

NATIONAL ENDOWMENT FOR THE HUMANITIES  
OFFICIAL NOTICE OF ACTION

NATIONAL ENDOWMENT FOR THE HUMANITIES

WASHINGTON, D.C. 20506

AUG 21 1987

Dorothy G. Crocker  
Contract and Grant Officer  
Ofc. of Res. Dev. & Admin.  
University of California  
Santa Barbara, CA 93106

GRANT/FELLOWSHIP YEAR	10/87	09/88
FROM FUNDING		72,728.00
OUTSIDE		
NIH		
TREASURY MATCH \$		
TOTAL AWARDED \$		72,728.00

Ref: FV-20838-87

Dear Ms. Crocker:

It is with pleasure that I write to advise you that the National Endowment for the Humanities has awarded a grant of \$72,728 in support of the project referred to above. This grant is made after careful consideration of the application by the agency's peer review panels and the National Council on the Humanities.

Enclosed is the official notice of action which includes information on the length of the grant period and the terms and conditions that apply to this project. Please review this material carefully and feel free to address any questions concerning the award to the person whose name appears on the second page of the award notification.

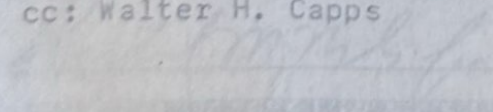
I am pleased that the Endowment is able to provide support for this project.

Sincerely,

Lynne V. Cheney  
Chairman

Enclosures

cc: Walter H. Capps



NATIONAL ENDOWMENT FOR THE HUMANITIES  
OFFICIAL NOTICE OF ACTION

RECIPIENT University of California, Santa Barbara  Institutional Grant Administrator:  Dorothy G. Crocker Contract and Grant Officer Ofc. of Res. Dev. & Admin. University of California Santa Barbara, CA 93106	ACTION TAKEN: New Grant	DATE OF ACTION: 09/21/87
	ID NUMBER: FV-20838-87	
	GRANT/FELLOWSHIP PERIOD FROM 10/87 TO 09/88	
PROJECT DIRECTOR Walter H. Capps	FUNDING OUTRIGHT \$ 72,728.00  GIFT \$  TREASURY MATCH \$  TOTAL AWARDED \$ 72,728.00	
	TREASURY MATCHING FUNDS AMOUNT N/A OFFERED \$  OFFER EXPIRES	
PROJECT TITLE Alexis de Tocqueville, DEMOCRACY IN AMERICA: Religion in a Democratic Society		

REMARKS:

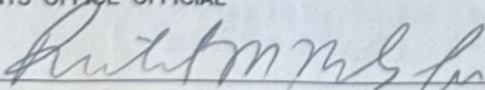
The conditions and special provisions that apply to this grant are attached and will be considered acceptable unless a written objection is submitted within thirty days of the date of this notice. The first request for payment will indicate the grantee's acceptance of the award.

The administration of this grant and the expenditure of funds are subject to:  
 -General Grant Provisions for Grants to Organizations (Revised October 1985);  
 -Uniform Administrative Requirements of OMB Circular A-110; and  
 -Cost Principles for Educational Institutions (OMB Circular A-21).  
 Copies of these documents may be obtained from the NEH Grants Office, Room 310.

Instructions for the submission of financial and performance reports will be found in Enclosures 1 and 2 and on the financial reporting forms. A complete schedule of report due dates appears on the last page of the attachment to this notice.

Payment of this grant will be made on a letter of credit basis. Information on the methods of payment and instructions for requesting payment will be found in Enclosure 1.

NEH GRANTS OFFICE OFFICIAL

Signature  Name and Title David J. Wallace  
Director, Grants Office

FOR AGENCY USE ONLY: PROJECT DIRECTOR

GRANTEE: University of California,  
Santa Barbara

GRANT NO: FV-20838-87

BASIS OF AWARD

This grant is made in support of the activities described in Endowment application FV-20838.

ENDOWMENT ADMINISTRATION OF THE AWARD

This grant has been funded by the Division of Fellowships and Seminars. Questions relating to project activities, the scope of the project, or changes in key project personnel should be addressed to Mr. Michael Hall of this division. Questions about the regulations that apply to the grant or requests for budget changes or extensions of the grant period should be addressed to Mr. Robert Anderson of the NEH Grants Office.

