



NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title: Fellowships for Advanced Social Science Research on Japan

Funding Opportunity Number: 20220427-FO

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.160

**Application Deadline:
April 27, 2022**

Ensure your Grants.gov registration and password are current.
NEH will not grant deadline extensions for lack of registration.

Division of Research Programs
Telephone: 202-606-8200
Email: fellowships@neh.gov
Federal Relay: 800-877-8399

OMB control number 3136-0134, expiration date October 31, 2024

Executive Summary

The National Endowment for the Humanities (NEH) Division of Research Programs is accepting applications for the Fellowships for Advanced Social Science Research on Japan program. The goals of the program are to promote Japan studies in the United States, to encourage U.S.-Japanese scholarly exchange, and to support the next generation of Japan scholars in the U.S. These fellowships are for individual researchers with advanced Japanese language skills whose research will require using data, sources, documents, onsite interviews, or other direct contact in Japanese. Fellows may undertake their projects in Japan, the United States, or both, and may include work in other countries for comparative purposes. The program is a joint activity of the Japan-United States Friendship Commission (JUSFC) and NEH.

Funding Opportunity Title	Fellowships for Advanced Social Science Research on Japan
Funding Opportunity Number	20220427-FO
Federal Assistance Listing	45.160
Application Deadline	April 27, 2022, 11:59 p.m. Eastern Time
Anticipated Announcement	December 2022
Anticipated Funding	Approximately \$120,000 to \$180,000 per deadline
Estimated Number and Type of Awards	Approximately 3 grants
Award Amounts	Up to \$60,000
Cost Sharing/Match Required	No
Period of Performance	The period of performance is 6-12 months. Recipients must begin their periods of performance between January 1, 2023, and September 1, 2024.
Eligible Applicants	Individuals See C. Eligibility Information for additional information.
Program Resource Page	https://www.neh.gov/grants/research/fellowships-advanced-social-science-research-japan
Pre-Application Webinar	March 10, 2022, 2-3 p.m. Eastern. Join the webinar.
Published	January 4, 2022

Table of Contents

Executive Summary	i
Table of Contents	ii
A. Program Description	1
1. Purpose.....	1
2. Background.....	1
B. Federal Award Information	2
1. Type of Application and Award	2
2. Summary of Funding	2
C. Eligibility Information	2
1. Eligible Applicants	2
2. Cost Sharing.....	3
3. Other Eligibility Information	3
D. Application and Submission Information.....	5
1. Application Package.....	5
2. Content and Form of Application Submission	5
3. Grants.gov Registration Process	13
4. Submission Dates and Times	14
5. Intergovernmental Review	14
6. Funding Restrictions	14
7. Other Submission Requirements	15
E. Application Review Information	16
1. Review Criteria	16
2. Review and Selection Process	16
3. Assessment of Risk and Other Pre-Award Activities	16
4. Anticipated Announcement and Award Dates	17
F. Federal Award Administration Information	17
1. Federal Award Notices.....	17
2. Administrative and National Policy Requirements.....	17
3. Reporting	18
G. Agency Contacts.....	19
H. Other Information.....	19

A. Program Description

1. Purpose

The Fellowships for Advanced Social Science Research on Japan program is a joint activity of the Japan-United States Friendship Commission (JUSFC) and the National Endowment for the Humanities (NEH). The goals of the program are to promote Japan studies in the United States, to encourage U.S.-Japanese scholarly exchange, and to support the next generation of Japan scholars in the United States.

Awards support research on modern Japanese society and political economy, Japan's international relations, and U.S.-Japan relations. The program encourages innovative research that puts these subjects in wider regional and global contexts and is comparative and contemporary in nature. Research should contribute to scholarly knowledge or to the general public's understanding of issues of concern to Japan and the United States. Appropriate disciplines include anthropology, economics, geography, history, international relations, linguistics, political science, psychology, and sociology. Awards usually result in articles, monographs, books, e-books, digital materials, translations, editions, or other scholarly resources.

These fellowships are intended for researchers with advanced Japanese language skills whose research will require using data, sources, documents, onsite interviews, or other direct contact in Japanese. Fellows may undertake their projects in Japan, the United States, or both, and may include work in other countries for comparative purposes. Projects may be at any stage of development.

In keeping with the JUSFC commitment to foster the next generation of leaders in developing and maintaining the Japan-U.S. relationship, NEH encourages applications from junior scholars (that is, scholars who have earned their terminal degree within the last seven years). NEH also encourages applications from independent scholars and faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities.

Certain types of publications and activities are prohibited from receiving support under this program, including projects focused primarily on pre-modern Japan (i.e., pre-1868) and projects primarily devoted to the interpretation of literary or artistic works. The full list of prohibitions appears in [D6. Funding Restrictions](#).

