Notice of Funding Opportunity

**Funding Opportunity Title:
Archaeological and Ethnographic Field Research**

Funding Opportunity Number:20220928-RFW

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.161

**Application Deadline:
September 28, 2022
September 28, 2023**

Ensure your SAM.gov and Grants.gov registrations and passwords are current.
It may take up to one month to register with SAM.gov and Grants.gov.
NEH will not grant deadline extensions for lack of registration.

Executive Summary

The National Endowment for the Humanities (NEH) Division of Research Programs is accepting applications for the Archaeological and Ethnographic Field Research program. The purpose of this program is to provide funding to conduct empirical research in the United States or abroad in order to answer questions of importance to the humanities. While the dissemination of results through publications and other media is the ultimate expectation of these awards, the program supports field costs such as travel, accommodation, field staff and equipment, and salary replacement for the project director and collaborating scholars.

Funding Opportunity Title	Archaeological and Ethnographic Field Research
Funding Opportunity Number	20220928-RFW
Federal Assistance Listing Number	45.161
Optional Draft Deadline	July 25, 2022, 11:59 p.m. Eastern Time June 16, 2023, 11:59 p.m. Eastern Time
Application Deadline	September 28, 2022, 11:59 p.m. Eastern Time September 28, 2023, 11:59 Eastern Time
Anticipated Award Announcement	April 2023 and April 2024
Anticipated FY 2023 Funding	Approximately $800,000 per deadline
Estimated Number and Type of Awards	Approximately 6 grants per deadline
Award Amounts	Up to $150,000
Cost Sharing/Match Required	Conditionally required. See C2. Cost Sharing.
Period of Performance	4 to 36 months. 2022 deadline: Projects may start between June 1, 2023 and May 1, 2024. 2023 deadline: Projects may start between June 1, 2024 and May 1, 2025.
Eligible Applicants	• nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code • accredited institutions of higher education (public or nonprofit) • state and local governments and their agencies • federally recognized Native American Tribal governments See C. Eligibility Information for additional information.
Program Resource Page	https://www.neh.gov/program/archaeological-and-ethnographic-field-research
Pre-Application Webinar	There will be a webinar July 20, 2022 1:00 p.m. Eastern Time. Click the registration link to join.
Published Modified	June 9, 2022 June 10, 2022

Table of Contents

A. Program Description

1. Purpose

The Archaeological and Ethnographic Field Research program supports institutionally based, empirical field research projects that answer significant humanities questions through archaeological and/or ethnographic methods. Archaeological methods may include field survey and field-based remote sensing, documentation or visualization, and excavations to answer research questions in ancient studies, history, anthropology, classical studies, art history, regional studies, epigraphy, and related disciplines. Ethnographic methods may include participant observation, surveys and interviews, and documentation or recording to answer research questions in anthropology, ethnolinguistics, oral history, ethnomusicology, performance studies, folklore studies, sociology, and related disciplines.

Competitive submissions embody exceptional research design, describe rigorous field methodologies, and clearly articulate a project's value to humanities scholars, general audiences, or both. NEH strongly encourages you to work closely with local collaborators and/or local communities in the co-creation of knowledge and the preservation of culture, whenever possible.

NEH Field Research awards provide up to three years of support for domestic or international fieldwork projects. Allowable costs may include:

- travel, lodging, and subsistence
- permits, fees, and visas for project personnel
- field equipment and supplies
- labor, specialists, translators, and other local vendors
- salary or salary replacement costs for the project director and compensation for collaborating scholars, including support for foreign individuals who are named as collaborating scholars

NEH Field Research awards also allow up to $5,000 per 12-month period for conservation or preservation efforts, such as site and artifact conservation and/or community outreach efforts.

NEH invites applications from institutions where the project director is a scholar who holds a Ph.D. or the equivalent in any discipline of the humanities or related subfields of the social sciences. NEH particularly encourages applications from junior faculty. While a project may include collaborating scholars, NEH does not permit co-project directors in this program.

If your project is primarily focused on collections, archives, or legacy data, or your methods are predominantly laboratory-based, NEH will not consider your application in this competition. Similarly, while the ultimate expectation of these awards is public dissemination through peer-reviewed publications and other media, NEH does not allow publication and manuscript preparation costs in this program. The primary purpose of the program is to support work in the field, but analyses and data processing are allowable secondary activities. If your project includes substantial post-fieldwork research and manuscript preparation, consider the Collaborative Research program or NEH's fellowship programs for individuals.

Field school costs are not permitted.

See [D6. Funding Restrictions](#) for unallowable activities.

See [E1. Review Criteria](#) for the criteria NEH will use to evaluate applications under this notice.

2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#). 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 January 1, 2022 or later)](#).

Under the [National Foundation on the Arts and the Humanities Act of 1965](#), "The term 'humanities' includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."

Use the [Funded Projects Query Form](#) to find examples of NEH-supported projects.

[Learn more about NEH](#).

NEH Initiatives

NEH seeks to support projects that respond to the following initiatives. NEH will give all applications equal consideration in accordance with the program's [review criteria](#).

In addition to these special initiatives, NEH encourages projects that include Native American organizations and communities as applicants and project partners.

A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary

The task of building a more perfect Union, rooted in the ideal of human equality, falls to every generation of Americans, ours no less than our predecessors'. The basic goals of life, liberty, and the pursuit of happiness endure over time, even as the challenges change: from founding a nation out of colonies; to dismantling the institution of slavery; to prevailing through times of economic depression and war; to advancing civil rights for all; to strengthening our democratic institutions; to building a more inclusive and sustainable society.

NEH's [A More Perfect Union](#) initiative encourages projects that explore, reflect on, and tell the stories of our quest for a more just, inclusive, and sustainable society throughout our history. NEH especially welcomes projects that bring the perspective of the humanities to questions of racial justice, gender equality, the evolution of the American landscape, as well as America's place in the world. The agency strongly encourages projects that strengthen Americans' knowledge of our principles of constitutional governance and democracy, as well as projects that address the experiences of Native Americans and other under-represented communities. In addition, NEH welcomes projects that develop innovative approaches to sustaining the nation's humanities infrastructure and preserving its historical record.

