

# NATIONAL ENDOWMENT FOR THE HUMANITIES

WASHINGTON, D.C. 20506

March 8, 1984

Professor Jose Ferrater-Mora  
Department of Philosophy  
Bryn Mawr College  
Bryn Mawr, Pennsylvania 19010

Dear Professor Ferrater-Mora:

It was good to talk with you and especially good to hear of your interest in the possibility of offering an institute at Bryn Mawr College in the summer of 1985. I have enclosed a copy of the application forms for the Division of Education Programs as well as a copy of the Division's guidelines brochure. Criteria for review of applications are listed on pages twenty-two and twenty-three, but I can summarize below at least some of the reviewers' typical concerns about institute proposals.

On the whole, reviewers look most closely at a proposed institute's staff, topics of discussion, choice of participants and work plan. The choice of the individual members of the institute teaching staff is especially important since they effectively define the range and depth of the institute. As I mentioned on the telephone, reviewers tend to favor projects in which a few lecturers stay for extended periods of time (at least a week), although visiting lecturers are certainly possible. Institute staff from Bryn Mawr College should be paid for the appropriate amount of released time for the duration of the institute. Institute directors usually receive two-ninths of their yearly salary for their summer work, plus one-ninth of their salary for released time in the spring preceding the institute. Those staff members who are not employees of Bryn Mawr College should be paid and budgeted according to Bryn Mawr College's normal rate of compensation for visiting scholars. You should also be sure to budget funds for an administrative assistant who can take care of the practical matters of running an institute.

The topics to be covered at the institute as well as the daily schedule of lectures and discussions should be described in as much detail as possible. Reviewers will be especially interested in seeing a tentative bibliography of readings (both primary and secondary) to be assigned to the institute participants. In addition, you should try to clarify for reviewers why the institute would be valuable, with special emphasis on how it will affect the participants' teaching of philosophy.

March 8, 1984  
Page 2

Institutes normally have twenty to thirty participants who are full-time faculty members at American colleges and universities. The criteria for the selection of participants are determined by the institute director and should be described in the application. As in the Summer Seminars program, the Endowment provides stipends for the participants. The stipends themselves are set at fixed levels that correspond to the length of the institute: for four-week institutes, \$2000; for five-week institutes, \$2250; for six-week institutes, \$2500; for seven-week institutes, \$2750; and for eight-week institutes, \$3000.

Reviewers do pay attention to local arrangements such as housing, seminar rooms, and library facilities and privileges. They will also expect some sort of evaluation of the institute's activities--an evaluation that would enable you to determine how successfully the participants were able to integrate the central concerns of the institute into their courses and scholarship.

I hope all these suggestions do not seem too overwhelming. I offer them because all proposals received at the Endowment must go through the full review process and a detailed application is essential for success. Yet the prospect of an institute at Bryn Mawr College under your direction is an exciting one, and I am sure your application will be highly competitive. In any case, I will be happy to look over a draft of the application and do my best to second-guess reviewers' concerns. If you have additional questions at any stage in the preparation of the application, please feel free to contact me at (202) 786-0384.

Sincerely yours,



Blanche L. Premo  
Assistant Director  
Division of Education  
Programs

Enclosures