



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF EDUCATION PROGRAMS

HUMANITIES CONNECTIONS PLANNING GRANTS

Deadline: September 19, 2019 (for projects beginning June 1, 2020)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.162

Funding Opportunity Number: 20190919-AKA

OMB Control Number 3136-0134, expiration date: 06/30/2021

If after reading this document you have questions about this 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.

Executive Summary

The National Endowment for the Humanities' (NEH) Division of Education Programs is currently accepting proposals for the Humanities Connections program. The Humanities Connections program seeks to expand the role of the humanities in undergraduate education at two- and four-year institutions. Awards 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.

Planning Grants 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 goal of designing a new, coherent curricular program or initiative. The award gives the institution(s) the opportunity to create a firm foundation for implementing the program.

Funding Opportunity Title:	Humanities Connections Planning Grants
Funding Opportunity Number:	20190919-AKA
Federal Assistance Listing Number (CFDA):	45.162
Application Due Date:	September 19, 2019, 11:59 p.m. Eastern Time
Number and Type of Award(s) Made in Recent Funding Cycles:	2019: 19 grants 2018: 15 grants
Estimated Award Amount <i>or</i> Funding Range:	Up to \$35,000
Cost Sharing/Match Required:	No
Period of Performance:	One year
Eligible Applicants:	U.S. two- or four-year public or private 501(c)(3) tax-exempt institutions of higher education
Program Resource Page:	https://www.neh.gov/grants/education/humanities-connections-planning-grants

This program is authorized by 20 USC §956 *et seq.* Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued December 26, 2014 or later\)](#).

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I. Program Description

The Humanities Connections program seeks to expand the role of the humanities in undergraduate education at two- and four-year institutions. Awards 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), in order to encourage and develop new integrative learning opportunities for students.

Competitive applications will demonstrate:

- that the proposed curricular projects expand the role of the humanities in addressing significant and compelling topics or issues in undergraduate education at the applicant institution(s)
- that these projects develop the intellectual skills and habits of mind cultivated by the humanities
- 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. substantive and purposeful integration of the subject matter, perspectives, and pedagogical approaches 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
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
- connecting existing fields of study to new or emerging disciplines

Humanities Connections grants are funded at two levels: **Planning** and **Implementation**. Applicants for Implementation Grants need not be former Planning Grant recipients; however, they should demonstrate in their applications that they have completed the necessary planning for the project. Recipients of Planning Grants are welcome to submit implementation-level proposals based on their funded projects. An award from NEH for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

Planning Grants

Planning Grants 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 goal

of designing a new, coherent curricular program or initiative. The award gives the institution(s) the opportunity to create a firm foundation for implementing the program. Planning goals will include identifying the members of a planning committee and organizing the planning process; defining the rationale, design, and structure that would undergird a comprehensive and institutionally sustainable effort; and establishing potential scenarios for curriculum development. Institutions may draw on current short-term initiatives or curricular programs run by individual departments in this effort. The outcome of a successful planning phase should be a project in, or ready for, the implementation stage.

Planning Grants may be used to:

- establish and convene a team to develop overall project goals and outcomes
- engage outside experts for consultation on curriculum design or experiential learning opportunities (such as individual or collaborative undergraduate research projects, or a structured experience with community-based, project-based, or site-based learning)
- invest in seminars for faculty and administrators on substantive issues related to the success of the project
- organize focus or discussion groups around issues central to project rationale
- draw up potential new courses, instructional models, and pedagogies for development
- work with institutional leadership to outline long-range planning and sustainability

Recipients may not use Humanities Connections funding for:

- the isolated addition or revision of a single course offering
- the simple pairing of complementary courses, whether in the same or in different departments or schools
- faculty or student travel abroad
- the development of courses for a graduate degree or non-degree program
- the cost of replacement teachers or compensation for faculty members/institutional personnel performing their regular duties
- commercial, for-profit, or proprietary textbook research or revision
- the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment
- 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
- lobbying
- projects that fall outside of the humanities: the creation or performance of art; creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies

The prohibitions above also apply to the student experiential learning activities developed in collaboration with external contributors (such as community partners).

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

Copyright information

NEH recipients may copyright any work that is subject to copyright and was developed, or for which ownership was produced, under an award. In accordance with [2 CFR §200.315 \(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so.

NEH areas of interest

NEH is interested in the advancement of humanities-related work in the following areas.