Standing Together: The Humanities and the Experience of War

In recognition of the importance of the humanities both in helping Americans to understand the experiences of service members and in assisting veterans as they return to civilian life, this special initiative draws on the power of the humanities to support advanced research in the humanities that explores war and its aftermath; to promote discussion and deepen understanding of the experiences of those Americans affiliated with the armed services, whether active duty or veterans; and to support returning veterans and their families. Learn more about [Standing Together](#).

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 draw on scholarly work and follow standards and best practices. Proposals must account for the long-term sustainability of the project and include plans to make materials widely accessible to the public. Learn more about [Protecting our Cultural Heritage](#).

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

Award amounts

You may request up to $75,000 for a project with a period of performance between four and twelve months.

You may request up to $75,000 per year for a project with a period of performance of one to three years, not to exceed $150,000.

Successful applicants who do not request matching funds will be awarded outright funds, which are not contingent on additional funding from other sources.

Any applicant may request up to $50,000 in federal matching funds, but institutions of higher education, **with a tenured faculty member as project director, must request at least $20,000 in federal matching funds**. The application budget for tenured faculty must reflect the total NEH outright funds requested plus an additional $20,000 or more in required third-party cost share, and the applicant must demonstrate the ability to raise third-party gifts eligible to complete the required match. (As an example: $50,000 outright request + $20,000 in federal matching funds + $20,000 required cost share/match = $90,000 in total project costs, direct and indirect). Institutional support does not qualify as third-party cost share. Third party funding does not need to be in hand by time of application, but the application should discuss plans to raise the funds. Examples of qualifying sources of third-party cost share include grants from non-federal organizations and gifts from private donors. See [C2. Cost Sharing](#) and the [NEH Federal Matching Funds Guidelines](#).

NEH anticipates approximately $800,000 to fund an estimated six recipients.

NEH will not determine the amount available until Congress enacts the final FY 2023 budget. This notice is subject to the availability of appropriated funds and is a contingency action taken to ensure that, should funds become available for this purpose, NEH can process applications and issue awards in a timely manner.

Period of performance

You may request a period of performance of four to 36 months.

If you apply to the 2022 deadline, you may request a start date between June 1, 2023 and May 1, 2024.

If you apply to the 2023 deadline, you may request a start date between June 1, 2024 and May 1, 2025.

The period of performance is the span of time during which you may incur new obligations to carry out the work under the NEH award. It must start on the first day of the month and end on the last day of a month.

C. Eligibility Information

1. Eligible Applicants

To be eligible to apply, you must be established in the United States or its jurisdictions as one of the following organization types:

- a nonprofit organization recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code
- an accredited institution of higher education (public or nonprofit)
- a state or local government or one of their agencies
- a federally recognized Native American Tribal government

Individuals and other organizations, including foreign and for-profit entities, are ineligible.

2. Cost Sharing

Cost sharing or matching is the portion of the project costs not paid by NEH funds. Cost sharing will not be considered in the evaluation of applications.

If NEH issues you an award, you must maintain auditable records of the source and use of contributed cost share. See 2 CFR § 200.306.

Learn about types of funds NEH offers.

Required cost sharing

NEH requires cost sharing in this program for institutions of higher education whose project director is a tenured faculty member. Such applicants must raise at least $20,000 in third-party non-federal funds and request at least $20,000 in federal matching funds.

If you request federal matching funds, you must raise third-party non-federal gifts dollar-for-dollar. NEH will certify the allowability of these gifts before releasing federal matching funds. Typically, NEH will distribute federal matching funds on an annual basis over the period of performance. See the [NEH Federal Matching Funds Guidelines](#).

Include required third-party non-federal gifts on your [Research and Related Budget](#) and identify them in your [budget justification](#).

NEH will determine cost share requirements based on the project director named on the [SF-424 Application for Federal Assistance - Short Organizational](#). A change in project director from a non-tenured faculty member to a tenured faculty member may result in NEH recalculating the award's required cost share. If the initial project director's tenure status changes during the period of performance, NEH will not adjust the required cost share.

Voluntary cost sharing

You may contribute voluntary cost share to your project if the total costs exceed the amount awarded by NEH. Voluntary cost share includes:

- cash contributions made to the project by the applicant
- unrecovered indirect costs
- third party cash contributions made to the project
- third-party in-kind contributions (non-cash contributions, such as property or services, that benefit the project and are contributed by non-federal third parties, without charge, to the recipient)

For institutions of higher education whose project director is an adjunct faculty member, non-tenured, non-tenure-track, or a post-doctoral researcher, there is no cost sharing requirement, unless the applicant requests federal matching funds.

You may describe voluntary cost share in your [budget justification](#), but you should not include it on your [Research and Related Budget](#).

3. Other Eligibility Information

You may submit multiple applications for separate and distinct projects under this notice, but an individual may serve as project director on only one application submitted under this notice.

Project directors must be scholars in the humanities or related subfields of the social sciences with a Ph.D. or the equivalent terminal degree. While a project may include collaborating scholars, NEH does not permit co-project directors in this program.

You may revise and resubmit previously rejected applications. Submissions are subject to the application requirements and [review criteria](#) of this competition.

Per 2 [CFR § 200.403(f)](#), you must not include overlapping project costs across multiple applications for federal funding and/or approved federal award budgets. However, you may submit multiple proposals for **complementary** aspects of the same overall project. NEH may disallow costs or reject applications with overlapping project costs. An individual's level of effort cannot exceed 100% across all active federally funded awards.

NEH does not make awards to other federal entities. If your project is so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities, it is ineligible. You may use funds from, or sites and materials controlled by, other federal entities in your project, but you may not use them as gifts to release NEH matching funds.

NEH does not provide financial assistance to foreign institutions or organizations. If you are an eligible domestic entity, you may apply for collaborative projects involving foreign organizations provided you do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in 2 CFR §§ 200.1 and .331(a). You may obtain the services of foreign individuals and consultants to carry out programmatic activities on a fee-for-service basis, as specified in 2 CFR § 200.459. You may obtain goods and services from foreign vendors, such as in-country transportation services, in accordance with 2 CFR § 200.331(b). If you plan to submit an application involving international collaboration, contact program staff at fieldwork@neh.gov.