SPECIAL CONDITIONS AND PROVISIONS

The following conditions and provisions apply to this grant:

1. The revised budget dated July 21, 1987 is approved. Any variations from the approved budget will be subject to the limitations set forth in the general grant provisions under the heading "Budget Revisions."
2. The indirect cost rate of 33.5% of modified total direct costs is approved for this project.
3. Applicants who accept an award are expected to remain during the entire period of the seminar and to participate in its work on a full time basis. If a seminar member is obliged through special circumstances to depart before the end of the seminar, it shall be the grantee institution's responsibility to see that only a pro rata share of the stipend is received or that the appropriate pro rata share of the stipend is returned if the seminar member has already received the full stipend.

The names of applicants selected to attend the seminar will be due at the time of their selection, and copies of their applications should be forwarded approximately two weeks thereafter.

A narrative report describing the selection process will be due on May 31, 1988.

4. All materials publicizing or resulting from grant activities must contain an acknowledgment of Endowment support. The grantee should consult with Endowment staff to determine appropriate wording and placement.

Your attention is called to the text of 18 U.S.C. 1913 in the general grant provisions under the heading, "Lobbying Activities." The use of appropriated federal funds to influence members of Congress either for or against any legislation or appropriation is prohibited.

ALL CONDITIONS AND PROVISIONS OF THIS GRANT WILL BE CONSIDERED ACCEPTABLE TO THE GRANTEE UNLESS A WRITTEN OBJECTION IS SUBMITTED WITHIN THIRTY DAYS FROM THE DATE OF THIS AWARD.

The following is a listing of the due dates of the reports required for this grant. A copy of this listing should be forwarded to those individuals responsible for the submission of the required reports.

Final Financial Report	12/31/88
Final Performance Report	12/31/88
Federal Cash Transactions Report	01/31/88
Federal Cash Transactions Report	04/30/88
Federal Cash Transactions Report	07/31/88

The original and one copy of both interim and final performance reports should be forwarded to the NEH Grants Office, Room 310. The original and two copies of the final financial reports and program income reports (if required above) should be forwarded to the NEH Grants Office, Room 310. The Federal Cash Transactions Reports and all requests for payments should be forwarded to the NEH Accounting Office, Room 317.

I am pleased that the Endowment is able to provide support for this project.

Sincerely,

*Lynne V. Cheney*  
Lynne V. Cheney  
Chairman

Walter H. Capps

AWARD RECIPIENT: University of California, Santa Barbara, CA 93106  
DATE OF ACTION: 08/21/87  
**NATIONAL ENDOWMENT FOR THE HUMANITIES**

WASHINGTON, D.C. 20506

AUG 21 1987

Ms. Dorothy G. Crocker  
Contract and Grant Officer  
Ofc. of Res. Dev. & Admin.  
University of California  
Santa Barbara, CA 93106

Ref: FV-20838-87

Dear Ms. Crocker: DEMOCRACY IN AMERICA: Religion in a Democratic Society

It is with pleasure that I write to advise you that the National Endowment for the Humanities has awarded a grant of \$72,728 in support of the project referred to above. This grant is made after careful consideration of the application by the agency's peer review panels and the National Council on the Humanities.

Enclosed is the official notice of action which includes information on the length of the grant period and the terms and conditions that apply to this project. Please review this material carefully and feel free to address any questions concerning the award to the person whose name appears on the second page of the award notification.

I am pleased that the Endowment is able to provide support for this project.

Sincerely,

*Lynne V. Cheney*  
Lynne V. Cheney  
Chairman

Enclosures

cc: Walter H. Capps

David J. Wallace  
Director, Grants Office

Walter H. Capps  
1724 Santa Barbara Street  
Santa Barbara, CA 93101

NATIONAL ENDOWMENT FOR THE HUMANITIES  
OFFICIAL NOTICE OF ACTION

GRANT RECIPIENT

University of California, Santa Barbara

ACTION TAKEN:

New Grant

DATE OF ACTION:

08/21/88

ID NUMBER:

FV-20838-87

GRANT/FELLOWSHIP PERIOD

10/87

TO 09/88

FUNDING

OUTRIGHT \$

72,728.00

GIFT \$

TREASURY MATCH \$

TOTAL AWARDED \$

72,728.00

Institutional Grant Administrator:

Dorothy G. Crocker  
Contract and Grant Officer  
Ofc. of Res. Dev. & Admin.  
University of California  
Santa Barbara, CA 93106

BASIS OF AWARD

PROJECT DIRECTOR

Walter H. Capps

PROJECT TITLE

Alexis de Tocqueville, DEMOCRACY IN AMERICA: Religion in a Democratic Society

TREASURY MATCHING FUNDS

AMOUNT

N/A

OFFERED \$

OFFER EXPIRES

REMARKS:

The following conditions and provisions apply to this grant. The conditions and special provisions that apply to this grant are attached and will be considered acceptable unless a written objection is submitted within thirty days of the date of this notice. The first request for payment will indicate the grantee's acceptance of the award.

