



NATIONAL ENDOWMENT FOR THE  
**Humanities**

## GRANTS.GOV INSTRUCTIONS FOR INSTITUTIONAL APPLICANTS

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*These instructions should be read in conjunction with guidelines for NEH grant programs. The guidelines describe the narrative and budgetary materials that you need to prepare as part of your application, as well as offering program-specific guidance on assembling your application for Grants.gov.*

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### REGISTER OR VERIFY REGISTRATION WITH GRANTS.GOV

All institutional applications must be submitted via [Grants.gov](https://www.grants.gov). Before using Grants.gov for the first time, each organization must register and create an institutional profile. Once registered, your organization can then apply for any government grant listed on the Grants.gov website.

If your organization has already registered and you have verified that your registration is still valid, you may skip this step. **We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, since it takes time to process your registration.** If you have problems registering with Grants.gov, call the Grants.gov help desk at 1-800-518-4726.

As part of the Grants.gov registration process, applicants are required to register with the [System for Award Management](#) (SAM). Grantees are also required to maintain the currency of their information in SAM by reviewing and updating their information at least annually after the initial registration, and more frequently if required by changes in information. **We strongly recommend that you update (or, if necessary, create) your SAM Entity record at least four weeks before the application deadline.**

## DOWNLOAD THE FREE ADOBE READER SOFTWARE

To fill out a Grants.gov application package, you will need to download and install the current version of Adobe Reader. The latest version of Adobe Reader, which is designed for use with PCs and Macintosh computers, is available at no charge from [Adobe](#).

Once installed, Adobe Reader will allow you to view and fill out Grants.gov application packages for any federal agency.

If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

## DOWNLOAD THE APPLICATION PACKAGE, OR ACCESS IT THROUGH GRANTS.GOV WORKSPACE

To submit your application, you will need to download the application package from Grants.gov, or to access it through Grants.gov Workspace. (Information about Workspace is available [here](#).) The NEH website provides a link to the application package on the resource page for the program to which you wish to apply. You can download the application package at any time. (You do not have to wait for your Grants.gov registration to be complete.)

Save the application package to your computer's hard drive. To open the application package, select the file and double click. You do not have to be online to work on it.

You can save your application package at any time by clicking the "Save" button at the top of your screen. *Tip:* If you choose to save your application package before you have completed all of the required forms, you may receive an error message indicating that your application is not valid. Click "OK" to save your work and complete the package another time. You can also use e-mail to share the application package with members of your organization or project team.

The application package contains five forms that you must complete in order to submit your application:

1. **Application for Federal Domestic Assistance - Short Organizational**—This form asks for basic information about the project, the project director, and the institution.
2. **Supplementary Cover Sheet for NEH Grant Programs**—This form asks for additional information about the project director, the institution, and the budget.
3. **Project/Performance Site Location(s) Form**—This form asks for information about the primary site(s) at which grant activities will take place.
4. **Attachments Form**—This form allows you to attach your narrative, budget, and the other parts of your application.

5. **Budget Narrative Attachment Form (also known as the Budget Narrative File)**—Attach to this form **only** a copy of your institution’s current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement).

When you fill out the forms, use normal punctuation and do not type using only capital letters.

## HOW TO FILL OUT THE APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - SHORT ORGANIZATIONAL

Select the form from the menu and double click to open it.

Please provide the following information:

1. **Name of Federal Agency:** This will be filled in automatically with “National Endowment for the Humanities.”
2. **Catalog of Federal Domestic Assistance Number:** This will be filled in automatically with the CFDA number and title of the NEH program to which you are applying.
3. **Date Received:** Please leave blank.
4. **Funding Opportunity Number:** This will be filled in automatically.
5. **Applicant Information:** In this section, please supply the name, address, employer/taxpayer identification number (EIN/TIN), DUNS number, website address, and congressional district of the institution. Also choose the “type” that best describes your institution (you only need to select one).

If your institution is located, for example, in the 5th Congressional District of your state, put a “5.” If your institution doesn’t have a congressional district (for example, it is in a state or U.S. territory that doesn’t have districts or is in a foreign country), put a “0” (zero).

All institutions applying to federal grant programs are required to provide a DUNS number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution’s grants administrator or chief financial officer to obtain their institution’s DUNS number. Federal grant applicants can obtain a DUNS number free of charge by calling 1-866-705-5711. ([Learn more](#) about the requirement.)

6. **Project Information:** Provide the title of your project. Your title should be brief (no more than 125 characters), descriptive, and substantive. It should also be informative to a nonspecialist audience. Provide a brief (no more than one thousand characters) description of your project. The description should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities. List the starting and ending dates for your project. All starting dates are on the first day of a month. All ending dates are on the last day of a month.

