



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Humanities Collections and Reference Resources

Funding Opportunity Number: 20240716-PW

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.149

Application Deadline: July 16, 2024

**Ensure your SAM.gov and Grants.gov registrations and passwords are current.
It may take several weeks to register with SAM.gov and Grants.gov.
NEH will not grant deadline extensions for lack of registration.**

Division of Preservation and Access
Email: preservation@neh.gov
Telephone: 202-606-8570
Telecommunications Relay Service: 7-1-1

OMB control number 3136-0134, expiration date October 31, 2024

Executive Summary

The National Endowment for the Humanities (NEH) Division of Preservation and Access is accepting applications for the Humanities Collections and Reference Resources program. The program supports projects that facilitate the discovery and use of humanities collections for research, teaching, and public engagement. Primary activities include digitizing and describing collections, as well as creating reference resources to synthesize humanities information.

Funding Opportunity Title	Humanities Collections and Reference Resources
Funding Opportunity Number	20240716-PW
Federal Assistance Listing Number	45.149
Deadline for Optional Draft	June 4, 2024, 11:59 p.m. Eastern Time
Application Deadline	July 16, 2024, 11:59 p.m. Eastern Time
Anticipated Award Announcement	April 2025
Anticipated FY 2025 Funding	Approximately \$7,500,000
Estimated Number and Type of Awards	Approximately 35 grants
Award Amounts	Planning: up to \$50,000 Implementation: up to \$350,000
Cost Sharing/Match Required	No, unless you request federal matching funds
Period of Performance	Planning: up to two years Implementation: up to three years Projects must start between June 1, 2025, and September 1, 2025.
Eligible Applicants	<ul style="list-style-type: none"> • nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code • accredited institutions of higher education (public or nonprofit) • state and local governments and their agencies • federally recognized Native American Tribal governments <p>See C. Eligibility Information for additional information.</p>
Program Resource Page	https://www.neh.gov/grants/preservation/humanities-collections-and-reference-resources
Published	April 1, 2024

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A. Program Description

1. Purpose

This notice solicits applications for the Humanities Collections and Reference Resources program (HCRR).

HCRR advances scholarship, education, and public engagement in the humanities by helping libraries, archives, museums, and historical organizations across the country steward important collections of books and manuscripts, photographs, sound recordings and moving images, archaeological and ethnographic artifacts, art and material culture, and digital objects. The program strengthens efforts to make the content of such materials accessible through digitization and description. Awards also support the creation of reference resources that facilitate the use of cultural materials, from works that provide basic information quickly to tools that synthesize and codify knowledge of a subject for in-depth investigation.

The HCRR program encourages open access, collaboration, and sustainable strategies for managing digital collections and resources. To the extent that the condition of the materials, intellectual property rights, and privacy and cultural considerations allow, you should make the resources you develop publicly available. NEH encourages collaboration between smaller and larger repositories, as well as between humanities experts, information professionals, and community stakeholders to expand participation in cultural heritage and promote engagement with primary sources. You should prioritize methods that allow for sharing and the interoperability of information and resources to ensure their long-term availability.

Funding Levels

Awards are available at two levels: [Planning](#) and [Implementation](#). You are not required to obtain a Planning award prior to applying for an Implementation award.

Planning

Planning-level awards (up to \$50,000 for up to two years) support assessment, planning, and pilot projects that incorporate cross-disciplinary expertise in the foundational stages of preserving and creating access to humanities collections or producing reference resources. Experts may include humanities scholars, curators, archivists, librarians, collections and preservation specialists, local historians, and community elders or knowledge bearers, depending on your project goals.

Planning activities may include:

- analyzing and evaluating the content areas, intellectual control requirements, and preservation needs of significant humanities collections, including the development and distribution of collection-level descriptive information (projects to process or catalog collections at more detailed levels should apply instead for an Implementation award);
- identifying and prioritizing humanities materials for digitization, developing project-specific selection criteria, evaluating technical requirements for digital preservation and access, reformatting test-bed items, and/or exploring service arrangements;
- developing plans and protocols to ensure the preservation of digital humanities content (previously digitized or born digital), which could include preliminary testing and evaluation of institutional and/or distributed digital repository systems;

- creating editorial plans, locating and assembling resources, devising strategies for technological and programmatic sustainability, and producing content exemplars for reference resources such as databases, encyclopedias, dictionaries, or atlases;
- developing plans for and/or conducting collection surveys to inform future repatriation efforts, sustainable and inclusive collection development, or deaccessioning; or
- formalizing partnerships between organizations and developing strategic plans to aggregate digital collections or resources.

You should complete the preliminary stages of project development before applying. Those stages may include initial collections appraisal and accessioning, conceptualization of scope and audience for reference resources, or consortium partner contact and cooperation.

Implementation

Implementation level awards (up to \$350,000 for up to three years) support projects that preserve and create access to humanities collections or produce reference resources.

Implementation activities may include:

- arranging and describing archival and manuscript collections;
- cataloging collections of printed works, photographs, recorded sound, moving images, art, and material culture;
- digitizing and reformatting collections;
- preserving and improving access to born-digital sources, including updating existing digital resources;
- developing indexes, databases, digital collections, or other project-specific tools to codify information on a subject or to provide integrated access to selected humanities materials;
- creating encyclopedias;
- preparing linguistic resources, such as historical and etymological dictionaries, corpora, and reference grammars (separate funding is available for [endangered language documentation projects](#) in partnership with the National Science Foundation); or
- producing resources for spatial analysis and representation of humanities data, such as atlases and geographic information systems (GIS).

Because ensuring the longevity of humanities sources is critical to enabling their ongoing use, you may request support for implementing preservation measures – such as rehousing, item-level stabilization, and conservation treatment – in the context of projects that also create or enhance access to humanities collections.

In recognition of the time-sensitive nature of reformatting sound recordings and moving images stored on degrading and obsolescent media, this program encourages applications that address the need to preserve and access these critically endangered sources.

Program Outcomes and Outputs

The outputs of a successful Planning award may include, but are not limited to:

- detailed evaluation reports to guide decision making for preserving and creating access to humanities collections;
- descriptions of prioritized sources and technical requirements for future digitization;
- strategic planning documents for digital preservation efforts;

- memorandums of understanding between organizations and strategic planning documents for aggregating digital collections or resources; or
- editorial policy, procedure, and scheduling guidelines; tables of contents; and sustainability and dissemination plans for reference resources.

The outputs of a successful Implementation award may include, but are not limited to:

- finding aids and catalog records;
- digital surrogates of humanities collections;
- indexes, databases, digital collections and resources;
- encyclopedias;
- historical and etymological dictionaries, corpora, and reference grammars; or
- atlases and geographic information system representations of humanities data.

You will describe your project outcomes and outputs in [Attachment 1: Narrative](#) and quantify them in [Attachment 3: Project deliverables](#). If you receive an award, NEH will assess your performance based on the outputs you identify in the proposal. See [F.3 Reporting](#).

See [D6. Funding Restrictions](#) for unallowable activities. Applications unrelated to the purpose of this program or that include unallowable costs or activities may be judged nonresponsive and returned without review.

See [E1. Review Criteria](#) for the standards NEH will use to evaluate applications under this notice.

2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#). Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#).

Under [Section 3\(a\) of the National Foundation on the Arts and the Humanities Act of 1965](#), as amended, “The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

Use the [Funded Projects Query Form](#) to find examples of NEH-supported projects.

[Learn more about NEH.](#)

NEH Areas of Interest

NEH is especially interested in supporting projects that advance humanities-related work in the following areas. NEH will give all applications equal consideration in accordance with the program’s [review criteria](#).

NEH encourages projects that include Native American organizations and communities as applicants and project partners.

American Tapestry: Weaving Together Past, Present, and Future

[*American Tapestry: Weaving Together Past, Present, and Future*](#) is a wide-ranging special initiative at NEH that leverages the humanities to tackle some of the most pressing challenges of our time: strengthening our democracy, advancing equity for all, and addressing our changing climate. The initiative encourages humanities projects that elevate the role of civics in schools and public programs, advance knowledge of the country's history and political institutions, and examine threats to its democratic principles. The initiative also encourages projects that explore the untold stories of historically underrepresented groups and build capacity at cultural and educational institutions to benefit underserved communities. Finally, the initiative welcomes projects that promote research into the historical roots and cultural effects of climate change and support the cultural and educational sectors in building climate resilience. By supporting humanities projects that align with these three themes – strengthening our democracy, advancing equity for all, and addressing our changing climate – the *American Tapestry* initiative seeks to tell our country's history in all its complexity and diversity.

United We Stand: Connecting Through Culture

Hate must have no safe harbor in America – especially when that hate fuels the kind of violence we've seen from Oak Creek to Pittsburgh, from El Paso to Poway, and from Atlanta to Buffalo. When ordinary Americans cannot participate in the basic activities of everyday life – such as shopping at the grocery store or praying at their house of worship – without the fear of being targeted and killed for who they are, our security as well as democracy are at risk. In coordination with the White House “United We Stand” Summit in September 2022, NEH launched a new initiative titled [*United We Stand: Connecting Through Culture*](#) that uses the humanities to combat hate-motivated violence and promote civic engagement, social cohesion, and cross-cultural understanding. As a part of this initiative, NEH encourages humanities projects that further our understanding of the nation's racial, ethnic, gender, and religious diversity; examine the sources of hate and intolerance in the United States; and explore progress towards greater inclusiveness. NEH especially welcomes projects that preserve and extend the reach of collections chronicling Muslim American and/or Jewish American experiences, including the history of Islamophobia and/or antisemitism in the United States.