The administration of this grant and the expenditure of funds are subject to:  
-General Grant Provisions for Grants to Organizations (Revised October 1985);  
-Uniform Administrative Requirements of OMB Circular A-110; and  
-Cost Principles for Educational Institutions (OMB Circular A-21).  
Copies of these documents may be obtained from the NEH Grants Office, Room 310.

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Payment of this grant will be made on a letter of credit basis. Information on the methods of payment and instructions for requesting payment will be found in Enclosure 1.

NEH GRANTS OFFICE OFFICIAL

Signature

Name and Title

David J. Wallace  
Director, Grants Office

FOR AGENCY USE ONLY:

Walter H. Capps  
1724 Santa Barbara Street  
Santa Barbara, CA 93101

AWARD RECIPIENT

GRANTEE: University of California,  
Santa Barbara

GRANT NO: FV-208

BASIS OF AWARD

This grant is made in support of the activities described in Endowment application FV-20838.

ENDOWMENT ADMINISTRATION OF THE AWARD

This grant has been funded by the Division of Fellowships and Seminars. Questions relating to project activities, the scope of the project, or changes in key project personnel should be addressed to Mr. Michael Hall of this division. Questions regarding the regulations that apply to the grant or requests for budget changes or extensions of the grant period should be addressed to Mr. Robert Anderson of the NEH Grants Office.

SPECIAL CONDITIONS AND PROVISIONS

The following conditions and provisions apply to this grant:

1. The revised budget dated July 21, 1987 is approved. Any variations from the approved budget will be subject to the limitations set forth in the general grant provisions under the heading "Budget Revisions."
2. The indirect cost rate of 33.5% of modified total direct costs is approved for this project.
3. Applicants who accept an award are expected to remain in the United States for the entire period of the seminar and to participate in the work on a full time basis. If a seminar member is obliged through special circumstances to depart before the end of the seminar, it shall be the grantee institution's responsibility to see that only a pro rata share of the stipend is received or that the appropriate pro rata share of the stipend is returned if the seminar member has already received the stipend.

The names of applicants selected to attend the seminar will be due at the time of their selection, and copies of the applications should be forwarded approximately two weeks thereafter.

A narrative report describing the selection process will be due on May 31, 1988.

4. All materials publicizing or resulting from grant activities must contain an acknowledgment of Endowment support. The grantee should consult with Endowment staff to determine appropriate wording and placement.



The following is a listing of the due dates of the reports required for this grant. A copy of this listing should be forwarded to those individuals responsible for the submission of the required reports.

- 2 -

Final Financial Report 12/31/88  
Final Performance Report 12/31/88  
Federal Cash Transactions Report 12/31/88  
Federal Cash Transactions Report 12/31/88  
Federal Cash Transactions Report 12/31/88

Your attention is called to the text of 18 U.S.C. 1913 in the general grant provisions under the heading, "Lobbying Activities." The use of appropriated federal funds to influence members of Congress either for or against any legislation or appropriation is prohibited.

The original and copies of all reports and financial performance reports should be forwarded to the NEH Grants Office, Room 310. The original and copies of all financial reports and program income reports (if required) should be forwarded to the NEH Grants Office, Room 310. The original and copies of all Federal Cash Transactions Reports and all requests for payments should be forwarded to the NEH Accounting Office, Room 317.

ALL CONDITIONS AND PROVISIONS OF THIS GRANT WILL BE CONSIDERED ACCEPTABLE TO THE GRANTEE UNLESS A WRITTEN OBJECTION IS SUBMITTED WITHIN THIRTY DAYS FROM THE DATE OF THIS AWARD.

The following is a listing of the due dates of the reports required for this grant. A copy of this listing should be forwarded to those individuals responsible for the submission of the required reports.

Final Financial Report	12/31/88
Final Performance Report	12/31/88
Federal Cash Transactions Report	01/31/88
Federal Cash Transactions Report	04/30/88
Federal Cash Transactions Report	07/31/88

March 1, 1987

The original and one copy of both interim and final performance reports should be forwarded to the NEH Grants Office, Room 310. The original and two copies of the final financial reports and program income reports (if required above) should be forwarded to the NEH Grants Office, Room 310. The Federal Cash Transactions Reports and all requests for payments should be forwarded to the NEH Accounting Office, Room 317.

