Criteria for Selection: A selection committee will review each application, and consider the following criteria: Applicant's response to each question and his/her commitment to learning and implementing new ideas and materials in the classroom and school district. Consideration also will be given to balance selected applicants according to geographical distribution, gender, and teaching discipline. If you have attended other IHC institutes in the past, please do not assume that readers of your application know who you are. Stronger applications have been edited for spelling, grammar, content, etc., and have detailed answers to each question.

If selected, you will be required to read assigned texts and materials in advance and during the institute, and to attend the entire week, including all morning, afternoon, and evening presentations, discussion groups, and group work sessions.

Application Instructions:

To apply to attend an IHC summer teacher institute, follow the steps outlined below (you may want to print these out and keep them handy as you are clicking through the application process). Be sure to enter complete mailing address, email address, and phone numbers in both contact and organization boxes - all starred (*) items are required.

When applying to attend a teacher institute or for a teacher grant, you are applying as an individual and do not need a DUNS number, do not need to list your tax id number, and do not need to enter your principal or other executive information.

1. When you click on the website (not on this instruction page) "**click here to apply" link**, you will be directed to a login page. If you have applied to IHC before, you may login here and click on the apply link to access the application form.

If you have not applied to IHC, click the "create new account" button. You will enter contact and organization information here. This information will be retained and you will not have to enter it again - you will be able to log in and apply for other teacher institutes, teacher grants, and other IHC programs in the future.

2. The **first** section should be completed with **your** school information. **Use the name of your school, but enter your own personal school email address**. The tax id number is not required and may be left blank. We will use your personal email address when contacting you (the one you use as a login in the system – see item 3).

3. The next section should be completed **with your personal and home contact information.** Your email address will be your login name. IHC will notify you of selection and other details about the institute via email. We will use the login email address to communicate. If you list your school email as your only contact, and it is not accessible during the summer, you may miss many of the institute details; many readings and last minute details are emailed during the summer months.

4. The next section asks if you are the organization's executive officer. This section is needed for some of our other grant categories, but is not needed for teachers, so you may select yes here. There is no need to enter your principal's information. You may add additional information or just say SAME on the next screen.

5. Finally, you will set a secure password for your account which can be edited and changed later as needed. The account creation is now complete.

6. Once you have completed the contact information, you will be directed to an application page. You may click on the apply link to begin the application process.

7. To apply, select the appropriate application process – teacher institute application. You may copy information from a Word document and paste into the text area for each question. **Be sure to spell-check and proof your answers. Stronger applications have more detailed answers.**

You may leave the site at any time and go back later to finish your application. Save your copy as a draft if you exit; you may continue to work on the application as often as you wish before submitting.

The online application management system does not have font selections and will not retain any special fonts, bold or italics that you copy and paste from a Word document. All copy is changed to the default font. We suggest using quote marks and/or CAPITALIZING words, titles of books, and other selections that need special emphasis.

8. **You must then submit your final application (by hitting the submit button) by the due date. Once you submit the application, you may log back in and view it, but will not be able to make changes.**

If you hit submit by mistake, or have other questions about the application process, **do not hesitate to contact the IHC office** – cindy@idahohumanities.org or debra@idahohumanities.org, 208-345-5346.

9. At any time, you may **update your contact information**. Click on your name in the upper right corner of the screen and select "edit profile." You can change address, phone numbers and passwords.   Contact the IHC office if you forget your password – we can reset it.

The system does not allow you to edit your organization information. However, administrators are allowed to access and edit this screen, so if you change schools or need to update phone numbers or email addresses, just contact IHC staff, and we will make the change.