See [E1. Review Criteria](#) for the criteria used to evaluate applications in this program.

See [H. Other Information](#) for other individual research programs.

2. Background

This program is authorized by [20 U.S.C. §956, et seq.](#) Awards are subject to [NEH Fellowships and Awards for Faculty Terms and Conditions](#).

According to the [National Foundation on the Arts and the Humanities Act of 1965](#), "The term 'humanities' includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to

reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

Examples of NEH-funded projects may be found using the [Funded Projects Query Form](#).

[View examples of previously funded Fellowships for Advanced Social Science Research on Japan](#).

[Learn more about NEH](#).

[Learn more about the Japan-U.S. Friendship Commission](#).

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice (as opposed to supplements or renewals). Previously rejected applications may be revised and resubmitted.

NEH will provide funding in the form of grants, made on behalf of the JUSFC, which is the primary funder. Awards are governed by NEH grant policies and conditions.

2. Summary of Funding

The period of performance (i.e., the period during which you hold your grant) may range from six to twelve months. The stipend is \$5,000 per month. The maximum award is \$60,000 for a twelve-month period of performance.

The period of performance must be full-time and continuous. Teaching and administrative assignments or other major activities may not be undertaken during the period of performance.

Request a period of performance that suits your schedule and the needs of your project. Requesting a shorter period will not improve your chance of receiving an award.

You must begin your period of performance between January 1, 2023, and September 1, 2024.

NEH expects to have approximately \$120,000 to \$180,000 to fund an estimated three recipients.

Successful applicants will be awarded outright funds.

Awards are contingent on the availability of funds from the JUSFC.

C. Eligibility Information

1. Eligible Applicants

NEH accepts applications to this program from individuals who meet the following requirements.

Citizenship

U.S. citizens, whether they reside inside or outside the United States, are eligible to apply. Foreign nationals who have been living in the United States or its jurisdictions for at least the three years prior to the application deadline are also eligible. Foreign nationals who take up permanent residence outside the United States any time between the application deadline and the end of the period of performance will forfeit their eligibility to hold an award. Leaving the U.S. on a temporary basis is permitted.

Currently enrolled students

While applicants need not have advanced degrees, individuals currently enrolled in a degree granting program are ineligible to apply. Applicants who have satisfied all the requirements for a degree and are awaiting its conferral are eligible, but such applicants must include a letter from the dean of the conferring school or their department chair attesting to their status as of the application deadline in [Attachment 6: Degree conferral](#).

2. Cost Sharing

Cost sharing is not required in this program.

Cost sharing or matching is the portion of the project costs not paid by NEH funds. Cost sharing will not be considered in the evaluation of applications.

3. Other Eligibility Information

Limits on concurrent applications

You may apply to only one of the following programs in a given federal fiscal year:

- [Fellowships](#)
- [Awards for Faculty at Hispanic-Serving Institutions](#), [Historically Black Colleges and Universities](#), and [Tribal Colleges and Universities](#)
- [NEH-Mellon Fellowships for Digital Publication](#)
- Fellowships for Advanced Social Science Research on Japan

You may apply to the Fellowships for Advanced Social Science Research on Japan program and compete concurrently in the following programs for individuals in a given year:

- [Public Scholars](#)
- [Summer Stipends](#)
- [Dynamic Language Infrastructure - Documenting Endangered Languages Fellowships](#)
- NEH-funded [Fellowships at Independent Research Institutions](#)

Each competition has distinct application requirements. Refer to the relevant Notice of Funding Opportunity.

Projects previously supported by NEH

You may not apply for funding for a project previously supported by any of the following programs:

- [Fellowships](#)
- [NEH-Mellon Fellowships for Digital Publication](#)
- [Public Scholars](#)

- [Awards for Faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities](#), and [Tribal Colleges and Universities](#)
- [Dynamic Language Infrastructure - Documenting Endangered Languages Fellowships](#)
- Fellowships for Advanced Social Science Research on Japan

You may apply for funding for a project previously supported by a two-month NEH [Summer Stipend](#). In such a case, NEH will review the accomplishments from the previous award to determine whether the project warrants additional funding. If the current application includes work proposed in the previously funded Summer Stipend, you must address this overlap in the work plan. NEH may support complementary but not identical activities previously supported by a Summer Stipend.

Dissertation revisions

You may seek funding for a project based on a completed dissertation, but you must state in your narrative that the proposal is to revise a dissertation and explain how the new project moves beyond the dissertation.

Concurrent grants from other organizations

Recipients may simultaneously hold fellowships or grants from institutions other than NEH—including sabbaticals and grants from their own institutions—in support of the same project during their period of performance.