Changes in Project Personnel

As a rule, only the replacement of the project director or the co-director or a substantial change in the level of their effort or involvement in the project requires prior written approval from NEH. When it is specifically required as a condition of an award, written approval will also be needed for the replacement of other personnel whose work is deemed by NEH to be critical to the project's successful completion. The replacement of professional personnel, other than those identified above, does not require NEH approval, but such changes should not be effected before NEH is notified in writing.

All notices of proposed changes in professional project staff shall be submitted through the institutional grant administrator and shall include evidence of the qualifications for replacement personnel.

#### 10. Payments and Interest

Unless otherwise specified in the award document, grantees will be paid on an advance basis. It is the responsibility of the grantee to insure that payment requests are not in excess of the reasonably anticipated cash needs of the grantee or subrecipients.

Grantees who are subject to the administrative requirements of GAO Circular A-110 (except colleges and universities that are instrumentalities of a state) are required to maintain advances of federal funds in interest bearing accounts. Interest in excess of \$100.00 a year that is earned by these grantees on advanced payments from NEH shall be reported to NEH on the Federal Cash Transactions Report (Standard Form 272) and remitted at least quarterly by check made payable to the National Endowment for the Humanities.

A detailed explanation of payment procedures will be found in Enclosure 1 of the award document.

UNIVERSITY OF CALIFORNIA, SANTA BARBARA  
AWARD SYNOPSIS

Grant     Contract     Cooperative Agreement    UCSB PROPOSAL NUMBER 08 627687

Agency Award Number FV-20338-87    Amendment or Modification Number \_\_\_\_\_

Funds Awarded by This Action \$ 72,728     Includes Emergency Release of Funds \$ \_\_\_\_\_

Period of Performance October 1, 1987 through September 30, 1988     Includes Flexibility Period

Projected Support \$ \_\_\_\_\_    Projected Period \_\_\_\_\_

Funding Agency National Endowment for the Humanities

Project Title 'Alexis de Tocqueville, 'Democracy in America: Religion in a  
Democratic Society''

Principal Investigator(s) Dr. Walter H. Capps

Administering Unit University Extension

Award Action is:     New     Renewal     Supplement     Continuation     Increment  
Type of Contract (if applicable):     Fixed Price     Cost Reimbursement     Other     Advance Payment Pool

General Provisions governing this award Provisions of Grant; A-21; A-110

\*Scientific Reports Due:     ~~ORDA~~ <sup>INTERIM</sup> 5/31/88     Semi-Annual     Quarterly     Final 12/31/88

General Purpose Equipment acquisition not in the approved budget requires prior approval of:

ORDA if the amount exceeds \$ \_\_\_\_\_     Funding Agency if the amount exceeds \$ 500\*\*

Special Purpose Equipment acquisition not in the approved budget requires prior approval of:     Approval from Funding Agency     DIPEC<sup>2</sup> required - even if in budget.

ORDA if the amount exceeds \$ \_\_\_\_\_     Funding Agency if the amount exceeds \$ 1,000\*\*

Domestic Travel requires prior approval of  Funding Agency  ORDA if total expenditures exceed \$ 1,100\*\*

Foreign Travel - each trip requires prior approval of  Funding Agency  ORDA if not in proposal budget.     Prior approval from Funding Agency required - even if in budget.

Title to Equipment vests in:     University     Government     Other \_\_\_\_\_

Expenditure Records of Admin. Unit must include:     Salary Cost-Sharing \$ \_\_\_\_\_     Non-Salary Cost Sharing \$ \_\_\_\_\_     Matching Funds \$ \_\_\_\_\_

<sup>2</sup> if over \$10,000 (or Computer Equipment over \$1,000); also, DD#1419 (DIPEC) must be completed and sent, via ORDA, to the federal administering agency.

Remarks: \*Please see grant document for complete reporting requirements.

\*\*Transfer of funds out of training allowances requires agency approval.