“A More Perfect Union:” NEH Special Initiative Advancing Civic Education and Commemorating the Nation’s 250th Anniversary

As our nation approaches its 250th anniversary in 2026, NEH encourages projects that promote a deeper understanding of American history and culture and that advance civic education and knowledge of our core principles of government. The agency-wide “A More Perfect Union” initiative will help Americans better understand the world’s oldest constitutional democracy and how our founding ideals are met in a modern, pluralistic society.

NEH welcomes consideration of diverse topics in American history, from Native American culture to rural life to the rise of the industrial city, from the Civil War to the Cold War to the Civil Rights movement, etc. We also seek projects that examine foundational documents in U.S. history, as well as projects that examine historical objects, places, traditions, events, and individuals who collectively shaped our states and nation. Applications that focus on the contributions of under-represented communities are highly encouraged.

Protecting our cultural heritage

In response to the destruction of cultural heritage materials worldwide, NEH encourages applications for projects that study, document, or create digital representations of lost or imperiled cultural heritage materials. Proposed projects should be based on scholarly work and follow standards and best practices. Project teams must include appropriate methodological specialists and humanities scholars. Projects must demonstrate the capacity to be sustained and must be widely accessible to the public. For more information click [here](#).

Standing Together

NEH invites projects related to its [Standing Together](#) initiative, which encourages projects related to war and military service.

All applications will be given equal consideration in accordance with the program’s review criteria.

Award information

Applicants for Humanities Connections Planning Grants may apply for a ceiling amount of up to \$35,000 with a period of performance of one year. The project's start date must be no later than September 1, 2020.

This notice of funding opportunity is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, NEH can process applications and award funds in a timely manner.

Cost sharing is not required in this program.

Successful applicants will be awarded outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds.

Outright funds

Outright funds awarded by NEH are not contingent on additional funding from other sources.

Federal matching funds

When federal matching funds are requested, the applicant must raise cash contributions from nonfederal third parties and have them certified by NEH before the funds are released to the award recipient (see NEH's [Federal Matching Funds Guidelines](#)). Funds raised to satisfy a match count toward an institution's required cost share for a project (see the discussion of cost sharing below).

Cost sharing

Cost sharing or matching means the portion of the project costs not paid by NEH funds.

Required cost sharing includes third-party nonfederal gift money that will be raised to release federal matching funds.

Applicants may use voluntary cost sharing for projects in which the total costs exceed the amount provided by NEH. Voluntary cost sharing includes cash contributions to a project by the applicant and nonfederal third parties, as well as in-kind contributions, such as donated goods and services.

Eligibility

This program accepts applications from any U.S. two- or four-year public or private 501(c)(3) tax-exempt college or university, 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 and foreign and for-profit entities are not eligible to apply.

An institution may submit multiple applications for distinctly different projects. Recipients with open Humanities Connections awards may apply. Overlapping project costs between two or more applications for federal funding and/or approved federal award budgets are not permitted.

Applications must be complete, must observe the specified page limits, and must be validated by Grants.gov under the correct funding opportunity number to be considered under this notice.

Collaboration with other postsecondary institutions is welcome, but a single institution must serve as the applicant of record. In addition, 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 this notice of funding opportunity carefully, noting what information needs to be provided in the application
- consult the program's **review criteria**, which are listed immediately below
- review the instructions for the **narrative** (under Attachment 3 below)
- read the **Frequently Asked Questions**, which are available on the [program resource page](#)
- review the materials (including the **sample narratives** and **budgets**) 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
- submit an optional **draft proposal** by **August 19**, to which program staff will respond with suggestions and advice

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.

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

Review criteria

Proposals for Humanities Connections Planning Grants are evaluated according to the following criteria:

Intellectual quality

- To what extent will the project respond to a compelling need for a new/revised direction for the humanities in undergraduate education at the applicant institution(s)?
- To what extent will the project offer innovative approaches to its proposed subject areas?

- To what extent does the applicant present a persuasive rationale for interdisciplinary collaboration, articulating its long-term educational benefits and its relationship to the intellectual and cultural life of the institution(s)?
- To what extent will the curricular planning integrate the subject matter, perspectives, and pedagogical approaches of two or more disciplines (with a minimum of one in and one outside of the humanities)?
- To what extent will the anticipated experiential learning opportunities amplify the project focus?
- Will the project refrain from proposing or promoting advocacy and other activities not supported by NEH (described in the Program Description section of this notice of funding opportunity)?