Collaborative projects

This program is designed primarily for individual researchers. Awards may not be divided. If you are seeking funding for more than one participant in a collaborative project, each person seeking funding must submit a separate application specifying their individual contribution. Each applicant must independently meet the eligibility requirements. Peer reviewers will be asked to evaluate each application on its own merits. Each application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Applicants who are seeking funding only for themselves but who are working as part of a collaborative team are also eligible. Collaborating scholars affiliated with or sponsored by an eligible institution may wish to apply to the [Collaborative Research](#) program.

Organizations

Organizations are not eligible to apply on behalf of scholars. Fellowship awards may not be transferred to the applicant's institution. If an individual recipient elects to have the fellowship paid through their institution, all NEH funds must be remitted to the individual. The institution may not take an institutional allowance or claim indirect costs.

Other restrictions

- Applicants may not have multiple applications considered under this notice.
- Applicants may not hold two or more NEH individual awards (for example, a Fellowship and a Public Scholars award, or a Fellowship and a Summer Stipend) with overlapping periods of performance or in support of the same tasks.
- If an applicant accepts a Fellowship, any active Summer Stipends application for the same project will be automatically withdrawn.
- Applicants may not work on a project supported by an NEH institutional award as either a project director or participant during the period of performance of an NEH individual award that is held full time.
- If an application is submitted more than once prior to the application due date (including submitting to the wrong funding opportunity number or making

corrections/updates), NEH will accept the last validated online submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

NEH will not make exceptions to the rules about periods of performance (explained in [B2. Summary of Funding](#)) in order to prevent overlap between individual awards.

NEH does not make awards to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using funds from, or sites and materials controlled by, other federal entities in their projects.

Except for the rare cases covered by NEH's [late submission policy](#), applications must be received by the deadline. Incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice. Applications must adhere to specified page limits and formatting requirements or they will not be reviewed. See the [Application Components Table](#).

D. Application and Submission Information

1. Application Package

You must apply electronically using Grants.gov Workspace or a Grants.gov system-to-system solution. A multistep registration process is required to submit your application. See [D3. Grants.gov Registration Process](#).

This funding opportunity is available in Grants.gov under number 20220427-FO. There is also a link on the [program resource page](#).

Once you have located the funding opportunity in Grants.gov, the application package can be found under the "Package" tab. It includes a series of required application forms. You will upload additional application components into the [Attachments Form](#).

Contact fellowships@neh.gov to request a paper copy of this notice.

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

2. Content and Form of Application Submission

Your application consists of a series of forms included in Grants.gov Workspace and other components that you will prepare and upload to the [Attachments Form](#). The Application Components Table below will help you prepare a complete application. In addition to the items listed in the table, you may submit two letters of reference (see [D7. Other Submission Requirements](#)). A budget is not required in this program.

Applications missing any required documents or conditionally required documents will be considered incomplete and will be rejected from further consideration.

Applications that exceed page limits or violate formatting instructions will be considered nonresponsive and will be rejected from further consideration.

Do not include any other attachments other than those required or conditionally required in this notice. Doing so will result in NEH rejecting your application.

Unless otherwise stipulated in specific instructions, attachments must conform to the following formatting requirements:

- pages no larger than standard letter size (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font size no smaller than 11-point
- single-spacing
- recommended fonts: Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style is acceptable; citations are included in page counts

Application Components Table

Grants.gov form/Attachment	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Individual			Required
NEH Supplemental Information for Individuals Form			Required
Project/Performance Site(s) Location Form			Required
Attachments Form			Required
1: Narrative	narrative.pdf	3 pages	Required
2: Work plan	workplan.pdf	1 page	Required
3: Bibliography	bibliography.pdf	1 page	Required
4: Résumé	resume.pdf	2 pages	Required
5: Appendices	appendices.pdf	1 page per item	Conditionally required
6: Degree conferral	degreeconferral.pdf		Conditionally required
7: Explanation of delinquent federal debt	delinquentdebt.pdf		Conditionally required

SF-424 Application for Federal Assistance – Individual

This form requests basic information about the applicant and the proposed project. Items **1**, **2**, and **4** will be automatically filled in; item **3** should be left blank.

5a-d. Applicant Information

Provide your name, telephone number, email address, and mailing address. You must include an email address in the “Email” field, even though it is not highlighted as a required field. NEH will use this address to notify you of the outcome of your application.

Provide your mailing address. Note: Your ZIP code must include the four-digit extension preceded by a hyphen. If you do not know your four-digit extension, use “-0000” (four zeros). Indicate your citizenship status with an “X.”

Enter your Congressional district. To find the number of your Congressional district, type your ZIP code into the [“Find Your Representative”](#) tool on the U.S. House of Representatives website. If you do not have a Congressional district (that is, you are in a state or U.S. territory that does not have districts or you reside in a foreign country), enter a “0” (zero). If you live in one district but your institution is in another, provide the number for the district in which you live.