NEH's Support for the Federal Indian Boarding School Initiative

As a part of [NEH's partnership with the Department of the Interior on the Federal Indian Boarding School Initiative](#), NEH encourages projects that further public understanding and knowledge of the Federal Indian boarding school system. From 1819 through the 1970s the government of the United States operated a system of schools for Native American, Alaska Native, and Native Hawaiian children premised on a policy of coerced cultural assimilation. Native children were forcibly separated from their families and sent to attend federal Indian boarding schools, where they were frequently subject to harsh treatment and abuse. A number of these students died, and others never returned to their families and communities. Many were also deprived of their cultural inheritance. NEH encourages projects that document and explore the history of the federal Indian boarding schools as well as projects that contribute to Native and Indigenous cultural and language revitalization.

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

Award amounts

You may request up to \$50,000 for Planning awards and up to \$350,000 for Implementation awards. Award totals include direct and indirect costs.

NEH anticipates awarding approximately \$7,500,000 among an estimated 35 recipients.

NEH will not determine the exact amount available for funding until Congress makes official appropriations for FY 2025. NEH will issue awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

Period of performance

The period of performance is the time during which you may incur expenses to carry out the work under the award. It must start on the first day of the month and end on the last day of the month.

You must request a period of performance up to two years for Planning awards and up to three years for Implementation awards with a start date between June 1, 2025, and September 1, 2025.

C. Eligibility Information

1. Eligible Applicants

To be eligible to apply, your organization must be established in the United States or its jurisdictions as one of the following:

- a [nonprofit organization recognized as tax-exempt under section 501\(c\)\(3\) of the Internal Revenue Code](#)
- an [accredited institution of higher education](#) (public or nonprofit)
- a state or local government or one of their agencies
- a [federally recognized Native American Tribal government](#)

Individuals and other organizations, including foreign and for-profit entities, are ineligible.

If your organization is eligible, you may apply on behalf of a consortium of collaborating organizations. If NEH selects your proposal for funding, you will be programmatically, legally, and fiscally responsible for the award.

The recipient may not function solely as a fiscal agent but should make substantive contributions to the success of the project.

2. Cost Sharing

NEH does not require cost sharing in this program unless you request federal matching funds.

Cost sharing refers to project costs that are covered with non-NEH funds. NEH distinguishes between two types of cost sharing: voluntary cost sharing and federal matching funds.

Voluntary cost sharing

You may contribute voluntary cost share if the total project costs exceed the amount awarded by NEH. Voluntary cost share includes:

- cash contributions made to the project by you or a third party
- your unrecovered indirect costs
- in-kind contributions (non-cash contributions, such as property or services, that benefit the project and are contributed without charge) by you or a third party

While you may describe voluntary cost share in your [budget justification](#), you should not include it on your Research and Related Budget. The Research and Related Budget should only include funds you are requesting from NEH.

Peer reviewers will not consider any voluntary cost share in their evaluation of applications.

Federal matching funds

While it is not required, you may request a portion of your award in federal matching funds to leverage third party funding. Funds to satisfy a matching requirement must be from sources outside of the applicant institution (a third party) consistent with the [NEH Federal Matching Funds Guidelines](#). If you request federal matching funds, you must raise third-party non-federal gifts dollar-for-dollar (1:1 match ratio). Your total request, including both outright and matching funds, may not exceed the funding limits in section [B.2 Award amounts](#).

Include third-party non-federal gifts on your [Research and Related Budget](#) and identify what project activities they will support in the [budget justification](#).

Successful applicants will receive an offer of federal matching funds, subject to specific regulatory and other conditions. NEH will certify the allowability of these gifts and will issue the award only when you have met the conditions of the offer. The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. Typically, NEH distributes federal matching funds on an annual basis over the period of performance.

If NEH selects your project for funding, you must raise and certify all eligible gifts and pledges at least one year prior to the end of the period of performance. NEH advises applicants who are requesting matching funds to consider a period of performance that allows adequate time to raise and certify funds. If you fail to certify required gifts by the deadline, NEH may reduce or terminate your award. See [NEH Federal Matching Funds Guidelines](#).

NEH will not release federal matching funds until you raise and certify eligible gifts. **In-kind gifts and funds derived from the recipient organization are not eligible sources of certified gifts in this program.**

You must maintain auditable records of the source and use of cost share. See [2 CFR § 200.306](#).

Learn about [types of funds NEH offers](#).

3. Other Eligibility Information

You may submit multiple applications for separate and distinct projects under this notice. Collaborating organizations may participate in multiple proposals.

You may revise and resubmit previously rejected applications. Submissions are subject to the application requirements and [review criteria](#) of the current competition.

If NEH has previously made an award in support of your project, you may apply for a new or subsequent stage of the project, which NEH will assess using the [review criteria](#) of the current competition.

Per [2 CFR § 200.403\(f\)](#), you must not include the same project costs in more than one application for federal funding or approved federal award budget. If one application to NEH is pending, a second application for the same project costs, even if to a different program, may be ruled ineligible. However, you may submit multiple proposals for **complementary** aspects of the same overall project. If you are submitting complementary proposals to other NEH programs or government agencies, specify when and to whom in the [Supplementary Cover Sheet for NEH Grant Programs](#). NEH may disallow costs or reject applications that include overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

NEH does not issue awards to other federal entities. If your project is so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities, it is ineligible. You may use funds from, or sites and materials controlled by, other federal entities in your project, but you may not use them as gifts to release federal matching funds.

NEH does not provide financial assistance to foreign institutions or organizations. If you are an eligible domestic entity, you may apply for collaborative projects involving foreign organizations provided you do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in [2 CFR §§ 200.1](#) and [.331\(a\)](#). You may obtain the services of foreign individuals and consultants to carry out programmatic activities on a fee-for-service basis, as specified in [2 CFR § 200.459](#). You may obtain goods and services from foreign vendors, such as in-country transportation services, in accordance with [2 CFR § 200.331\(b\)](#). If you plan to submit an application involving international collaboration, contact program staff at preservation@neh.gov.

Except for the rare cases covered by its [late submission policy](#), NEH will not consider applications submitted after the [deadline](#).

NEH will not consider incomplete, nonresponsive, or ineligible applications for funding.

NEH will not consider applications that exceed mandatory page limits or deviate from formatting instructions. See the [Application Components Table](#).

D. Application and Submission Information

1. Application Package

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20240716-PW. There is also a link on the [program resource page](#).

Once you have located the funding opportunity in Grants.gov, you will find the application package under the “Package” tab. It includes a series of required and conditionally required forms. You will upload additional application components using the [Attachments Form](#).

You must complete a multistep registration process prior to submitting your application. See [D3. Unique Entity Identifier and System for Award Management](#).

Contact preservation@neh.gov to request a paper copy of this notice.

2. Content and Form of Application Submission

Your application will include a [narrative](#), [budget](#), and other [forms](#) and [attachments](#). You will complete the forms within Grants.gov Workspace and upload other components into the [Attachments Form](#). See the [Application Component Table](#).

Application formatting

Your application components must conform to the following formatting requirements, unless otherwise indicated:

- pages no larger than standard letter (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11 points

In addition, NEH encourages you to format your components consistent with the following:

- single-spacing
- a readable font such as Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style (include citations in page counts)

Application Component Table

NEH has assigned each application component one of the following designations:

- Required: You must submit this component.
- Conditionally Required: You must submit this component if your proposal meets the specified conditions.
- Recommended: NEH encourages, but does not require, you to submit this component.
- Conditionally required for recipients: You are encouraged but not required to submit this component when you apply. You may submit it if you receive an award.

NEH will not review applications missing any required documents or relevant conditionally required documents.

Do not include attachments other than those listed in the table in this notice. If you do, NEH will reject your application.

In addition, NEH has established page limits for some application components:

- **Mandatory:** You must not exceed the page limit.
- **Suggested:** NEH encourages, but does not require, you to abide by the page limit.

Note page limits and formatting instructions in this notice. **NEH will not review applications that exceed mandatory page limits or deviate from formatting instructions.**

Application Component	File Name	Designation	Page limit
Attachments			
1: Narrative	narrative.pdf	Required	Planning: 10; Implementation: 15 (mandatory)
2: History of awards	awardhistory.pdf	Conditionally required	1 page (suggested)
3: Project deliverables	deliverables.pdf	Required	1 page (suggested)
4: Work plan	workplan.pdf	Required	
5: List of project personnel	personnel.pdf	Required	
6: Résumés for key personnel	resumes.pdf	Required	2 pages each (suggested)
7: Letters of commitment and support	letters.pdf	Recommended	
8: Additional supporting documentation	documentation.pdf	Recommended	
9: Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
10: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
11: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required for recipients	
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Research and Related Budget and Budget Justification		Required	
Attachments Form		Required	
Certification Regarding Lobbying		Conditionally required for recipients	
Standard Form-LLL “Disclosure of Lobbying Activities”		Conditionally required for recipients	

Application Components: Attachments

Each attachment must be a single PDF file. See the [Attachments Form](#) instructions for further guidance about file requirements. Read those instructions carefully, as Grants.gov will not accept files that do not meet the requirements.

Attachment 1: Narrative (required)

Compose a comprehensive description of your proposed project. Your narrative should be succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

You must limit the narrative for Planning applications to ten single-spaced pages; limit the narrative for Implementation applications to fifteen single-spaced pages.

Do not include an executive summary or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit. You may also include images, charts, diagrams, samples, and other materials in [Attachment 8: Additional supporting documentation](#).

Organize your narrative using the following headings. Each section aligns with one or more [review criteria](#) NEH will use to evaluate your proposal.

