1. **Table of contents** (one page)
2. **Statement of significance and impact** (one page)

Provide a project statement written for a nonspecialist audience, stating clearly the significance of the proposed work, its relation to larger issues in the humanities, and the impact of the proposed publication on its intended audience and on future scholarship. Submit the statement of significance and impact (but not the abstract—see above) as attachment 2 of the application.

1. **List of participants** (one page)

Provide a list, in alphabetical order, surnames first, of all collaborators and other participants, designating the project director and if applicable the co-director. Include institutional affiliations for all listed participants. For those not affiliated with a nonprofit educational institution, provide occupation and employer; if none, list city and state of residence.

The names on this list must match the names mentioned in the Collaborators section of the project’s narrative description, as well as those listed in the budget. After you list the participants, provide a separate list of advisors, if any. Foreign nationals may participate in the project.

1. **Narrative** (maximum of 25 pages)

The narrative should not assume any specialized knowledge on the part of readers. It must be free of jargon and define field-specific terms.

In the narrative applicants must provide an **intellectual justification for the project** and a work plan. Applicants should write their proposals with the review criteria in mind, describing the intellectual significance of the texts, the research method, the qualifications of collaborators, the dissemination plan, and a plan to complete the project (both the portion to be undertaken during the period of performance and the entirety of the project).

The narrative must be introduced with the same project title included in the SF-424 form. This title may become public if an award is made. As noted above, the project title must be no more than 125 characters and should be informative to a nonspecialist audience.

Narratives are limited to ***twenty-five*** double-spaced pages. *Applications with narratives that exceed the page limit will be rejected*. All pages should have one-inch margins, and the font size must be Times New Roman eleven or twelve point. *Applications with narratives that do not follow this formatting or exceed twenty-five pages will also be rejected*. See the appendices section below for instructions on providing supplementary material.

Provide a detailed project description consisting of the following sections.

* + *Substance and context* (about eight pages)

Provide a clear, concise statement about the nature of the edition or translation; the significance of the work to be edited or translated; and its value to scholars, students, and general audiences in the humanities. Include a full description of the materials that the edition or translation will contain. If a previous edition or translation exists, discuss the reasons for undertaking a new one. Include a bibliographical essay that situates the project with regard to the existing relevant literature. Include in an appendix a bibliography of relevant primary and secondary sources. Applicants should also describe, if applicable, how their projects will make available materials dispersed among a number of repositories.

* + *History of the project and its productivity* (about three pages)

Provide a history of the project to date. Explain how the project began, its progress, and its estimated date of completion. Provide specific information on how collaborators have selected materials for the edition or translation and how they gained access to them. If gaining access to the materials requires permissions or poses other challenges, explain how the collaborators are addressing these issues.

Report on the progress of work that has received NEH support, including work supported by other NEH grant programs. Discuss the project’s productivity, specifying progress in collecting materials, editing or translating, and preparing for publication.

If the application requests support for only part of a larger editorial project, describe the overall design of the whole project and clearly delineate the specific part intended for NEH funding through this application.

If work on the larger project will continue after the proposed period of performance, applicants should describe the work that will remain (including a realistic date of completion of the entire project) and all probable sources of financial support for that work. For long-term projects, provide a provisional plan for overall completion, including milestones with dates.

Applications submitted for projects that have previously received NEH funding must

* be substantially updated, including a description of the new activities and a justification of the new budget request;
* discuss how the previously funded project met, or did not meet, its goals according to the original or (if appropriate) revised work plan; and
* include a table with appropriate dates, comparing the stated goals with actual accomplishments during the period of the two most recent NEH awards, and listing any changes that occurred.

All applications must

* provide a list of all project products to date, print or digital (if any), with print runs or usage statistics;
* provide an active URL for the project (if there is one);
* provide the projected number of volumes;
* provide the number of volumes completed (if any); and
* provide an estimated date of completion for the entire project.

Applications submitted for projects that will not be completed during the proposed period of performance must explain how the project will address succession in editorial leadership.