6. Project Information

a. Project Title: Provide the title of your project. It should be brief (no more than 125 characters, including spaces). Successful applications typically have titles that are descriptive of the project and easily understood by the general public. Avoid using a title that requires clarification by the subtitle. When possible, include places and dates indicating a project’s scope. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.

b. Project Description: Provide a brief (no more than one thousand characters, including spaces) description of your project. It should be written for a nonspecialist audience and clearly state the importance of the proposed work to the social sciences. This description will appear on your application cover sheet and will serve as a project abstract during the review process. Do not exceed one thousand characters, including spaces. If you exceed one thousand characters, including spaces, Grants.gov may reject your application or cut off your project description at the thousand-character limit.

c. Proposed Project: List the start and end dates for your project. Your period of performance must start on the first day of a month and end on the last day of a month. It must be at least six months and no more than twelve months and it must be full-time and continuous. Because award amounts depend on the number of months of work that you specify, the dates that you enter here will determine the maximum amount of your award. See [B2. Summary of Funding](#) for information regarding allowable periods of performance.

7. Signature

By clicking on the “I Agree” box, you certify the following:

1) You are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, and have not—within the three years preceding the submission of this application—been convicted of or had a civil judgment rendered against you for commission of fraud or a criminal offense in connection with a public (federal, state, or local) transaction or a contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or default; and are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses. See [2 CFR parts 180](#) and [3369](#).

2) You are not delinquent in the repayment of any federal debt or you are providing explanatory information about any delinquency. Examples of relevant debt include student loans, delinquent taxes, delinquent child support payments, and delinquent payroll taxes for household or other employees. See [OMB Circular A-129](#).

3) You will comply with the [NEH Fellowships Terms and Conditions](#).

Click on the “Save” button at the top of the form to save your work and return to the main menu.

NEH Supplemental Information for Individuals Form

This form requests additional information about you, your institution (if affiliated), and your references.

Field of Project

Using the drop-down menu, indicate the field(s) of your project. You may select one, two, or three fields. If you select more than one, list the primary field first. Program staff will take this information into account when assigning your application to a review panel.

Project Director Field of Study

Using the drop-down menu, choose the field of study that best describes your area of expertise.

Address Information

Indicate whether the address that you have given on the [Application for Federal Assistance SF 424 - Individual](#) form is your home or work address.

Institutional Affiliation

If you are not affiliated with an institution of higher education, click “No” and continue to the Status section. If you are affiliated with an institution of higher education, complete the information for that institution. Applicants with an institutional affiliation must include their institution’s Unique Entity Identifier (UEI), omitting hyphens. This number is generally provided by the institution’s sponsored research office, and it ensures that NEH identifies your institution correctly in the materials we provide to external reviewers.

Status

Indicate whether you are a junior scholar or a senior scholar. Junior scholars are defined as those who are seven years or fewer beyond the day they received their terminal degree; senior scholars are defined as those who are more than seven years beyond the day they received their terminal degree.

Reference Letters

Provide the names, email addresses, and affiliations of your two references. Enter only one email address for each. If you provide two email addresses for a reference, NEH will be unable to contact that person. Applicants are responsible for providing accurate email addresses. The NEH application management system will use the addresses exactly as they have been entered on this form.

See [Section D7. Other Submission Requirements](#) for additional instructions on the submission of reference letters and confirmation of their receipt by NEH.

Nominating Official

Leave this section blank.

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will occur during the period of performance. You may include multiple performance sites. If you need to add more project/performance site locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section.

Include only sites where you are reasonably certain at the time of application that you will conduct project activities. It is possible to add sites later. For “Organization,” you may substitute

a brief description of locations that do not have a formal organizational name (e.g., "Residence of applicant" or "Interview site in Tokyo to be determined.") You may omit the Unique Entity Identifier for organizations other than that of the primary location, and for the primary location if it does not have a Unique Entity Identifier.

Enter Congressional districts using the two-letter state abbreviation followed by a hyphen and a three-digit district number. For example, "NY-002" for the second district of New York or "MS-001" for the first district of Mississippi.

Attachments Form

This form can accommodate up to fifteen attachments. Consult the [Application Components Table](#) to name and sequence your attachments in the proper order so that NEH can easily identify them.

Attachments must be in Portable Document Format (.pdf). Reformat all non-PDF files (i.e., Word, Excel, images, etc.) as PDFs. If an attachment contains multiple documents, merge them into a single file. Do not attach portfolios containing multiple PDFs. NEH cannot accept security-enhanced PDFs (e.g., password-protection, encryption, digital signatures, etc.). Flatten these files before uploading to Grants.gov.

Visit the [Grants.gov Adobe Software Compatibility page](#) to verify the compatibility of your current software or to download the appropriate version. If you have a problem installing Adobe Reader, contact your system administrator.