Significance (aligns with [review criterion 1](#))

Justify the project's importance based on its long-term benefits to research, education, or public engagement in the humanities. Discuss the central humanities themes, questions, or disciplines it would address.

For Planning projects involving humanities collections, describe the nature and importance of the sources that would be the focus of assessment or planning and describe examples of materials you would use in any pilot efforts. For Implementation projects involving humanities collections, describe the selection criteria, nature, size, and intellectual content of the selected collections; explain how they relate to similar collections, both within and external to your organization. Discuss the rationale for focusing on these particular sources.

For Planning projects involving reference resources, provide a clear conceptual vision of the scope and contents of the eventual product and its relationship to other pertinent works or tools. For Implementation projects to produce reference resources, define the selection criteria and explain how your project relates to existing resources. Demonstrate what benefit or utility the project would provide that existing resources cannot.

Discuss actual and anticipated use of the collection or reference work. Identify the audience(s) that the project would serve. Document use, when possible, through examples of outcomes such as scholarly publications, educational activities, exhibitions, or media programming.

History & Scope (aligns with [review criteria 1 and 4](#))

Summarize the project's history, including information about preliminary research and planning, prior financial support, and available resources or research facilities. If relevant, describe the goals of the larger initiative of which this project is a part. If you anticipate that an Implementation project would take more than three years to complete, describe the scope and duration of the entire initiative, as well as the specific accomplishments you propose for this period of performance.

If you propose to continue working on a long-standing reference resource, list any existing project-specific products or publications in print or digital form. When appropriate, indicate print runs, sales, and royalties relating to publications; in the case of online products, include the URL and provide user analytics. If NEH has previously supported the project, summarize what was accomplished with past awards. Describe how the next phase of work would adapt to or incorporate changes in technology and user expectations.

Methods & Activities (aligns with [review criteria 2, 3 and 4](#))

Explain how you would execute the project and how it would conform to any relevant national standards and accepted professional practices. If your methods depart from typical standards and practices common to humanities disciplines or in the library, archives, and museum fields, explain why the project requires such an approach.

Discuss any intellectual property, privacy, or cultural considerations that might affect the availability of collections or the dissemination of reference resources. Describe how you would address those issues during the period of performance and provide documentation of applicable permissions, donor agreements, licenses, or proofs of informed consent in [Attachment 8: Additional supporting documentation](#).

Provide an overview of the project activities. For multi-institutional projects, discuss the distribution of responsibilities among partners. Provide a detailed work plan in [Attachment 4: Work Plan](#).

Additional Considerations for Planning Projects

Discuss the knowledge and skills that the project requires and explain how you chose the planning team to meet those needs. Describe how the team would gather relevant information and provide copies of any assessment tools in [Attachment 8: Additional supporting documentation](#). Indicate the methods of communication and collaboration you would use and the framework for decision making. If your project involves organizational partnerships, explain how the project could enrich the broader mission and longer-term capabilities of each partner.

If you are developing plans for and/or conducting collection surveys to inform future repatriation efforts, sustainable and inclusive collection development, or deaccessioning, discuss your institution's preparatory efforts and any relevant legal requirements, governing structures, or existing collection policies that would impact this work. We encourage you to provide relevant information in [Attachment 8: Additional supporting documentation](#).

Additional Considerations for Implementation Projects: Collections

Describe the present condition of the collections and the level of intellectual control. Discuss how you would organize or reorganize the physical materials or digital assets and how users would discover and access them. Reference pertinent strategies, policies, and procedures for collections stewardship.

Provide the following information, as relevant:

- **For archival processing projects**, discuss the rationale for the arrangement of the collections and the level of description proposed for the finding aids.

- **For cataloging projects**, describe the level of detail of the records you will create; the formats, vocabularies, and systems you will use; and the extent to which the records involve original, enhanced, or copy cataloging. Describe how the metadata would be shared and any plans to support its re-use (for example, contributing to aggregated digital platforms or creating an API).
- **For digitization projects**, quantify the digital objects to be made available; the nature, formats, and quality of the sources from which they would be derived; and the handling and care of original materials during and after reformatting.
- **For projects to preserve and provide access to born-digital sources**, specify data formats; the current extent of accessibility or obsolescence; and strategies to ensure enduring use, such as migration, emulation, or data harvesting.
- **For projects that involve item-level stabilization or conservation treatment**, describe the amount, types, and condition of materials you will treat and discuss how access would be enhanced. Justify the chosen approach or method and identify applicable procedures and/or quality control measures. Include treatment proposals and cost estimates prepared by qualified conservators in [Attachment 8: Additional supporting documentation](#).

Additional Considerations for Implementation Projects: Reference Resources

Indicate the content, form, and length of entries or citations and describe the editorial procedures for writing entries and verifying information. Include a preliminary list of entries, organized by subject areas or topics, and the instructions provided to contributors in [Attachment 8: Additional supporting documentation](#). For language dictionaries, describe the lexicographical principles you would employ. As applicable, indicate how you would update the work or tool, including the addition of new material and the revision of existing content. If relevant, discuss publishing arrangements, publicity plans, estimated prices, and user costs.

Additional Technical Considerations for All Projects

When relevant, provide the following information:

- the hardware and software you would use or refine (note that for projects that entail software development, you are encouraged to use open-source code made publicly available through an online repository);
- preparations for and implementation of data processing (for example, digital imaging, data entry, optical character recognition, or conversion from another format);
- production, preservation, and distribution formats (for example, TIFF, JPEG, PDF/A, WAV), levels of resolution, compression, image enhancement, and the accuracy of textual conversion or transcription;
- provisions for ensuring quality control;
- schema for descriptive, administrative, preservation, and technical metadata, as well as the use of controlled vocabularies;
- system(s) used to manage and present digital content, including specifications that facilitate end use, as well as accessibility features;
- methods for enhancing discoverability, such as search engine optimization, open data harvesting, and/or inclusion in an aggregated resource such as a digital library or cooperative portal; and
- procedures for facilitating computational re-use of data for purposes such as text mining, visualization, topic modeling, geo-coding, or other digital methods.

Outcomes & Sustainability (aligns with [review criteria 3](#) and [4](#))

Summarize your project outcomes and outputs; you will quantify them in [Attachment 3: Project deliverables](#).

Consistent with NEH's [policy on providing access to NEH-funded products](#), recipients should provide access to all products through the internet, on-site use, interlibrary loan, or duplication of materials at cost, insofar as the condition of the materials, intellectual property rights, and privacy and cultural considerations allow. Explain how you might leverage open access online resources and use Creative Commons licenses, as possible and appropriate.

For Planning projects, discuss the next steps that you envision as an outgrowth of the award. For Implementation projects, summarize your organization's approach to sustaining long-term access to collections or reference resources. Describe the staff workflows and technical systems in place to maintain the project's results. As relevant, provide details on digital preservation infrastructure and policies, such as repository system capabilities, storage requirements and capacity, migration or emulation strategies, and collaborative or third-party arrangements.

Outreach (aligns with [review criteria 4](#))

Describe your plans to share the project with relevant communities. For Planning projects, this could include internal stakeholders, advisory boards, and partners, as well as the public if appropriate for the project's stage of development. For Implementation projects, this could include both specialized and general public audiences. The HCRR program can support outreach activities within appropriate limits. Your budget may include staff time and other eligible expenses related to disseminating the NEH-funded product. In many cases, the outreach components accomplished during the period of performance would be preparatory and developmental; larger scale dissemination work would more likely occur after the project concludes. Applicants seeking to communicate project results through exhibits or other public humanities programs should consider funding opportunities offered by the NEH [Division of Public Programs](#).

Project Team (aligns with [review criterion 5](#))

Identify the members of your project team, including consultants and/or personnel to be hired. Summarize their relevant qualifications, individual roles and responsibilities, and the time they would devote to the project.

If the project has an advisory board, list the names and affiliations of its members, and explain its function. While having an advisory board is not a requirement, many projects benefit from consultation with scholarly advisers, as well as technical and community experts.

HCRR projects often broaden participation and authority in cultural heritage stewardship. Discuss how you would include diverse perspectives, including those of any source or heritage communities that are the subjects of projects. As relevant, explain how you would incorporate them in the proposed activities and decision-making. In the case of proposed projects specific to Native American groups and cultural materials, indicate how your staffing plan (and other project components) would facilitate adherence to the [NEH Code of Ethics Relating to Native Americans](#).

Separately, you will provide an alphabetical list of everyone involved with the project in [Attachment 5: List of project personnel](#), as well as résumés for key personnel and consultants in [Attachment 6: Résumés for key personnel](#).

Name the file narrative.pdf.

Attachment 2: History of awards (conditionally required)

If the project has received previous support from any federal or nonfederal sources, including NEH, list the sources, dates, and amounts of these funds. If the project has a long history of support, you may group and summarize the sources and contributions. This attachment has a suggested length of one page.

Name the file awardhistory.pdf.

Attachment 3: Project deliverables (required)

Applicants for Planning projects must list the names of any reports, inventories, documents, or pilot work that would be produced.

Applicants for Implementation projects must include the following information, as relevant:

- the total amount of linear feet to be arranged and described;
- the number of finding aids and/or collection-level descriptions to be produced;
- the total number and type(s) of items to be cataloged (for example, books, manuscripts, photographs, broadsides, maps, artworks, artifacts, audio or video tapes or disks);
- the total number and type(s) of items to be digitized;
- the total number of hours of sound recordings or moving images to be preserved and made available (provide separate numbers for each type);
- the total number of individual records or entries to be created for a database, encyclopedia, historical dictionary, or cartographic resource; or
- the number and type of any other quantifiable products expected as a result of the grant.

