NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **EDUCATION PROGRAMS**

Dialogues on the Experience of War

DEADLINE: November 2, 2017 (for projects beginning May 1, 2018)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.163

If after reading this document you have questions about this grant program, contact the staff of NEH's Division of Education Programs at dew@neh.gov and 202-606-8337. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

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I. Program Description

The National Endowment for the Humanities offers the Dialogues on the Experience of War program as part of its current initiative, Standing Together: The Humanities and the Experience of War. The program supports the study and discussion of important humanities sources about war, in the belief that these sources can help U.S. military veterans and others think more deeply about the issues raised by war and military service. Although the program is primarily designed to reach military veterans, men and women in active service, military families, and interested members of the public may also participate.

The program awards grants of up to $100,000 that will support

- the convening of at least two discussion programs for no fewer than fifteen participants; and
- the creation of a preparatory program to recruit and train program discussion leaders (NEH Discussion Leaders).

Discussion programs may take place on college and university campuses, in veterans' centers, at public libraries and museums, and at other community venues.

Discussion Program

The discussion program must

- treat at least two historically distinct conflicts in depth: one from the earliest wars through World War I, and a second from the wars after World War I;
- focus on the close study of sources drawn from at least two distinct genres (such as historical writings, military biographies, speeches and letters, philosophical writings, documentaries, fiction, and artworks); and
- engage participants in sustained dialogue about the selected humanities sources and the issues that they raise.

Humanities sources eligible for discussion can be drawn from history, philosophy, literature, film, and the visual and performing arts—and may be complemented by veterans' testimonials. Discussions should engage the participants in serious exploration of important questions about the nature of duty, heroism, suffering, loyalty, and patriotism. Examples are listed on the program resource page.

Preparatory Training Program

Applicants must create the preparatory training program and assemble a program team to develop it. The preparatory program should be designed to facilitate the discussions. It should include the following:

- close study of texts and/or other sources to be featured in the discussions;

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- modeling and practice in leading humanities discussions (for example, posing questions designed to explore texts and elicit discussion of the texts' contemporary relevance; articulating rules of civil discourse; encouraging group inquiry; moderating disagreements);
- developing the discussion leaders' knowledge and awareness of the diverse backgrounds and perspectives of military veterans and service members; and
- building a virtual or actual network of discussion leaders and resources for future versions of the program and/or new programs.

The application must demonstrate a commitment to thorough and sustained discussion. The format of and methodology behind the preparatory program might include elements like these: lectures with break-out discussion groups, how-to demonstrations on the art of close reading; modeling how to conduct fruitful conversations; the creation of videos; and practice in moderating online forums and sample discussion sessions.

Grant funds may not be used for

- development of curricular or pedagogical methods or theories;

- preparation of courses for graduate or high school students;

- textbook research or revision;

- doctoral dissertations, theses, or research pertaining to a graduate degree program;

- promotion of a particular political, religious, or ideological point of view;

- advocacy for a particular program of social or political action;

- support of specific public policies or legislation;

- psychological therapy, medical treatment, and career counseling; or

- projects that fall outside the humanities (including the creation or performance of art; creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies).

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. For projects that involve the development of Web-based resources, all other considerations being equal, NEH gives preference to those that provide free access to the public.

NEH grantees must follow the requirements of Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of handicap in any program or activity receiving federal financial assistance. For more information consult Design for Accessibility: A Cultural Administrator's Handbook [here](#).

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Award information

Grants will typically support preparatory programs and the convening of at least two discussion groups to be held over the course of a twelve- to twenty-four month grant period. Awards will be up to $100,000 in outright funds. Recipients may begin their grants as early as May 1, 2018, but they must begin no later than January 1, 2019.

An applicant institution may submit up to three proposals for funding.

Cost sharing

Cost sharing is not required in this program.

Eligibility

Any U.S. nonprofit organization with 501(c)(3) status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply.

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.

NEH will not review late, incomplete, or ineligible applications.