Except for the rare cases covered by its late submission policy, NEH must receive your application by the deadline.

NEH will not consider incomplete, nonresponsive, or ineligible applications for funding.

NEH will not review applications that exceed page limits or violate formatting instructions. See the Application Components Table.

D. Application and Submission Information

1. Application Package

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20220928-RFW. There is also a link on the program resource page.

Once you have located the funding opportunity in Grants.gov, you will find the application package under the "Package" tab. It includes a series of required and conditionally required forms. You will upload additional application components using the Attachments Form.

You must complete a multistep registration process to submit your application. See D3. Unique Entity Identifier and System for Award Management.

Contact fieldwork@neh.gov to request a paper copy of this notice.

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 800-877-8399.

2. Content and Form of Application Submission

Your application will include a narrative, budget, and other forms and attachments. You will complete the forms within Grants.gov Workspace and upload other components into the Attachments Form. See the Application Component Table.

NEH has assigned each application component one of the following designations:

- Required: You must submit this component.
- Conditionally Required: You must submit this component if your proposal meets the specified conditions.
- Optional: You may submit this component, but it is not required.

You must submit all required and relevant conditionally required components. **NEH will not review applications missing any required documents or relevant conditionally required documents.**

In addition, NEH has established page limits for some application components:

- Mandatory: You must not exceed the page limit.
- Suggested: NEH encourages, but does not require, you to abide by the page limit.

Take note of the page limits and formatting instructions in this notice. **NEH will not review applications that exceed mandatory page limits or violate formatting instructions.**

Your application components must conform to the following formatting requirements, unless otherwise indicated:

- pages no larger than standard letter (8 ½" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11-point

In addition, you are encouraged to format your components consistent with the following:

- single-spacing
- a readable font such as Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style (citations are included in page counts)

Application Component Table

Application Component	File Name	Designation	Page limits
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Research and Related Budget		Required	
Attachments Form		Required	
Certification Regarding Lobbying		Conditionally required	
Standard Form-LLL "Disclosure of Lobbying Activities"		Conditionally required	
Attachments			
1: List of key personnel	personnel.pdf	Required	1 (mandatory)
2: Narrative	narrative.pdf	Required	10 (mandatory)
3: Work plan	workplan.pdf	Required	3 (mandatory
4: Bibliography	bibliography.pdf	Required	3 (mandatory)
5: Résumés for key personnel	resumes.pdf	Required	2 pages per person (mandatory)
6: Statement of funding received and requested	funding.pdf	Conditionally required	2 (mandatory)
7: Site conditions	site.pdf	Conditionally required	
8. Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
9: Additional supporting documentation	documentation.pdf	Optional	15 (mandatory)
10: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
11: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	

Narrative

Compose a comprehensive description of your proposed project that clearly states the goals of the proposed work, its relation to larger issues in the humanities, and the impact of the proposed project on future research and scholarship. Your narrative should be succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

You must limit the narrative to ten single-spaced pages. Do not include an executive summary or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit. You may also include illustrations like charts and maps in "Additional supporting documents."

Organize your narrative using the following section headings. Each section aligns with one or more review criteria NEH will use to evaluate your proposal.

Argument for intellectual significance (aligns primarily with review criterion 1)

Provide a clear and detailed explanation of the project's research questions and their importance to larger issues in the humanities and general audiences, if appropriate. Discuss the relationship of the proposed research to published scholarship and ongoing work in the discipline or the humanities in general. Explain how the project will complement, challenge, or expand relevant existing studies and literature. If you're applying for funds for an established project, describe the impact previous research has had on humanities scholarship and the project's overall intellectual significance. (1-2 pages suggested)

Research design and methods (aligns primarily with review criterion 2)

Explain how your proposed research design will help resolve the problems or questions you will examine. Describe the theoretical framework of the argument and explain how the proposed research methods will advance it. Indicate the current state of the project and the stage that this award would support. Explain the appropriateness of the costs associated with these methods vis-à-vis other alternatives (you will have the opportunity to provide greater detail in the budget justification). Specify the arrangements for access to sites or communities needed to conduct the research.

For archaeology proposals, state your research questions and explain how your proposed field methods will address them. If you propose a survey, detail how and where you will conduct the survey, how you will collect and analyze your data, and what results you hope to achieve from these efforts. For documentation or visualization projects, explain what exactly you will record and with what particular methods, and how this work will advance a specific research agenda (versus a conservation, preservation, or presentation agenda). If you are proposing excavations, detail how many trenches you will open, of what size, and in what locations. Explain your methods for collecting accurate data to answer your specific research questions. For all archaeological projects, describe how you would store and analyze your data, and how you will mitigate against long-term damage to the site or sites you will study.

For ethnography proposals, state your research questions and explain how your proposed field methods will address them. For projects primarily involving participant observation, detail how long and in what capacity you will engage with a particular community, and what insights you hope to glean. For projects primarily using surveys or interviews, discuss how you will utilize a participatory (rather than an extractive) process. Provide examples of the questions you will ask and the methods by which you will administer these questions and record participant responses. Detail how many people you expect to interview, and how you will select them. For documentation projects, explain what information or behavior you are trying to capture, how you plan to record it, and how this work will advance a specific research agenda (versus a conservation, preservation, or public education agenda). (NEH will only allow phenomenological perspectives when articulated within an ethnographic framework). For all ethnographic projects, describe how you would store and analyze your

data, and how you will minimize possible long-term effects on the community or communities you will study. (2-4 pages suggested)

Project director and collaborators (aligns primarily with [review criterion 3](#))

Explain the project director's expertise and background in the area of the project. If the area of inquiry is new to the project director, explain their reasons for working in it and their qualifications. If applicable, specify the level of competence in any language needed for the study.

Name any collaborating scholars who will work on the project during the proposed period of performance, regardless of whether you have requested NEH to support their participation. Describe each collaborator's qualifications, responsibilities, and contributions. State anticipated commitments of time, in percentage of time or hours per week for the project director and key personnel.