Indirect Cost Rate 33.5 % Indirect Costs \$ \_\_\_\_\_    UCSB Account No. \_\_\_\_\_

(To Be Filled In By Accounting)

- cc: Principal Investigator (w/encl.)
- Department Liaison (w/encl.)
- Accounting (w/encl.)
- Equip. Management (w/encl.)
- Public Information
- Environmental Health & Safety (if approp.)
- Director of Corporate and Foundation Relations

Sona MacMillan    9/11/87  
Reviewed and    Date  
Approved: Sona MacMillan  
Contract and Grant Officer

ACCOUNTING OFFICE  
UNIVERSITY OF CALIFORNIA, SANTA BARBARA

TO: Dr. Walter H. Capps  
University Extension

DATE: 9/15/87

The University has received a Grant which names you as Principal Investigator:

Grant NUMBER: National Endowment for the Humanities FV-20838-87  
AMOUNT: \$72,728.00  
EFFECTIVE DATES: 10/1/87 - 9/30/88  
ACCOUNT TITLE: University Extension  
FUND TITLE: NEW FV20838-87 Capps 9/88

Expenditures are not allowed prior to the effective date shown above.  
The expenditures have been allocated to the following sub-accounts. These  
all expenditures, will appear on the GLO60, General Ledger-  
Requisition your department about the 12th of each month.

*Dr. Walter Capps  
FYI. The  
breakdown on  
your grant  
budget.  
Judy G x 4804*

	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
	8-611790 - 23176 -2	\$ 18,573.00
	8-611790 - 23176 -6	3,206.00
	8-611790 - 23176 -3	1,200.00
	- - -4	
	8-611790 - 23176 -5	600.00
Participant Support (Exclude O.H.)	8-611790 - 23176 -7	41,250.00
Unallocated-Frozen	8- - -8	
Stipends	8- - -5	
Tuition & Fees	8- - -6	
Overhead @ D00.0% MTDC	8-611790 - 23176 -Y	<u>7,899.00</u>
DR:	8-223176 - 23176 -0	<u>\$ 72,728.00</u>

The contracting/granting agency requires that expenditures be classified in terms of these sub-accounts. Please show the ACCOUNT NUMBER on each requisition, payroll, travel bill, or other voucher chargeable to these funds.

Responsibility for adherence to the terms (including expiration date) of a contract or grant and budget control in the expenditure of the funds provided, rests with the Principal Investigator. It is also the obligation of the Principal Investigator to obtain funds to cover any expenditures which are deemed unacceptable under the terms of the contract or grant, and to cover expenditures which are in excess of amounts appropriated by the agency.

CCST SHARING/MATCHING: \$                     -0-

*William R. Pass*  
William R. Pass  
Principal Accountant

ACCOUNTING OFFICE  
UNIVERSITY OF CALIFORNIA, SANTA BARBARA

TO: Dr. Walter H. Capps  
University Extension

DATE: 9/15/87

The University has received a Grant which names you as Principal Investigator:

Grant NUMBER: National Endowment for the Humanities FV-20838-87  
 AMOUNT: \$72,728.00  
 EFFECTIVE DATES: 10/1/87 - 9/30/88  
 ACCOUNT TITLE: University Extension  
 FUND TITLE: NEH FV20838-87 Capps 9/88

Expenditures or commitments are not allowed prior to the effective date shown above.

The contract/grant award has been allocated to the following sub-accounts. These allocations together with related expenditures, will appear on the GLO60, General Ledger-Report of Expenditures, forwarded to your department about the 12th of each month.

<u>SUB-ACCOUNT NAME</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
CR:		
General Assistance	8-611790 - 23176 -2	\$ 18,573.00
Employee Benefits	8-611790 - 23176 -6	3,206.00
Supplies & Expense	8-611790 - 23176 -3	1,200.00
Equipment & Facil.	8- - -4	
Domestic Travel	8-611790 - 23176 -5	600.00
Participant Support (Exclude O.H.)	8-611790 - 23176 -7	41,250.00
Unallocated-Frozen	8- - -8	
Stipends	8- - -5	
Tuition & Fees	8- - -6	
Overhead @ D00.0% MTDC	8-611790 - 23176 -Y	<u>7,899.00</u>
DR:	8-223176 - 23176 -0	<u>\$ 72,728.00</u>

The contracting/granting agency requires that expenditures be classified in terms of these sub-accounts. Please show the ACCOUNT NUMBER on each requisition, payroll, travel bill, or other voucher chargeable to these funds.

Responsibility for adherence to the terms (including expiration date) of a contract or grant and budget control in the expenditure of the funds provided, rests with the Principal Investigator. It is also the obligation of the Principal Investigator to obtain funds to cover any expenditures which are deemed unacceptable under the terms of the contract or grant, and to cover expenditures which are in excess of amounts appropriated by the agency.