Limit file names to 50 or fewer characters. Do not attach any documents with the same name. Each attachment should have a unique name. Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. If you do not follow these naming conventions, your application may be rejected.

Grants.gov may accept and validate your submission even if required components are missing or are improperly formatted. This may result in NEH rejecting your application as incomplete or nonresponsive. It is your responsibility to ensure that all required components are properly formatted, attached, and submitted.

Occasionally, converting a document to PDF may alter its length. It is your responsibility to ensure that all attachments are within the stated page limits.

Attachment 1: Narrative (required)

Provide a comprehensive description of your proposed project. Your narrative should be succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

You must limit the narrative to three single-spaced pages with one-inch margins and a font size no smaller than eleven points. Images, charts, diagrams, footnotes, and endnotes are allowed if they fit within the three-page limit.

NEH has aligned each section with a primary corresponding review criterion, but note that the criteria can be relevant in more than one section and that, taken together, the parts of the narrative should form a coherent whole. Refer to [E1. Review Criteria](#).

Use the following section headings, providing the information indicated.

Name the file narrative.pdf.

Significance and contribution (corresponds primarily to [review criteria 1 and 2](#))

Describe the intellectual significance of the proposed project, including its value to social science scholars, general audiences, or both. Provide an overview of the project, explaining the basic ideas, problems, or questions examined by the study. Describe your research and state the project's thesis or claim(s). Explain how the project will complement, challenge, or expand relevant studies in the field. Discuss how the project furthers scholarly knowledge or public understanding of contemporary Japanese society or political economy, Japan's contemporary international relations, and/or U.S.-Japan relations.

If you are applying to translate a work into English and other English translations already exist, provide a rationale for a new translation. You must also provide a rationale for any proposed grant products that will be written in a language other than English.

Methods and organization (corresponds primarily to [review criteria 1 and 4](#))

Explain how your proposed research will help you resolve the problems or questions you are examining. Describe and discuss your method(s) and sources. As necessary, explain unfamiliar concepts or terminology for the non-specialist reader.

For book proposals, explain how the final product will be organized. If possible, provide a brief chapter outline. Explanations of each chapter's contents are particularly important when a chapter title does not clearly indicate its contents.

If your project is an expansion or revision of a completed dissertation, state this. Explain the expansion or revision you are proposing, and how the resulting product will be strengthened by the work for which you seek support.

For digital projects, describe the technologies that will be used and developed, and explain how the scholarship will be presented to benefit audiences in the social sciences.

For editions and translations, describe your plans for any included scholarly apparatus such as an introduction or annotations.

Competencies, skills, and access (corresponds primarily to [review criterion 3](#))

Explain your competence or background in the area of your project. If the area of inquiry is new to you, explain your reasons for working in it and your qualifications to do so. Specify the level of competence in any language or digital technology needed for the study. Describe where you will conduct the study and what research materials you will use. If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources, and name any Japanese sponsors or collaborators.

Final product and dissemination (corresponds primarily to [review criteria 5 and 6](#))

Describe the intended results of the project. Explain how the results will be disseminated and why these means are appropriate to the subject matter and audience. If the project has a website, provide the URL. If the final product will appear in a language other than English, explain how access and dissemination will be affected.

NEH and JUSFC expect 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, if any, will be sustained and supported beyond the period of performance.

Guidance for Narrative, Work plan, Bibliography, Résumé, and Appendices

To ensure that you fully address the review criteria, this table provides a crosswalk between the application components and the review criteria.

<u>Narrative Section</u>	<u>Review Criteria</u>
Significance and contribution	1 and 2
Methods and organization	1 and 4
Competencies, skills, and access	3
Final product and dissemination	5 and 6
<u>Application Component</u>	<u>Review Criteria</u>
Work plan	5 and 6
Bibliography	1, 2, and 4
Résumé	3
Appendix	4

Attachment 2: Work plan (required)

Provide a work plan describing what you will accomplish during the period of performance and on what schedule. Indicate where you will be and how you will spend your time. Describe the current state of the project and the part or stage of it that the fellowship will support, explaining how the tasks you propose will advance your project. Indicate how many months of support you are requesting. Your work plan must be based on a full-time commitment to the project during those months; part-time work is not allowed. If you do not anticipate finishing the entire project during the fellowship period, discuss your plan for doing so.

If you are seeking funds as part of a larger collaborative project, clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s).

Your work plan for the period of performance should not depend heavily on factors beyond your control, such as the receipt of outside readers' reports from a publisher. If you plan to submit your manuscript before the end of the period of performance, explain what additional work the project will require after you submit the manuscript and why it merits support.

The work plan must not exceed one page. Use one-inch margins and a font size no smaller than 11-point. You may present information in table form.

