

**The Digging into Data Challenge
Request for Proposals
Addendum for Applicants to the
National Endowment for the Humanities (NEH)
Version 1.0, Modified 16 January 2009**

Note: This addendum to the Digging into Data Challenge Request for Proposals contains agency-specific information for those institutions applying to the NEH. Please see the Digging into Data Challenge Web site, www.diggingintodata.org, for links to the main RFP and the RFP Addenda for all funders.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.169

I Program Description Addendum

<none>

II Award Information Addendum

Awards range from \$5,000 to \$100,000.

Successful applicants will be awarded a grant in outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds. The use of federal matching funds is encouraged. Federal matching funds are released on a 1:1 basis when a grantee secures gift funds from eligible third parties.

Cost Sharing

Cost sharing is not required. NEH, however, is rarely able to support the full costs of projects approved for funding. The balance of the costs is to be borne by the applicant's institution or other non-federal sources. Cost sharing includes cash contributions to the project by the applicant and third parties as well as in-kind contributions, such as donated goods and services. Cost sharing also includes gift money raised to release federal matching funds.

(Learn more about different [types of grant funding](#).)

III Eligibility Addendum

Eligible applicants are limited to

- U.S. nonprofit organizations or institutions with IRS 501(c)(3) tax-exempt status; and
- state and local governmental agencies and Native American tribal organizations.

When an American research team applies to NEH, even if the team involves participants from multiple American institutions, one institution will need to serve as the lead and become the applicant of record.

Degree candidates may not be project directors.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

IV. Application and Submission Information Addendum

1) The letter of intent and narrative should specifically address the project's relevance to the humanities. Applicants should explain how the project advances methodologies in humanities research or addresses specific humanities questions or issues.

All pages should have one-inch margins and the font size should be no smaller than eleven point.

2) Please use the NEH Budget Form, available at:

<http://www.neh.gov/grants/guidelines/pdf/BudgetFormNew.pdf>.

3) Consistent with the Buy American Act (41 U.S.C. 10a-c and Public Law 105-277), grantees and sub-recipients who purchase equipment and products with grant funds should purchase only American-made equipment and products.

V. Application Review Addendum

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. The Endowment's staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions.

VI. Award Administration Information Addendum

Administrative requirements

Before submitting an application, applicants should review their [responsibilities as an award recipient](#).

Award conditions

The requirements for awards to organizations are contained in the [General Terms and Conditions for Awards to Organizations](#), any specific terms and conditions contained in the award document, and the applicable [OMB circulars governing federal grants management](#).

Reporting requirements

A schedule of report due dates will be included with the award document.

Final performance reports will be required, and interim reports may be required, depending on the length of the grant period. Further details can be found in [Performance Reporting Requirements](#) (formerly Enclosure 2).

For organizations, a [Federal Cash Transactions Report](#) (2-page PDF) will be due within thirty days after the end of each calendar quarter. A final [Financial Status Report](#) (2-page PDF) will be due within ninety days after the completion date of the award period. Further details can be found in [Financial Reporting Requirements](#) (formerly Enclosure 1).

A white paper will be required. This white paper should document the project, including lessons learned, so that others can benefit. This white paper will be posted on the Web.

VII Points of Contact

General Contact Address for the Office of Digital Humanities: odh@neh.gov

Brett Bobley, Director: bbobley@neh.gov

Jennifer Serventi, Senior Program Officer: <mailto:jserventi@neh.gov>

VIII. Other Information

Privacy Policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or 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 the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Office of Publications, National Endowment for the Humanities, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, DC 20503. 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.