Describe your plans for consultation, collaboration, and any established relationships with host or descendent communities, if applicable. (1-2 pages suggested)

Plans for dissemination (aligns primarily with [review criterion 4](#))

Describe the project's intended result(s) and how you will convey them to specific audiences. Explain how you will disseminate the information gained both during and after the field research phase, including governmental, academic, and public outreach, where relevant. If the project has a website, provide the URL. If known, provide a list and timetable for the publication of field reports, as well as any planned interpretive essays, articles, and books with their prospective authors and publishers.

If the final publication will appear in a language other than English, explain how access and dissemination will be affected.

If you previously received NEH funding for any phase of the proposed research project, describe how you disseminated results and to which audiences. (1-2 pages suggested)

Narrative Alignment	
Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.	

Narrative Section	**Review Criteria**
[Argument for intellectual significance](#)	1
[Research design and methods](#)	2
[Project director and collaborators](#)	3
[Plans for dissemination](#)	4

Research and Related Budget

You must submit a project budget using the Research and Related Budget form included in the Grants.gov application package and attach a [budget justification](#).

Complete a single detailed budget for the period of performance. The form will generate a cumulative budget.

The form indicates required fields in yellow. Round all costs to the nearest whole dollar. The inclusion of a cost category on the Research and Related Budget does not necessarily mean that an expense is allowable. See D6. Funding Restrictions to ensure that proposed costs are allowable.

If you exclusively request outright funds, your budget should include only funding requested from NEH. If you request federal matching funds, your budget must equal total funding requested from NEH (outright and federal matching funds) and the one-to-one required third party cost share for the federal matching funds. Refer to the NEH Federal Matching Funds Guidelines regarding the eligibility of gifts for matching purposes. Total federal matching funds and cost share should equal the amounts indicated on the Supplementary Cover Sheet for NEH Grant Programs in the "Federal Matching" and "Cost Sharing" fields. Learn about types of funds NEH offers.

If you will provide voluntary cost share, do not include it on the Research and Related Budget form. You may describe it in your budget justification.

All costs, whether supported by NEH funds or required cost sharing contributions (if applicable), must be reasonable, necessary to accomplish project objectives, allowable in terms of 2 CFR 200 Subpart E - Cost Principles, auditable, and incurred during the period of performance. All costs are subject to audit, record retention, and other requirements set forth in 2 CFR 200 Subpart F - Audit Requirements.

Only personnel employed by the applicant should be included under A. Senior/Key Person and B. Other Personnel. Include team members in leadership roles in the project under A. Senior/Key Person. Include other team members under B. Other Personnel. Include costs for team members not employed by the applicant under F3. Consultant Services or F5. Subawards/Consortium/Contractual Costs, as appropriate.

If you charge indirect costs to the project, you must not charge those same costs to the project as direct costs. See H. Indirect Costs.

Introductory Fields

If not pre-populated, indicate your organization's Unique Entity Identifier, name, and the period of performance. This should be the same as the information you provide on your SF-424 Application for Federal Assistance - Short Organizational. You may need to complete the SF-424 prior to completing your Research and Related Budget. Your period of performance must start on the first day of the month and end on the last day of the month. For budget type, check "project."

A. Senior/Key Person

Include personnel who are employed by the applicant institution in leadership roles on the project. Do not include collaborators at other institutions or consultants, as you will include them in F. Other Direct Costs.

Enter the base salary (annual compensation) for each senior/key person and identify the number of months they will devote to the project. If you do not include base salaries, your award may be delayed.

Many non-academic institutions organize their budgets using calendar months. If your organization does not differentiate between academic and summer months, use only the calendar months column.

If your organization follows an academic calendar, you may differentiate levels of effort by using the academic and summer months columns. You may also use both columns if your institutional policy requires accounting for academic and summer months separately. If your institution does not use a nine-month academic year and a three-month summer period, include your institution's definition of these terms in your budget justification.

Enter the requested salary and fringe benefits for each senior/key person. Per 2 CFR § 200.431, fringe benefits are allowances and services you provide in addition to 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.

Requested salaries and wages must comply with 2 CFR §§ 200.430 and .466 and fringe benefits must comply with 2 CFR § 200.431.

The form will calculate the requested salary and fringe benefits for each key person.

The form has space for up to eight people. If you request funds for additional key personnel, list them in a separate document using the same format as the Research and Related Budget. Save the document as a PDF named additionalpersonnel.pdf and attach it under "Additional/Senior Key Persons." If applicable, enter the total funds requested for additional senior/key persons in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

B. Other Personnel

Include personnel employed by the applicant institution who will play a supporting role on the project. For each project role, identify the number of personnel proposed, the total number of months, total salary, and total fringe benefits requested as described in A. Senior/Key Person. The form will calculate the requested salary and fringe benefits for each group.

Post-doctoral associates, graduate students, and undergraduate students

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. You must report such costs in accordance with 2 CFR § 200.466(b), and must be treated as direct or indirect costs in accordance with the actual work performed. Tuition remission may be charged on an average rate basis.

Secretarial/Clerical

In most circumstances, you should include the salaries of administrative, secretarial, or clerical staff as indirect costs (see H. Indirect Costs). Per 2 CFR § 200.413(c), you may charge salaries for administrative or clerical staff as direct costs only if the following conditions are met:

- The administrative or clerical services are integral to a project or activity.
- The individuals involved can be specifically identified with the project or activity.
- You explicitly include these costs in your budget or have prior written approval from NEH.
- You do not also recover the costs as indirect costs.

If you include administrative or clerical salaries in your budget as direct costs, document how direct charging meets all four conditions in your budget justification. NEH may request additional information to assess allowability.

Additional Other Personnel

List additional project roles, if applicable. The form has space for six named roles. If you have more, combine project roles on the form and explain in your budget justification.

Salaries and wages must comply with 2 CFR §§ 200.430 and .466 and fringe benefits must comply with 2 CFR § 200.431.

Do not list collaborators at other institutions or consultants here, as you will include them in F. Other Direct Costs.

C. Equipment Description

Equipment is defined as nonexpendable personal property costing $5,000 or more per item and having a service life of more than one year (unless your organization has established a lower level). See 2 CFR §§ 200.313 and .439.

You may purchase equipment if analysis demonstrates that it is more economical and practical than leasing (equipment rental/user fees should be included in F. Other Direct Costs). You may charge depreciation in compliance with 2 CFR § 200.436.