CCST SHARING/MATCHING: \$ -0-

*Wm. Pass*  
William R. Pass  
Principal Accountant

NATIONAL ENDOWMENT FOR THE HUMANITIES

WASHINGTON, D.C. 20506



September 16, 1987

M E M O R A N D U M

TO: Directors, 1988 Summer Seminars for School Teachers  
FROM: Michael L. Hall, SSST <sup>mlh</sup>  
SUBJECT: Follow-up Information

It has come to our attention that many of you have questions concerning your cost for the orientation meeting. In your SSST budget, you have requested funds to cover your expenses to the meeting. For a few lucky directors, your institution will advance you funds to cover any expenses that you might incur. However, if your institution's bureaucracy is anything like the federal bureaucracy, you must pay for your expenses and upon return submit receipts so that you can be reimbursed. You will be reimbursed for your expenses by your institution from grant funds. One important point to remember is that you are governed by your institution's travel regulations. If you are not aware of what they are, you need to speak with the individual who is responsible for handling the grant so that there will not be any surprises when you submit your receipts for reimbursement.

In our earlier mailing to you we sent instructions for preparing the "Dear Colleague" letter. Last year there was a considerable lapse of time between the time applicants wrote directors and the time they received application materials from NEH. Although we have taken measures to resolve this problem, those who send early inquiries in October may not receive application materials until late November. Therefore, we would like you to include the following sentences in your "Dear Colleague" letter:

One thing you can begin thinking about, as you wait to receive the application form from NEH, is the three page "Description of Objectives" that must be submitted as part of the complete application. This essay should include any personal and academic information that is relevant; reasons for applying to the seminar; your interest, both academic and personal, in the subject of the seminar; qualifications to do the work of the seminar and make a contribution to it; what you hope to accomplish in the seminar; and the relation of the seminar to your teaching."

The best place to insert this is directly after you give the NEH address.

If you have any questions concerning the above information, please feel free to contact me, Chris, or April.

NATIONAL ENDOWMENT FOR THE HUMANITIES

WASHINGTON, D.C. 20506



I believe that this policy changes affirm the status of  
university college teachers as one of the country's  
most important and distinctive teaching and research in the  
field. As you may be aware, we have been committed to a policy of  
selecting directors that requires us to fund our directors  
and all other participants are equal. But the truth is we  
could not uphold our high standards without drawing regularly  
on a finite resource. We hope October 15, 1987 entering the  
competition to direct seminars in 1989.

Please remember that we are available to assist you in  
Professor Walter Capps, especially in accommodating a past  
Department of Religious Studies, should you wish.  
University of California  
Santa Barbara, CA 93106 for your continued support of the  
program and the Endowment generally. Could you help us as well  
Dear Professor Capps: as with your colleagues?

As in past years, guidelines and application forms for next  
year's (1989) competition for the Summer Seminar for College  
Teachers program will be sent to former directors around the  
beginning of December. We write to you ahead of time, however,  
to alert you to important policy changes in the program, as well  
as to remind you of our wish to re-offer the best of our past  
seminars.

Kenneth Kolson

You may already know that we have been experimenting with a  
six-week format for the college teacher seminars. This past  
summer we offered five seminars (out of 51) of this length; next  
year we plan to offer eight (out of 50). The shorter format has  
apparently enlarged the pool of participants, for quite a number  
in the six-week seminars reported that they could not have  
attended otherwise. Most important, even in the shorter time  
period, participants were able to conduct significant  
independent research. Because of the experiment's success, our  
1989 Guidelines will solicit applications specifically designed  
for the six-week format. We anticipate that the program will  
continue to offer approximately fifty seminars each summer, with  
about a third of these being of the new six-week variety.

Along with instituting the new shorter format, the  
Endowment has increased the compensation for directors. As you  
well know, planning and guiding an NEH summer seminar is hard  
work, and the Endowment has determined that directors of  
six-week seminars should be compensated at two-ninths of their  
annual academic salary (the amount directors this year received  
for eight weeks); directors of eight-week seminars will now  
receive two and one-half ninths of their salaries.

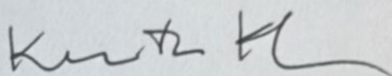
We believe that these policy changes affirm the status of Summer Seminars for College Teachers as one of the country's leading programs to revitalize teaching and research in the humanities. We are, as you know, committed to a ceteris paribus clause in our guidelines that requires us to fund new directors when all other considerations are equal. But the truth is we could not maintain our high standards without drawing regularly on proven directors. We hope you will consider entering the competition to direct seminars in 1989.