II. Preparing and Organizing your Application

Resources for preparing a strong application

To prepare a strong application, applicants are encouraged to take the following steps:

- read these **guidelines** carefully, noting what information needs to be provided in the application;
- review the **sample narratives**, which are available on the program resource page;
- consult the program's **evaluation criteria**, which are listed immediately below;
- read the **Frequently Asked Questions**, which are available on the program resource page;
- contact the **program staff** (at 202-606-8337 or dew@neh.gov) to discuss your project and raise any questions you may have about the application; and
- submit an optional **preliminary sketch** (the form to use is available on the program resource page).

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Evaluation criteria

Applicants should read the program's evaluation criteria (listed below) and ensure that their applications respond to them.

Evaluators should also consult the Application Elements for more detail.

1.   Intellectual quality

The extent to which the proposal demonstrates that the project will address significant themes and draw on intellectually rich humanities sources relating to war and military service; covers at least two wars from the designated time periods; includes humanities sources from at least two distinct genres; presents multiple viewpoints and manifests intellectual balance evident in the themes, questions, and sources to be considered; and indicates that the proposed preparatory activities for NEH Discussion Leaders will be grounded in themes and sources that support the discussion programs.

2.   Feasibility

Preparatory program

The extent to which the proposal exhibits a well-defined structure and syllabus for the preparatory program for NEH Discussion Leaders; includes qualified key personnel with relevant experience; incorporates relevant activities and resources for modeling and practicing discussions of humanities sources; demonstrates plans for developing the NEH Discussion Leaders' knowledge of the diverse backgrounds and experiences of veterans and other members of the military; and contains a well-designed recruitment and selection process for the NEH Discussion Leaders.

Discussion groups

The extent to which the proposal demonstrates that the discussion groups will be effectively organized in terms of the number, length, and content of the sessions, and that the locations and facilities for the discussion groups will be suitable.

3. Impact

The extent to which the proposal demonstrates that the discussion program will engage the proposed audience; incorporates effective plans for publicizing the program to the intended audience; and clearly indicates that the planned evaluations will effectively address whether the project met its goals.

The extent to which the proposal demonstrates that the applicant institution and collaborating institutions (if any) have relevant experience and the necessary administrative infrastructure.

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As noted earlier, you are encouraged to submit an optional preliminary sketch of your proposal to get advice from NEH staff before you submit an application. The form to use for the sketch is available on the program resource page. Please send it as an attachment to dew@neh.gov before **September 12, 2017**. The staff may be unable to respond to sketches submitted after that date.

Staff comments on preliminary sketches are not part of the formal review process and have no bearing on the final outcome of the proposal.

You will prepare your application for submission via Grants.gov. Please keep these important matters in mind as you prepare the application:

- all parts of the application must be put into PDF format before they are uploaded to Grants.gov;
- all pages must be formatted with one-inch margins and with at least an 11-point font; and
- applications exceeding the page limits will not be reviewed.

Application elements

The following required elements must be submitted through Grants.gov.

1. **Abstract**

Provide a one-paragraph abstract (up to one thousand characters, including spaces) written for a nonspecialist audience, clearly explaining the project's principal activities and its expected results. You should also copy the paragraph into the Project Information field in the Application for Federal Domestic Assistance - Short Organizational form. (Information about this form is available in the Grants.gov Instructions for Institutional Applicants document. You can find a link to that document on the program resource page.)

2. **Narrative—Not to Exceed Fifteen Double-Spaced Pages in at Least 11-point Type**

Provide an intellectual justification for the discussion programs and the design of the preparatory program. The narrative should not assume specialized knowledge and should be free of technical terms and jargon. The narrative must address the following topics.

Intellectual rationale and overview of program

Describe the significance of the reading and the discussion programs. Discuss the wars to be covered, the humanities sources to be considered, the topics and themes to be addressed, and the genres of the humanities sources. Include examples of the open-ended questions that will be used to spur discussion.

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Discuss the proposed readings and other humanities sources to be used in the discussion groups. Indicate how multiple viewpoints and approaches will enrich the discussions.