Per 2 CFR § 200.322, you should preference goods, products, and materials produced in the United States purchased or acquired under a federal award. If selected for funding, you must include the requirements of this section in all subawards, contracts, and purchase orders for work or products.

List each item of equipment you plan to purchase and its estimated cost, including shipping and maintenance. Include supporting information, such as a price quote, in your budget justification.

The form has space for ten items. If you request funds for additional equipment, list them in a separate document. Save the document as a PDF named additionalequipment.pdf and attach it under "Additional Equipment." Enter the total funds requested for the additional equipment in the "Total funds requested for all equipment listed in the attached file" field.

The form will calculate total equipment costs.

D. Travel

Enter the total funds you are requesting for both domestic travel (local and long-distance) and foreign travel (including travel to Canada and Mexico). Provide a detailed breakdown of costs for each trip in your budget justification. **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason.**

Travel costs must comply with 2 CFR § 200.475 and the General Terms and Conditions for Awards to Organizations. NEH uses the General Services Administration's published per diem rates to assess if proposed travel costs are reasonable.

You may not use NEH funds to attend regularly occurring professional meetings.

Include travel costs for participants in E3 and travel costs for consultants in F3.

The form will calculate total travel costs.

E. Participant/Trainee Support Costs

Participants are the beneficiaries, not the providers, of a service or training opportunity (such as a workshop, conference, seminar, or symposium) funded by a federal award.

2 CFR § 200.1 defines participant support costs as direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants (but not employees) in connection with conferences or training projects.

Per 2 CFR § 200.432, a conference is defined as a meeting, retreat, seminar, symposium, workshop, or event, the primary purpose of which is the dissemination of technical information beyond the non-federal entity, and which is necessary and reasonable for successful performance under the federal award.

Include supporting information in your budget justification. **Arrangements made on a non-refundable basis are at the risk of the recipient or participant if the services must be cancelled for any reason.**

The form will calculate total participant support costs.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the total funds you are requesting for participant stipends.

3. Travel

Enter the total funds you are requesting for participant travel. In your budget justification, name the travelers (if known) and itemize their travel expenses (e.g., roundtrip airfare, mileage, public transportation fares, parking fees).

4. Subsistence

Enter the total funds you are requesting for participant subsistence. Subsistence expenses include lodging and service charges; meals, including taxes and tips; and incidental expenses (e.g., fees and tips).

5. Other

Describe other participant support costs (e.g., local ground transportation to venues, admission fees, bottled water) and enter the total funds you are requesting. You may provide additional information in your budget justification.

Number of Participants/Trainees

Enter the total number of participants. This field cannot exceed 999.

F. Other Direct Costs

The form will calculate total other direct costs.

1. Materials and Supplies

Enter the total funds you are requesting for materials and supplies costing the lesser of $5,000 per item or the capitalization level established by the applicant, regardless of the length of its useful life. See [2 CFR §§ 200.314](#) and [.453](#).

2. Publication Costs

As a matter of programmatic policy, publication costs are not allowed.

3. Consultant Services

Enter the total funds you are requesting for consultant services. If your project includes an external advisory committee, include associated costs here.

Consultant fees must comply with [2 CFR § 200.459](#).

4. Automated Data Processing (ADP)/Computer Services

Enter the total funds you are requesting for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. Include personal computers and accessories under [Materials and Supplies](#).

If a third party will provide these services, include them in [Subawards/Consortium/Contractual Costs](#).

5. Subawards/Consortium/Contractual Costs

Enter the total funds you are requesting (both direct and indirect costs) for activities third parties will perform.

Per [2 CFR §§ 200.1](#) and [.331(a)](#), a subaward is an award you issue to a subrecipient to carry out part of your federal award. Subawards do not include payments to contractors (as defined in [2 CFR §§ 200.1](#) and [.331(b)](#)) or payments to individuals who are beneficiaries of federal programs.

You may provide a subaward through any form of legal agreement, including an agreement you consider a contract. The substance of your relationship with a third party is more important than the form of the agreement when determining if the third party functions as a subrecipient or contractor. See [2 CFR § 200.331(c)](#).

NEH may request additional information in order to assess if proposed costs are reasonable and allowable. See [2 CFR §§ 200.331](#) and [.332](#).

If your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each. See [Attachment 8: Subrecipient Budget(s)](#).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 10: Federally negotiated indirect cost rate agreement](#). You do not have to include an agreement for any subrecipient that requests the 10% de minimis rate.

See [F2. Administrative and National Policy Requirements](#) for additional information on monitoring subrecipients' performance.

6. Equipment or Facility Rental/User Fees

Enter the total funds you are requesting for rental fees for equipment and facilities (sometimes referred to as user fees).

If you will use your own equipment and facilities, you may charge depreciation in compliance with 2 CFR § 200.436. Alternatively, if you will use equipment you purchased with federal funds under another award, you may charge user fees consistent with 2 CFR § 200.313(c)(2). You may not charge both depreciation and user fees.

If you will host a conference, you may rent facilities per 2 CFR § 200.432. If you are renting facilities under a "less-than-arm's-length" lease, you must comply with 2 CFR § 200.465(c).

Federally funded meetings and conferences must take place in properties that comply with the Hotel and Motel Fire Safety Act of 1990 (Pub. L. 101-391). Consult the U.S. Fire Administration's National Master List for fire code compliant hotels.

7. Alterations and Renovations

Leave this line blank. Per 2 CFR § 200.462, costs you incur for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

List items you have not included in other previous categories or in the indirect cost pool. "Other" project-specific costs may include fees for promotion, acquisition, rights, evaluation and assessment, and accessibility accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). "Miscellaneous" and "contingency" are not acceptable budget categories.

Per 2 CFR § 200.432, allowable conference costs include speakers' fees, costs of meals and refreshments, and other incidental items. You must exercise discretion and judgment to ensure that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award.

Food and/or meals are only allowable when vendors are unavailable during the scheduled program. You may not use federal funds for meals/food/refreshments at receptions or "networking" events. If complimentary meals or refreshments are provided during meetings, conferences, training, or other events while on NEH-supported travel, you must reduce the per diem charged to award accordingly. Per 2 CFR § 200.423, you may not use federal funds for alcoholic beverages.

