DIVISION OF **EDUCATION PROGRAMS**

HUMANITIES CONNECTIONS IMPLEMENTATION GRANTS

Deadline: October 17, 2017 (for projects beginning May 2018)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.162

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

Contents

I. Program Description

The Humanities Connections grant program seeks to expand the role of the humanities in undergraduate education at two- and four-year institutions. Grants will support innovative curricular approaches that foster productive partnerships among humanities faculty and their counterparts in the social and natural sciences and in pre-service or professional programs (such as business, engineering, health sciences, law, computer science, and other technology-driven fields).

Competitive applications will demonstrate

- that the proposed curricular projects address significant and compelling topics or issues in undergraduate education at the applicant institution(s);
- that these projects engage the intellectual skills and habits of mind cultivated by the humanities; and
- that faculty and students will benefit from meaningful collaborations in teaching and learning across disciplines as a result of the project.

Humanities Connections projects have four core features:

1. integration of the subject matter, perspectives, and goals of two or more disciplines (with a minimum of one in and one outside of the humanities);
2. collaboration between faculty from two or more separate departments or schools at one or more institutions;
3. experiential learning as an intrinsic part of the curricular plan; and
4. long-term institutional support for the proposed curriculum innovation(s).

If the project addresses core or general education requirements, or requirements for specific pathways or pre-professional programs, it must incorporate a fresh approach in doing so. For example, applicants might consider

- filling a new or unmet curricular gap in which the humanities will play an integral role;
- opening up a new interdisciplinary minor or certificate;
- transforming existing curricular pathways; or
- connecting existing fields of study to new or emerging disciplines.

The program does not support projects that promote stand-alone additions or revisions of single course offerings or the simple pairing of complementary courses, whether in the same or in different departments or schools. Although this grant is open to collaborations with one or more post-secondary institutions, a single institution must serve as the applicant of record.

Grantees may not use Humanities Connections funding for

- faculty or student travel abroad;
- the development of courses for a graduate or non-degree program;
- textbook research or revision;
- 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; or
- projects that fall outside of the humanities (including the the creation or performance of art; creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies).

Humanities Connections grants are funded at two levels: **Planning** and **Implementation**. Applicants for implementation grants need not be former planning grant recipients; however, applicants for implementation grants are required to demonstrate in their applications that they have completed the planning for the project. Recipients of planning grants are welcome to submit implementation-level proposals based on their funded projects.

A grant from NEH for one stage of a project does not, however, commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

IMPLEMENTATION GRANTS

Implementation grants (up to three years) support the interdisciplinary collaboration of faculty from two or more separate departments or schools (a minimum of one in and one outside of the humanities), with the implementation of a sustainable curricular program or initiative as the outcome. Implementation grant proposals must show unambiguous evidence of preceding planning work and present a defined rationale with clear intellectual and logistical objectives that are supported by institutional commitment. The grant gives applicants the opportunity to build on faculty/administrative or institutional partnerships and to develop and refine the project's intellectual content, design, and scope. For example, the applicant should be able to demonstrate potential commitments of any partners or collaborators; outline preferred approaches to curriculum building/consolidation; and explain outreach strategies that will be employed to attract students to the new educational opportunity.

The outcome of the implementation grant should be a project that has completed its pilot phase.

Implementation grants may be used 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 curriculum (such as new courses, modules, and pathways) and instructional models for effective pedagogy;
- develop pilot projects and activities for student experiential learning (such as individual or collaborative undergraduate research projects, or a structured experience with community-based, project-based, or site-based learning);
- create and implement outreach strategies to attract students to new educational opportunities; and
- conduct mid- and long-range feasibility 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 grant products. For projects that develop Web-based resources, all other considerations being equal, NEH prefers 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.

Award information

Successful applicants to the Humanities Connections Implementation Grant program will receive grants of up to $100,000. The grant period is between eighteen and thirty-six months and must start no later than September 2018.

Eligibility

This program accepts applications from any U.S. two- or four-year college or university with 501(c)(3) tax-exempt status, 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 are not eligible to apply.

Collaboration with other organizations is welcome, but the project director must be from the applicant institution.

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 applications that are late, incomplete, or ineligible.

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;

- consult the program's **evaluation criteria**, which are listed immediately below;
- read the **Frequently Asked Questions**, which are available on the program resource page;
- review the **sample narratives**, which are available on the program resource page;
- contact the **program staff** (at 202-606-8337 or humanitiesconnections@neh.gov) to discuss your project and raise any questions you may have about the application; and
- submit an optional **draft proposal** by September 18, to which program staff will respond with suggestions and advice.