Feasibility

- To what extent is the planning process well conceived, coherent, and described in adequate detail?
- To what extent do the project director(s) and planning committee members have the necessary expertise and background in their respective fields to carry out their responsibilities?
- To what extent is there sufficient evidence of commitment and support by faculty, administrators, and others involved in the project?
- To what extent is the assessment plan adequate for evaluating planning stage results?
- To what extent is the budget reasonable in view of project activities and goals?

Impact

- To what extent will the project expand the role of the humanities in the undergraduate curriculum at the institution(s)?
- To what extent will there be meaningful collaboration between humanities and non-humanities faculty in two or more departments/schools?
- To what extent will the project result in substantial and purposeful interdisciplinary integration that goes beyond a single course offering or the simple pairing of complementary courses?
- To what extent does the project promise significant and measurable outcomes for students' educational experience?
- To what extent do the narrative and supporting documentation indicate institutional commitment to the project?

Instructions for preparing your application: forms

Your application will consist of four forms that are available with the Grants.gov application package on the [program resource page](#). You will then upload the remaining application components, including the narrative, budget, and other components in to the Attachment Form.

SF-424 Application for Federal Assistance – Short Organizational

This form asks for basic information about the project, the project director, and the institution. Items 1, 2, and 4 will be automatically filled in; item 3 should be left blank. Please provide the following information:

5. Applicant Information

Provide your organization's legal name, address, employer/taxpayer identification number (EIN/TIN), D-U-N-S® number, website address, and congressional district of the institution.

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).

Also choose the "type" that best describes your institution (you only need to select one).

All institutions applying to federal programs are required to provide a D-U-N-S® 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 D-U-N-S® number.

6. Project Information

Provide the title of your project. Your title should be brief (no more than 125 characters), descriptive, and substantive. Successful applications will typically have titles that are descriptive of the project, substantive, and free of specialized language. Most importantly, your title should be easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.

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. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. Because the project director's involvement in the proposed project is critical to its success, applicants must notify the NEH immediately if the project director listed in the application changes.

8. Primary Contact/Grants Administrator

Provide the contact information for the official responsible for the administration of the NEH award (that is, negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants administrator or sponsored programs official.

As a matter of NEH policy, the Project Director listed in section 7 may **not** be the same individual listed as the Primary Contact/Grants Administrator listed in section 8. The role of the project director must be distinguished from that of the institutional grant administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. All financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grant

administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, the award document, an extension, a supplement or amendment) is addressed to the institutional grant administrator and copied to the project director.

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.

Supplementary Cover Sheet for NEH Grant Programs

This form asks for additional information about the project director, the institution, and the budget. 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. Institutional Information

Select the appropriate institution type from the drop-down menu.

3. Project Funding

Enter your project funding information. [Learn more about different funding types.](#)

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.”

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

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will take place during the period of performance. This form allows for the collection of multiple performance sites. If you need to add more project/performance site locations than the form allows, enter the information in a separate file and add it to the “Additional Locations” section. Instructions for each requested data element may be viewed by positioning your cursor over the blank field.

Attachments Form

Attach your narrative, budget, and the other application components to this form.

Your attachments must be 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.

Visit [Grants.gov's Adobe Software Compatibility page](#) to verify the compatibility of your current software or to download the appropriate version. 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.

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.

Note the following Grants.gov file naming conventions: Please limit file names to 50 or fewer characters. Do not attach any documents with the same name. All attachments should have a unique name. Please use only the following UTF-8 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, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

Grants.gov may accept and validate your submission even if required components are missing. This may result in NEH rejecting your application as incomplete. It is your responsibility to ensure that all required components are properly attached and submitted.

Instructions for preparing your application: attachments

Please consult the Attachment Table below to learn about the required components for each category, how to name each attachment and the order in which to attach them. You must name and attach your files in the proper order so that we can identify them.

Attachment Table

Application component	Naming convention	Page limits	Requirements
Attachment 1: Table of contents	contents.pdf		Required for all applicants
Attachment 2: Summary	summary.pdf	1	Required for all applicants
Attachment 3: Narrative	narrative.pdf	15	Required for all applicants
Attachment 4: Budget	budget.pdf		Required for all applicants
Attachment 5: Budget justification	justification.pdf		Required for all applicants
Attachment 6: Plan of work and related resources	workplan.pdf		Required for all applicants

Attachment 7: Résumés or biographies	resumes.pdf		Required for all applicants
Attachment 8: Letters of commitment	letters.pdf		Required for all applicants
Attachment 9: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required

Attachment 1: Table of contents

Include all parts of the application, with page numbers. Number the pages of your application package consecutively.