This attachment has a suggested length of one page.

Name the file deliverables.pdf.

Attachment 4: Work plan (required)

Your work plan should reflect the major activities you describe in your narrative, the project dates on your [SF-424 Application for Federal Assistance - Short Organizational](#), and your [Research and Related Budget](#).

Describe the activities that will take place during the period of performance to achieve each of the proposed objectives. Use a timeline that includes each activity and identifies the project team members involved. For multi-institutional projects, discuss the distribution of responsibilities across each institution.

Name the file workplan.pdf.

Attachment 5: List of project personnel (required)

List all project personnel and their institutional affiliations, organized alphabetically by surname. If applicable, include advisory board members, consultants, and authors of letters of commitment and support. NEH will use this list to ensure that peer reviewers do not have conflicts of interest with proposed projects.

Name the file personnel.pdf.

Attachment 6: Résumés for key personnel (required)

Include résumés for key personnel (suggested length is no more than two pages per person). Include a biographical sketch or a job description for any individuals who will work on the project but who have not yet been hired.

Name the file resumes.pdf.

Attachment 7: Letters of commitment and support (recommended)

Provide letters of commitment from your institution's leadership, partners, consultants, or others who would work closely with you on your project, receive grant funds, or contribute funds to the completion of project activities.

Provide letters of support that address the project's significance and the program's review criteria by experts in the project's subject area. Authors of letters of support will not participate in the NEH review process. We recommend no more than three letters of support.

Elected government officials, NEH staff, and current members of the National Council on the Humanities may not serve as authors of letters of support.

Name the file letters.pdf.

Attachment 8: Additional supporting documentation (recommended)

The following documentation is strongly encouraged, as relevant to the project:

- copies of any tools to be used for assessment of collections;
- documentation of legal requirements, governing structures, or existing collection policies that would inform planning for future repatriation efforts, sustainable and inclusive collection development, or deaccessioning;
- images, charts, diagrams, sample materials and reports, or references (restrict these to summaries or excerpts where possible; you may also include hyperlinks in the narrative);
- documentation of permissions, donor agreements, licenses, or proofs of informed consent;
- treatment proposals and cost estimates prepared by qualified conservators (for projects that include conservation treatment);
- contractor quotes and equipment specifications; or
- a preliminary list of entries, organized by subject areas or topics, and the instructions provided to contributors (for projects to create reference works or research tools).

Name the file documentation.pdf.

Attachment 9: Subrecipient budget(s) (conditionally required)

If your project includes subawards, you must provide a separate Research and Related Budget and budget justification for each subrecipient.

Download a [fillable PDF of the Research and Related Budget form](#) from the NEH website for each subrecipient. You must open and complete this form in Adobe Reader 8.0 or higher rather than in your web browser.

Prepare a budget and budget justification for each subrecipient using the [same instructions](#) in this notice, with a few exceptions:

- Enter the subrecipient’s Unique Entity Identifier, organization name, and period of performance start and end date (these fields will not prepopulate).
- For “budget type,” check “Subaward/Consortium.”

If your subrecipients have a federally negotiated indirect cost rate, you must honor it. If they do not have a federally negotiated indirect cost rate, they may negotiate a rate with you consistent with [2 CFR § 200.414](#) or use the de minimis rate.

Rather than attaching related documents (budget justification, additional personnel, additional equipment) to the form itself, you will separately convert each document into a PDF and combine all subrecipients’ budget forms and related documents into a single document. Do not attach portfolios containing multiple PDFs.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures). Remove these features (or “flatten” these files) before merging them into a single PDF and uploading it to the [Attachments Form](#).

Name the file subrecipient.pdf.

Attachment 10: Federally negotiated indirect cost rate agreement (conditionally required)

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, provide a copy of the agreement. If applicable, provide the indirect cost rate agreements for subrecipients claiming indirect costs. If you and your subrecipients are requesting the de minimis rate, you do not need to submit this attachment.

Name the file agreement.pdf.

Attachment 11: Explanation of delinquent federal debt (conditionally required for recipients)

If your organization is delinquent in the repayment of any federal debt, explain why. Provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, if applicable, and that you are current on all payments due. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. See [OMB Circular A-129](#).

Name the file delinquentdebt.pdf.

Application Components: Grants.gov Forms

SF-424 Application for Federal Assistance – Short Organizational (Grants.gov form)

This form requests basic information about your institution, the proposed project, and key contacts. Items 1, 2, and 4 will be automatically filled in; leave item 3 blank.

5. Applicant Information

a-d. Provide your organization's legal name, address, and web address. Select the applicant type that best describes your organization from the drop-down menu.

e-f. Provide your organization's employer/taxpayer identification number (EIN/TIN), and Unique Entity Identifier assigned by the [System for Award Management](#). If you do not know your identifier, contact your grant administrator or chief financial officer. See [D3. Unique Entity Identifier and System for Award Management](#).

g. Provide your [congressional district](#) with your two-character state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter "AL-005." If your institution is in a state or U.S. jurisdiction that does not have districts, enter "000" in place of the district number. If your institution is outside the U.S., enter "00-000."

6. Project Information

a. Provide your project's title. It should be brief (no more than 125 characters, including spaces), descriptive of the project, and easily understood by the general public. If NEH funds your project, the agency may retitle your project for clarity in internal and external communications, including the public announcement of awards. Regardless, you may use your preferred title when carrying out the project.

b. Provide a brief description of your project (no more than 1,000 characters, including spaces). You should write the description for a nonspecialist audience, clearly stating the importance of the proposed work and its relation to larger issues in the humanities. This description will appear on the cover sheet of your application and will serve as a project abstract during the review process. If funded, this description will also appear in NEH's database of funded projects.

c. State your project's period of performance start and end dates. Your project must start on the first day of a month and end on the last day of a month. See [B2. Summary of Funding](#) for allowable periods of performance.

7. Project Director

Provide the project director's name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. You must notify the NEH Office of Grant Management immediately if you need to change project directors.

If the project director is not employed by the applicant organization, you must have a formal written agreement with the project director that specifies an official relationship between the parties even if the relationship does not involve a salary or other form of remuneration.

8. Primary Contact/Grant Administrator

Provide the name, title, and contact information for the official responsible for the administration of the award (e.g., negotiating the budget and ensuring compliance with the terms and conditions of the award).

As a matter of NEH policy, the project director and primary contact/grant administrator must not be the same person.

The grant administrator (also called the “institutional grant administrator”) functions as the representative of the recipient organization. This individual should have authority to act on the organization’s behalf in matters related to the administration of the award. The institutional grant administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions to the period of performance, and changes in key personnel.

NEH will address official correspondence (for example, the offer letter or Notice of Action) to the institutional grant administrator and copy the project director.

9. Authorized Representative

Provide the name, title, and contact information for the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an “authorizing official,” is typically someone from the Office of Sponsored Projects, or the institution’s president, vice president, executive director, or board chair. The institution’s Grants.gov E-Business Point of Contact must designate the AOR. The AOR’s signature must match the contact name. See the [Grants.gov Online User Guide](#).

Supplementary Cover Sheet for NEH Grant Programs (Grants.gov form)

1. Project Director

Select the project director’s major field of study from the drop-down menu.

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

- Under “Outright Funds,” enter the amount of outright funds you are requesting.
- Under “Federal Match,” enter the amount of federal matching funds you are requesting.
- Under “Cost Sharing,” enter the required cost share you will provide to release the federal matching funds (dollar-for-dollar). Do not include voluntary cost share.

Learn more about the [types of funding NEH offers](#).

4. Application Information

Indicate whether you or others will submit complementary proposals to other NEH programs, government agencies, or private entities. If so, specify when and to whom. NEH will not consider this information when evaluating the merits of your proposal. See [C3. Other Eligibility Information](#) for restrictions regarding overlapping costs.

For type of application, check “new.”

Select the project’s primary discipline from the drop-down menu. If applicable, select the project’s secondary and tertiary disciplines.

Project/Performance Site Location(s) Form (Grants.gov form)

Provide the primary location and any other locations where you will conduct project activities during the period of performance.

Enter [congressional districts](#) using the two-letter state abbreviation followed by your three-character district number. For example, if your institution is in the 5th congressional district of Alabama, enter “AL-005.” If your institution is in a state or U.S. jurisdiction that does not have districts, enter “000” in place of the district number. If your institution is outside the U.S., enter “00-000.”

The form has space for 300 sites. If your project includes additional locations, list them in a separate document. Save the document as a PDF named additionallocations.pdf and attach it under “Additional Locations.”

Research and Related Budget (Grants.gov form)

You must submit a project budget using the Research and Related Budget form included in the Grants.gov application package and attach a [budget justification](#). Complete the [SF-424 Application for Federal Assistance - Short Organizational form](#) prior to completing your Research and Related Budget.

Complete a separate detailed budget for each 12-month span of the period of performance. The form will generate a cumulative budget.

The form indicates required fields in yellow. Round all costs to the nearest whole dollar. The inclusion of a cost category on the Research and Related Budget form does not automatically indicate that an expense is allowable in this program. See [D6. Funding Restrictions](#) to ensure that proposed costs are allowable.

If you only request outright funds, your budget should include only the funding you are requesting from NEH. If you request federal matching funds, your budget must equal the total funding requested from NEH (outright and federal matching funds) and the one-to-one required third party cost share for the federal matching funds. Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the allowability of gifts for matching purposes.

The total federal matching funds and cost share should equal the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields. Learn about [types of funds NEH offers](#).

If you provide voluntary cost share, do not include it on the Research and Related Budget form. You may describe it in your [budget justification](#).

