Eligibility & How to Apply

Participant selection:
This 25-member institute is designed for faculty and up to three graduate students who are currently teaching or are preparing to teach introductory or upper-level courses in the humanities that cover the Reformation, whether in history, literature, religious studies, political science, or other related fields. Participants from a wide range of disciplines, scholarly interests, and career phases will enrich the plenary and small-group discussions. Institute members will be able to contribute from their own spheres of knowledge, particularly when it comes to helping humanities instructors address key facets of the common good, such as co-existence and pluralism in an age of competing world-views.

Eligibility:
Please go to the following website and read the eligibility criteria carefully:

As noted in the NEH eligibility criteria document:

“These projects are designed primarily for teachers of American undergraduate students. Qualified independent scholars and those employed by museums, libraries, historical societies, and other organizations may be eligible to compete provided they can effectively advance the teaching and research goals of the seminar or institute. Applicants must be United States citizens, residents of U.S. jurisdictions, or foreign nationals who have been residing in the United States or its territories for at least the three years immediately preceding the application deadline. Foreign nationals teaching abroad at non-U.S. chartered institutions are not eligible to apply.

Please note: Up to three institute spaces are reserved for current fulltime graduate students in the humanities.

An applicant need not have an advanced degree in order to qualify. Adjunct and part-time lecturers are eligible to apply. Individuals may not apply to study with a director of an NEH Summer Seminar or Institute who is a current colleague or a family member. Individuals must not apply to seminars directed by scholars with whom they have studied. Institute selection committees are advised that only under the most compelling and exceptional circumstances may an individual participate in an institute with a director or a lead faculty member who has guided that individual’s research or in whose previous institute or seminar he or she has participated.

Applicants must complete the NEH application cover sheet and provide all the information requested on the individual seminar or institute website to be considered eligible.”

Recent participants are eligible to apply, but selection committees are charged to give first consideration to applicants who have not participated in an NEH-supported Seminar, Institute or
Landmarks Workshop in the last three years (2013, 2014, and 2015). When choices must be made among equally qualified candidates, several additional factors are considered. **Preference is given to applicants who have not previously participated in an NEH Summer Seminar, Institute, or Landmarks Workshop, or who significantly contribute to the diversity of the seminar or institute.**

**Please note: An individual may apply to up to two projects (NEH Summer Seminars, or NEH Summer Institutes), but may participate in only one.**

Those who have previously participated in an NEH summer seminar or institute directed by Karin Maag are not eligible to apply for this program.

**Notification Procedure**

Successful applicants will be notified of their selection on Thursday, March 31, 2016, and they will have until Thursday, April 7 to accept or decline the offer.

**Once you have accepted an offer to attend any NEH Summer Program (NEH Summer Seminar or Institute), you may not accept an additional offer or withdraw in order to accept a different offer.**

**Stipend, Tenure, and Conditions of Award**

Individuals selected to participate in three-week projects will receive $2,700. Stipends are intended to help cover travel expenses to and from the project location, books and other research expenses, and ordinary living expenses. Stipends are taxable. **Applicants to all projects should note that supplements will not be given in cases where the stipend is insufficient to cover all expenses.**

**Seminar and institute participants are required to attend all meetings and to engage fully as professionals in the work of the project.** During the project's tenure, they may not undertake teaching assignments or any other professional activities unrelated to their participation in the project. **Participants who, for any reason, do not complete the full tenure of the project must refund a pro-rata portion of the stipend.**

At the end of the project's residential period, NEH Summer Scholars will be asked to submit online evaluations in which they review their work during the summer and assess its value to their personal and professional development. These evaluations will become part of the project's grant file.

**Application checklist**

A complete application consists of the following items, submitted either in hard-copy to the address below postmarked by March 1, 2016 or (preferably), as email attachments sent to kmaag@calvin.edu, no later than March 1, 2016 at midnight.
- The completed application cover sheet – use this link to access the form: https://securegrants.neh.gov/education/participants/

Fill it out, then print it, before clicking the submit button. **You must attach the completed cover sheet to your application**, either in hard copy, or by scanning the printed sheet and sending it to kmaag@calvin.edu along with your other application materials.

-A detailed resume, curriculum vitae, or brief biography, not to exceed 5 pages. Please make sure the document includes the names, titles, phone numbers and emails of two professional references

- **An application essay of no more than four double-spaced pages.** This essay is the most important part of your application. Make sure to include any relevant personal and academic information. Your essay should tell the selection committee why you want to participate in this institute, and about your interest in the topic. Please describe your current experience in teaching the Reformation or explain your definite plans to do so. What approaches have you taken or have you considered taking in teaching the topic? What main challenges have you experienced or do you foresee in teaching the Reformation to 21st-century undergraduates? What experiences, qualifications, and pedagogical background do you bring to this institute? What do you hope to accomplish by participating in this institute? In what ways do you see yourself contributing to the institute’s learning community? How might the institute shape your professional responsibilities, your teaching, and curricular development going forward?

**Mailing address for hard-copy applications:**

Karin Maag, Director
H. Henry Meeter Center for Calvin Studies
Hekman Library
1855 Knollcrest Circle SE
Grand Rapids, MI 49546