



NATIONAL ENDOWMENT FOR THE HUMANITIES

## **Notice of Funding Opportunity**

### **Humanities Connections**

Funding Opportunity Number: 20230907-AKA-AKB

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.162

**Application Deadline: September 7, 2023**

**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 Education Programs  
Telephone: 202-606-8337  
Email: [hc@neh.gov](mailto:hc@neh.gov)  
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 Education Programs is accepting applications for the Humanities Connections program. This program seeks to expand the role of the humanities in undergraduate education at two- and four-year institutions by encouraging partnerships between humanities faculty and their counterparts in other areas of study. Awards support the planning or implementation of curricular projects connecting the humanities to the physical and natural sciences; pre-service or professional programs, including law and business; computer science, data science, and other technology-driven fields; or other non-humanities departments or schools. Projects must incorporate the approaches and learning activities of both the humanities and the non-humanities disciplines involved.

Funding Opportunity Title	Humanities Connections
Funding Opportunity Number	20230907-AKA-AKB
Federal Assistance Listing Number	45.162
Optional Draft Deadline	July 21, 2023, 11:59 p.m. Eastern Time
Application Deadline	September 7, 2023, 11:59 p.m. Eastern Time
Anticipated Award Announcement	April 2024
Anticipated FY 2024 Funding	Approximately \$1,500,000
Estimated Number and Type of Awards	Approximately 12 Planning and 6 Implementation grants
Award Amounts	Planning: up to \$50,000 Implementation: up to \$150,000
Cost Sharing/Match Required	No
Period of Performance	Planning: 12 months Implementation: 18 to 36 months  All projects must start between June 1, 2024, and September 1, 2024.
Eligible Applicants	U.S. two- or four-year public or private 501(c)(3) accredited institutions of higher education.  See <a href="#">C. Eligibility Information</a> for additional information.
Program Resource Page	<a href="https://www.neh.gov/grants/education/humanities-connections">https://www.neh.gov/grants/education/humanities-connections</a>
Pre-Application Webinar	Pre-recorded webinars will be posted to the program resource page by June 7, 2023.  <b>Live Q&amp;A Session:</b> Click <a href="#">here</a> to participate in a live Q&A session at 1:00 p.m. Eastern Time on June 29, 2023. Or call in (audio only): +1 202-600-8430, Meeting code 982 023 751#
Published	May 22, 2023

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# A. Program Description

## 1. Purpose

This notice solicits applications for the National Endowment for the Humanities (NEH) Division of Education Programs' Humanities Connections program. This program seeks to expand the role of the humanities in undergraduate education at two- and four-year institutions by encouraging partnerships between humanities faculty and their counterparts in other areas of study. Awards support the planning or implementation of curricular projects connecting the humanities to the physical and natural sciences; pre-service or professional programs, including law and business; computer science, data science, and other technology-driven fields; or other non-humanities departments or schools. Projects must incorporate the approaches and learning activities of both the humanities and the non-humanities disciplines involved.

Competitive Humanities Connections proposals will demonstrate:

- how the proposed project expands the role of the humanities in the undergraduate curriculum at the applicant institution(s)
- substantive and purposeful integration of the subject matter, approaches, and learning activities of two or more disciplines (with a minimum of one in and one outside of the humanities)
- collaboration between faculty from two or more departments or schools (with a minimum of one in and one outside of the humanities)
- a curricular structure that your institution could sustain over the long term, including interdisciplinary minors or certificates; curricular pathways such as concentrations within majors or general education programs; and other models appropriate to the institution

NEH encourages you to review the sample project narratives on the [program resource page](#).

See [D6. Funding Restrictions](#) for unallowable activities.

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

## Funding categories

The Humanities Connections program includes two funding levels: **Planning** and **Implementation**. Implementation proposals may, but are not required to, be based on projects previously funded at the Planning level. An award from NEH for one stage of a project does not commit the agency to continued support. NEH evaluates applications for each stage of a project independently. See [C3. Other Eligibility Information](#).