Please remember that we are available to assist you in preparing your proposal, especially in accommodating a past seminar to the new six-week format, should you wish.

Finally, we thank you for your continued support of the program and the Endowment generally. Could you help us as well by sharing the guidelines with your colleagues?

With best wishes for a productive and enjoyable academic year, I am

Sincerely yours,



Kenneth Kolson  
Assistant Director  
Division of Fellowships  
and Seminars



SUMMER SEMINARS FOR SCHOOL TEACHERS  
1988 DIRECTORS ORIENTATION MEETING  
October 23, 1987  
10:00 am - 3:30 pm

MORNING SESSION (10:00 - 12:00 Noon)

Welcome and Staff Introductions  
Guinevere L. Griest, Director  
Division of Fellowships and Seminars

"The 1988 Summer Seminars for School Teachers"  
Michael L. Hall, Program Officer

Access to Excellence  
Carl Dolan, Coordinator

United States Information Agency & Foreign Participants  
Richard Lundberg, USIA

Chairman's Address  
Lynne V. Cheney

\*LUNCH (12:00 - 1:00)

AFTERNOON SESSION (1:00 - 3:30)

"Dear Colleague" Letters & First Steps (Handbook, pp. 1-6, 12-18)  
Michael L. Hall

Publicity & Housing (Handbook, pp. 3, 9-12)  
Christine Kalke

Application Process (Handbook, pp. 4, 7-9)  
April R. Hall

\*BREAK

Selection Process (Handbook, pp. 4, 8-9)  
Michael L. Hall

Budget  
April R. Hall

Seminar Meetings and Writing Component  
Christine Kalke

Closing Remarks  
Michael L. Hall

SUMMER SEMINARS FOR SCHOOL TEACHERS  
UNIVERSITY FACILITIES AND ADMINISTRATIVE DETAILS

Experience has shown the following information and advice to be useful:

1. Official Status for Participants

It is advisable to make sure that the Summer Seminar participants are given some kind of official status on the campus. They might be identified as Visiting Faculty or NEH Fellows. It is particularly helpful to arrange for introductions to personnel in housing and business offices, the bookstore, and the library. A tour of the library has also proved to be most beneficial. I.D. cards with photos are useful passports if you can arrange to have these made for the participants. Graduate student status is perhaps the least desirable designation for the seminar participants.

2. Different Rates

If your university has different rates for different groups for housing, parking, use of recreational facilities, etc., this information should be made known to NEH participants in advance.

3. Parking

Particularly on large campuses parking may prove to be a problem. Any information that can be provided to participants and any arrangements that can be made would be helpful.

4. Housing

At universities where several seminars are taking place, whether for college or school teachers, it is helpful to have one office coordinate housing and other physical arrangements. Dormitory housing sometimes is a problem. On some campuses it is possible to have the university set aside a wing or floor for the NEH group, especially when there will be more than one seminar on campus. It is especially important to try to find out who else will be housed in the same building. We have had many complaints in past years about noisy dormitories. Another complaint we have frequently heard is the lack of air conditioning, which can make quite a difference in morale. Make early reservations for air conditioned dorms and seminar room if at all possible. Experience has shown that housing the majority of participants in one facility will enhance the collegiality of the seminar. Some NEH directors have been successful in securing sorority houses, conference centers, academic dorm-houses or even motels (at extended-stay, group rates) for their seminar participants. Securing such facilities may require your making direct contact with, e.g., a sorority or motel, rather than your relying exclusively on the services of a university housing office.

5. Library Hours

It is hoped that the library hours will not be too restrictive. Where this cannot be controlled, perhaps it is possible to arrange for a seminar room that is open at all hours with books on reserve.

6. Study Carrels

It would be particularly helpful to have study carrels for the NEH participants, or at least a place where they can work and leave books and notes. Access to typewriters would also be useful.

7. Payment of Stipends

Each participant receives a stipend of \$2,000, \$2,375, or \$2,750 depending on the length of the seminar, out of which travel expenses, living costs, and research-associated expenses are to be paid by each individual. It is important to have part of the stipend ready when the participants arrive, because many of them are operating on very limited budgets and may have fairly large initial expenses for apartment or dorm room deposits and rents.

Stipends should be paid in at least two installments, because the university is responsible for refunding part of the stipend if a participant does not complete the seminar.

Be sure to provide information on check-cashing. Sometimes this can be facilitated by your providing the relevant university cashier's office or local bank with a list of participants, and informing them in advance of the stipend payment schedule and check amounts.