All costs, whether supported by NEH funds or required cost sharing contributions (if applicable), must be reasonable, necessary to accomplish project objectives, allowable in terms of [2 CFR 200 Subpart E - Cost Principles](#), auditable, and incurred during the period of performance. Costs are subject to audit, record retention, and other requirements set forth in [2 CFR 200 Subpart F - Audit Requirements](#).

You should include only your own employees under [A. Senior/Key Person](#) and [B. Other Personnel](#). Include team members in leadership roles in the project under [A. Senior/Key Person](#). Include other team members under [B. Other Personnel](#). Include costs for non-employees under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#), as appropriate.

If you charge indirect costs to the project, you must not charge the same costs to the project as direct costs. See [H. Indirect Costs](#).

Introductory Fields

Your [SF-424 Application for Federal Assistance - Short Organizational](#) form should pre-populate introductory fields. If not pre-populated, indicate your organization's Unique Entity Identifier, name, and the period of performance. This should match the information you provide on your SF-424 Application for Federal Assistance - Short Organizational. Your period of performance must start on the first day of the month and end on the last day of the month. For budget type, check "project."

A. Senior/Key Person

Include personnel who are employed by the applicant institution in leadership roles on the project. Do not include collaborators at other institutions or consultants, as you will include them in [F. Other Direct Costs](#).

Enter the base salary (annual compensation) for each senior/key person and identify the number of months they will devote to the project. If you do not include base salaries, your award may be delayed.

Many non-academic institutions organize their budgets using calendar months. If your organization does not differentiate between academic and summer months, use only the calendar months column.

If your organization follows an academic calendar, you may differentiate levels of effort by using the academic and summer months columns. You may use both columns if your institutional policy requires separate accounting for academic and summer months. If your institution does not use a nine-month academic year and a three-month summer period, include your institution's definition of these terms in your [budget justification](#).

Enter the requested salary and fringe benefits for each senior/key person. Per [2 CFR § 200.431](#), fringe benefits are allowances and services you provide in addition to salaries and wages. Fringe benefits may include the costs of leave (e.g., vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

Requested salaries and wages must comply with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits must comply with [2 CFR § 200.431](#).

The form will calculate the requested salary and fringe benefits for each key person.

The form has space for up to eight people. If you request funds for additional key personnel, list them in a separate document using the same format as the Research and Related Budget. Save the document as a PDF named `additionalpersonnel.pdf` and attach it under "Additional/Senior Key Persons." If applicable, enter the total funds requested for additional senior/key persons in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

B. Other Personnel

Include personnel employed by the applicant institution who will play a supporting role on the project. For each project role, identify the number of personnel proposed, the total number of months, total salary, and total fringe benefits requested as described in [A. Senior/Key Person](#). The form will calculate the requested salary and fringe benefits for each group.

Post-doctoral associates, graduate students, and undergraduate students

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. You must report such costs in accordance with [2 CFR § 200.466\(b\)](#), and must treat them as direct or indirect costs in accordance with the actual work performed. You may charge tuition remission on an average rate basis.

Administrative/Clerical

In most circumstances, you should include the salaries of administrative, secretarial, or clerical staff as indirect costs (see [H. Indirect Costs](#)). Per [2 CFR § 200.413\(c\)](#), you may charge salaries for administrative or clerical staff as direct costs only if they meet the following conditions:

- The administrative or clerical services are integral to a project or activity.
- The individuals can be specifically identified with the project or activity.
- You explicitly include these costs in your budget or have prior written approval from NEH.
- You do not recover the costs as indirect costs.

If you include administrative or clerical salaries in your budget as direct costs, describe how direct charging meets all four conditions in your [budget justification](#). NEH may request additional information to assess if proposed costs are allowable.

Additional Other Personnel

List additional project roles, if applicable. The form has space for six named roles. If you have more, combine project roles on the form and explain in your [budget justification](#).

Requested salaries and wages must comply with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits must comply with [2 CFR § 200.431](#).

Do not list collaborators at other institutions or consultants here, as you will include them in [F. Other Direct Costs](#).

C. Equipment Description

Equipment is nonexpendable personal property costing \$5,000 or more per item and having a service life of more than one year (unless your organization has established a lower level). See [2 CFR §§ 200.313](#) and [.439](#).

You may purchase equipment if analysis demonstrates that it is more economical and practical than leasing. You may charge depreciation in compliance with [2 CFR § 200.436](#). If you lease equipment, include equipment rental/user fees in [F. Other Direct Costs](#).

Per [2 CFR § 200.322](#), you should preference goods, products, and materials produced in the United States purchased or acquired under a federal award. If NEH funds your project, you must include the requirements of this section in all subawards, contracts, and purchase orders for work or products.

List each item of equipment you plan to purchase and its estimated cost, including shipping and maintenance. Include supporting information, such as a price quote, in your [budget justification](#).

The form has space for ten items. If you request funds for additional equipment, list them in a separate document. Save the document as a PDF named `additionalequipment.pdf` and attach it under “Additional Equipment.” Enter the total funds for the additional equipment in the “Total funds requested for all equipment listed in the attached file” field.

The form will calculate total equipment costs.

D. Travel

Enter the total funds you are requesting for both domestic travel (local and long-distance) and foreign travel (including travel to Canada and Mexico). Detail costs for each trip in your [budget justification](#). **If you make non-refundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

Travel costs must comply with [2 CFR § 200.475](#) and the [General Terms and Conditions for Awards to Organizations](#). NEH uses the General Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable.

You may not use NEH funds to attend regularly occurring professional meetings unless the purpose of attending is to disseminate project-related findings.

Include travel costs for participants in [E3](#) and travel costs for consultants in [E3](#).

The form will calculate total travel costs.

E. Participant/Trainee Support Costs

Participants are the beneficiaries, not the providers, of a service or training opportunity (such as a workshop, conference, seminar, or symposium) funded by a federal award.

[2 CFR § 200.1](#) defines participant support costs as direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants (but not employees) in connection with conferences or training projects.

[2 CFR § 200.432](#) defines a conference as a meeting, retreat, seminar, symposium, workshop, or event, the primary purpose of which is the dissemination of technical information beyond the non-federal entity, and which is necessary and reasonable for successful performance under the federal award.

Include supporting information in your [budget justification](#). **If you or your participants make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

If you claim indirect costs, exclude participant support costs from the MTDC base. The form will calculate total participant support costs.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the requested funds for participant stipends.

3. Travel

Enter the requested funds for participant travel. In your [budget justification](#), name the travelers (if known) and itemize their travel expenses (e.g., roundtrip airfare, mileage, public transportation fares, parking fees).

4. Subsistence

Enter the requested funds for participant subsistence (e.g., lodging and service charges; meals, including taxes and tips; and incidental expenses).

5. Other

Describe other participant support costs (e.g., local ground transportation to venues, admission fees) and enter the requested funds. Provide additional information in your [budget justification](#).

Number of Participants/Trainees

Enter the number of participants. This field cannot exceed 999.

F. Other Direct Costs

The form will calculate total other direct costs.

1. Materials and Supplies

Enter the requested funds for materials and supplies that cost less than \$5,000 per item, regardless of its useful life, unless your organization has established a different capitalization level. See [2 CFR §§ 200.314](#) and [.453](#).

2. Publication Costs

Enter the requested funds for publication costs, including the costs of documenting, preparing, publishing, or otherwise making available to others the findings and products of the work conducted under the award. Include supporting information in your [budget justification](#).

3. Consultant Services

Enter the requested funds for consultant services. If your project includes an external advisory committee, include associated costs here.

Consultant fees must comply with [2 CFR § 200.459](#).

4. Automated Data Processing (ADP)/Computer Services

Enter the requested funds for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. Include personal computers and accessories under [Materials and Supplies](#).

If a third party will provide these services, include them in [Subawards/Consortium/Contractual Costs](#).

5. Subawards/Consortium/Contractual Costs

Enter the total funds you are requesting (both direct and indirect costs) for activities third parties will perform.

Per [2 CFR §§ 200.1](#) and [.331\(a\)](#), a subaward is an award you issue to a subrecipient to carry out part of your federal award. Subawards do not include payments to contractors (as defined in [2 CFR §§ 200.1](#) and [.331\(b\)](#)) or payments to individuals who are beneficiaries of federal programs.

You may provide a subaward through any form of legal agreement, including an agreement you consider a contract. The substance of the relationship between a passthrough entity and a third party is more important than the form of the agreement when determining if the third-party functions as subrecipient or contractor. See [2 CFR § 200.331\(c\)](#).

NEH may request additional information to assess if proposed costs are reasonable and allowable. See [2 CFR §§ 200.331](#) and [.332](#).

If your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each subrecipient. See [Attachment 9: Subrecipient Budget\(s\)](#).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 10: Federally negotiated indirect cost rate agreement](#). You do not have to include an agreement for any subrecipient that requests the 10% de minimis rate.

See [F2. Administrative and National Policy Requirements](#) for additional information on monitoring subrecipients' performance. [Learn more about managing subawards](#).

6. Equipment or Facility Rental/User Fees

Enter the requested funds for rental fees for equipment and facilities.

If you will use your own equipment and facilities, you may charge depreciation in compliance with [2 CFR § 200.436](#). Alternatively, if you will use equipment you purchased with federal funds under another award, you may charge user fees consistent with [2 CFR § 200.313\(c\)\(2\)](#). You may not charge both depreciation and user fees.

If you will host a conference, you may rent facilities per [2 CFR § 200.432](#). If you rent facilities under a "less-than-arm's-length" lease, you must comply with [2 CFR § 200.465\(c\)](#).