Outline the scope, organization, and setting of the proposed discussion programs, and the institutional resources available to support them.

Design, content, and implementation

Preparatory program for NEH Discussion Leaders

Describe the specific content and structure of the proposed preparatory program. Discuss how the practice of facilitating discussion will be modeled, using proposed sources for the discussion programs. Discuss study guides or other resources that will be made available to preparatory program participants. Describe the background and roles of the persons who will lead the preparatory program. Describe the recruitment and selection process for the persons who will be trained as NEH Discussion Leaders and other project personnel, if any, who will receive the training.

In a separate application component, provide a detailed schedule and syllabus for the preparatory program (see item 3 of the application below).

Discussion groups for military veterans and others

Describe the structure of the discussion groups, including their number, the length of the sessions, and their size. Discuss the study guides, books, and other resources to be made available to the leaders and participants in the discussion groups. Describe specifically how the readings and other humanities sources will be used to address the central themes of the discussion program.

Discuss the proposed location(s) for the discussion groups and the facilities available. Describe how the discussion groups will be publicized and how the participants will be recruited. In a separate application component, provide a schedule and syllabus for the discussion groups (see item 4 of the application below).

Project faculty and staff

Identify the project director, relevant institutional support staff, and the individuals who will lead the preparatory program. Provide a brief description of their qualifications and roles, supported by résumés or brief biographies (not to exceed two single-spaced pages) Include letters of reference for the project director(s) (two for each director), and letters of commitment from consultants and leaders of the preparatory program (see items 6, 7, and 8 of the application below). If the project has an advisory board, identify the humanities scholars, veterans, and other individuals who serve on the board and describe how they would support the project.

Institutional context

Describe the mission and resources of the applicant institution and how they would support the proposed activities. If the project includes collaborations with other institutions, indicate how the mission and resources of those institutions would support the project. In item 8 of the

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application provide a letter of commitment from each collaborating institution, if there are any. (The applicant institution does not need to provide a letter of commitment.)

Evaluation

Describe the project's evaluation plans. Each project must include two basic survey evaluations:

- The first will be completed by participants at the end of the preparatory program for NEH Discussion Leaders.
- The second will survey the participants in the discussion groups. Best practices have shown that surveys at the beginning and at the end of the program are most effective.

Repeat offerings may be altered, based on feedback incorporated from the surveys.

NEH staff will perform site visits during a project's early phases and will monitor grants.

3. **Preparatory program schedule and syllabus (for NEH Discussion Leaders)—not to exceed two single-spaced pages**

4. **Schedule and syllabus for the discussion programs (for veteran and public participants)—not to exceed two single-spaced pages**

5. **Budget**

   Using the budget information below and the sample budget, complete the budget form or a format of your own that includes all the required information. Links to the budget form and the sample budget are available on the [program resource page](#).

   Eligible budget items may include partial salaries for directors and their assistants; honoraria for guest presenters and NEH Discussion Leaders; and stipends for NEH Discussion Leaders, other staff, and participants in the preparatory program. Budgets should cover the full cost of participants in the preparatory program and the discussion group participants. Stipends for other individuals participating in the discussion groups are not supported.

   Other allowable budget items may include required resources for the project (such as books) and other necessary expenses, including the grantee institution's indirect costs; travel and lodging expenses for presenters at the preparatory program; and the travel and lodging of discussion leader trainees who are not locally based. Budgets may not cover meals or entertainment, with the exception of working lunches.

   Budgets must include travel and lodging for a project directors' meeting in Washington, D.C.

   Items listed in the budget must be reasonable and necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. When indirect costs are charged to a project, ensure that the expenses included in the organization's indirect-cost pool are not charged to the project

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as direct costs. For further information, see the indirect costs section of the budget (item 9) below.

NEH supports projects in this grant program with outright funds. Outright funds are not contingent on additional fundraising. Cost sharing is encouraged but not required (unless the project budget exceeds the $100,000 maximum grant amount).