Name the file workplan.pdf.

Your work plan will be considered primarily under [review criteria 5 and 6](#).

Attachment 3: Bibliography (required)

Your bibliography should consist of primary and secondary sources that relate directly to the proposal. Include works that pertain to both the project's substance and its theoretical or methodological approaches. Evaluators will use the bibliography to assess your knowledge of the subject area, including relevant materials in Japanese. Provide English translations for any non-English titles that you list. If you are proposing work with archival materials, indicate the archive(s) in which they are held.

The bibliography must not exceed one single-spaced page. Any standard bibliographic format is acceptable. Items referenced in the narrative need not appear in the bibliography, if the citation in the narrative enables readers to identify the work.

Name the file bibliography.pdf.

Your bibliography will be considered primarily under [review criteria 1, 2, and 4](#).

Attachment 4: Résumé (required)

Your résumé must not exceed two pages. Do not submit a narrative biographical statement instead of a résumé. Include the following information:

- current and past positions
- education: list degrees, dates awarded, and titles of theses or dissertations
- awards and honors: include dates. If you have received prior support from NEH or JUSFC, indicate the dates of these awards and the products that resulted from them.
- publications: include full citations for publications and presentations
- other relevant professional activities and accomplishments
- level of competence in any relevant foreign languages, including Japanese

Name the file resume.pdf.

Your résumé will be considered primarily under [review criterion 3](#).

Attachment 5: Appendices (conditionally required)

If you are proposing an edition, translation, database project, or project involving visual materials, you must submit this attachment. **The appendices must not exceed one single-spaced page per item**, as described below:

- Editions or translations: provide a sample of the original text (one page) and the edited or translated version (one page). If you plan to include annotations, your sample of the edited or translated version should include examples.
- Database projects: provide a sample entry (one page).
- Visual materials: provide a sample (one page) saved as a PDF (do not use .jpg or other common graphic formats).

Applications including any other appendices will not be reviewed.

If applicable, your appendices will be considered primarily under [review criterion 4](#).

Name the file appendices.pdf.

Attachment 6: Degree conferral (conditionally required)

If you have satisfied all the requirements for a degree and are awaiting its conferral, you must include a letter from the dean of the conferring school or the department chair attesting that you have satisfied all of the requirements for the degree by the application deadline.

Name the file degreeconferral.pdf.

Attachment 7: Explanation of delinquent federal debt (conditionally required)

If you are delinquent in the repayment of any federal debt, provide explanatory information including evidence that you have entered into a repayment agreement with the Internal Revenue Service, and that you are current on all payments due. Examples of relevant debt include **delinquent** student loans, taxes, child support payments, or payroll taxes for household or other employees. See [OMB Circular A-129](#).

Name the file delinquentdebt.pdf.

3. Grants.gov Registration Process

Registering and creating an “individual applicant” profile

All applicants must submit their applications via Grants.gov Workspace.

If you are registering with Grants.gov for the first time, go to <https://apply07.grants.gov/apply/register.faces>.

Once you have registered at Grants.gov, you must add an “individual applicant” profile in order to submit an application to programs for individuals. Do this by clicking on the “My Account” link, then on “Manage Profiles” and “Add Profile.” Refer to [Grants.gov’s instructions for adding a profile](#).

Only applicants whose Grants.gov accounts include an individual applicant profile will be able to submit applications for this program. If you have successfully created an individual applicant profile, the “Apply” button on the Grants.gov opportunity page will be red. Otherwise it will be grayed out.

When you create your “individual applicant” profile, Grants.gov may automatically fill in the box for the Unique Entity Identifier with a default value. Do not change this number.

Applicants who have already registered at Grants.gov and created an “individual applicant” profile need not re-register to submit their proposals. However, we encourage you to check your account ahead of the deadline to confirm that it is still active and that your password has not expired.

If you have problems registering with Grants.gov or adding an “individual applicant” profile, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov.

Applicants who lose their username and password can request a reminder at <https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1>.

Additional registration information

Individuals do not need to register in the System for Award Management (SAM). Awards will not be processed for individuals with delinquent federal debt or for individuals who have been suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any federal department or agency. To see if you have delinquent federal debt or other exclusions recorded in SAM, go to the [SAM website](#); click on “Entity Information” and then select “Exclusions” from the drop-down menu under “Search.”

NEH may not make an award to an applicant until the applicant has complied with all applicable requirements and, if an applicant has not fully complied with the requirements by the time NEH is ready to make an award, NEH may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

NEH strongly recommends that you complete your registration at least two weeks before the application deadline. If you fail to allow sufficient time to complete registration with Grants.gov, you will not be eligible for a deadline extension or waiver of the online submission requirement.

4. Submission Dates and Times

Applications

The deadline for applications submitted under this notice is April 27, 2022, at 11:59 p.m. Eastern Time.