Federally funded meetings and conferences must take place in properties that comply with the [Hotel and Motel Fire Safety Act of 1990 \(Pub. L. 101-391\)](#). Consult the U.S. Fire Administration's [National Master List](#) for fire code compliant hotels.

7. Alterations and Renovations

Leave this line blank. Per [2 CFR § 200.462](#), costs you incur for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

List items you have not included in other previous categories or in the indirect cost pool. "Other" project-specific costs may include fees for promotion, acquisition, rights, evaluation and assessment, and accessibility accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). "Miscellaneous" and "contingency" are not acceptable budget categories.

Per [2 CFR § 200.432](#), allowable conference costs include speakers' fees, costs of meals and refreshments, and other incidental items. You must exercise discretion and judgment to ensure

that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award.

Food is only allowable when vendors are unavailable during the scheduled program. You may not use federal funds for meals or refreshments at receptions or networking events. If participants receive complimentary meals or refreshments during meetings, conferences, training, or other events while on NEH-supported travel, you must reduce the per diem you charge to the award. Per [2 CFR § 200.423](#), you may not use federal funds for alcoholic beverages.

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

Indirect costs are costs your institution incurs for common or joint objectives and that you cannot readily identify with a specific project or activity. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvements; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

You do not have to claim indirect costs, but if you do, calculate the amount you may request by multiplying the applicable indirect cost rate by the distribution base, which is typically the project's modified total direct costs (MTDC).

Per [2 CFR § 200.1](#), MTDC are direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subaward). **MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward over \$25,000.**

Review your institution's negotiated indirect cost rate(s) to ensure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates, such as "research," "instruction," and "other sponsored activities." An institution's "research" rate is not the appropriate rate for inclusion in NEH project budgets, except in rare cases, since it is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Except as provided in [2 CFR § 200.414\(c\)\(1\)](#), NEH must use the negotiated rate(s) in effect at the time it issues your award and will not adjust the rate(s) throughout the life of your award. NEH will not adjust your award amount due to changes to your negotiated rates.

If your institution does not have a negotiated rate with the federal government when NEH issues an award (because it is a new recipient or the parties cannot reach agreement on a rate), but has a provisional rate, NEH must use the provisional rate until a final cost is negotiated and approved by the cognizant agency, except as provided in [2 CFR § 200.414](#). If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, NEH may disallow indirect costs.

If your organization does not have a federally negotiated indirect cost rate, you may:

- submit an indirect cost proposal to your cognizant federal agency to negotiate a rate within three months of your award's period of performance start date; or

- charge a de minimis rate of 10% applicable to MTDC (see [2 CFR § 200.414\(f\)](#))

If you choose one of these options, indicate this under [Indirect Cost Type](#). If you do not choose either of the above options, you may only charge costs that are allocable, allowable, and reasonable to the award.

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as [Attachment 10: Federally negotiated indirect cost rate agreement](#), if applicable.

Reference [NEH's General Guidance on Calculating Indirect Costs](#) for more information.

If NEH is your cognizant agency, reference [Guidance for Negotiating an Indirect Cost Rate Agreement with NEH](#).

Indirect Cost Type

Enter the type of indirect cost rate (e.g., “other sponsored activities,” “all programs,” “instruction,” “10% de minimis”) and base (e.g., “MTDC,” “salaries,” “salaries & fringe”) and whether the activity and rate are on- or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries (i.e., if your project includes activities that occur both on and off campus). If you do not have a current indirect rate agreement, but intend to negotiate one, write “None-will negotiate” and provide additional detail in your [budget justification](#).

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with your cognizant federal agency (or the 10% de minimis rate) as a number without special characters (i.e., 32.5).

Indirect Cost Base (\$)

Enter the base for each indirect cost type. Describe any exclusions in your [budget justification](#). If applicable, refer to your federally negotiated indirect cost rate agreement to determine how to calculate the indirect cost base.

Funds Requested (\$)

Enter the requested funds for each indirect cost type.

Total Indirect Costs

The form will calculate total indirect costs.

Cognizant Federal Agency

Enter the name of your cognizant federal agency and a point of contact, if applicable.

I. Total Direct and Indirect Costs

The form will calculate total project costs. Total project costs should not exceed \$50,000 for Planning awards and \$350,000 for Implementation awards.

J. Fee

Leave this field blank.

K. Total Costs and Fee

The form will calculate this field, which will be the same amount as [I. Total Direct and Indirect Costs](#).

L. Budget Justification

You must provide a budget justification to support your project. Specifically describe how each item supports your proposed objectives, detail how you calculated all costs, and provide supporting documentation. Organize your budget justification using the section headings on the Research and Related Budget.

If you provide voluntary cost share, you may describe it in the budget justification to contextualize the project. Do not include voluntary cost share on the Research and Related Budget form.

If you request federal matching funds, identify which activities your required cost share supports, and the expected source(s) of funding. Refer to the [NEH Federal Matching Funds Guidelines](#) to learn about which third-party, non-federal gifts you can use for matching purposes.

Your requested federal matching funds and required cost share should correspond with the amounts on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields, respectively.

Save the document as a PDF named justification.pdf. Attach only one file to the Research and Related Budget form. Do not use your budget justification to expand your narrative.

A. Senior/Key Person: Budget Justification

Detail the salary and wages you will pay to each Senior/Key Person. Provide their names and briefly describe their roles in and suitability to the project. Identify the fringe benefit rate and explain the base for each person. If your organization follows an academic calendar, explain any differences in compensation between academic and summer months.

B. Other Personnel: Budget Justification

List names (if known), roles, months, and requested salary and fringe benefits for other personnel, including post-doctoral associates, graduate students, undergraduate students, and administrative/clerical personnel.

If your budget includes administrative/clerical personnel, describe how they meet the [four conditions](#) for inclusion as a direct cost.

C. Equipment Description: Budget Justification

Detail the number and unit cost for each item and explain how you determined these figures. Provide vendor quotes or price lists, if applicable.

D. Travel: Budget Justification

For each trip, provide the name of the key personnel or employee(s) (if known), explain the purpose of the trip, and specify the points of origin and destination. Break out the costs of transportation, lodging, per diem, and any other associated expenses. Explain how you determined these figures. You must justify each trip separately, except for recurring local trips, which you may group together.

For local travel, include the mileage rate, number of miles, reason for travel, and staff members completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. You must use the lowest available commercial fares for coach or equivalent accommodations. **If you make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

E. Participant/Trainee Support Costs: Budget Justification

Describe how you calculated participant stipends, travel, subsistence, and other costs. If possible, detail participant travel costs using the instructions above.

F. Other Direct Costs: Budget Justification

1. Materials and Supplies

Indicate general categories (e.g., personal computers, digital cameras, archival supplies). Provide a total for each category. Itemize categories totaling \$1,000 or more and provide vendor quotes or price lists, if applicable.

2. Publication Costs

Indicate print runs and justify costs, including vendor quotes, if applicable.

3. Consultant Services

Identify each consultant, describe the services they will perform, specify the amount of time they will devote to the project across the period of performance, outline travel costs, and provide total costs. If applicable, include consultants' proposals.

4. Automated Data Processing (ADP)/Computer Services

Itemize the cost for each service and include established service rates, if applicable.

5. Subawards/Consortium/Contractual Costs

List the costs of project activities to be undertaken by third parties. Identify each third party by name, describe its role in the project, the activities it will carry out, and the associated costs. For each entry, designate the third party as either a subrecipient (who receives a subaward) or a contractor (who receives a contract).

For each contractor, itemize costs using the same categories as the Research and Related Budget and provide relevant supporting documents.

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in [Attachment 9: Subrecipient budget\(s\)](#).

6. Equipment or Facility Rental/User Fees

Identify and justify each rental fee. Provide relevant supporting documentation.

7. Alterations and Renovations

Leave this blank.

8. Other Costs

Itemize, describe, and justify any other direct costs. Include supporting documentation. "Miscellaneous" and "contingency" are not acceptable budget categories.

H. Indirect Costs: Budget Justification

If you include indirect costs in your project budget, identify the rate(s), explain the base(s), and describe any exclusions.

Attachments Form (Grants.gov form)

You will upload your [Attachments](#) to Grants.gov using this form. The form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).** Convert all non-PDF files (i.e., Word, Excel, images) to PDFs. Occasionally, converting a document to PDF may alter its size. Confirm that attachments are within mandatory page limits before you submit the application. Do not attach files that have been password-protected, encrypted, or digitally signed. You must remove all such security features before attaching your files. Failure to do so may result in your application being rejected.

If an attachment contains multiple documents, merge them into a single file, not a PDF portfolio. If you include a PDF portfolio, the file may be rejected by Grants.gov or eGMS.

Consult the [Application Components Table](#) to name and sequence your attachments so that NEH can easily identify them. Grants.gov may reject your application if:

- file names exceed 50 characters
- multiple files have the same name
- file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign

Grants.gov may accept and validate your application even if you are missing required components or have formatted them incorrectly. You must ensure that you have formatted, attached, and submitted all required components correctly. If you have not, NEH may reject your application as incomplete or nonresponsive.

Learn about [Adobe software compatibility with Grants.gov](#) and ensure that you can use your version of Adobe Acrobat Reader to download, complete, and submit your application.

Certification Regarding Lobbying (conditionally required for recipients)

If you request more than \$100,000, you must submit the Certification Regarding Lobbying before NEH issues your award. Add this form to your application package in Grants.gov and it will autofill based upon information provided on the [SF-424 Application for Federal Assistance - Short Organizational](#).