In preparing the budget, note that the grant period encompasses the entire period for which NEH support is requested in the application. All project activities and the expenditure of project funds must occur during the grant period. The grant period for projects can run for twelve to twenty-four months. It may not begin before May 1, 2018, but it must begin no later than January 1, 2019. Grant periods begin on the first day of the month and end on the last day of the month.

1. Salaries and wages

Include all project personnel employed by the applicant institution. Calculations for compensation must conform to the policies of the institution. Commonly, the budget includes a percentage of annual salary for persons participating in the project. Such amounts may be used to release staff members from normal duties for a specified amount of time or, alternatively, to pay them for time that they devote to the project over and above their normal duties. Compensation for support staff may be calculated as a percentage of salary or based on an hourly rate.

2. Fringe benefits

Fringe benefits may include contributions for social security, employee insurance, pension plans, etc. Only those benefits that are not included in an organization's indirect-cost pool (discussed in item 9 below) may be shown as direct costs.

3. Fees and honoraria for consultants and NEH Discussion Leaders

List individuals contributing to the project as visiting lecturers or leaders of study and training sessions. The honoraria for visiting consultants range from $350 to $750 per person per day. Travel and subsistence costs for visiting consultants should be entered under item 4 of the budget.

Stipends and honoraria for NEH Discussion Leaders as participants in the preparatory program and leaders of the discussion groups range from $250 to $500 per person per day.

4. Travel costs

Calculate travel and subsistence costs in conformity with institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used.

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All air travel that is paid in whole or in part with NEH funds must be undertaken on U.S. flag air carriers. For further information on travel requirements, please see the articles on Travel Costs and Foreign Travel in the General Terms and Conditions for Awards.

Budgets should include funds for project directors to attend a two-day meeting at NEH's offices in Washington, D.C.

5. Supplies and materials

List all purchases of consumable supplies, materials to be used in the project, and items of expendable equipment (that is, equipment costing less than $5,000 and with an estimated useful life of less than one year) to be purchased with grant funds. Eligible items include supplies, such as books, course packages, computer and instructional materials, educational software, etc. Please note that costs for these items may be included only if they are not part of the indirect-cost pool (discussed in item 9 of the budget below). See also the list of "Inadmissible budget items" below.

6. Services and subcontracts

Services include the cost of duplication and printing, long-distance telephone charges and postage, rental of films and equipment, technical support, and rental of buses and vans for site visits.

The costs of project activities to be undertaken by a third-party contractor, such as a collaborating institution, should be included in this category as a single line item charge. Append to the budget a complete itemization of the costs comprising the charge. If there is more than one contractor, each must be listed (as a separate line item under "Services") on the budget form, and the costs must be itemized separately. If you plan to collaborate with another institution, the grants office of the applicant institution may wish to consult with the NEH Office of Grant Management.

7. Other costs (if any)

Include funding for other relevant items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Note also that it is perfectly acceptable to request no funds for this budget item.

8. Total direct costs per year

Total the sum of items 1-7.

9. a.- c. Indirect costs (overhead)

Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Items that would be regarded as indirect costs include the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

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Indirect costs are computed by applying a federally negotiated indirect-cost rate to a distribution base (usually the direct costs of the project). If the applicant institution is claiming indirect costs and already has a federally negotiated indirect-cost rate, please indicate on the budget form the rate, the base, the name of the federal agency with which the agreement was negotiated, and the date of the agreement. Please also submit a copy of its current federally negotiated indirect-cost rate agreement. Do not attach the agreement to your budget form. Instead you must attach it to the Budget Narrative Attachment Form (also known as the Budget Narrative File). (See the instructions for this form in the Application Checklist near the end of this document.) Alternatively, you must attach a statement to the form, explaining a) that the applicant institution is not claiming indirect costs; b) that the applicant institution does not currently have a federally negotiated indirect-cost rate agreement; c) that the applicant institution is a sponsorship (umbrella) organization, which will charge an administrative fee of 5 percent of the total direct costs; or d) that the applicant institution is using the government-wide rate of up to 10 percent of the total direct costs. (Additional information is available two paragraphs below.)

