



NATIONAL ENDOWMENT FOR THE  
**Humanities**

**DIVISION OF PRESERVATION AND ACCESS**

**PRESERVATION AND  
ACCESS RESEARCH AND  
DEVELOPMENT**

**FREQUENTLY ASKED QUESTIONS**

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**What are the humanities?**

According to the 1965 National Foundation on the Arts and the Humanities Act, “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 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.”

**May a non-U.S. institution or organization apply for a grant?**

NEH does not provide support to foreign institutions or organizations. However, American institutions may apply for cooperative projects involving U.S. and foreign organizations, provided that support is requested primarily for the U.S. portion of the collaborative effort.

**Will NEH accept late applications?**

No. To be considered, an application must be received by Grants.gov on or before the May 1, 2014, deadline.

**Must a research and development project focus on digital preservation, recorded sound and moving image collections, or preventive conservation?**

No, you may apply to undertake a research and development project related to any preservation and access issue. We are, however, especially interested in research and development involving

the three areas mentioned in the question. If you apply to undertake a project in one of these areas, you may request up to \$400,000 from NEH.

### **Am I required to include a sustainability plan and if so, how do I craft one?**

All applicants must address the sustainability of their project—which includes long-term access to project data and outcomes—in their narrative. Sustainability may be defined in many different ways, depending on the nature of the project. For projects involving scientific experiments, any data collected must be made accessible in order to ensure that tests are replicable. In this case, you may find it helpful to format your discussion of sustainability as a data management plan along the lines of what the National Science Foundation and other grantmaking agencies require. Sustainability may also involve obtaining institutional, financial, or community support, especially in cases where additional project phases are planned. Regardless of your chosen format, all critical information about sustainability should appear in the project narrative; you may include additional documentation—such as letters of institutional commitment—in an appendix, if necessary. We recommend coordinating with a preservation specialist, such as your institutional librarian or archivist or an outside consultant, in planning for sustainability.

### **Who will read my grant application?**

Specialists and nonspecialists will evaluate your application. Your narrative should therefore explain the project's significance and provide an overview of its methodology in terms that will be understandable to a layman. The narrative should also demonstrate a command of the literature relevant to the project and provide detailed information about the procedures to be used to accomplish the project's goals.

### **If I receive NEH funding, may I also accept money from other sources?**

Yes. Applicants are encouraged to seek other financial support. We do ask that you tell us about proposals to other funding sources, so that we can better understand the project's financial picture.

### **If I am requesting additional NEH funding to continue my project, should I describe the project anew or will evaluators have access to the earlier grant proposal?**

NEH treats all applications as new applications. Evaluators will not have access to the previous application; therefore, proposals for renewed funding must discuss the project anew. Be sure to describe the work accomplished with previous NEH funding and be clear about the specific activities and products of the new grant.

### **What are indirect costs?**

These are costs that are incurred for common or joint objectives and therefore cannot be readily assigned to a specific project or activity of an organization. Typical examples of indirect costs are the salaries of executive officers, and the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services. Indirect costs are computed by applying a negotiated indirect-cost rate to a distribution base (usually the direct costs of the project).

**Does an institution's waiving its indirect costs count as a gift for purposes of releasing federal matching funds?**

No. Only cash or pledges of cash from disinterested nonfederal third parties can be matched by the NEH.

**My application for a research and development grant was unsuccessful. Is there anything I may do to increase my chances for success next time?**

You may request copies of the comments by evaluators. A revised application should take into consideration the issues that they raised. However, a resubmitted application will be reviewed by persons who will not have knowledge of or access to the previous application file.

**I have a research project with a digital component. Is Preservation and Access Research and Development the most suitable program for my project?**

NEH offers several grant opportunities that support digital projects. Preservation and Access Research and Development supports new or ongoing investigations in a broadly defined area related to the preservation of—or access to—humanities content, whether in analog or digital format. These projects typically address a problem and propose a solution with far-reaching applications in one or more humanities disciplines or for the cultural heritage community. If your digital project is not centered on preservation or access, or if you have a more narrowly defined interpretive or analytical research agenda, you should consider several other NEH programs: in particular, [Collaborative Research Grants](#), [Digital Humanities Start-up Grants](#), and [Digital Humanities Implementation Grants](#). (Guidelines for a new program that may be relevant—Digital Projects for the Public—should be available on the NEH website sometime in the spring of 2014.) If you are uncertain as to which program is most appropriate for your project, please contact a Preservation and Access program officer ([preservation@neh.gov](mailto:preservation@neh.gov), or 202-606-8570) in advance of submission; he or she can advise you.