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

Indirect costs are costs that your institution incurs for common or joint objectives and that you cannot readily identify with a specific project or activity. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvements; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

You do not have to claim indirect costs, but if you do, calculate the amount by multiplying the applicable indirect cost rate by the distribution base, typically the project's modified total direct costs (MTDC).

Per 2 CFR § 200.1, MTDC are 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 subaward). **MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000.**

Review your institution's negotiated indirect cost rate(s) to ensure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates, such as "research," "instruction," and "other sponsored activities." An institution's "research" rate is not the appropriate rate for inclusion in NEH project budgets, except in rare cases, since it is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Except as provided in 2 CFR § 200.414(c)(1), NEH must use the negotiated rate(s) in effect at the time it issues your award and throughout its life. NEH will not adjust your award amount as a result of changes to your negotiated rates. 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), but has a provisional rate, NEH will use the provisional rate until a final 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, NEH may disallow indirect costs.

If your organization does not have a federally negotiated indirect cost rate, you may:

- submit an indirect cost proposal to your cognizant federal agency to negotiate a rate within three months of your award's period of performance start date; or
- charge a de minimis rate of 10% applicable to MTDC (see 2 CFR § 200.414(f))

If you choose one of these options, indicate this under Indirect Cost Type. If you do not choose either of the above options, you may only charge costs that are allocable, allowable, and reasonable to the award.

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as Attachment 10: Federally negotiated indirect cost rate agreement, when applicable.

Indirect Cost Type

Enter the type of indirect cost rate (e.g., "other sponsored activities," "all programs," "instruction," "10% de minimis") and base (e.g., "MTDC," "salaries," "salaries & fringe") and whether the activity and rate are on- or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries (for example, if your project includes activities that occur both on and off campus). If you do not have a current indirect rate agreement with your cognizant agency, but intend to negotiate one, write "None-will negotiate." If needed, provide additional detail in your budget justification.

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with your cognizant federal agency or the 10% de minimis rate as a number without special characters (i.e., 32.5).

Indirect Cost Base ($)

Enter the base for each indirect cost type. Describe any exclusions in your budget justification. If applicable, refer to your federally negotiated indirect cost rate agreement to determine how to calculate the indirect cost base.

Funds Requested ($)

Enter the funds you are requesting for each indirect cost type.

Total Indirect Costs

The form will calculate total indirect costs.

Cognizant Federal Agency

Enter the name of your cognizant federal agency and a point of contact, if applicable.

I. Total Direct and Indirect Costs

The form will calculate total project costs.

J. Fee

Leave this field blank.

K. Total Costs and Fee

The form will calculate this field, which will be the same amount as I. Total Direct and Indirect Costs.

L. Budget Justification

You must provide a budget justification to support your project. Specifically describe how each item supports your proposed objectives, detail how you calculated costs, and provide supporting documentation. Organize your budget justification using the section headings on the Research and Related Budget.

If you are providing voluntary cost share, you may describe it in the budget justification. Do not include voluntary cost share on the Research and Related Budget form.

If you are requesting federal matching funds, identify which activities your required cost share will support, and the expected source(s) of funding. Refer to the NEH Federal Matching Funds Guidelines to learn about allowable third party-non-federal gifts.

Your requested federal matching funds and required cost share should correspond with the amounts on the Supplementary Cover Sheet for NEH Grant Programs in the "Federal Matching" and "Cost Sharing" fields, respectively.

Save the document as a PDF named justification.pdf. Attach only one file to the Research and Related Budget form. Do not use your budget justification to expand your narrative.

A. Senior/Key Person

Detail the salary and wages paid to each Senior/Key Person. Provide their names and briefly describe their roles in and suitability to the project. Identify the fringe benefit rate and explain the base for each person. If your organization follows an academic calendar, explain any differences in compensation between academic and summer months.

B. Other Personnel

List names (if known), roles, months, and requested salary and fringe benefits for post-doctoral associates, graduate students, undergraduate students, and secretarial/clerical personnel.

If your budget includes secretarial/clerical personnel, describe how they meet the four conditions for inclusion as a direct cost.

C. Equipment Description

Detail the number and unit cost for each item and explain how you determined these figures. Provide vendor quotes or price lists, if applicable.

D. Travel

For each trip, provide the name of the traveler (if known), explain the purpose of the trip, and specify the points of origin and destination. Break out the costs of transportation, lodging, per diem, and any other associated expenses. Explain how you determined these figures. You must justify each trip separately, with the exception of reoccurring local travel, which you may group together.

For local travel, include the mileage rate, number of miles, reason for travel, and staff members completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. You must use the lowest available commercial fares for coach or equivalent accommodations. **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason**.

E. Participant/Trainee Support Costs

Describe your method of cost computation for participant stipends, travel, subsistence, and other costs. If possible, detail participant travel costs using the instructions above.

F. Other Direct Costs

1. Materials and Supplies
Indicate general categories (e.g., personal computers, digital cameras, archival supplies). Provide a total for each category. Itemize categories totaling $1,000 or more and provide vendor quotes or price lists, if applicable.

2. Publication Costs
Indicate print runs and justify costs, including vendor quotes, if applicable.

3. Consultant Services
Identify each consultant, describe the services they will perform, specify the number of days of service, outline travel costs, and provide total costs. If applicable, include proposals.

4. Automated Data Processing (ADP)/Computer Services
Itemize the cost for each service and include established service rates, if applicable.

5. Subawards/Consortium/Contractual Costs
List the costs of project activities to be undertaken by third parties. Identify each third party by name, describe their role in the project, the activities they will carry out, and the associated costs. For each entry, designate the third party as either a subrecipient (who receives a subaward) or a contractor (who receives a contract).

For each contractor, itemize costs using the same categories as the Research and Related Budget and provide relevant supporting documents.

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in [Attachment 8: Subrecipient budget(s)](#).

6. Equipment or Facility Rental/User Fees
Identify and justify each rental fee. Provide relevant supporting documentation.

7. Alterations and Renovations
Alterations and renovations are not allowed in this program. Costs incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8. Other Costs
Itemize, describe, and justify any other direct costs. Include supporting documentation. "Miscellaneous" and "contingency" are not acceptable budget categories.