Organizations that wish to include overhead charges in the budget but do not have a current federally negotiated indirect-cost rate agreement or have not submitted a pending indirect-cost proposal to a federal agency may choose one of the following options:

1. NEH will not require the formal negotiation of an indirect-cost rate, provided that your organization uses the government-wide rate of up to 10 percent of direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each individual subgrant or subcontract in excess of $25,000). This option is not available to sponsorship (umbrella) organizations. Applicants choosing this option should understand that they must maintain documentation to support overhead charges claimed as part of project costs.

2. If your organization wishes to use a rate higher than 10 percent, provide on the budget form an estimate of the indirect-cost rate and the charges. If the application is approved for funding, the award document will explain how to negotiate an indirect-cost rate with NEH.

If you choose one of these two options, please indicate on your budget form that you are doing so.

10. Total project costs

The sum of items 7 and 8.

11. Project funding

11a. Requested from NEH: Indicate the amount of outright funds requested from NEH.

11b. Cost sharing. Cost sharing is not required in this program, so the figure for 11b may be $0.

12. Total project funding

Unless you are including cost sharing in the budget, repeat the amount in 11a.

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- **Inadmissible budget items**

  The following costs are not allowable and may not appear in project budgets:

    - costs related to social events such as banquets, receptions, and entertainment;

    - tuition fees for participants; and

    - the cost of travel associated with scholarly research unrelated to the project.

- **Budget notes (optional)**

  If needed, include a brief supplement to the budget, explaining projected expenses or other items in the financial information provided on the budget.

6. **Résumé(s) or brief biographies of key project staff (project director(s), consultants, and leaders of the preparatory program)—not to exceed two single-spaced pages per individual**

   Please include the following information, as relevant:

     o Experience organizing and/or leading humanities-based discussion groups.

     o Experience working with veterans and members of the military.

     o Other relevant professional activities and publications.

7. **Letters of reference**

   Include two letters of reference for the project director (or two letters for each project director).

8. **Letters of commitment**

   Include letters of commitment from consultants, leaders of the preparatory program, and collaborating institutions (if any). (The applicant institution does not need to provide a letter of commitment.)

III. Submitting your Application

To be able to submit an application, applicants must have registered with Grants.gov and must have an updated Entity record in the System for Award Management (SAM). More detailed information is immediately below.

All applications to this program must be submitted via Grants.gov. NEH strongly recommends that you complete or verify your Grants.gov registration at least two weeks before the application deadline, since it takes time to process your registration.

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, an

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applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your organization's Entity record at least annually after the initial registration, and more frequently if required by changes in your organization's information or another award term. In order for your organization to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in its Entity record must be current. You can update your organization's Entity record here. You may need a new SAM User Account to register or update your organization's Entity record. NEH strongly recommends that applicant organizations update (or, if necessary, create) their SAM Entity record at least four weeks before the application deadline.

You must submit your application to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the program resource page.

Be sure to read the document (PDF) that explains how to confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

Deadlines for submitting optional preliminary sketches and applications

Preliminary sketch (optional): You are encouraged to submit a preliminary sketch of your proposal to get advice from NEH staff before you submit an application. The form to use for the sketch is available on the program resource page. Please send it as an attachment to dew@neh.gov before **September 12, 2017**. The staff may be unable to respond to sketches submitted after that date.

Applications must be received by Grants.gov by 11:59 p.m. Eastern Time on November 2, 2017. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

IV. What Happens After the Submission of an Application

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH 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. More details about NEH's review process are available here.

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Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Uniform Guidance §200.205 (see the second paragraph below the next heading for more information about the Uniform Guidance provided by the Office of Management and Budget). This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

Information for all applicants and for successful applicants

Applicants will be notified of the decision by e-mail in March 2018. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in April 2018. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The Grant Management section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to dew@neh.gov.