Evaluation criteria

Proposals for Humanities Connections implemenation grants are evaluated according to the following criteria:

Intellectual quality

- Does the project respond to a compelling need for a new/revised direction for the humanities in undergraduate education at the applicant institution(s)?
- Does the project offer innovative approaches to its central topic or issue?
- Does the applicant present a persuasive rationale for interdisciplinary collaboration, articulating its educational benefits and its relationship to the intellectual and cultural life of the institution(s)?
- Will the project integrate the subject matter, perspectives, and goals of two or more disciplines (with a minimum of one in and one outside of the humanities)?
- Will the project employ humanities texts and other resources that are appropriate and substantial?
- Will the project refrain from proposing advocacy and other activities not supported by NEH (listed on pages 3-4 above)?

Design quality

- Is the project well conceived, coherent, and described in adequate detail?
- Is the experiential learning component effective and appropriately integrated into the project?
- Does the project give evidence of an effective partnership between humanities and non-humanities team members?
- Do the collaborative team members have the necessary expertise and background in their respective fields to carry out their responsibilities?
- Is there unambiguous evidence of commitment and support by faculty, administrators, and others involved in the project?
- Is the work plan feasible and sustainable?
- Is the evaluation plan effective in terms of capturing project outcomes?
- Is the budget reasonable in view of project activities and goals?

Impact

- Will the project expand the role of the humanities in the undergraduate curriculum at the institution(s)?
- Does the project promise significant and measurable outcomes for students' educational experience?
- Does the proposal provide convincing evidence of the project's institutional impact beyond the grant period?
- Do the narrative and supporting documentation indicate long-term support for the project?
- Are the plans for dissemination to a wider audience robust and in line with project goals?

As noted earlier, applicants are encouraged to contact program officers, who can offer advice about developing proposals. Program officers can also respond to draft proposals (optional), submitted no later than September 18, 2017, to humanitiesconnections@neh.gov. The program may not be able to respond to late-arriving drafts.

Although staff comments and responses to draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, previous applicants have found them helpful in strengthening their applications.

Please consult the documents on the program resource page, such as the sample budget.

Once an applicant formally submits an application, NEH will not comment on its status except with respect to issues of completeness and eligibility.

The application should be clear, free of jargon, and accessible to nonspecialists. As mentioned above, applicants should refrain from proposing advocacy and other activities not supported by NEH.

Application elements

An application consists of the following five parts: a table of contents, a summary, a narrative, a budget, and appendices.

1. Table of contents
Include all parts of the application, with page numbers. Number the pages consecutively through all sections, including the appendices.

2. Summary
Provide a single-spaced summary of the narrative (no longer than one page in twelve-point font). In addition, supply the grants officer who will submit the application with an abridged version of the abstract (limited to a thousand characters, including spaces) for him or her to

include in the Project Description field of the Application for Federal Domestic Assistance – Short Organizational (part of the application package that must be submitted to Grants.gov).

3. Narrative
The narrative—an extended discussion of the project's content, activities, and intended audience—is the most important part of the application. Limit the narrative to *fifteen* double-spaced pages with one-inch margins and a font size no smaller than twelve points.

Include the following sections:

- *Intellectual rationale*

  Identify the topic or issue that the project addresses, articulating the need for a new or revised direction for the humanities in undergraduate education at your institution(s). Define your objectives by addressing how your project will bring the resources and perspectives of the humanities to bear on students' broader educational goals and on the larger intellectual and cultural life of the institution. Explain how any inter-institutional partnership(s) will enhance the project and help accomplish your goals.

  Summarize the conclusions reached as a result of your planning process. Note how the planning experience improved or transformed your initial goals. Address project scale, such as the number of faculty and departments/schools involved, the number of community or other partnerships formed (if any), and the projected impact on student enrollment and other types of immediate engagement over a given span of years after implementation. In an appendix, provide relevant quantitative and qualitative data collected during the planning phase that will inform your implementation strategy.

- *Content and design*

  Demonstrate how you will develop and implement this project. Describe the project's interdisciplinary character, intended undergraduate audience, and curricular setting. Outline the project structure, including the components to be developed, and articulate how these components will work to form an integrated whole. Provide details on the specific subject areas to be explored in the various curriculum components, the individual courses involved, and the frequency of offering for each. Describe key topics, texts, and other resources to be used in each course or component. Explain the anticipated experiential learning opportunities and articulate their relationship to the proposed curricular structure. Estimate the projected student enrollment in the relevant courses and/or components for the first three years, noting any anticipated growth or expansion.