H. Indirect Costs

If you include indirect costs in your project budget, identify the rate(s), explain the base(s), and describe any exclusions.

Application Components

SF-424 Application for Federal Assistance – Short Organizational

This form requests basic information about your institution, the proposed project, and key contacts. Items 1, 2, and 4 will be automatically filled in; leave item 3 blank.

5. Applicant Information

a-d. Provide your organization's legal name, address, and web address. Select the applicant type that best describes your organization from the drop-down menu.

e-f. Provide your organization's employer/taxpayer identification number (EIN/TIN), and Unique Entity Identifier assigned by the [System for Award Management](#). If you do not know your identifier, contact your grant administrator or chief financial officer. See [D3. Unique Entity Identifier and System for Award Management](#).

g. Provide your [congressional district](#) with your two-character state abbreviation followed by your three-character district number. For example, if your institution is in the 5th congressional district of Alabama, enter "AL-005." If your institution is in a state or U.S. jurisdiction that does not have districts, enter "000" in place of the district number. If your institution is outside the U.S., enter "00-000."

6. Project Information

a. Provide your project's title. It should be brief (no more than 125 characters, including spaces), descriptive of the project, and easily understood by the general public. If NEH funds your project, the agency may retitle your project for clarity in internal and external communications, including the public announcement of awards. Regardless, you may use your preferred title when carrying out the project.

b. Provide a brief description of your project (no more than one thousand characters, including spaces). You should write the description for a nonspecialist audience, clearly stating the importance of the proposed work and its relation to larger issues in the humanities.

c. State your project's period of performance start and end dates. Your project must start on the first day of a month and end on the last day of a month. See B2. Summary of Funding for allowable periods of performance.

7. Project Director

Provide the project director's name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. You must notify the NEH Office of Grant Management immediately if you need to change project directors.

If the project director is not employed by the applicant organization, they must have a formal written agreement with the project director that specifies an official relationship between the parties even if the relationship does not involve a salary or other form of remuneration.

8. Primary Contact/Grant Administrator

Provide the name, title, and contact information for the official responsible for the administration of the award (e.g., negotiating the budget and ensuring compliance with the terms and conditions of the award).

As a matter of NEH policy, the project director and primary contact/grant administrator must not be the same person.

The grant administrator (also called the "institutional grant administrator") functions as the representative of the recipient organization. This individual should have authority to act on the organization's behalf in matters related to the administration of the award. The institutional grant administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions to the period of performance, and changes in key personnel.

NEH will address official correspondence (for example, the offer letter or Notice of Action) to the institutional grant administrator and copy the project director.

9. Authorized Representative

Provide the name, title, and 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 institution's president, vice president, executive director, board chair, provost, or chancellor. The institution's Grants.gov E-Business Point of Contact must designate the AOR. See the Grants.gov Online User Guide.

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

Select the project director's major field of study from the drop-down menu.

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

- Under "Outright Funds," enter the amount of outright funds you are requesting.
- Under "Federal Match" enter the amount of federal matching funds you are requesting.
- Under "Cost Sharing," enter the required cost share you will provide to release the federal matching funds (dollar-for-dollar). Do not include voluntary cost share.

Learn more about the types of funding NEH offers.

4. Application Information

Indicate whether you or others will submit complementary proposals to other NEH programs, government agencies, or private entities. If so, specify when and to whom. NEH will not consider this information when evaluating the merits of your proposal. See C3. Other Eligibility Information for restrictions regarding overlapping costs.

For type of application, check "new."

Select the project's primary discipline from the drop-down menu. If applicable, select the project's secondary and tertiary disciplines.

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where you will conduct project activities during the period of performance.

Enter congressional districts using the two letter state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter "AL-005." If your institution is in a state or U.S. jurisdiction that does not have districts, enter "000" in place of the district number. If your institution is outside the U.S., enter "00-000.

The form has space for 300 sites. If your project includes additional locations, list them in a separate document. Save the document as a PDF named additionallocations.pdf and attach it under "Additional Locations."

Certification Regarding Lobbying (conditionally required)

If you request more than $100,000, you must submit the Certification Regarding Lobbying. Add this optional form to your application package in Grants.gov and it will autofill based upon information provided on the SF-424 Application for Federal Assistance - Short Organizational.

Standard Form-LLL, "Disclosure of Lobbying Activities" (conditionally required)

If you have or will use non-federal funds for lobbying, you must submit Standard Form-LLL, "Disclosure of Lobbying Activities." Add this optional form to your application package in Grants.gov. See 2 CFR § 200.450.

Attachments Form

This form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).** Convert all non-PDF files (e.g., Word, Excel, images) to PDFs. If an attachment contains multiple documents, merge them into a single file. Be aware that, occasionally, converting a document to PDF may alter its length. If applicable, you must ensure that all attachments are within the mandatory page limits.

Do not attach portfolios containing multiple PDFs.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures). Remove these features ("flatten" these files) before uploading to Grants.gov.

Consult the Application Components Table to name and sequence your attachments so that NEH can easily identify them. Grants.gov may reject your application if file names are more than 50 characters; if you use the same name for multiple files; or if file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign.

Grants.gov may accept and validate your application even if you are missing required components or have formatted them incorrectly. You must ensure that you have formatted, attached, and submitted all required components correctly. If you have not, NEH may reject your application as incomplete or nonresponsive.

Learn about Adobe software compatibility with Grants.gov and ensure that you can use your version of Adobe Acrobat Reader to download, complete, and submit your application.

Attachment 1: List of key personnel (required)

Provide a list alphabetized by surname of all collaborators and other key personnel, designating the project director. Include institutional affiliations and professional title for everyone listed. For those not affiliated with a nonprofit educational institution, provide occupation and employer; if none, list city and state of residence.

Your list of key personnel must not exceed one page. Name the file personnel.pdf.

Attachment 2: Narrative (required)

Refer to the prior instructions on preparing your narrative.

Your narrative must not exceed ten pages. Name the file narrative.pdf.

Attachment 3: Work plan (required)

Provide a detailed work plan describing:

- what you have already accomplished on this project;
- what you will accomplish between submitting your application and the start of the period of performance; and
- what you will accomplish during the period of performance, including major activities and milestones.