7. **Project Director:** Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director.
8. **Primary Contact/Grants Administrator:** Provide the contact information for the official responsible for the administration of the grant (that is, negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants administrator, research officer, or sponsored programs official. Normally, the Primary Contact/Grants Administrator is not the same person as the Project Director. If the project director and the grants administrator are the same person, skip to Item 9.
9. **Authorized Representative:** Provide the 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 president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution’s E-Business Point of Contact. For more information, please consult the [Grants.gov Online User Guide](#), which is available along with other applicant resources [here](#).

## HOW TO FILL OUT THE SUPPLEMENTARY COVER SHEET FOR NEH GRANT PROGRAMS

Select the form from the menu and double click to open it. Please provide the following information:

1. **Project Director:** Use the pull-down menu to select the major field of study for the project director.
2. **Institution Information:** Use the pull-down menu to select your type of institution.
3. **Project Funding:** Enter your project funding information.
4. **Application Information:** Indicate whether the proposal will be submitted to other NEH grant programs, government agencies, or private entities for funding. If so, please indicate where and when. NEH frequently cosponsors projects with other funding sources. Providing this information will not prejudice the review of your application.

For **Type of Application**, check “new” if the application requests a new period of funding, whether for a new project or the next phase of a project previously funded by NEH. Check “supplement” if the application requests additional funding for a current NEH grant. If you are requesting a supplement, provide the current grant number. Before submitting an application for a supplement, applicants should discuss their request with an NEH program officer.

Enter the primary project discipline (and, if you like, the project’s secondary and tertiary disciplines as well).

## HOW TO FILL OUT THE PROJECT/PERFORMANCE SITE LOCATION(S) FORM

Select the form from the menu and double click to open it. Instructions for each requested data element may be viewed by positioning your cursor over the blank field.

## HOW TO USE THE ATTACHMENTS FORM

You will use this form to attach the files that make up your application.

Your attachments must be in Portable Document Format (.pdf). NEH 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. Information about converting documents into PDFs is available [here](#).

When you open the Attachments Form, you will find fifteen attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach.

Please consult the guidelines for the program to which you are applying for information about how to name each of your attachments and the order in which to attach them. This information is provided in the application checklist that appears near the end of the guidelines.

You must name and attach your files in the proper order so that we can identify them.

Note that Grants.gov will reject applications with files whose names include any character **other than numbers, letters, underscores ( \_ ), hyphens (-), spaces, and periods**. If you include any other character (for example, a comma) in a filename, Grants.gov will reject your application.

## HOW TO USE THE BUDGET NARRATIVE ATTACHMENT FORM (ALSO KNOWN AS THE BUDGET NARRATIVE FILE)

The only thing that you should attach to this form is a copy of your institution's current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement).

If you are not attaching an indirect-cost rate agreement, you must instead attach a brief statement explaining why. As appropriate, use one of the following explanations:

1. The applicant institution is not claiming indirect costs.
2. The applicant institution does not currently have a federally negotiated indirect-cost rate agreement.
3. The applicant institution's charge for indirect costs will not exceed 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).

4. (to be used only by applicants for Public Programs projects) The applicant institution is a sponsorship (umbrella) organization, which will charge an administrative fee of 5 percent of the total direct costs.

Note that you may not leave the Budget Narrative Attachment Form blank. Instead you must attach either the applicant institution's indirect-cost rate agreement or one of the four explanations provided above.

## UPLOADING YOUR APPLICATION TO GRANTS.GOV

When you have completed all five forms, use the right-facing arrow to move each of them to the "Mandatory Documents for Submission" column. Once they have been moved over, the "Submit" button will activate. You are now ready to upload your application package to Grants.gov.

During the registration process, your institution designated one or more AORs (Authorized Organization Representatives). These AORs typically work in your institution's Sponsored Research Office or Grants Office. When you have completed your application, you must ask your AOR to submit the application, using the special username and password that were assigned to him or her during the registration process.

To submit your application, your computer must have an active connection to the Internet. To begin the submission process, click the "Submit" button. A page will appear, asking you to sign and submit your application. At this point, your AOR will enter his or her username and password. When you click the "Sign and Submit Application" button, your application package will be uploaded to Grants.gov. Please note that it may take some time to upload your application package, depending on the size of your files and the speed of your Internet connection.

After the upload is complete, a confirmation page will appear. This page, which includes a tracking number, indicates that you have submitted your application to Grants.gov. Please print this page for your records. The AOR will also receive a confirmation e-mail message.

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](mailto:support@grants.gov). For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.

## GRANTS.GOV HELP

If you need help using Grants.gov, refer to

Grants.gov: [www.grants.gov](http://www.grants.gov)

Grants.gov help desk: [support@grants.gov](mailto:support@grants.gov)

Grants.gov customer support tutorials and manuals:  
<http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>

Grant.gov support line: 1-800-518-GRANTS (4726)