Standard Form-LLL, “Disclosure of Lobbying Activities” (conditionally required for recipients)

If you have or will use non-federal funds for lobbying, you must submit Standard Form-LLL, “Disclosure of Lobbying Activities” before NEH issues your award. Add this form to your application package in Grants.gov. See [2 CFR § 200.450](#).

3. Unique Entity Identifier and System for Award Management

Before applying, your organization must register with the [System for Award Management \(SAM\)](#) and [Grants.gov](#). [Learn more about this multistep process.](#)

NEH encourages organizations with SAM registrations to check the validation of their UEI well in advance of the deadline to ensure that they are accurate, current, and active. If your SAM registration is not active and current at the time of Grants.gov submission, NEH will reject your application.

Allow several weeks to register with SAM and Grants.gov. NEH will not waive the online submission requirement or extend the application deadline to allow additional time for you to complete registration with SAM or Grants.gov.

Login.gov

If you have not already done so, you must create a [Login.gov](#) user account to register and log in to SAM and Grants.gov. Login.gov is a secure sign-in service used by the public to sign in to participating government agencies. [Create and link your account now.](#)

System for Award Management (SAM)

Your organization must register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration with current information while you have an active federal award or a pending application with a federal agency. See [2 CFR § 25.110](#) for exceptions. SAM will assign your organization a [Unique Entity Identifier](#).

When registering or renewing in SAM, the system will prompt you to review and agree to financial assistance certifications and representations, as required by [2 CFR § 200.209](#).

If your SAM registration is not active and current at the time an award is made, NEH may determine that you are not qualified to receive an award and use that determination as a basis for making an award to another applicant.

[Check the status of your SAM.gov registration.](#)

Contact the [Federal Service Desk](#) if you have questions.

Grants.gov

You must register with [Grants.gov](#) using your Login.gov credentials before applying. You must submit your application using [Grants.gov Workspace](#) or a Grants.gov system-to-system solution. Workspace is a shared, online environment where team members may simultaneously access and edit forms within a grant application.

After you register and create an [Organizational Applicant Profile](#), Grants.gov will email your E-Business Point of Contact who can assign the appropriate roles to individuals within your organization. This includes the authorized organization representative (AOR), who will give permission to the appropriate individuals to complete and submit applications on behalf of your organization.

If you have previously registered with Grants.gov, confirm that your registration is still active and that your AOR is current.

Contact [Grants.gov Applicant Support](#) or consult the [Grants.gov Online User Guide](#) and its [library of instructional videos](#) if you have questions.

4. Submission Dates and Times

Drafts

Program officers will review one draft narrative per project if you submit by June 4, 2024, at 11:59 p.m. Eastern Time. Program officers will not review late drafts.

This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it useful to strengthen their applications. If you choose to submit a draft, send it as an attachment to preservation@neh.gov.

Applications

The deadline for applications under this notice is July 16, 2024, at 11:59 p.m. Eastern Time.

Applications must be complete, comply with length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice. See the [late submission policy](#) for the limited situations when NEH might accept an application submitted after the deadline.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your Grants.gov application status](#). eGMS, NEH's online grant management system, will send you an automatically generated email upon receipt of your proposal.

When NEH receives your application, the agency will assign it a tracking number beginning with PW-. A tracking number does not guarantee that your application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not correctly formatted, eGMS will reject your application and notify you by email. eGMS cannot detect errors such as missing components or excess pages.

NEH recommends you submit your application at least 48 hours prior to the deadline so you have time to correct technical errors eGMS identified or you discover. It is your responsibility to correct errors prior to the deadline.

NEH will not comment on the status of your application except regarding matters of eligibility, completeness, and responsiveness.

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12372](#).

6. Funding Restrictions

You may not use awards made under this notice for the following purposes:

- the purchase of collections, including appraisal for acquisition or monetary purposes

- the creation of oral history interview collections
- the restoration of historic structures, the preservation of the built environment, or the stabilization of archaeological sites
- the preservation, organization, or description of materials that are not regularly accessible for research, education, or public engagement
- the digitization of United States newspapers (applicants interested in such projects should consult the [National Digital Newspaper Program](#))
- the creation of tools and reference works designed *exclusively* for classroom instruction
- hosting scholarly or public conferences (which NEH supports through its [Collaborative Research](#) program)
- the creation of selective compilations of primary sources in print or digital form, when such works are developed primarily as an adjunct to interpretive research (NEH supports such compilations through its [Collaborative Research](#) program)
- the support of projects to document endangered languages (applicants interested in such projects should consult the [Documenting Endangered Languages Senior Research Grants](#) program)
- GIS projects for civic planning or resource management
- projects focused solely on translation (translation is an allowable component of an HCRR project if it is intended to create access to humanities collections or to produce reference resources.)
- institutional records management
- attending regularly occurring professional meetings (unless the purpose of attending is to disseminate project-related findings)
- costs for activities performed by federal entities or personnel
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

Applications including unallowable costs or activities may be judged nonresponsive and returned without review.

See [2 CFR 200 Subpart E - Cost Principles](#) for other unallowable costs.

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications under this notice:

1. The project's significance for supporting scholarly research, education, or public engagement in the humanities.

In what ways is the topic/subject matter important? Why and how is the proposed material or reference resource of value? To what extent would the collections or reference resource either fill

an important gap or complement other available materials? For whom is this project significant and in what ways?

(aligns with narrative sections “[Significance](#)” and “[History & Scope](#)”)

2. The soundness of the proposed methods, including the selection criteria and the project’s adherence to accepted national standards and professional practices.

To what extent would the project employ best practices in preservation and access? Are the proposed procedures clear and appropriate for achieving the project’s goals?

(aligns with narrative section “[Methods & Activities](#)”)

3. The specificity and utility of the proposed activities and outcomes, and the viability of the project.

To what extent are the activities and outcomes clearly defined? Are the activities sequenced appropriately, and is the project achievable within the timeline and resources proposed?

(aligns with narrative sections “[Methods & Activities](#)” and “[Outcomes & Sustainability](#),” as well as with [Attachment 3: Project deliverables](#), and [Attachment 4: Work plan](#))

4. The quality of the project’s plans for providing access to humanities collections or resources, sustaining project outcomes, and engaging with relevant audiences.

How well does the project conform to NEH’s preference for open access to collections and resources? To what extent are staff workflows and technical systems in place to support ongoing access to the project’s outcomes? How effectively would the results of the project reach the intended audience(s)?

(aligns with narrative sections “[Methods & Activities](#),” “[History & Scope](#),” “[Outcomes & Sustainability](#),” and “[Outreach](#)”)

5. The qualifications of the project’s staff and suitability of the staffing arrangements.

Are the roles and duties of personnel clear, and are staff appropriately qualified for the work proposed? Are the job descriptions for staff to be hired appropriate for their roles? To what extent does the project team include the range of humanities, technical, and/or community expertise needed for the project?

(aligns with narrative sections “[Project Team](#),” as well as with [Attachment 4: Work plan](#) and [Attachment 6: Résumés for key personnel](#))

6. The reasonableness of the budget in relation to the activities and the proposed outcomes.

Would key personnel devote adequate time to the project to achieve its objectives? To what extent does the budget justification demonstrate that the costs are reasonable and necessary?

(aligns with the [budget](#) and [budget justification](#) in relation to the project [narrative](#), [Attachment 3: Project Deliverables](#), and [Attachment 4: Work Plan](#))

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness. The agency then conducts a peer review process for all applications that pass this initial screening.

Peer reviewers are experts in their fields with knowledge and expertise relevant to the activities that the program supports. NEH instructs peer reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics rules governing conflicts of interest.

NEH program officers supplement the peer reviewers' comments to address matters of fact or significant points that the peer reviewers have overlooked. They then make funding recommendations to the [National Council on the Humanities](#). The National Council meets at least twice each year to review applications and advise the NEH Chair. By law, the Chair has the sole authority to make final funding decisions.

Following NEH's public announcement of funded projects, you may request copies of the peer reviewers' evaluations of your proposal by contacting preservation@neh.gov.

[Learn more about the NEH review process.](#)

[Apply to be a peer reviewer for NEH.](#)

3. Assessment of Risk and Other Pre-Award Activities

Following the Chair's initial selection of applications for support, the NEH Office of Grant Management (OGM) conducts a risk assessment for selected applications. OGM will consider the applicant's past performance, if applicable; analyze the project budget; assess the applicant's management systems; confirm the applicant's continued eligibility; and evaluate compliance with [public policy requirements](#). This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused.

NEH will consider information about your organization that is in the Responsibility/Qualification data bank in SAM.gov (formerly [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#)). This database records the integrity and performance of entities applying for federal funding. NEH will review the Responsibility/Qualification database when assessing your organization's integrity, business ethics, and record of performance under federal awards, as described in [2 CFR § 200.206](#). You may comment on information provided by federal awarding agencies about your organization. Per [2 CFR § 200.213](#), NEH will report determinations that your organization is not qualified to SAM.gov.

OGM may request that you submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or undertake certain activities (such as negotiating an indirect cost rate) in anticipation of an award. Such requests do not guarantee that NEH will make an award.

After completing its risk assessment, NEH will determine whether making an award would be consistent with the agency's risk management policy, whether it must impose any special terms and conditions, and what funding level is appropriate. NEH may elect not to issue awards to applicants with management or financial instability that affects their ability to comply with the terms and conditions of the award ([2 CFR § 200.206](#)).

Award decisions are discretionary and are not appealable to any federal official or board.

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in April 2025. This is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

If NEH selects your application for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach beginning in May 2025.