Attachment 2: Summary

Provide a single-spaced summary of the narrative (no longer than one page in twelve-point font).

Attachment 3: Narrative

The narrative—an extended description of the project’s content, activities, and intended audience—is the most important part of the application. The narrative should be clear, free of jargon, and accessible to nonspecialists. Keep the [review criteria](#) in mind as you compose your narrative.

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:

Project rationale

Identify the rationale underlying the project, articulating the need for a new or revised direction for the humanities in undergraduate education at your institution(s). Outline how the project will encourage and develop new integrative learning opportunities for students, bringing 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. Note any similar ongoing or forthcoming projects, as well as any history of institutional interest or support. Explain the role and nature of any proposed inter-institutional partnership(s) to accomplish your goal.

Describe the desired outcomes for the planning process. Estimate the potential impact on student engagement over a given span of years after implementation (for example, the expected number of students enrolled per “x” years in a new minor, certificate, or curricular pathway). As part of Attachment 6, include any relevant research or data collected for programs or disciplines that may be involved in your project.

Intellectual content

Describe how the project’s interdisciplinary nature will expand the role of the humanities in the undergraduate curriculum. Articulate your plans for the substantial and purposeful integration of the humanities and non-humanities disciplines under consideration, explaining how you will integrate their subject matter, perspectives, and pedagogical approaches. Give a rationale for potential subject areas to be explored, outlining any key topics or resources relevant to your overall project goals.

Describe the intended curricular context and undergraduate audience for the project. Explain how the anticipated experiential learning activities and any non-academic partnership(s) will amplify your project focus and overall goals.

Planning committee

Discuss the qualifications and responsibilities of the project director(s) and other project staff. Outline the composition of the planning committee and explain how it reflects the key stakeholders in the planning process.

Key stakeholders may include:

- full time or adjunct faculty from two or more departments (with a minimum of one in and one outside of the humanities)
- 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
- 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.

You will provide brief résumés or biographies as Attachment 7 and letters or e-mails of commitment as Attachment 8.

Planning process

Outline the nature and stages of your planning process, detailing the steps for collaboration between departments, schools, and/or outside organizations, and explain their relevance to your institution(s).

Applicants should describe anticipated project activities such as:

- developing potential partnerships and collaborations
- exploring new approaches to curriculum building and/or consolidation
- investigating new or effective pedagogies for conveying interdisciplinary project content
- identifying possible scenarios for student engagement
- collecting and sharing institutional and public data
- developing faculty-administrative relationships for project support and sustainability
- constructing an outline for future development of the project
- creating an outreach strategy to attract students to new educational opportunities

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.

Summary assessment

Describe your methodology for evaluating the results of the planning stage, incorporating both qualitative and quantitative measures as appropriate. In addition, explain how you will assess the feasibility of proceeding to the next stage of the project. External evaluation is not required for NEH Humanities Connections grants.

Attachment 4: Budget

Complete the budget form. You can find links to the budget form and sample budget on the [program resource page](#).

The following is additional guidance for preparing your budget.

Item 1: Salaries and wages

List all project personnel employed by your institution. Include the position title, name (if possible), percent of full time equivalent or total number of hours charged to the project. Calculations for faculty compensation must conform to [2 CFR §200.430](#) and the policies of the institution. Commonly, the budget includes a percentage of academic year or annual institutional base salary (IBS) for those faculty members participating in the project. IBS is defined as the annual compensation paid by an institution of higher education (IHE) for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities. Charges to all federal awards, including NEH grants, should not exceed the proportionate share of the IBS. Such amounts may be used to release faculty members from normal duties for a specified amount of time not to exceed one course per quarter or semester. See [2 CFR §200.430](#) for regulations regarding extra service pay, intra-IHE consulting, and charges for work during periods not included in the base salary period. In no case, however, may this award support replacement teachers or pay faculty members for performing their regular duties. Compensation for support staff may be calculated as a percentage of salary or based on an hourly rate.

