NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **RESEARCH PROGRAMS**

GRANTS.GOV INSTRUCTIONS FOR UNAFFILIATED PROJECT DIRECTORS

The Grants.gov application process for project directors without an affiliation with an eligible U.S. institution is slightly different from that used by institutions. These instructions will guide you through 1) the registration process; 2) downloading the free Adobe Acrobat Reader software; 3) downloading the application package, or accessing it online via Grants.gov Workspace; and 4) completing three forms: the Application for Federal Domestic Assistance for Individuals, the Supplementary Cover Sheet for NEH Grant Programs, and the Attachments Form.

For all other aspects of the application, please refer to the main guidelines for the relevant program.

Reminder: If you are affiliated with an eligible institution you MUST apply through an institution (ordinarily that institution) and not as an unaffiliated project director. Adjunct faculty may, however, apply as unaffiliated project directors.

HOW TO PREPARE YOUR APPLICATION

Please see the "Preparing and Organizing Your Application" section of the main guidelines for information about preparing your table of contents, narrative, budget, and the other parts of the application.

Go to the Collaborative Research guidelines, which are available here.

Go to the Scholarly Editions and Translations guidelines, which are available here.

Register or Verify Registration with Grants.gov

Applications for this program must be submitted via Grants.gov. Before using Grants.gov for the first time, an individual applicant must register to create a profile. Once registered, you can then apply for any government grant on the Grants.gov website for which individual applicants are eligible.

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If you have already registered, you may skip this step. If not, please go to the Register with Grants.gov page. We recommend that you complete 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.

Download the Free Adobe Acrobat Reader Software

To fill out a Grants.gov application package, you will need to download and install the current version of the Adobe Acrobat Reader. The latest version of the Adobe Acrobat Reader, which is designed to function with PCs and Macintosh computers using a variety of popular operating systems, is available at no charge from the Adobe website. Click on "PDF & E-Signatures" on the top of the page, then on "Acrobat Reader DC," then on "Download Acrobat Reader." Once you install this software, it will allow you to view and fill out Grants.gov application packages for any federal agency.

Download the Application Package, or Access it through Grants.gov Workspace

To submit your application, you will need to download the application package from the program resource page for Collaborative Research, or the program resource page for Scholarly Editions and Translations, or to access it through Grants.gov Workspace. (You can find information about Workspace—which applicants will be required to use, as of January 1, 2018— here.) You can download or access the application package at any time. (You do not have to wait for your Grants.gov registration to be complete.)

Be sure to select the package for "Individual Applicants."

If you are using Grants.gov Workspace, you may complete the application forms online. You may also download the forms as PDFs, using either Workspace or the legacy application package. If you are downloading the forms, 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—unless you are filling out the forms online using Workspace.

If you are not filling out the forms online using Workspace, 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 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 three forms that you must complete.

1. **Application for Federal Domestic Assistance—Individual**—this form asks for basic information about the project and the project director.

2. **Supplementary Cover Sheet for NEH Grant Programs**—this form asks for additional information about the project director and the budget.

3. **Attachments Form**—this form allows you to attach your narrative, budget, and the other parts of your application.

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When you fill out the forms, please type or paste in all entries (including the project title, brief project description, and project director's name—legal names only, no abbreviations or nicknames) onto the form. Use normal punctuation and do not type using only capital letters.

HOW TO FILL OUT THE APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE FOR INDIVIDUALS

If you are using Workspace, you may complete this form online. If you are instead downloading the form (either through Workspace or the legacy application package), 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, telephone, and other contact information for the applicant.

   For question "e," please put the number of your Congressional district. For example, if you live in the 5th Congressional District, put a "5." If you don't have a Congressional district (that is, you are in a state or U.S. territory that doesn't have districts or you are in a foreign country), put a "0" (zero).

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.

7. **Check the box** "**By signing this Application. . .** "

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

If you are using Workspace, you may complete this form online. If you are instead downloading the form (either through Workspace or the legacy application package), select the form from the menu and double click to open it. Please provide the following information:

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1. **Project Director**: Use the pull-down menu to select the major field of study for the project director. (As an individual applicant, you are considered the "Project Director.")

2. **Institution Information**: Even though this program is for individual applicants, we are still interested in learning more about the institution at which you work. Use the pull-down menu to select the type that best fits your institution. Use "unknown" if none is applicable.

3. **Project Funding**: Please fill out the project funding boxes.

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.

   Use the pull-down menu to indicate the discipline(s) of your project. You may select one, two, or three disciplines. If you select more than one, list the primary discipline first.

HOW TO USE THE ATTACHMENTS FORM

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

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. 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.

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.

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UPLOADING YOUR APPLICATION TO GRANTS.GOV

If you use Workspace to complete the application (whether you complete it online or fill out downloaded PDFs), submit the application by clicking the Sign and Submit button on the Manage Workspace page.

If you have instead filled out PDFs using the legacy application package, use the right-facing arrow to move each of the required forms 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.

When you have completed your application, you must submit the application using the special username and password that you received 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, you will enter your 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. You will also receive a confirmation e-mail message.

Additional information on how to confirm that you successfully submitted your application to Grants.gov is available here (PDF).

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. For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.