  Outline the stages of the planned project development and implementation, the planned activities, and the texts and other non-textual resources to be used by the team. In an appendix provide a plan of work and a list of relevant readings and resources.

- *Collaborative team*

  Identify members of the collaborative team and define their roles and responsibilities. Identify any external contributors to the project, such as visiting scholars, consultants, and/or community partners, and describe their qualifications and roles. Discuss how the composition of the team includes key stakeholders in the implementation process.

Some example of key stakeholders are

- full time or adjunct faculty from two or more departments;
- high-level administrators, such as deans and provosts;
- advanced undergraduates/graduate students acting as advisors;
- humanities-oriented teaching and learning professionals (including librarians/media specialists);
- experiential learning coordinators; and
- members of cultural or community organizations, professional societies, and education professionals.

If subsequent additions to the team are anticipated, describe the process by which they will be recruited and/or selected.

In an appendix provide brief résumés or biographies (no longer than two pages each) and up-to-date letters or e-mails of commitment for the project director(s), team members, and key external contributors.

- *Institutional context and resources*

  Provide brief background information on the humanities at your institution(s), including information about current enrollments, majors, faculty, and existing resources. Show how the resources of the institution(s) (for example, personnel, library or museum holdings, information technology, learning center) support the project.

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

- *Impact and dissemination*

  Describe the anticipated long-term institutional impact of the project and explain how the curricular innovation will be sustained after the end of the grant period. Discuss the means by which you intend to build and scale student enrollment beyond the grant period.

  Illustrate how you will disseminate project outcomes to a wider audience beyond your institution(s): for example, by sharing your curricular model with other faculty at a local/regional workshop, making a professional conference presentation, or publishing your findings in a digital or print format. In an appendix, provide two letters indicating long-term support for the project from the leadership at the institution(s) involved (such as the president, provost, or dean).

- *Evaluation*

  Explain how you will assess the project both during and after the grant period. Define the benchmarks for evaluating ongoing activities during the project and the criteria for assessing the outcomes of the project as a whole. 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. Assessment must include a final "lessons learned" white paper for a broad professional audience, which may be made

available on the NEH website. Outside evaluation is not required for NEH Humanities Connections grants.

4. Budget

Complete the budget form. You can find links to the budget instructions, budget form, and sample budget on the sidebar of the [program resource page](#). Attach notes to explain any of the budget items in more detail, as needed.

Applicants may include in their budgets grant funds to pay for travel expenses and honoraria for guest scholars and visiting consultants, books and other materials, modest purchases of computer equipment and materials directly related to the project, logistical support, staff salaries during project pilot phases, and release time for the project director(s). Applicants should also include in their budgets remuneration for project participants, based on their involvement in and contribution to the project.

The following is additional guidance for preparing your budget.

• Item 1: Salaries and wages

Include all project personnel employed by the applicant institution. Calculations for compensation must be commensurate with the amount of time spent on the project and must conform to the policies of the institution. Commonly, the budget includes stipends and/or percentage of academic year or annual salary for faculty members, administrators, support staff, and others participating in the project. Such amounts may be used to release project personnel 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. Grant funds may not be used to support replacement teachers or to pay institutional personnel for performing their regular duties. You may calculate compensation for support staff as a percentage of salary or based on an hourly rate.

• Item 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 8 below) may be shown as direct costs.

• Item 3: Consultant fees

List individuals contributing to the project who are not employed by the applicant institution, such as visiting experts and key community partners for student activities. The honoraria for visiting experts range from $350 to $750 per person per day or up to a maximum of $3,750 per person per week, not including travel and subsistence costs. You may calculate compensation for ongoing community partners not employed by the applicant institution as a percentage of salary or based on an hourly rate. You should enter travel and subsistence costs under budget Item 4.

• Item 4: Travel

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

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.

Include funds for the project director(s) to attend a two-day meeting to be held at NEH's offices in Washington, D.C. during the second year of the requested grant period. Other project leaders or administrators may wish to attend the meeting; if so, their expenses should also be detailed here.

• Item 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 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 8 below). See also the list of "Inadmissible Budget Items" below.

