![National Endowment for the Humanities logo]

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) accessing the application package 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 that institution and not as an unaffiliated project director. U.S. citizens who are adjunct faculty, faculty at for-profit institutions or foreign universities, or scholars without institutional affiliation 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

NEH strongly recommends that you complete or verify your registration at least two weeks before the application deadline, since it takes time to process your registration.

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If you are registering with Grants.gov for the first time as an individual applicant, go to
https://www.grants.gov/web/grants/applicants/registration.html.

When registering as an individual, note that Grants.gov provides a default code of INDVooooo
in the required DUNS field at the registration site. Do not change that code when registering.
However, when filling out the application's NEH Supplemental Form for Individuals, you will be
prompted to indicate your institutional affiliation (if you have one). At that point, you will be
required to include your institution's DUNS number in the designated DUNS field. The reason
for requiring the DUNS number on that form is that it helps keep track of institutions
represented in the applicant pool.

Applicants who have already registered at Grants.gov as individuals need not re-register with
Grants.gov to submit their Collaborative Research Grants or Scholarly Editions and Translations
Grants proposals. We encourage you, however, to check your account before the deadline to
confirm that it is still active and that your password has not expired. Grants.gov passwords
expire every sixty days.

Applicants who lose their username and password can request a reminder at
https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1.

Please be certain to use a Grants.gov individual account to submit your application.

If you have problems registering with Grants.gov, contact the Grants.gov help desk at 1-800-
518-4726 or support@grants.gov.

Download the Free Adobe Acrobat Reader Software

Using Grants.gov Workspace to prepare your application, you may complete the application
forms online without using the Adobe Acrobat Reader software. You will in any case need to
convert the files that you will attach to the Attachments Form—see below for information about
this form—into PDFs.

If you are filling out the application forms as PDFs, you will need to download and install the
latest version of Adobe Acrobat Reader, which is available at no charge and is compatible with
both PCs and Apple computers. **Using older versions of the Adobe Acrobat Reader, or
other readers such as Apple Preview, will prevent your application from being
processed properly.** Visit Grants.gov's Adobe Software Compatibility page to verify the
compatibility of your current software or to download the appropriate version at
https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html**.**

Access the Application Package through Grants.gov Workspace

Using Grants.gov Workspace, you may complete the application forms online. You may also
download the forms as PDFs. Information about Workspace is available here. (Grants.gov
recommends that you use the latest version of any of the following browsers: Microsoft Internet
Explorer, Mozilla Firefox, Google Chrome, and Apple Safari.) You can access the forms online or
download the PDFs at any time. (You do not have to wait for your Grants.gov registration to be
complete.) To submit your application, you will need to access the application package from the
program resource page for Collaborative Research, or the program resource page for Scholarly

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Editions and Translations. You can 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 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.

If you are not filling out the forms online, 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 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.

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

Using Workspace, you may complete this form online. If you are instead downloading the form, 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.

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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 live in Washington, DC, or in a state or U.S. territory that doesn't have districts or live in a foreign country), put a "0" (zero).

6. **Project Information:**

   a. Project Title: 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.

   b. Project Description: Provide a one-paragraph abstract (up to one thousand characters, including spaces) written for a nonspecialist audience, describing the project. The abstract must explain the importance of the proposed work and its relations to larger issues in the humanities.

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

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

Using Workspace, you may complete this form online. If you are instead downloading the form, 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. (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 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.

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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.

The component parts of your application must be attached to the Attachments Form in Portable Document Format (PDF). Make sure that all files in formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains multiple PDFs, you must merge those documents into a single PDF. Do not attach a zip file containing multiple PDFs.

NEH cannot accept attachments in their original word processing, graphic, or spreadsheet formats. Visit Grants.gov's Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version at https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html. Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach to the Attachments Form into PDFs. 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.

Attachments must be in the specified order and must use the specified names. Do not use accent marks or other special characters in your file names. Use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space ( ), period, parenthesis (), curly braces {}, square brackets [], ampersand &, tilde ~, exclamation point !, Comma , Semicolon; Apostrophe ', at sign @, number sign #, dollar sign $, percent sign %, plus sign +, equal sign = . File names must be limited to 50 or fewer characters. If you include any other character in a filename, Grants.gov will reject your application.

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.

SUBMITTING YOUR APPLICATION TO GRANTS.GOV

When you have completed the Application for Federal Domestic Assistance - Individual Form and the NEH Supplemental Information for Individuals Form and attached the component parts of your application to the Attachments Form, perform validation checks on the application

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as needed, and fix any errors. After you have done so, you are ready to submit your application to Grants.gov.

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. When you click the "Sign and Submit Application" button, your application will be submitted to Grants.gov. Please note that it may take some time to submit your application, depending on the size of your files and the speed of your Internet connection.

After the submission 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.

If you find that you need to make a change to your application after you have submitted it, you may do so any time before the application deadline. Simply submit the corrected version through Grants.gov. All submissions are time-stamped, and NEH will use only your most recent one.

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 noon 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.