in the Digital Humanities Grants.gov application package

**Program Resources**

Institutes for Advanced Topics in the Digital Humanities Frequently Asked Questions, 2023 (PDF)

List of Recently Funded Institutes for Advanced Topics in the Digital Humanities Grants

https://www.neh.gov/grants/odh/institutes-advanced-topics-in-the-digital-humanities

# READ NOFO & FOLLOW INSTRUCTIONS

Image is screenshot of Section D2 of the NOFO, pages 6 -7

## 2. Content and Form of Application Submission

Your application will include a narrative, budget, and other forms and attachments. You will complete the forms within Grants.gov Workspace and upload other components into the Attachments Form. See the Application Component Table.

NEH has assigned each application component one of the following designations:

- Required: You must submit this component.
- Conditionally Required: You must submit this component if your proposal meets the specified conditions.
- Recommended: NEH encourages, but does not require, you to submit this component.

You must submit all required components and conditionally required components relevant to your proposal. **NEH will not review applications missing any required documents or relevant conditionally required documents.**

In addition, NEH has established page limits for some application components:

- Mandatory: You must not exceed the page limit.
- Suggested: NEH encourages, but does not require, you to abide by the page limit.

Take note of the page limits and formatting instructions in this notice. **NEH will not review applications that exceed mandatory page limits or deviate from formatting instructions.**

Your application components must conform to the following formatting requirements, unless otherwise indicated:

- pages no larger than standard letter (8 ½" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11 points

In addition, you are encouraged to format your components consistent with the following:

- single-spacing
- a readable font such as Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style (citations are included in page counts)

# APPLICATION CHECKLIST

Found on pages 7-8 in the NOFO

- Note page limits & requirements

- Check with your institutional research or development office about internal deadlines & requirements before you begin applications

(*Image is a screenshot of the Application Components Table*)

**Application Component Table**

| Application Component | File Name | Designation | Page limits |
|---|---|---|---|
| **Grants.gov forms** | | | |
| SF-424 Application for Federal Assistance - Short Organizational | | Required | |
| Supplementary Cover Sheet for NEH Grant Programs | | Required | |
| Project/Performance Site(s) Location Form | | Required | |
| Research and Related Budget | | Required | |
| Attachments Form | | Required | |
| Certification Regarding Lobbying | | Conditionally required | |
| Standard Form-LLL "Disclosure of Lobbying Activities" | | Conditionally required | |
| **Attachments** | | | |
| 1: List of project personnel | personnel.pdf | Required | |
| 2: Narrative | narrative.pdf | Required | 10 (mandatory) |
| 3: Work plan and course outline | workplan.pdf | Required | 5 (suggested) |
| 4: Biographies | biographies.pdf | Required | One paragraph per person (mandatory) |
| 5: Letters of commitment | letters.pdf | Recommended | One page per letter (suggested) |
| 6: Evaluations and description of updates | evaluations.pdf | Conditionally required | |
| 7. Subrecipient budget(s) | subrecipient.pdf | Conditionally required | |
| 8: Federally negotiated cost rate agreement | agreement.pdf | Conditionally required | |
| 9: Explanation of delinquent federal debt | delinquentdebt.pdf | Conditionally required | |

# APPLICATION COMPONENTS & REVIEW CRITERIA
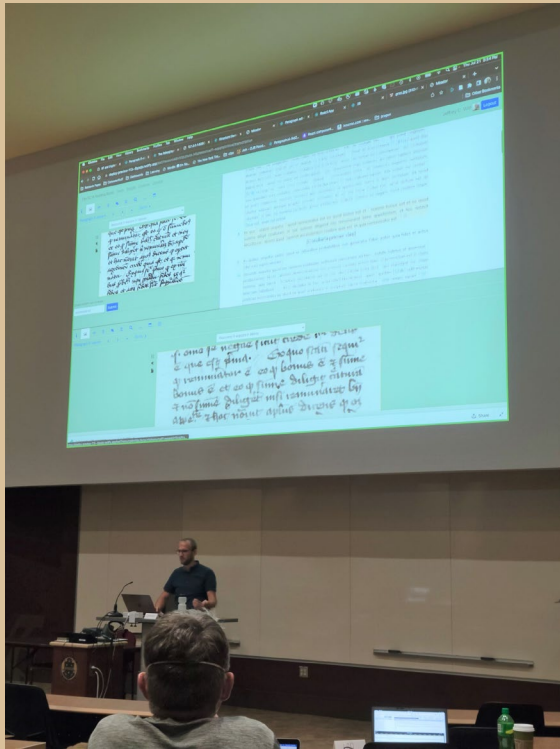
*Image: Lecturer in front of a large screen as part of an IADTH institute on digital editing*

Use the application pieces to build your argument

Narrative (Attachment 2):

- Significance: 1 and 5

- Curriculum and Work Plan: 2

- Participants: 1 and 3

- Institutional Profile: 4

- Staff, faculty, and consultants: 4

- Impact and evaluation: 5

Work Plan and Course Outline (Attachment 3): 2

Biographies (Attachment 4): 4

Letters of Commitment (Attachment 5): 4

Evaluations & description of updates (Attachment 6): 2

Budget(s) + Justification(s) (Grants.gov form): 5

## 1. Intellectual significance & potential impact

Aligned with the following application sections:

- Narrative: Significance

- Narrative: Impact and Evaluation

- Prepare a clear and persuasive are the intellectual rationale– why do you want to do this?