### Planning

Planning awards (up to \$50,000 and for 12 months) support the interdisciplinary collaboration of faculty from two or more departments or schools (a minimum of one in and one outside of the humanities). The award provides institutions the opportunity to create a firm foundation for an interdisciplinary undergraduate curricular program or initiative. Projects may build on existing programs or initiatives, including those currently managed by a single department, or may develop entirely new ones.

The outcome of a successful Planning award should be a preliminary proposal that clearly defines the steps necessary to progress towards an interdisciplinary curriculum or initiative.

You may use a Planning award to:

- establish and convene a collaborative team to develop project goals and outcomes
- consult outside experts on curriculum design or interdisciplinary learning opportunities, including, but not limited to, individual or collaborative undergraduate research projects; field or laboratory research; and community-based, project-based, or site-based learning
- organize workshops or other professional development for faculty and administrators on substantive issues related to the success of the project
- coordinate focus or discussion groups, which may include students, around issues central to project rationale
- design or revise courses, instructional models, and learning activities
- work with institutional leadership about the potential for long-term support
- complete other tasks that align with the project's goals

## **Implementation**

Implementation awards (up to \$150,000 and from 18 to 36 months) support the introduction or revision of sustainable and interdisciplinary undergraduate curricula or initiatives at two- and four-year colleges and universities. Projects must involve faculty from two or more departments or schools (a minimum of one in and one outside of the humanities) and integrate the approaches and learning activities of the disciplines involved. Implementation proposals must show unambiguous evidence of prior planning and present a defined rationale with clear intellectual and logistical objectives supported by institutional leadership. The award provides the opportunity to build on faculty, administrative, or institutional partnerships and to develop and refine the project's intellectual content, design, and scope. You should clearly demonstrate any partners' or collaborators' commitments; outline preferred approaches to curriculum building/consolidation; and explain outreach strategies to attract students to the new educational opportunity.

The outcome of an Implementation award should be a sustainable curriculum or initiative ready to enroll students.

You may use an Implementation award to:

- convene a core faculty team and develop working groups on issues central to project rationale
- engage outside experts on issues pertinent to project content, design, and sustainability
- develop, implement, assess, and refine curricula (such as new courses, modules, and pathways) and instructional models for effective interdisciplinary pedagogy
- create and implement outreach strategies to attract students to new educational opportunities
- conduct mid- and long-range feasibility studies
- complete other tasks that align with the project's goals

## 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.](#)

### **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 – like 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 also encourages projects that include Native American organizations and communities as applicants and project partners. NEH will give all applications equal consideration in accordance with the program's [review criteria](#).

## **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 or up to \$150,000 for Implementation. This includes direct and indirect costs.

NEH anticipates approximately \$1,500,000 to fund an estimated twelve Planning and six Implementation recipients.

NEH will award successful applicants outright funds, which are not contingent on additional funding from other sources.

NEH will not determine the amount available until Congress makes appropriations for FY 2024. NEH will issue awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency action to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

#### **Period of performance**

You may request a period of performance of 12 months for Planning or 18 to 36 months for Implementation with a start date between June 1, 2024, and September 1, 2024.

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 a month.

## **C. Eligibility Information**

### **1. Eligible Applicants**

Eligible applicants include U.S. two- or four-year public or private 501(c)(3) accredited institutions of higher education, including community colleges, four-year public and private colleges and universities, liberal arts colleges, research universities, Historically Black Colleges and Universities, Tribal Colleges and Universities, Hispanic-Serving Institutions, and Asian American and Native American Pacific Islander-Serving Institutions.

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.

To be eligible, your organization must make substantive contributions to the success of the project and must not function solely as a fiscal agent for another entity.

## 2. Cost Sharing

NEH does not require cost sharing in this program.

