How To Apply

**The Materiality of Medieval Manuscripts:**
*Interpretation Through Production*

Application deadline: March 2, 2015 / notification date: March 30, 2015

The NEH provides the following information about eligibility criteria:


This page presents all the relevant parts of the NEH information and instructions about How to Apply, augmented with specific instructions for how to apply to this particular seminar. Such specific additional instructions are signaled through red lettering. All applications must be sent by e-mail attachments to the project director, Jonathan Wilcox

Summer Seminars and Institutes for College and University Teachers are offered by the National Endowment for the Humanities to provide college and university faculty members and independent scholars with an opportunity to enrich and revitalize their understanding of significant humanities ideas, texts, and topics. These study opportunities are especially designed for this program and are not intended to duplicate courses normally offered by graduate programs. On completion of a seminar or institute, NEH Summer Scholars will receive a certificate indicating their participation.

Prior to completing an application to as specific seminar or institute, please review the project website and consider carefully what is expected in terms of residence and attendance, reading and writing requirements, and general participation in the work of the project.

Each seminar includes 16 NEH Summer Scholars working in collaboration with one or two leading scholars. Participants will have access to a significant research collection, with time reserved to pursue individual research and study projects.

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

**SELECTION CRITERIA**

A selection committee reads and evaluates all properly completed applications in order to select the most promising applicants and to identify a number of alternates. (Seminar selection committees typically consist of the project director and two colleagues, in this case, the director and two scholars who exemplify the theoretical and the craft-centered approaches to book studies pursued here, namely Matthew P. Brown, Associate Professor of English and past Director of the UI Center for the Book, and Cheryl Jacobsen, Adjunct Assistant Professor at the UI Center for the Book, who will be the calligrapher serving the seminar.)
The most important consideration in the selection of participants is the likelihood that an applicant will benefit professionally. This is determined by committee members from the conjunction of several factors, each of which should be addressed in the application essay. These factors include:

1. quality and commitment as a teacher, scholar, and interpreter of the humanities;
2. intellectual interests, in general and as they relate to the work of the seminar or institute;
3. special perspectives, skills, or experiences that would contribute to the seminar or institute;
4. commitment to participate fully in the formal and informal collegial life of the seminar or institute;
5. the likelihood that the experience will enhance the applicant's teaching and scholarship; and
6. for seminars, the conception and organization of the applicant's independent project and its potential contribution to the seminar.

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 (2012, 2013, 2014). 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.

**STIPEND, TENURE, AND CONDITIONS OF AWARD**

Individuals selected to participate in four-week projects will receive $3,300. 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 prorata 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 INSTRUCTIONS**

Before you attempt to complete an application, please study the project website, which contains detailed information about the topic under study, project requirements and expectations of the participants, the academic and institutional setting, and specific provisions for lodging and subsistence. All application materials must be sent to the project director, jonathan-wilcox@uiowa.edu. Application materials sent to the Endowment will not be reviewed.

**CHECKLIST OF APPLICATION MATERIALS**
A complete application consists of an e-mail to the project director, jonathan-wilcox@uiowa.edu, with the following three items attached as pdf files:

- the completed application cover sheet,
- a detailed résumé, curriculum vitae, or brief biography with contact information for two professional references, and
- an application essay as outlined below.

**The application cover sheet**

The application cover sheet must be filled out online at this address:

https://securegrants.neh.gov/education/participants/

Please follow the prompts. Before you click the “submit” button, print out the cover sheet to a pdf and add it to your application package. (You can also print it out on paper to keep a record and scan it for the application package.) Then click “submit.” At this point you will be asked if you want to fill out a cover sheet for another project. If you do, follow the prompts to select the other project and repeat the process.

Note that filling out a cover sheet is not the same as applying, so there is no penalty for changing your mind and filling out cover sheets for several projects. A full application consists of the items listed above, as sent by e-mail to the project director.

You must submit a separate cover sheet online for each project to which you are applying in order to generate a unique tracking number for each application. Do not copy and paste a new cover sheet.

**Résumé and References**

Please include a detailed résumé, curriculum vitae, or brief biography (not to exceed five pages). Be sure the résumé provides the name, title, phone number, and e-mail address of two professional references.

**The Application Essay**

The application essay should be no more than four double spaced pages. This essay should include any relevant personal and academic information. It should address reasons for applying; the applicant's interest, both academic and personal, in the subject to be studied; qualifications and experiences that equip the applicant to do the work of the seminar and to make a contribution to a learning community; a statement of what the applicant wants to accomplish by participating; and the relation of the project to the applicant's professional responsibilities.

- Applicants to seminars should be sure to discuss any independent study project that is proposed beyond the common work of the seminar.

In addition, please describe the nature of the model that you would like to create during the hands-on work of the seminar. Give full citation for the specific manuscript you will be working on. If you expect to reproduce a passage, give the specific folio or page number and line
numbers (if relevant); if you envisage working up a different kind of model, please explain what it will be. Briefly explain why recreating the passage or crafting such a model will be helpful in relation to your proposed research project.

**SUBMISSION OF APPLICATIONS AND NOTIFICATION PROCEDURE**

Completed applications should be submitted to the project director, not the NEH, by e-mail no later than March 2, 2015.

Successful applicants will be notified of their selection on Monday, March 30, 2015, and they will have until Friday, April 3 to accept or decline the offer.

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

**EQUAL OPPORTUNITY STATEMENT**

Endowment programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to the Equal Opportunity Officer, National Endowment for the Humanities, 400 7th Street, SW, Washington, DC 20024. TDD: 202/606-8282 (this is a special telephone device for the Deaf).

For any questions about the application process, please contact the seminar director, Jonathan Wilcox, jonathan-wilcox@uiowa.edu.