Applications must be complete and validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your application status](#).

When NEH receives your application from Grants.gov, the agency will assign it a tracking number beginning with FO-. A tracking number does not guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If a technical problem is detected, NEH will notify you via email. It is your responsibility to correct any errors prior to the deadline.

Once you have submitted an application, NEH’s comments on its status will be limited to questions of eligibility, completeness, and responsiveness.

Letters of reference

Letters of reference must be submitted online no later than May 25, 2022, in order to ensure full consideration. For additional information on letters of reference, see [D7. Other Submission Requirements](#).

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12372](#).

6. Funding Restrictions

Awards made under this notice may not be used for the following purposes:

- projects focused primarily on pre-modern Japan (i.e., pre-1868)
- research by students enrolled in a degree program, including research for doctoral dissertations or theses
- the preparation or revision of textbooks
- curriculum development
- the development of teaching methods or theories
- the writing of books for children or young adults
- educational impact, language impact, or technical impact assessments
- the creation or enhancement of databases, unless part of a larger interpretive project
- inventories of collections
- the writing of guide books, how-to books, and self-help books
- projects that fall outside the social sciences
- 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
- the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; or projects focused primarily on the interpretation of artistic or literary works

Awards in this program are made to individuals; indirect costs are unallowable. If an individual recipient elects to have the fellowship paid through their institution, all NEH funds must be remitted to the individual. Institutions may not take an allowance.

7. Other Submission Requirements

Letters of Reference

You may solicit two letters of reference. Provide the names, email addresses, and affiliations for your references on the [NEH Supplemental Information for Individuals Form](#). Letters of reference are more highly regarded if they address the specific proposed activity and the candidate's ability to undertake it.

If you are proposing a translation, one of your letters must be from an expert in the language(s) of your project and should provide an assessment of the one-page sample translation that you are submitting with your application. Notify this reference that they should address the quality of the translation sample in their letter.

Two weeks after the deadline, NEH will email your references, asking them to submit their letters. Letters must be submitted online not later than May 25, 2022.

You are responsible for ensuring that your references have received and responded to NEH's request for their letters. You are also responsible for providing them with relevant materials (such as a draft of the application). NEH will notify you by email when your reference letters have been submitted. After you have confirmation that NEH has received your application, you may check the status of your reference letters by logging in to the [secure area of NEH's website](#). Enter your application number and your Grants.gov tracking number. You will be able to see the names and email addresses of your references and whether their letters have arrived. If necessary, you may send them reminders (including the upload link) from that same webpage.

If a reference letter is submitted late, it will be added to your application when it arrives, but it is possible that reviewers will not take it into account. If you find that you must change your references after the application deadline, you may do so by contacting program staff at fellowships@neh.gov.

Elected government officials, current NEH staff, and members of the [National Council on the Humanities](#) may not serve as references.

Missing reference letters will not disqualify an application from review.

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications in this program:

1. The intellectual significance of the proposed project, including its value to social science scholars, general audiences, or both.
2. The degree to which the proposed project furthers scholarly knowledge or public understanding of contemporary Japanese society or political economy, Japan's contemporary international relations, and/or U.S.-Japan relations.
3. The quality or promise of quality of the applicant's work as an interpreter of the social sciences.
4. The quality of the conception, definition, organization, and description of the project and the applicant's clarity of expression.
5. The feasibility and appropriateness of the proposed work plan, including, when relevant, the soundness of the dissemination and access plans.
6. The likelihood that the applicant will complete the project (not necessarily during the period of performance).

Each review criterion corresponds to specific sections of the narrative and the other application components. See [D2. Content and Form of Application Submission](#).

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness, and then use a peer review process to evaluate all eligible and complete applications. Peer reviewers are experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH staff instruct reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff comment on matters of fact or on significant issues that otherwise would be missing from peer reviews, then makes recommendations to the [National Council on the Humanities](#). The National Council meets at least twice annually to advise the NEH Chair. The Chair considers the advice provided by the review process and, by law, makes all funding decisions. [Learn more about the NEH review process](#).

3. Assessment of Risk and Other Pre-Award Activities

Applications that have received a favorable objective review are reviewed for other considerations that include past performance, as applicable; continued applicant eligibility; and compliance with any public policy requirements. You may be asked to submit additional information or to undertake certain activities in anticipation of an award. However, even at this

point in the process, such requests do not guarantee that an award will be made. Following review of all applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate. Award decisions are discretionary and are not subject to appeal to any NEH official or board.

4. Anticipated Announcement and Award Dates

NEH will notify applicants of funding decisions by email in December 2022. This notification is not an authorization to begin performance or incur related costs. Successful applicants will be required to complete the NEH Fellowship Acceptance Form, from which the payment schedule will be determined. Applicants may request evaluations of their applications by emailing fellowships@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

The NEH Office of Grant Management will send offer letters to successful applicants via eGMS Reach as early as January 2023.