- Justify the digital methodology or technologies being studied at the institute

- Situate the proposed institute amongst others of a similar nature (Tip: Check the list of previously funded IATDHs)

- And then clarify how this institute will build on that past work or break new ground

- For prior IADTH recipients, provide evidence that a second or third offering is warranted

## 2. Conception, definition, organization, and description of the program

Aligned with the following application sections:

- Narrative: Curriculum and work plan

- Workplan and course outline (Attachment 3)

- *For previous directors:* Evaluations and description of updates (Attachment 6)

- Justify the chosen format– in-person, virtual, hybrid– for the proposed topic

- Make sure that you have considered how the components work together– is it an appropriate mix of lectures, discussions, hands-on activities, and independent work?

- Demonstrate that you have allowed adequate time for the proposed activities

- In the Workplan attachment, provide a clear sense of what will happen before, during, and after of the active part of the institute

- For prior IADTH recipients, does the applicant adequately explain how the directors' experiences have shaped the institute currently being proposed?

## 3. Participant selection

Aligned with the following application sections:

- Narrative: Significance

- Narrative: Participants

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- Demonstrate that you've thought carefully about your intended audience

- Provide details about your recruitment strategies as well as any outreach activities to particular communities of humanities faculty members and professionals

- Describe plans for recruiting a diverse and inclusive pool of applicants, including those from historically underrepresented communities and individuals with disabilities (Tip: Show that you aware of particular networks and affinity groups)

- And then, tell us how you will select your participants

## 4. Appropriateness of the host institution and the institute team

Aligned with the following application sections:

- Narrative: Institutional Profile

- Narrative: Staff, faculty, and consultants

- Biographies (Attachment 4)

- Letters of Commitment (Attachment 5)

- Now make the case for why YOU (and your institution) should host the institute

- Describe the facilities and related resources support a collegial academic environment– are there special libraries and laboratories that participants will have access to?

- If you are proposing a virtual or hybrid offering, describe your experiences with this format

- Show that the institute faculty are appropriate for the institute topic and activities  (Tip: Tailor the Biographies and Letters of Commitment attachments for this application)

## 5. Impact, evaluation and budget

Aligned with the following application sections:

- Narrative: Impact and Evaluation
- Budget(s) & Justification(s) (Grants.gov form)

- Describe your evaluation plans (both during and after the institute)– how will you know that you're meeting your goals
  - Note: we have included a reference to a resource for evaluating professional programs
- Do you have plans for sustaining the community after the active part of the institute? Collaborative publication? Developing of teaching resources?
- Describe how a project website will showcase the institute curriculum and participant work
- Budget appropriately for faculty and staff- honoraria? Travel costs?
- Describe how the faculty, staff, and participants will be compensated. Travel and per diem? A flat rate?

# TIPS & REMINDERS

Applications that do not adhere to program requirements (including page limits) or are incomplete will not be reviewed.

- Remember, this is the NEH—humanities significance is always key.

- Have a clear sense of how you can use your expertise to build a community of digital humanities practitioners

- Design a feasible offering with a reasonable budget – this is public funding!

- Be realistic about what you can accomplish in a proposed professional development opportunity

- Clearly describe your intended participant audience and your plans for connecting with them

# NEH REVIEW PROCESS

Decision notifications:
6-7 months after submission date

- NEH reviews for eligibility & completeness
- Peer review & panel meeting
  - Panelists have 6-7 weeks to evaluate, then meet to discuss
- Staff make recommendations after peer review process complete
- National Humanities Council review recommendations
  - Meetings in March, **July,** November

- NEH Chair makes final decisions on awards
- Applicants notified

SUBMIT A DRAFT



*Image: Participants working on computers as part of an institute on space and place in Africana studies*

## Drafts

- Email to ODH odh@neh.gov

- In an attached file, include the draft narrative, preliminary work plan and course outline, and/or preliminary budget.

- In the email message, include proposed funding level, lead project director, institution name, and preliminary title for the project.

- You may submit one draft any time before the deadlines.

**Deadline:**

**December 15, 2022\***

**\*remember, a draft doesn't have to be perfect**

## Resources for Applicants to the NEH Office of Digital Humanities

The NEH and the Office of Digital Humanities have published an abundance of resources to help you navigate our programs and write a competitive application. We've compiled many of these resources for your reference. Bookmark this page: we'll keep it updated with new materials as they are released.

### Finding the right fit for digital projects

The NEH has more than twenty grant programs that can fund digital projects, spread across all of our offices and divisions. Use these resources to navigate the many funding opportunities that we offer and determine which ones are right for you.

- Funding DH @ the NEH [YouTube]
- Match Your Project to a Grant Program
- What Grant Program Fits my Digital Project
- Funding Digital Projects at Small, Regional, and Minority-Serving Institutions

### General applicant resources

The NEH has published several resources that are useful for all applicants. New applicants are especially encouraged to review these resources as you begin to prepare your application.

- Application Tips
- Information for First Time Applicants
- NEH Virtual Grants Workshops

### Resources for applying to the Office of Digital Humanities

The ODH oversees a subset of grant programs relating to experimentation, infrastructure, and professional development in digital humanities.

https://www.neh.gov/divisions/odh/resources-for-applicants-to-the-NEH-office-of-digital-humanities

## RESOURCES

All NEH applicants start here:

neh.gov/grants

## Additional Resources for Applicants to the Office of Digital Humanities:

- Read sample funded applications & dig into the database of funded projects

- Contact program staff for a consultation: odh@neh.gov

- Volunteer to serve as a peer reviewer: odh@neh.gov

# KEY IATDH DATES

| App Deadlines | Draft Deadlines | Notifications | Start Dates |
|---|---|---|---|
| February 15, 2023 11:59 pm Eastern | December 15, 2022 | August 2023 | September 2023 |
| February 15, 2024 11:59 pm Eastern | December 15, 2023 | August 2024 | September 2024 |

# CONTACT
# THE ODH STAFF

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Web: https://www.neh.gov/odh