8. Seminar Budget

Directors are urged to examine their budgets carefully and to note the funds available for individual line items. Funds may be transferred from one line item of the budget (B. Operating Cost) to another without prior NEH approval. Any requests for budget amendments must be explained in writing and signed by the authorizing official of the host institution (the same official who signed your seminar application cover sheet). We would prefer that you wait until late spring to request amendments. By then you will have a better idea of exactly how much additional funds, if any, will be needed. Requests must be submitted no later than the first week in August.

9. Recreational Facilities

Information about the availability of recreational facilities, theatre, and concerts is always appreciated by participants. The local Chamber of Commerce may be able to provide additional maps, brochures, timetables, etc. Some NEH directors have found that the Chamber of Commerce will itself mail out material to participants if they are simply provided with names and addresses.

10. Pre-Seminar Icebreaker

Although the NEH cannot provide funds for entertainment, we strongly urge all directors to arrange an informal social gathering for participants and their families a day or two before the seminar officially begins. This is generally an excellent way to break the ice and to establish a collegial tone among seminar members. Additional social activities are usually arranged by the director and by the participants as they become accustomed to their new environment. It is important to stress that participants are treated as colleagues by deed as much as word.

\*\* N.B. If any questions arise during the course of the year, feel free to contact the staff: Michael L. Hall, Program Officer; Christine Kalke, Program Administrator, or April R. Hall, Program Specialist. Our phone number is (202) 786-0463, and mailing address is National Endowment for the Humanities, 1100 Pennsylvania Avenue, N.W., Old Post Office Building, Division of Fellowships and Seminars, SSST-Room 316, Washington, D.C. 20506.

NATIONAL ENDOWMENT FOR THE HUMANITIES

WASHINGTON, D.C. 20506



9 November 1987

MEMORANDUM

To: 1988 Directors  
Summer Seminars for School Teachers

From: Michael Hall, Program Officer *MH*

Re: USIA Add-on Participants

Although Richard Lundberg or I will have spoken to most of you already, I wanted to remind those directors who indicated they would be willing to accept up to two foreign school teachers in their seminars that we will be circulating the list of seminars to United States Information Service offices overseas early in December.

Foreign teachers interested in participating in the NEH Summer Seminars for School Teachers program will submit applications and credentials to their local USIS office. Those offices will screen the applicants and send the best ones to the USIA office in Washington. USIA and NEH will screen the applications further and attempt to match foreign applicants to the seminars they express interest in. Be assured we will be very interested in determining that foreign participants will have excellent English language skills.

When the matches have been made between foreign applicants and 1988 Summer Seminars, we will send the credentials for the foreign applicants selected for each seminar to the seminar directors. You will have the opportunity to review the qualifications of foreign participants and decline to accept anyone who you think would not be able to make a significant contribution to your seminar or would not be able to benefit from participation.

Finally, let me emphasize again that these USIA participants will be in addition to the fifteen U.S. school teachers you select to participate in your seminar. If you have any questions about this program, please be in touch with me, and thanks for opening your seminar to these foreign school teachers. As Richard Lundberg said, the program has so far been a great success.

"outstanding teacher" awards (including being nominated, this year, for National Professor of the Year), and the class he teaches on "The Impact of the Vietnam War" was recently featured on CBS Television's "60 Minutes" program. Currently, in addition to serving on the religious studies faculty, he is acting director of the Center for the Study of Democratic Institutions.

If you wish to apply, please keep some key dates in mind. Deadline for applications is March 1, 1988, with notification to come by April 15, 1988. Application forms and relevant information are available from the follow:

National Endowment for the Humanities  
Division of Fellowships and Seminars  
Room 316-SSST-F  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506

Please write directly to the Endowment for the application forms, which are then to be sent to the director of the seminar.

The seminar is designed primarily for full-time or regular part-time teachers at public, private, or parochial schools, grades 7 through 12, but others involved in education, K-12, are also eligible to apply. Previous participants in Summer Seminars for Secondary School Teachers in 1983, 1984 and 1985 are eligible to reapply; more recent participants are not. For this particular seminar, I will be expecting applications from teachers in social studies, history, literature, American studies, religion and religious studies, and even from fine arts and foreign language studies, and all of these fields and disciplines will be accorded equal status.

Well, I think I've covered the important points. Thank you for your interest in the seminar, and best wishes as you make your plans.

Yours sincerely,

Walter H. Capps  
Professor of Religious  
Studies