In September 2015 NEH adopted without exception a new government-wide regulation for federal awards, referred to as the "Uniform Guidance." The Uniform Guidance applies to all NEH awards and is aimed at reducing the administrative burden on award recipients and improving accountability of federal financial assistance for tax payers (See 2 C.F.R. Part 200: *UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS*.) NEH will identify in each grantee's award documents the relevant terms, conditions, and administrative requirements from the Uniform Guidance with which the grantee must comply.

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the NEH Office of the Inspector General. You can find details on how to report such allegations and suspicions here.

NEH expects grantees to provide broad access to all grant products, insofar as the conditions of the materials and intellectual property rights allow. In particular, NEH expects grantees to make program reading list(s) or course syllabi (accompanied by the NEH logo) accessible to the public, and it reserves the right to disseminate information (such as links to program or course websites) on its own website. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public.

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V. Additional Information

Contact information for the program and Grants.gov

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
dew@neh.gov

Grants.gov: www.Grants.gov
Grants.gov help desk: support@Grants.gov
Grants.gov training documents and videos:
https://www.grants.gov/web/grants/applicants/applicant-training.html
Grants.gov support line: 1-800-518-GRANTS (4726)

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 on average it takes fifteen hours to complete this application. 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 Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 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.

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APPLICATION CHECKLIST

☐ **Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.

☐ **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.

☐ **Download application package from Grants.gov, or access it through Grants.gov Workspace.** The program resource page on NEH's website has a direct link to the package. Alternatively, you can search Grants.gov for this program. (Note that Grants.gov tells you to download the "application instruction" as well as the "application package." The "application instruction" is this document, so there's no need to download it.) The program resource page also has a direct link to the instructions for completing the package.

☐ **Complete the following forms contained in the Grants.gov application package.**

1. Application for Federal Domestic Assistance - Short Organizational

2. Supplementary Cover Sheet for NEH Grant Programs

3. Project/Performance Site Location(s) Form

4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

   ATTACHMENT 1: Abstract (name the file "abstract.pdf")

   ATTACHMENT 2: Project narrative (name the file "narrative.pdf")

   ATTACHMENT 3: Syllabus for preparatory program for NEH Discussion Leaders (name the file "prepprogram.pdf")

   ATTACHMENT 4: Syllabus for discussion groups (name the file "discprogram.pdf")

   ATTACHMENT 5: Budget (name the file "budget.pdf")

   ATTACHMENT 6: Résumé(s) or brief biographies of key project personnel (name the file "resumes.pdf")

   ATTACHMENT 7: Letters of reference for project director(s) (name the file "referenceletters.pdf")

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ATTACHMENT 8: Letters of commitment from consultants, leaders of the preparatory program, and collaborating institutions (if any) (name the file "commitmentletters.pdf")

5. Budget Narrative Attachment Form (also known as the Budget Narrative File)—Using this form, attach **only** a copy of the applicant institution's current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). (See the Grants.gov instructions for institutional applicants, which are available on the [program resource page](#), for additional information.)

Do not attach your application budget to the Budget Narrative Attachment Form; instead you must attach it to the Attachments Form (see above in the Application Checklist), as attachment 5.

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

Upload your application to Grants.gov. NEH suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

TIMELINE

Before the November 2, 2017 deadline: Contact Division of Education Programs program officers (at 202-606-8337 or dew@neh.gov) with questions and for advice (optional)

September 12, 2017: Submit preliminary sketches by this date (optional)

October 5, 2017: Create or verify your institution's Entity record at the System for Award Management by this date

October 19, 2017: Register your institution (or verify its registration) with Grants.gov by this date

November 2, 2017: Submit application through Grants.gov by this date

December 2017: peer review panels take place

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March 2018: meeting of the National Council on the Humanities, followed by funding decisions

March 2018: applicants are notified of the funding decisions

April 2018: institutional grants administrators and project directors of successful applications receive award documents by e-mail

May 1, 2018: successful applicants may begin work on their projects as early as this date

January 1, 2019: successful applicants must begin work on their projects no later than this date