• Item 6: Services

Services include the cost of duplication and printing, long-distance telephone charges and postage, rental of films and equipment, technical support, rental of buses and vans for site visits, and subcontracts of any kind. The costs of project activities to be undertaken by a third-party contractor 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.

• Item 7: Other costs

Include purchases of permanent equipment (defined as equipment having a useful life of more than one year and an acquisition cost of $5,000 or more). Equipment is to be used solely for project activities during the life of the grant and is not intended for personal use. (Reminder: consultant fees are entered under budget Item 3.)

• Item 8: Indirect costs (overhead)

These 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. Typical examples of indirect costs are the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

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.

If the applicant institution is claiming indirect costs and has a federally negotiated indirect-cost rate agreement, please submit a copy of the 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; or c) that the applicant institution is using the government-wide rate of up to 10 percent of the total direct costs. (See the first bullet below.)

If your organization does not have a current federally negotiated indirect-cost rate or has not submitted a pending indirect-cost proposal to a federal agency, you may choose one of the following options, if you wish to include overhead charges in the budget:

- NEH will not require the formal negotiation of an indirect-cost rate, provided that the charge for indirect costs does not exceed 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. If you choose this option, you must maintain documentation to support overhead charges claimed as part of project costs.

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

- **Inadmissible budget items**

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

  - the cost of replacement teachers or compensation for faculty members/institutional personnel performing their regular duties;

  - the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment; and

  - tuition fees for participants.

- **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 form.

5. Appendices

Use appendices to provide the following materials:

- the plan of work, a list of relevant readings or resources for the project, and relevant quantitative and qualitative data collected during the planning phase that will inform your implementation strategy;

- brief résumés or biographies (no longer than two pages) and up-to-date letters or e-mails of commitment for the project director(s), team members, and key external contributors involved in the project (such as visiting experts, consultants, and/or community partners); and

- letters or e-mails of commitment from each institution and organization involved in the project, including the applicant institution. The letters from the president, provost, and/ or dean of the applicant institution must attest that the institution will offer long-term support for the project and must also explain its significance within the institution's curriculum.

Number the pages of your application package, including the appendices, consecutively.

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 your organization complete or verify its Grants.gov registration at least two weeks before the application deadline, since it takes time to process an organization's 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, the 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 your organization or update its Entity record. NEH strongly recommends that applicants update (or, if necessary, create) their SAM Entity record at least four weeks before the application deadline.

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 draft proposals and applications

Draft proposals (optional): Program staff recommends that draft proposals be submitted by September 18, 2017. Time constraints may prevent staff from reviewing draft proposals submitted after this date. Staff comments in response to draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Drafts should be submitted to humanitiesconnections@neh.gov.

Applications must be received by Grants.gov on or before October 17, 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](#).

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 April 2018. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in May 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 humanitiesconnections@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.

V. Additional Information

Contact information for the program and Grants.gov

If you have questions about the program, contact:

Humanities Connections
Division of Education Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8337
humanitiesconnections@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 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 Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, DC 20506; and 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.

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 the deadline.

☐ **Download the 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. You can also 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: Table of contents (name the file "contents.pdf")

ATTACHMENT 2: One-page summary (name the file "summary.pdf")

ATTACHMENT 3: Narrative (name the file "narrative.pdf")

ATTACHMENT 4: Budget (which may include budget notes) (name the file "budget.pdf")

ATTACHMENT 5: Appendices (name the file "appendices.pdf")
- The plan of work, a list of readings and resources for the project, and relevant quantitative and qualitative data collected during the planning phase that will inform your implementation strategy
- Brief résumés or biographies (no longer than two pages) and letters or e-mails of commitment for the project director(s), team members, and key external contributors involved in the project
- Letters or e-mails of commitment from each institution and organization involved in the project

5. Budget Narrative Attachment Form (also known as the Budget Narrative File)— Using this form, attach **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). (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 4.

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 **strongly** 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

Until October 17, 2017: Contact Division of Education Programs program officers (at 202-606-8337 or humanitiesconnections@neh.gov) with questions and for advice (optional)

September 18, 2017: Submit draft application (optional) by this date

September 19, 2017: Create or verify your institution's Entity record at the System for Award Management by this date

October 3, 2017: Register your institution (or verify its registration) with Grants.gov by this date

October 17, 2017: Submit application through Grants.gov by this date

November-December 2017: peer review panels take place

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

April 2018: applicants are notified of the funding decisions

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

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

September 2018: successful applicants must begin work on their projects no later than this date