Item 2: Fringe benefits

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. See [2 CFR §200.431](#) for additional information.

Item 3: Consultant fees

List individuals not employed by your institution who will contribute to the project. The honoraria for visiting scholars and other consultants typically 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. Travel and subsistence costs should be entered under budget Item 4.

If the project is a collaboration with one or more institutions of higher education, faculty not employed by your institution may be participants (rather than visiting scholars, consultants, or session leaders) in such activities as faculty development workshops or study groups. Payment to faculty not employed by the applicant institution must comply with [2 CFR §200.430](#)

Item 4: Travel

List travel costs according to local and long distance travel. For local travel, outline the mileage rate, number of miles, reason for travel, and the name of the individual(s) completing the travel.

Calculate travel and subsistence costs, including participant travel, in conformity with [2 CFR §200.474](#) and institutional policy.

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](#).

Item 5: Supplies and materials

List all consumable project supplies and materials to be purchased with NEH funds. Eligible items include supplies costing \$5,000 or less per unit, such as laptops, tablets, 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: Indirect costs below). See also the list of inadmissible budget items below.

Item 6: Services

For any outsourced work, include third-party subawards or vendor contracts in this item. Attach a clear explanation of the purpose of each contract or subaward, how the costs were estimated, and the specific contract or subaward deliverables. Please do not provide line item details on proposed contracts. Instead you should explain the basis for your cost estimate for the contract. Grant recipients are responsible for ensuring that their organization or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts or subawards. Grant recipients must notify potential subrecipients that entities receiving subawards must be registered in the System for Award Management (SAM). Potential subrecipients must provide the grant recipient with their D-U-N-S® number.

Recipients and subrecipients must adhere to the procurement standards set forth in [2 CFR §§200.317 – 326](#).

Item 7: Other costs

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 equipment purchase (items costing more than \$5,000 per unit with a useful life of more than one year, and subject to [2 CFR §200.313](#)) or rental.

Consistent with [Executive Order 13788](#) (“Buy American and Hire American”), grant recipients and subrecipients who purchase equipment and products costing \$10,000 or more per unit with NEH funds should purchase only American-made equipment and products. This encouragement does not apply to commercial information technology.

Item 8: Total Direct Costs

The sum of items 1 through 7.

Item 9: Indirect costs

Indirect costs (also known as “facilities and administrative” or F & A costs) are those costs that are not readily identified with a specific project or organizational activity. “Facilities” is defined as depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses. “Administration” is defined as general administration and general expenses such as the director’s office, accounting, personnel, and all other types of expenditures not listed specifically under one of the subcategories of “Facilities” (including cross allocations from other pools, where applicable).

An indirect cost rate is simply a device for determining the proportion of general (indirect) expenses that each federally funded project may include as part of its overall budget request. Indirect costs are computed by applying a negotiated indirect-cost rate to a distribution base. For administrative convenience, applicant organizations negotiate rates with a single federal agency (referred to as the “cognizant agency”), and then the organization can use that negotiated rate in any of their federal grant applications.

Governmental departments or agency units receiving more than \$35M in federal funds from all sources during a given fiscal year must have a federally negotiated indirect-cost rate agreement. Any other applicant organization that has never had a negotiated indirect-cost rate may direct-cost all expenses or use the de minimis rate of 10 percent of modified total direct costs (MTDC). The chosen method must be used consistently for all federal awards until the organization chooses to negotiate a rate. This can be done at any time. See [2 CFR §200.414](#) for additional information.

For applicants seeking reimbursement for indirect costs: Please review carefully your institution’s negotiated indirect cost rate(s) to make sure you are using the most appropriate rate in your application budget. Many institutions negotiate multiple rates—for example, “Research,” “Instruction,” and “Other Sponsored Activities.” With rare exceptions, your institution’s “Research” rate will not be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

If your institution has a current federally negotiated indirect cost rate, please indicate on the budget form the appropriate rate, the base, the name of the agency with which you negotiated, and the date of that agreement.

Note: Except as provided in paragraph (c)(1) of [2 CFR §200.414](#) Indirect (F&A) costs, federal agencies must use the negotiated rates in effect at the time of the initial award throughout the life of the federal award. Award levels may not be adjusted in future years as a result of changes in negotiated rates. Except as provided in [2 CFR §200.414](#) Indirect (F&A) costs, when an educational institution does not have a negotiated rate with the federal government at the time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate used at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed.