Cost sharing or matching is the portion of the project costs you pay for with non-NEH funds. Peer reviewers will not consider cost sharing in their evaluation of applications.

You may contribute voluntary cost share to your project if the total 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](#).

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. Recipients of open Humanities Connections awards may apply.

Collaboration with other postsecondary institutions is welcome, but the project director must be employed by or affiliated with the applicant institution. The project director may not hold a full-time NEH individual award during the period of performance.

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 and/or approved federal award budget. However, you may submit multiple proposals for **complementary** aspects of the same overall project. 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.

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 [hc@neh.gov](mailto:hc@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 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 20230907-AKA-AKB. There is also a link on the [program resource page](#).

This funding opportunity includes two application packages, which you can find under the "Package" tab. Select the appropriate one based upon your project type. Each package includes a series of required and conditionally required forms. You will upload additional application components using the [Attachments Form](#).

- Planning: AKA2023
- Implementation: AKB2023

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

Contact [hc@neh.gov](mailto:hc@neh.gov) to request a paper copy of this notice.

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

## 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](#).

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.
- Optional: You may submit this component, but NEH does not require it.

You must submit all required components and conditionally required components relevant to your proposal. **NEH will not review applications missing any required documents or relevant conditionally required documents.**

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.**

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

Application Component	File Name	Designation	Page limit
<b>Grants.gov forms</b>			
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>		Required	
<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>		Required	
<a href="#">Project/Performance Site(s) Location Form</a>		Required	
<a href="#">Research and Related Budget Attachments Form</a>		Required	
<a href="#">Certification Regarding Lobbying</a>		Conditionally required	
<a href="#">Standard Form-LLL "Disclosure of Lobbying Activities"</a>		Conditionally required	
<b>Attachments</b>			
<a href="#">1: Narrative</a>	narrative.pdf	Required	8 pages for Planning; 10 pages for Implementation (mandatory)
<a href="#">2: Work plan</a>	workplan.pdf	Required	2-3 pages (suggested)
<a href="#">3: Readings and resources</a>	readings.pdf	Required	1-2 pages (suggested)
<a href="#">4: Relevant research or data</a>	data.pdf	Required for Implementation; optional for Planning	
<a href="#">5: Résumés for key personnel</a>	resumes.pdf	Required	2 pages per résumé (suggested)
<a href="#">6: Letters of commitment and support</a>	letters.pdf	Required	
<a href="#">7: Subrecipient budget(s)</a>	subrecipient.pdf	Conditionally required	
<a href="#">8: Federally negotiated indirect cost rate agreement</a>	agreement.pdf	Conditionally required	
<a href="#">9: Explanation of delinquent federal debt</a>	delinquentdebt.pdf	Conditionally required	

## **Narrative**

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 to eight single-spaced pages for Planning and ten single-spaced pages for Implementation. Do not include an executive summary, cover page, or a table of contents. You may include images, charts, diagrams, footnotes, or endnotes if they fit within the page limit.

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

### **Intellectual rationale (aligns with review criteria [Intellectual quality and Impact](#))**

This section of the narrative should:

- identify the topic or issue that the project addresses and explain how the project brings the resources and perspectives of the humanities into students' broader educational goals and on the larger intellectual and cultural life of the institution
- address how your project will integrate the subject matter, approaches, and learning activities from two or more disciplines (at least one humanities and one non-humanities)
- if applicable, explain how partnership(s) beyond the institution will help accomplish your goals

For **Planning** proposals, describe the desired outcomes of the planning process. Estimate the potential impact on student engagement over a given span of years (e.g., the expected number of students enrolled per "x" years in a new minor, certificate, or curricular pathway). In [Attachment 4](#), you may include relevant research or data collected for programs or disciplines that may be involved in your project (optional).

