

# **GUIDE for PARTICIPANTS (NEH-funded SUMMER SCHOLARS)**

## **Landmarks of American History and Culture Workshops, 2021**

This guide provides information about participant responsibilities and financial matters that pertain to NEH-funded Landmarks of American History and Culture Workshops.

### **I. OBLIGATIONS of NEH-FUNDED SUMMER SCHOLARS (PARTICIPANTS)**

**A. Full-Time Study and Tenure:** NEH-funded Landmarks Workshops stipend recipients (Summer Scholars) are expected to devote full time to the activities for which the stipend was awarded during the announced period of the project. A stipend recipient may not accept a teaching assignment or undertake another major activity during the tenure of the award.

Project participants (NEH-funded Summer Scholars) who accept an award are expected to remain during the entire period of the seminar or institute and to participate in its work on a full time basis. If a participant is obliged through special circumstances to depart before the end of the seminar or institute, it shall be the recipient 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 participant has already received the full stipend.

**B. Dismissal from the Program:** All NEH-funded Summer Scholars are expected to conduct themselves in a professional manner at all times. This requires a respectful attitude toward fellow participants, faculty, guest lecturers, and others in all settings (program sessions, field trips, etc.). Unprofessional behavior will not be tolerated and egregious or repeated violations of this principle will be considered grounds for dismissal from the program at the discretion of the Project Director. Reasons for dismissal may include, but are not limited to, repeated absences from scheduled activities and disruptive or threatening behavior.

**C. Evaluation:** All NEH-funded Summer Scholars are required to evaluate their experience and report on their activities and accomplishments under the award. Summer Scholars will report at the end of the workshop via an online evaluation form provided by and returned to the Tsongas Industrial History Center.

### **II. PAYMENT PROCEDURES**

- A. **Amount:** Summer stipends for 2021 will be \$1,300 for the period of tenure. **Stipend recipients who do not complete the full tenure of the project will be given a pro-rated stipend.**
- B. **Schedule of Payments:** The project director will mail stipends at the end of the last day of the workshop. Checks will be drawn on the host institution from funds awarded by the Endowment; this payment should not be understood as salary or wages from the host institution.

### **III. INCOME TAXES**

Stipends related to Landmarks Workshops are considered taxable income. Stipends are intended to help cover travel expenses to and from the Landmarks location, books, equipment and other research expenses, and living expenses for the tenure period of the workshop. These

expenses may be deductible, and so proper records and receipts should be kept by the participant. NEH does not give tax advice, and we suggest that you consult a tax advisor if you have any tax questions. There are a number of IRS publications that might be useful, including publication number 970, "Tax Benefits for Education," which is available at IRS district offices or through the IRS website: <<http://www.irs.gov>>.

#### **IV. MISCELLANEOUS**

**A. Formal Publication:** The recipient of a Landmarks stipend may make the results of the summer's work available to the public without restriction. The Endowment expects to receive a copy of any publication resulting from study pursued during stipend tenure. All materials publicizing or resulting from grant activities must contain an acknowledgment of NEH support. The acknowledgment on grant products must also include the following statement: "Any views, findings, conclusions, or recommendations expressed in this (publication) (program) (exhibition) (website) do not necessarily reflect those of the National Endowment for the Humanities."

**B. Information Releases:** The Endowment would like to receive advance notice of any book, article, or other papers resulting from participation in an NEH Seminar or Institute that is scheduled for publication, together with a concise description of the publication, so that we can consider the possibility of issuing an Endowment public information release or cooperating in a joint release.

**\*Note that the adherence to participant obligations, payment procedures, and miscellaneous publication notifications are the responsibility of the grantee.**