* + *Collaborators* (about three pages)
    - Describe the qualifications and responsibilities of the project director and all collaborators who would work on the project during the proposed period of performance, regardless of whether NEH funds are requested to support their participation.
    - Explain what each collaborator would contribute to the project.
    - State anticipated commitments of time, in percentage of time or hours per week for the project director and each collaborator.
    - Project directors must devote significant time to sustained work on the project.
    - For collaborators providing technical services, explain how their activities are important for achieving the project’s goals. Note that funding for such collaborators, technical and scientific services, equipment, supplies, and materials is capped at $30,000 (excluding indirect costs).
  + *Methods and execution* (about four pages)

**For all applicants:**Explain how the edition or translation goals correspond to the proposed methodology.

* + - Describe in detail the tasks to be undertaken and the technology to be employed, indicating what resources will be required, as well as the experience of the collaborators with the technology and its application to humanities scholarship.
    - Describe in detail the organization of the texts.
    - Describe the corpus—the total number of existing texts—represented by the edition or translation and the criteria for selecting the proportion of documents and texts from that corpus to be edited and published.
    - Explain the methods of analyzing, transcribing, verifying, and presenting the texts.
    - Explain how errors and variant readings in existing editions will be dealt with.
    - Describe the guidelines for annotation, introductions, indexes, and other editorial apparatus. State whether the edition follows MLA or ADE standards. If it does not, provide a rationale for departing from these standards.
    - Describe how critical introductions and explanatory annotations will establish the historical and intellectual contexts of the work or works and contribute to a better understanding of the text.

**For applicants proposing a translation:**

* + - explain the criteria for selecting the text or texts that will serve as the basis for the translation; and
    - explain how particular problems posed by the translation (including the degree of difficulty of the text) will be resolved.

**For applicants employing digital technology:**

Digital projects must describe the organization and contents of the site on which they would appear, providing screenshots or mock-ups, and URLs whenever possible. Explain the reasons for and advantages of employing digital methods.

Describe the technology to be used (hardware and software) and how it will facilitate the project. Where appropriate, provide information on pertinent technical standards and employing best practices, such as Text Encoding Initiative (TEI)-conformant markup, data management, and digital preservation infrastructure and policies. Describe the digital partners who will participate in the project and their activities. Discuss the methods for enhancing discoverability of the digital resource or content to aid the project’s dissemination.

NEH expects that any materials produced in digital form as a result of its awards will be maintained so as to ensure their long-term availability. To that end, describe how the project’s digital results will be maintained and supported beyond the period of performance. Provide information on the ability and commitment of the hosting institution to ensure sustained access to collections or digital materials, as well as the project’s financial sustainability.

* + *Work plan* (about two pages)  
      
    The work plan must be consistent with the work described in both the “Collaborators” section of the narrative and the budget.
* Describe what will be accomplished during each six-month period.
* Name all collaborators involved in the project during each six-month period and describe their specific tasks for each period, including approximate time commitments in percentages or days.
* *Final product and dissemination* (about three pages)

NEH expects recipients to provide broad access to all NEH-funded products, insofar as the condition of the materials and intellectual property rights allow. NEH strongly encourages projects that offer free public access to digital materials. For projects producing digital materials, all other considerations being equal, NEH will give preference to those that provide free access to materials produced with award funds. NEH does not support costs paid to publishers; nor does it provide publication subventions.

Projects that focus on developing tools (including digital tools, databases, visualizations, or maps) without producing their own substantive edition or translation and scholarly apparatus are not eligible in this program. (See p. 4 for the bulleted list of types of projects that may not receive Scholarly Editions and Translations grants.)

Discuss publication arrangements, publicity plans, estimated prices, and user costs for both print and digital publication. Any pertinent correspondence with a print or digital publisher must be included in the appendices. If the project involves materials under copyright, indicate your plans for securing the necessary permission to publish. Any supporting documents must also be included in the appendices.

Discuss both the media chosen for the final product (printed books, digital materials, or some combination) and the reasons for this choice.

* Projects proposing print volumes must describe the organization and contents of the volumes.

Projects proposing digital materials or publications must describe the organization and contents of the site on which they would appear, providing screenshots or mock-ups, and URLs whenever possible.