For **Implementation** proposals, summarize the conclusions reached as a result of your planning process, and whether or not NEH funded that process. Explain how your initial goals evolved as a result of your planning process. Address project scale, such as the number of faculty and departments/schools involved and the number of other partnerships formed (if any). Describe the anticipated impact on institutional, program, or project goals, such as the expected number of students enrolled in the new curriculum over a given span of years after implementation. In [Attachment 4](#), you must provide relevant quantitative and qualitative data collected during the planning phase that will inform your implementation strategy (required).

### **Content and activities (aligns with review criteria [Intellectual quality and Design quality and feasibility](#))**

As appropriate to the funding level (**Planning** or **Implementation**), outline the stages for developing your project during the award period and the specific project activities you will undertake. This section should:

- explain the project's structure and content, including how the components you will develop will form an integrated whole and which texts and other resources you plan to use

- detail the specific subject areas curriculum components will explore, the project's relationship to existing programs, and how often your institution will offer any courses or other activities your project will revise or create
- outline the steps for collaboration between departments, schools, and/or outside organizations, and explain their relevance to the project
- articulate your outreach strategies to attract students to the new educational opportunities, both initially and long-term

Provide a work plan in [Attachment 2](#) and a list of relevant team readings and resources in [Attachment 3](#).

### **Collaborative team (aligns with review criterion [Design quality and feasibility](#))**

Describe the qualifications and responsibilities of the project director(s) and other personnel who will collaborate in the planning process. Outline the team's composition and explain how it reflects the key stakeholders in the planning process, including any external contributors to the project, such as visiting scholars, consultants, and/or community partners.

Team members may include:

- full-time or adjunct faculty from two or more departments, with a minimum of one in and one outside of the humanities **(required)**
- high-level administrators, such as deans or provosts
- advanced undergraduates/graduate students acting as advisors
- humanities-oriented teaching and learning professionals, such as librarians and media specialists
- experts in specific pedagogical approaches, such as applied humanities, archival research, field or laboratory research, or other learning activities appropriate to the project
- members of cultural or community organizations, professional societies, or other external collaborators relevant to the project

For both **Planning and Implementation** proposals, if you anticipate subsequent additions to the team, describe the process by which you will recruit or select them.

Provide brief résumés or biographies as [Attachment 5](#) and letters or emails of commitment as [Attachment 6](#).

### **Institutional context and resources (aligns with review criteria [Design quality and feasibility](#) and [Impact](#))**

Situate the humanities at your institution(s), including information about current enrollment, majors, faculty, and existing resources. Describe how the institution's resources (for example, personnel, library or museum holdings, information technology, learning centers) support the project.

If the project involves more than one institution, describe how the proposed collaboration will enhance any ongoing or previous partnerships or arrangements.

**Impact and evaluation (aligns with review criteria [Design quality and feasibility](#) and [Impact](#))**

For **Planning** proposals, describe your methodology for evaluating the results of the planning stage, incorporating both qualitative and quantitative measures as appropriate. In addition, explain how you will assess the feasibility of proceeding to the next stage of the project.

For **Implementation** proposals, explain how you will assess the project during and after the period of performance. Describe the anticipated long-term impact of the project and explain how you will sustain the curricular innovation and scale student enrollment beyond the period of performance. Incorporate quantitative measures, such as the number of new or revised courses offered, undergraduate participation in new programs (such as certificates or minors), extent of student engagement and enrollment data, and faculty development results.

As a reminder, NEH does not require external evaluation in this program.

<b>Narrative Alignment</b>	
Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
<b><a href="#">Narrative Section</a></b>	<b><a href="#">Review Criteria</a></b>
<a href="#">Intellectual rationale</a>	<a href="#">Intellectual quality</a> <a href="#">Impact</a>
<a href="#">Content and activities</a>	<a href="#">Intellectual quality</a> <a href="#">Design quality and feasibility</a>
<a href="#">Collaborative team</a>	<a href="#">Design quality and feasibility</a>
<a href="#">Institutional context and resources</a>	<a href="#">Design quality and feasibility</a> <a href="#">Impact</a>
<a href="#">Impact and evaluation</a>	<a href="#">Design quality and feasibility</a> <a href="#">Impact</a>

**Research and Related Budget**

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](#) prior to completing your Research and Related Budget.