2. Administrative and National Policy Requirements

Awards are subject to the [NEH Fellowships and Awards for Faculty Terms and Conditions](#), and the specific terms and conditions in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

You must comply with [2 CFR §§180.335](#) and [.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

- 1) The prospective recipient certifies, by submission of this application, that he or she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.339](#), including suspension or debarment. See also 2 CFR parts [180](#) and [3369](#).
- 3) If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 7: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. All other considerations being equal, NEH gives preference to those that provide free access to the public.

Copyright information

Recipients may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under an award. In accordance with [2 CFR §200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this

right in consultation with recipients to publish an excerpt from resulting grant product(s) in [Humanities](#) magazine or on the NEH website.

Acknowledging NEH and JUSFC support

All materials publicizing or products resulting from NEH- and JUSFC-funded activities must contain an acknowledgment of NEH and JUSFC support. Consult [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) for guidance.

NEH Research Misconduct Policy

In accordance with the Federal Policy on Research Misconduct, published in the December 6, 2000, edition of the Federal Register, 65 Fed. Reg. 76,260, the National Endowment for the Humanities has established procedures for handling allegations of research misconduct applicable to both internal and external research programs supported by NEH. This policy reflects NEH's interest in the accuracy and reliability of the research record and the processes involved in its development. As defined in the Federal Policy on Research Misconduct, research includes all basic, applied, and demonstration research. Review the [NEH Research Misconduct Policy](#).

Coordination of geographic information and related spatial data

Applicants requesting funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services must conduct a due diligence search at the [Data.gov list of datasets](#) to discover whether the needed geospatial-related data, products, or services already exist. If not, the proposed geospatial data, products, or services must be produced in compliance with applicable proposed guidance posted at [www.fgdc.gov](#).

Eliminate waste, fraud, and abuse

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the [NEH Office of the Inspector General](#).

Termination

NEH reserves the right to terminate awards consistent with [2 CFR §200.340](#).

3. Reporting

Recipients must submit a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to the accomplishments during the period of performance; the products arising or anticipated to arise from the project; financial support apart from NEH or JUSFC sources; the project's impact; and acknowledgement of NEH and JUSFC support. The final reports must be submitted online in eGMS Reach. Further information will be provided in the Notice of Action.

Learn more about general [Performance Reporting Requirements](#) and the [reporting requirements for NEH Fellowship recipients](#).

A final financial report is not required.

Recipients are required to submit two copies of publications supported by the program and issued during the period of performance to NEH at the address below. Recipients are encouraged to send two copies of publications supported by the program and issued after the

period of performance to NEH at the address below. In both cases, one copy will be forwarded to JUSFC. In addition, recipients are asked to update the “Products and Prizes” tab in eGMS Reach for any publications or prizes resulting from NEH and JUSFC support.

G. Agency Contacts

If you have questions about the program, contact:

Division of Research Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8200
fellowships@neh.gov

If you have questions about administrative requirements or allowable costs, contact:

Office of Grant Management
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
grantmanagement@neh.gov

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

If you have questions about registering or renewing your registration with login.gov or SAM.gov, contact the Federal Service Desk, Monday – Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, at:

[Federal Service Desk](#)
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov Applicant Support, 24 hours a day, 7 days a week, excluding federal holidays. at:

[Grants.gov Applicant Support](#)
Telephone: 1-800-518-4726
International Calls: 606-545-5035
Email: support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

Applicants may wish to consult [JUSFC](#) about other funding opportunities for Japan-related projects.

Applicants interested in research projects that are either born digital or require mainly digital expression and digital publication are encouraged to apply for [NEH-Mellon Fellowships for Digital Publication](#).

Applicants seeking support for a period of less than six months should consider the [NEH Summer Stipends](#) program.

Junior or senior linguists, linguistic anthropologists, and sociolinguists interested in conducting research on one or more endangered or moribund languages should consider the [NEH Dynamic Language Infrastructure - Documenting Endangered Languages Fellowships](#).

Applicants seeking support for book-length research projects intended for general audiences should consider the NEH [Public Scholars](#) program. Junior scholars whose projects utilize materials held at the Library of Congress are eligible to apply to the Library of Congress's [John W. Kluge Fellowships](#) program.

Applicants affiliated with an eligible Hispanic-Serving Institution, Historically Black College or University, or Tribal College or University are eligible to apply to the NEH Awards for Faculty at [HSIs](#), [HBCUs](#), and [TCUs](#) programs.

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, et seq.](#) Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice ("SORN") published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that on average it takes sixty hours to complete this application. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at grantmanagement@neh.gov. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2024.