[Learn more about managing an NEH award.](#)

2. Administrative and National Policy Requirements

Each award is subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#), and any specific terms and conditions that NEH places on the award in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

By applying, you certify that neither your institution nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

You must comply with [2 CFR §§ 180.335](#) and [.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

If you cannot attest to the statements in this certification, explain why not in [Attachment 11: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

NEH strives to make the products of its awards available to the broadest possible audience by providing ready and easy access to its grant products to scholars, educators, students, and the American public. All other considerations being equal, NEH gives preference to projects that provide free access to the public.

You must comply with [Section 504 of the Rehabilitation Act of 1973](#), which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. Consult [Design for Accessibility: A Cultural Administrator's Handbook](#).

Copyright information

Subject to applicable law, you may copyright work that you develop or acquire under an award. In accordance with [2 CFR § 200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to

authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish excerpts of grant products in [Humanities](#) magazine or on its website.

Protecting Personal Information

If you collect personal identifiable information (PII) as part of your NEH-funded award, you are responsible for protecting and storing it. You must take all reasonable and appropriate actions to prevent inadvertent disclosure, release, or loss of PII. Consult [Protecting Personal Information | The National Endowment for the Humanities](#) for more guidance. NEH is not liable if a recipient incurs an inadvertent disclosure, release, loss, or data breach of PII.

Consent for Survey Participation

If your NEH-funded project includes surveys, you may not enroll a participant until you have obtained legally informed consent.

Acknowledging NEH support

Materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) for guidance.

Subrecipient monitoring requirements

Per [2 CFR § 25.300](#), you may only issue subawards with federal funds to organizations that have obtained and provided their Unique Entity Identifier. Subrecipients are not required to complete registration with the [System for Award Management \(SAM\)](#) to obtain a Unique Entity Identifier. See [D3. Unique Entity Identifier and System for Award Management](#).

You must monitor your subrecipients to ensure that they use their subawards for authorized purposes; comply with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and achieve their performance goals. You must ensure that your subrecipients track, appropriately use, and report program income generated by the subaward. See [2 CFR § 200.332](#) for information that you must include in subaward agreements.

[Learn more about managing subawards.](#)

Program income

If your NEH-supported activities generate income during the period of performance, you must use it for additional approved project-related activities. See [2 CFR § 200.307](#) for income that you generate after the period of performance.

Coordination of geographic information and related spatial data

If you request funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must first conduct a due diligence search of the [Data.gov list of datasets](#) to determine whether the needed data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services in compliance with applicable [Federal Geographic Data Committee](#) guidance.

Eliminate waste, fraud, and abuse

Help NEH eliminate fraud and improve management by reporting allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification,

plagiarism), or unnecessary government expenditures to the [NEH Office of the Inspector General](#).

Termination

NEH reserves the right to terminate awards consistent with [2 CFR § 200.340](#).

3. Reporting

If you receive an award, you must complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. NEH will provide further information in the Notice of Action.

1. **Federal Financial Report(s).** You must submit the Federal Financial Report (SF-425) annually.
2. **Performance Progress Report(s).** You must submit a performance progress report annually. The “Goals & Progress” section asks for a summary of your goals; a description of what you have achieved; and, if relevant, what tasks remain to complete the project. This section must align with the outcomes and outputs you identify in your application. When you complete the report, or at any time during or after the period of performance, you may also add the project results using the Products and Prizes tab in eGMS Reach.
3. **Final Reports.** You must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to progress on program-specific goals; impact of the overall project; the degree to which you achieved the mission, goals, and strategies outlined in the approved application; your objectives and accomplishments; barriers encountered; and your overall experiences during the period of performance.
4. **Tangible Personal Property Report.** If applicable, you must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. You must report all equipment with an acquisition cost of \$5,000 or more per unit purchased with NEH funds.

Learn more about [performance reporting requirements](#) and [financial reporting requirements](#).

G. Agency Contacts

If you have questions about the program, contact:

Division of Preservation and Access
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8570
preservation@neh.gov

If you have questions about administrative requirements or allowable costs, contact:

Office of Grant Management

National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8494
grantmanagement@neh.gov

If you are deaf or hard of hearing, you can contact NEH using telecommunications relay at 7-1-1.

If you have questions about registering or renewing your registration with Login.gov or SAM.gov, contact the Federal Service Desk, Monday – Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, at:

[Federal Service Desk](#)
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact:

[Grants.gov Applicant Support](#)
U.S. calls: 1-800-518-4726
International calls: +1-606-545-5035
support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

Applicants seeking support for preservation assessments and other basic steps in collections care, including preliminary consultations with source communities or subject matter experts, location and format surveys, collection inventories, and condition reports, should consult the [Preservation Assistance Grants for Smaller Institutions](#) program. Applicants seeking support for the purchase of storage furniture and rehousing collections; improving environmental conditions (including the installation of climate control systems); and installing security, lighting, and fire-prevention systems should consult the [Sustaining Cultural Heritage Collections](#) program. Projects that focus on serving the preservation and access field more generally by developing new standards, practices, methodologies, and workflows for humanities collections are eligible for support through the [Research and Development](#) program. These programs are offered by the [Division of Preservation and Access](#).

Applicants seeking to create or enhance experimental, computationally-based methods, techniques, or infrastructure that contribute to the humanities; pursue scholarship that examines the history, criticism, and philosophy of digital culture or technology and its impact on society; or conduct evaluative studies that investigate the practices and the impact of digital scholarship on research, pedagogy, scholarly communication, and public engagement should consider the [Digital Humanities Advancement Grants](#) program in the [Office of Digital Humanities](#).

Applicants seeking support to prepare critical editions and translations of important humanities texts (in print or digital form) should consider the [Scholarly Editions and Scholarly Translations](#) program offered by the [Division of Research Programs](#).

You may also find related funding opportunities with your state or jurisdictional humanities council. As mandated by Congress, approximately 40% of the NEH's program budget supports these councils, which play a critical role in supporting the NEH's mission and goals at a local, grassroots level. Contact information for each council can be found here: <https://www.neh.gov/about/state-humanities-councils>.

Related resources

The HCRR [program resource page](#) provides links to sample application narratives.

Sample standards and best practices

You may find the following resources helpful in planning your project. NEH does not prescribe specific methodologies or standards.

- [Accessibility Fundamentals](#) (W3C Accessibility Initiative, 2021)
- [Archival Metrics Toolkits](#) (a joint project of the University of Michigan, the University of North Carolina-Chapel Hill, and the University of Toronto, 2020)
- [Archives for Black Lives in Philadelphia Anti-Racist Description Resources](#) (Society of American Archivists Council Approval, 2022)
- [Archiving Oral History](#) (Oral History Association, 2019)
- [ARSC Guide to Audio Preservation](#) (Association of Recorded Sound Archivists, Council on Library and Information Resources, and National Recording Preservation Board of the Library of Congress, 2015)
- [Best Practices for Archival Term Position](#) (The Term Labor Best Practices Working Group, 2022)
- [Cataloging Cultural Objects: A Guide to Describing Cultural Works and their Images](#) (Visual Resources Association, 2006)
- [Choosing a Collections Management System](#) (Technical Leaflet 286, American Association for State and Local History, 2019)
- [Code of Best Practices in Fair Use for Academic and Research Libraries](#) (Association of Research Libraries, 2012)
- [Code of Best Practices in Fair Use for the Visual Arts](#) (College Art Association, 2015)
- [Digital Content Reuse Assessment Framework Toolkit](#) (DLF Assessment Interest Group, Council on Library & Information Resources, 2023)
- [Digital Preservation Coalition Technology Publications](#) (Digital Preservation Coalition)
- [Digitization Cost Calculator](#) (Digital Library Federation)
- [Digitization Guidelines](#) (Federal Agencies Digital Guidelines Initiative)
- [A Framework of Guidance for Building Good Digital Collections](#) (National Information Standards Organization, 3rd edition, 2007)
- [GLAM 3D](#) (Engleberg Center on Innovation Law & Policy at NYU Law School, 2022)
- [Guidelines for Collaboration](#) (Indian Arts Research Center, School for Advanced Research, 2019)
- [Guides to Good Practice](#) (Archaeology Data Services and Digital Antiquity, 2011)
- [International Image Interoperability Framework](#) (IIIF Consortium)
- [Levels of Digital Preservation](#) (National Digital Stewardship Alliance/Digital Library Federation, 2019)

- [Meeting the Challenge of Media Preservation: Strategies and Solutions](#) (Indiana University, Media Preservation Initiative Task Force, 2011)
- [OSSArcFlow Guide to Documenting Born-Digital Archival Workflows](#) (Educopia Institute, 2020)
- [Preservation Leaflets](#) (Northeast Document Conservation Center)
- [Preservation Self-Assessment Program](#) (University of Illinois Libraries, 2016)
- [Professional Practices for Academic Museums & Galleries](#) (Association of Academic Museums and Galleries, 2017)
- [Protocols for Native American Archival Materials](#) (First Archivists Circle, 2007)
- [Socio-Technical Sustainability Roadmap](#) (Visual Media Workshop at the University of Pittsburgh, 2018)
- [Standards at the Library of Congress -- resource description formats, digital library standards](#) (Library of Congress)
- [TEI Guidelines](#) (The Text Encoding Initiative Consortium)
- [Toward a Community of Practice: Initial Findings on Best Practices for Digital Encyclopedias](#), NEH grant white paper (Internet Digital Encyclopedia Alliance, 2011)

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, et seq.](#) Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice (“SORN”) published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that on average it takes sixty hours to complete an application. This estimate includes time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Time needed may vary from program to program.

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at grantmanagement@neh.gov. According to the [Paperwork Reduction Act of 1995](#), no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2024.