Dear Hugh, Jonathan, Sandra, Jean-Pierre, and Dawn:

Thank you again for your willingness to review Digital Humanities Start-up Grant applications.  I see in the Online Review System that several of you have started to enter your preliminary grades and comments that are due on Wednesday, December 4th.  I realize that this review happened right during the Thanksgiving season, and I appreciate the time you are taking to prepare the written reviews.

Just as a reminder, please feel free to use the entire range of grades available to you, both in preliminary grades and in the final review.  We take an expansive view of eligibility for the Digital Humanities Start-Up Grants program, but just because an application is eligible doesn't necessary mean that it's a competitive project.

Please also remember to bring the copy of the panelist contract that you should receive in the mail.  Not to worry if it hasn't arrived yet, as we'll have a second copy available at the panel.  You also need to have your hotel receipt, and those of you from the U.S. will also need your financial institution's routing transfer number and account number so that we can arrange for the deposit of the funds.

**NOTE:**

**PNC Gettysburg, West Street Branch**

**Routing # 031312738**

**Account # 5004371346**

At the beginning of the meeting, we will have some time to introduce ourselves to each other.  For now, here is a list of the panelists with institutional affiliations (if  you have any corrections to your information, please let me know):

Jonathan Amith

Research Fellow

Department of Anthropology

Gettysburg College

Hugh Cayless

Senior Digital Humanities Developer

Duke Collaboratory for Classics Computing

Duke University

Dawn Childress

Sally W. Kalin Librarian for Technological Innovations and Humanities Librarian

Arts and Humanities Library

Pennsylvania State University

Jean-Pierre Koenig

Professor

Linguistics Department

University at Buffalo, The State University of New York

Sandra Lapointe

Associate Professor

Department of Philosophy

McMaster University

We will have refreshments available at 8:30 and the meeting will start at 9 a.m. in room 402 of the NEH's offices (Old Post Office, 1100 Pennsylvania Ave, NW). Directions may be found on the NEH website at [http://www.neh.gov/about/visiting-neh](https://www.msweb.gettysburg.edu/owa/redir.aspx?C=G5df5Rfh5E-dbrFJK-EEsmR7cCaaxNAICcYX4a3JH8R8lb99QOb-h4GQ_3tviOHBeeQ1D9VZ2p4.&URL=http%3a%2f%2fwww.neh.gov%2fabout%2fvisiting-neh). When you arrive in the building, proceed to the guard desk near the elevators. The guards will have your name on a list to allow you up to the 4th floor. Should you run into a problem, you can call 202-606-8461 and we'll make sure you get in.

You will be able to access your evaluation sheets and the proposals online via laptops that we will have set up in the meeting room, so you do not need to bring anything with you to the meeting.  If, however, you prefer work from your own laptop, we can arrange to have you tap into our WiFi the day of the panel.

Please let me know if you have any questions about the panel or encounter any problems with the online review system. Just a quick reminder that we ask you not to blog or tweet about your experience serving on an NEH review panel while the particular application competition is still underway so that you will not have to respond to questions from curious pending applicants--this helps to protect both you and the applicants.

I'm looking forward to seeing you all at the panel meeting on Friday, December 6th, in Washington. Best wishes for a safe journey.

Sincerely,

Perry

Perry Collins

Senior Program Officer

Office of Digital Humanities

National Endowment for the Humanities

202.606.8461

[pcollins@neh.gov](https://www.msweb.gettysburg.edu/owa/redir.aspx?C=G5df5Rfh5E-dbrFJK-EEsmR7cCaaxNAICcYX4a3JH8R8lb99QOb-h4GQ_3tviOHBeeQ1D9VZ2p4.&URL=mailto%3apcollins%40neh.gov)