Complete a single detailed budget for the entire 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 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 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 only include 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 nonrefundable 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 7: Subrecipient budget\(s\)](#).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 8: 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.

#### **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 an educational 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 8: Federally negotiated indirect cost rate agreement](#), if applicable.

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

If NEH is your cognizant agency, see [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 or \$150,000 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 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.

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**

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**

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**

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**

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**

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**

##### **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 7: 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

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

## Application Components

### SF-424 Application for Federal Assistance – Short Organizational

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 one thousand 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.

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 the institution’s president, vice president, executive director, board chair, provost, or chancellor. The institution’s Grants.gov E-Business Point of Contact must designate the AOR. See the [Grants.gov Online User Guide](#).

## **Supplementary Cover Sheet for NEH Grant Programs**

### **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**

Enter the amount requested under “Outright Funds.” Do not enter anything under “Federal Match” or “Cost Sharing.”

### **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**

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.”

### **Certification Regarding Lobbying (conditionally required)**

If you request more than \$100,000, you must submit the Certification Regarding Lobbying. 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)**

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

### **Attachments Form**

This 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. If an attachment contains multiple documents, merge them into a single file, not a PDF portfolio. Be aware that, occasionally, converting a document to PDF may alter its size. 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.

Do not attach portfolios containing multiple PDFs.

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.

### **Attachment 1: Narrative (required)**

Refer to the prior instructions on preparing your [narrative](#). You must limit the narrative to eight single-spaced pages for Planning and ten single-spaced pages for Implementation.

Name the file narrative.pdf.

### **Attachment 2: 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 responsible staff. Explain how outcomes from one activity will carry over into the next. For multi-institutional collaborative projects, discuss the distribution of responsibilities across each institution. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, and implementing activities.

Include in your work plan a required, virtual meeting for all Humanities Connections project team members in June 2024.

Name the file workplan.pdf.

### **Attachment 3: Readings and resources (required)**

Include a list of relevant readings and resources for the project.

Name the file readings.pdf.

### **Attachment 4: Relevant research or data (required for Implementation)**

**Planning** applicants may include relevant research or data collected for programs or disciplines that may be involved in your project (**optional**).

**Implementation** applicants must include relevant quantitative and qualitative data collected during the planning phase that will inform your implementation strategy (**required**).

Name the file data.pdf.

### **Attachment 5: Résumés for key personnel (required)**

Include brief résumés or biographies for the project director(s), members of the collaborative team, consultants, speakers, and other key personnel.

This attachment has a suggested length of two pages per résumé. Name the file resumes.pdf.

### **Attachment 6: Letters of commitment and support (required)**

Include at least one letter from leadership (such as the president, provost, or dean) at the applicant institution explaining the project's significance within the institution's curriculum. At the **Implementation** level, the letter should attest that the institution will offer long-term support for the project.

NEH also encourages you to include letters or emails of commitment from other individuals or organizations involved in the project, such as chairs or deans of the departments or schools whose faculty will be collaborating during the grant period.

Elected government officials, NEH staff, and current members of the [National Council on the Humanities](#) may not serve as letter writers.

Name the file letters.pdf.

### **Attachment 7: 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 8: 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 9: Explanation of delinquent federal debt (conditionally required)**

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.

## **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.** Due to the transition from D-U-N-S® numbers to Unique Entity Identifiers in April 2022, the Federal Service Desk is currently experiencing delays with UEIs requiring validation. 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 to assign the appropriate roles to individuals within your organization. This includes the authorized organization representative (AOR), who will give you permission 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 drafts submitted by July 21, 2023, at 11:59 p.m. Eastern Time. Program officers will not review late drafts.