Organizations that wish to include indirect (F&A) charges in the budget but have **never** had a federally negotiated indirect cost rate may choose one of the following options:

- 1) direct cost all expenses;
- 2) submit an indirect cost proposal to their cognizant federal agency to negotiate a rate with the federal government within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in [2 CFR §200.414](#)); or
- 3) per [2 CFR §200.414\(f\)](#), the applicant may charge a de minimis rate of 10 percent of modified total direct costs (MTDC)

Per [2 CFR §200.68](#), MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

Item 10. Total Project Costs

The sum of items 8. and 9.

Item 11. Project Funding

11a Requested from NEH: Indicate the amount of outright and/or federal matching funds that is requested from NEH.

11b Cost sharing: Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gifts that will be raised to release federal matching funds should be included under “Third-party contributions.” When a project will generate income that will be used during the period of performance to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.

Item 12. Project Funding

The sum of 11.a. and 11.b.

Inadmissible budget items

See the [Program Description](#) section of this notice of funding opportunity for a list of unallowable costs which may not appear in project budgets.

Attachment 5: Budget justification

In a separate document, briefly describe the amounts requested for each line item of the budget. The budget justification should specifically describe how each item will support the achievement of the proposed objectives.

Provide a clear explanation as to the purpose of each contract/subaward, how the costs were estimated, and the specific contract/subaward deliverables. You should not provide line item details on proposed contracts, rather you should provide the basis for your cost estimate for the contract. You are responsible for ensuring that your organization or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts/subawards. Recipients must notify potential subrecipients that entities receiving subawards must be registered in SAM and provide the

recipient with their D-U-N-S® number (see [2 CFR part 25](#)). For consultant services, identify each consultant, the services he/she will perform, total number of days, travel costs, and total estimated costs.

Attachment 6: Plan of work and related resources

Include the plan of work, a list of relevant readings or resources for the project, and any relevant research or data collected for programs or disciplines that may be involved in your project. The work plan should describe the activities or steps that you will implement during the period of performance to achieve your stated objectives. Provide a time line that includes each activity and identifies responsible staff and collaborating partners.

Attachment 7: Résumés or biographies

Include a résumé, not to exceed two pages, for the project director(s), consultants, speakers, and other key personnel.

Attachment 8: Letters of commitment

Include letters or e-mails of commitment from each 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. Any letters from external contributors (such as community partners) that are involved creating and/or implementing the experiential learning component should describe the nature of the relevant student engagement activities. Activities funded within a Humanities Connections award must observe the prohibitions on advocacy, lobbying, and other unallowable activities included in the [Program Description](#) section of this notice of funding opportunity.

Attachment 9: Federally negotiated indirect cost rate agreement

If the applicant institution is claiming indirect costs using a current federally negotiated indirect-cost rate agreement, submit a copy of the agreement.

III. Submitting your Application

All organizations must submit their applications for NEH funding via [Grants.gov Workspace](#). Before using Grants.gov for the first time, each organization must have an Employer Identification Number (EIN) and register with Grants.gov.

The Grants.gov registration process requires completing information in three separate systems:

- 1) Dun and Bradstreet (<https://fedgov.dnb.com/webform>)
- 2) System for Award Management (SAM) (<https://www.sam.gov>)
- 3) Grants.gov (<https://www.grants.gov/>)

In order to apply through Grants.gov, the applicant organization must first have or obtain a valid Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number, and register (or have an active registration) in the System for Award Management (SAM). Note: If you are registering in SAM.gov for the first time, you must provide an original, signed [notarized letter](#) stating that you are the authorized Entity Administrator for the entity associated with the D-U-N-S® number. Read the [SAM update and FAQs](#) to learn more about this process change. **The initial SAM registration can take up to six weeks.**

Organizations must maintain active SAM registration with current information at all times during which they have an active federal award or an application or plan under consideration by a federal agency. You must therefore review and update your information at least annually after the initial registration, and more frequently if required by changes in information. Effective June 29, 2018, when you go to SAM.gov and log in, you will be asked to create a Login.gov user account. Your current SAM.gov username and password will **no longer work**. Applicants renewing or updating their registrations are strongly advised to know the e-mail address associated with their current SAM.gov user account. Using the same e-mail address allows SAM.gov to automatically migrate your roles. If a different e-mail address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. You can review your organization's SAM registration [here](#). **We strongly recommend that you verify the status of your SAM registration at least two weeks before the application deadline.**

Applicant organizations with a valid D-U-N-S® number and an active SAM registration must then register with Grants.gov. Visit Grants.gov at for [complete registration information](#). **The initial Grants.gov registration process can take up to two weeks.**

If your organization has already registered with Grants.gov, you must verify that your registration is still active and that your Authorized Organization Representative (AOR) is current and has been approved. **We strongly recommend that you do this at least two weeks before the application deadline.** Note: Grants.gov passwords expire every 60 days. Accounts that have been inactive for one year or more result in removal of all account roles.