Drafts do not need to be fully developed project ideas or near complete applications to be submitted for review and feedback.

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 [hc@neh.gov](mailto:hc@neh.gov).

### Applications

The deadline for applications under this notice is September 7, 2023, at 11:59 p.m. Eastern Time.

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.

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 AKA- or AKB-. 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 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 isolated addition or revision of a single course offering
- the simple pairing of complementary courses, whether in the same or in different departments or schools
- faculty or student travel abroad
- the development of courses for a graduate degree or non-degree program
- commercial, for-profit, or proprietary textbook research or revision
- the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment
- tuition for participants
- individual research or other activities unrelated to the proposed project
- attendance at 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

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:

#### **Intellectual quality**

(aligns with narrative sections “[Intellectual rationale](#)” and “[Content and activities](#)”)

- To what extent will the project integrate the subject matter, approaches, and learning activities of two or more disciplines (with a minimum of one in and one outside of the humanities) in a substantive and purposeful manner?
- To what extent will the project employ humanities texts and other resources that are appropriate and substantial?
- To what extent does the application articulate the project’s long-term educational benefits and its relationship to the intellectual and cultural life of the institution(s)?

### **Design quality and feasibility**

(aligns with narrative sections “[Content and activities](#),” “[Collaborative team](#),” “[Institutional context and resources](#),” and “[Impact and evaluation](#)”)

- To what extent is the project well-conceived, coherent, and described in adequate detail?
- To what extent do the planned activities allow for meaningful collaboration between humanities and non-humanities team members?
- To what extent do the collaborative team members have the necessary expertise and background in their respective fields to carry out their responsibilities?
- To what extent is there evidence of commitment and support by faculty, administrators, and others involved in the project, as appropriate to the phase of the project (Planning or Implementation)?
- To what extent are the work plan and budget reasonable in view of project activities and goals?
- To what extent is there unambiguous evidence of preceding planning work? **(for Implementation proposals only)**

### **Impact**

(aligns with narrative sections “[Intellectual rationale](#),” “[Institutional context and resources](#),” and “[Impact and evaluation](#)”)

- To what extent will the project expand the role of the humanities in the undergraduate curriculum? This may include increasing numbers of students majoring in the humanities or extending humanities learning to students in non-humanities majors.
- To what extent will the project result in substantial and purposeful interdisciplinary integration of two or more departments or schools? This integration should go beyond a single course offering or the simple pairing of complementary courses and should involve learning opportunities appropriate to the combination of disciplines.
- To what extent does the proposal identify ways to measure the project’s impact on students’ educational experience?
- To what extent do the narrative and supporting documentation indicate long-term institutional support for the project? **(for Implementation proposals only)**

## **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 [hc@neh.gov](mailto:hc@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.

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 2024. 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 2024.

[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 9: 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.

### **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.

## **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.
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.

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

## **G. Agency Contacts**

If you have questions about the program, contact:

Division of Education Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506

202-606-8337  
[hc@neh.gov](mailto:hc@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](mailto: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 at:

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

Always obtain a case number when calling for support.

## H. Other Information

### Related funding opportunities

The [Humanities Initiatives](#) programs offered by the Division of Education Programs support projects that strengthen the teaching and study of the humanities at institutions of higher education by developing new humanities programs, resources (including those in digital format), or courses, or by enhancing existing ones. Projects that do not involve substantial collaboration with faculty outside of the humanities should consider the Humanities Initiatives programs instead of Humanities Connections.

[Spotlight on the Humanities in Higher Education](#) supports the exploration and development of humanities projects at small to medium-size two- and four-year institutions of higher learning that primarily enroll students from underserved populations, as well as nonprofit organizations whose work advances the humanities at those institutions. If your institution is a nonprofit, or if the project you propose is a relatively small one or does not include both humanities and non-humanities faculty and the potential for long-term institutional support, then you should consider Spotlight instead of Humanities Connections.

## **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](mailto: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.