If you have problems registering or verifying your registration with Grants.gov, call the Grants.gov help desk at 1-800-518-4726 or email support@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](#).

[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.

Application Package

The Humanities Connections funding opportunity has **two** application packages available in Grants.gov. Planning Grant applicants should select package **AKA2019**.

Deadlines for submitting optional draft proposals and applications

Draft proposals (optional): Program staff recommends that draft proposals be submitted by **August 19, 2019**. 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 and validated by Grants.gov by 11:59 PM Eastern Time on September 19, 2019. Grants.gov will date- and time-stamp your application after it is fully uploaded. Late, incomplete, or ineligible applications will not be reviewed.

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. 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 Administrative Requirements set forth in [2 CFR §200.205](#). (See below the next heading for more information about the Office of Management and Budget's Administrative Requirements, which NEH has implemented.) 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 2020. Institutional grant administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by e-mail in May 2020. 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.

Reporting Requirements

Award recipients are required to submit final financial report and final performance report no later than 90 days after the period of performance end date. See [Performance Reporting Requirements](#) and [Financial Reporting Requirements](#) on the NEH website.

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](#).

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

If you have questions about registering or renewing your registration with SAM.gov, contact the Federal Service Desk Monday – Friday 8 a.m. to 8 p.m. Eastern Time at:

The Federal Service Desk: [FSD.gov](https://www.fsd.gov)
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

If you need technical assistance in submitting your application to Grants.gov, contact Grants.gov 24 hours a day, seven days a week (excluding federal holidays).

Grants.gov: <https://www.grants.gov/>
Grants.gov help desk: support@grants.gov
[Grants.gov customer support tutorials and manuals](#)
Grants.gov support line: 1-800-518-GRANTS (4726)

Privacy policy

Information in this notice of funding opportunity is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 956 et seq.](#) The principal purpose for which the information will be used is to process the 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 Funding Opportunity Officer at grantmanagement@neh.gov. 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

- **Register your institution or verify its registration with login.gov and the System for Award Management (SAM).** Begin a new registration at least six weeks before the deadline. Read the [SAM update and FAQs](#) to learn more about this process.

- **Register your institution or verify its registration with Grants.gov.** Begin a new registration at least two weeks before the deadline.
- **Access the application package 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. The program resource page has a direct link to the NEH instructions for completing the package.
- **Complete the following forms contained in the Grants.gov application package.**
 1. Application for Federal Domestic Assistance - Short Organizational (in which you must include in the Project Information field (6.b.) a one-paragraph description—up to one thousand characters, including spaces—written for a nonspecialist audience, clearly explaining the project's principal activities and its expected results)
 2. Supplementary Cover Sheet for NEH Grant Programs
 3. Project/Performance Site Location(s) Form
 4. Attachments Form: using this form, attach the application components as described in the Attachment Table, noting the stated order and naming conventions.
- **Submit your application through Grants.gov Workspace.** NEH **strongly** 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.
- **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 September 19, 2019: Contact Division of Education Programs program officers (at 202-606-8337 or humanitiesconnections@neh.gov) with questions and for advice (optional)

August 2, 2019: Applicants that have not registered with login.gov, the System for Award Management (SAM) and Grants.gov should begin the process by this date

August 19, 2019: Submit draft application (optional) by this date

September 3, 2019: Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

September 19, 2019: Applications must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date

November-December 2019: Peer review panels take place

March 2020: Meeting of the National Council on the Humanities, followed by funding decisions

April 2020: Applicants are notified of the funding decisions

May 2020: Institutional grant administrators and project directors of successful applications receive award documents by e-mail from the NEH Office of Grant Management

June 1, 2020: Successful applicants may begin work on their projects as early as this date

September 1, 2020: Successful applicants must begin work on their projects no later than this date