If you will not finish the project's research component during the period of performance, discuss plans for doing so.

Your work plan should reflect major activities described in your narrative and the project dates identified on the SF-424 Application for Federal Assistance - Short Organizational and the Research and Related Budget. It should not repeat information included in the narrative.

Your work plan must not exceed three pages. Name the file workplan.pdf. This attachment aligns with review criterion 5.

Attachment 4: Bibliography (required)

Provide a list of the main primary and secondary sources cited in the proposal and relevant to the project's goals and methods. Any standard bibliographic format is acceptable.

Your bibliography must not exceed three pages. Name the file bibliography.pdf. This attachment aligns with review criterion 2.

Attachment 5: Résumés for key personnel (required)

Provide brief, two-page résumés for key personnel, with mailing and email addresses, highest degree earned, the institution awarding the degree, professional positions held, institutional affiliations, and major publications.

The résumés must not exceed two pages per person. Name the file resumes.pdf. This attachment aligns with review criterion 3.

Attachment 6: Statement of funding received and requested (conditionally required)

If the project has received previous support from federal or nonfederal sources, including NEH; is currently receiving such support; or is applying for or planning to apply for such support, provide a one- to two-page list of the sources, dates, federal award identification numbers, and amounts of these funds. List the NEH awards already received by year. Include fellowships and individual awards received by project personnel. If there is a long history of non-NEH support, group and summarize the sources and contributions.

If you previously received NEH funding for any phase of the proposed research project you must: 1) discuss how the previously funded project met, or did not meet, its goals according to its original or (if appropriate) revised work plan; and 2) include a table with relevant dates, comparing the stated goals with actual accomplishments during the period of the most recent NEH awards, listing any changes that occurred.

Your statement of funding received and requested must not exceed two pages. Name the file funding.pdf.

Attachment 7: Site conditions (conditionally required)

If your project involves ground disturbing activities in the United States and territories, you must include a description of the site, project, and potential anticipated environmental and historic preservation impacts for NEH's review.

Include the following information (as applicable):

A. Site Conditions
1. Does your organization own the property? If not, identify the owner and the arrangement by which you have use of the site.
2. Identify the address of the project site. Where an address is not available, or more precision is required, geographic coordinates may be used. Locational data should be recorded with a Global Positioning System (GPS) device or web-based map service using NAD 83, or WGS 84 datum using decimal degrees latitude and longitude, with at least 6 decimal places and a minus (-) to show west longitude or south latitude.
3. Identify the size of the project site, in terms of measured acreage or square units (e.g., 1.5 acres, 0.8 sq. km
4. Describe existing buildings and ancillary facilities (e.g., storage buildings, parking lots) on the project site (For each building and ancillary facility identify the age of construction, stories, height, total sq. feet or units).
5. Provide a succinct description of the work to be supported with project funds (NEH and required matching funds). For example:

   The proposed project involves five sites. They consist of a stable, a barn, and three other sites to be determined from archaeological survey. Excavations will exclude any work that would impact the area of the church cemetery. The immediate area of the sites consists of lawns and scrub. At the stable and barn sites, the institution will conduct 5ft x 5ft excavation units to reveal an area of at least 80ft x 90ft for any below-ground features. These features will then be excavated and documented to recover artifacts and to help understand the types of structures and activities that were at these sites. For the other 3 sites, the institution will conduct 10ft gridded metal detector survey (non-invasive), shovel test pits, and limited 5x5 excavation units to determine stratigraphy and presence of features.

6. Has physical work on the project already underway? If so, what work has occurred?

B. Historic Preservation Information
1. In accordance with the National Historic Preservation Act (NHPA), does the property possess historic significance, and/or is it listed or eligible for listing in the National Register of Historic Places or is it a National Landmark?
2. Does the project involve structures over 50 years old?
3. Will the project occur at, in, or near properties listed on or eligible for listing on the National Register of Historic Places?
4. Is the project located within or adjacent to any known federal, state, or local historic districts?
5. Will the project substantially change interior or exterior elements of a building?
6. Will the project involve ground disturbance, either temporary or permanent, of the surrounding property?
7. Will the project potentially encroach upon, change views to, or change noise levels around any historical, architectural, or archeological property, or properties with religious or significant context to Indian Tribes?

8. Are there any public concerns or controversy with respect to effects of the project on historic resources?

C. Environmental Conditions
1. Are there known environmental compliance requirements related to the real property (easements, existing site conditions)?

D. Human environmental and controversy
1. Are there any public concerns or controversy with respect to the project site, adjacent sites, or effects of the project on low income or minority populations, Indian Tribes, or historic, cultural, or environmental resources?
2. Are there other known controversies with the proposed project?

Name the file site.pdf.

Attachment 8: Subrecipient budget(s) (conditionally required)

If your project includes subawards, you must provide a separate Research and Related budget and budget justification for each subrecipient.

Download a fillable PDF of the form from the NEH website for your each subrecipient. You must open and complete this form in Adobe Reader 8.0 or higher rather than in your web browser.

Prepare a budget and budget justification for each subrecipient using the same instructions in this notice, with a few exceptions:

- Enter the subrecipient's Unique Entity Identifier, organization name, and period of performance start and end date (these fields will not prepopulate).
- For "budget type," check "Subaward/Consortium."

Rather than attaching related documents (budget justification, additional personnel, additional equipment) to the form itself, you will separately convert each document into a PDF and combine all subrecipients' budget forms and related documents into a single document. Do not attach portfolios containing multiple PDFs. Name the file subrecipient.pdf.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures). Remove these features ("flatten" these files) before merging them into a single PDF and uploading it to the Attachments Form.

Attachment 9: Additional supporting documents (optional)

If applicable, you may include additional supporting documents if the information was not included in the narrative or other attachments:

- images, maps, plans, or other illustrations
- letters of support from local stakeholders and government officials
- samples of oral history or interview questions
- permits or other official permissions already granted or pending

Do not include letters of recommendation or assessments of previous applications.

Additional supporting documents are optional, but if you choose to include them, they must not exceed 15 pages. Name the file appendices.pdf.

Attachment 10: Federally negotiated indirect cost rate agreement (conditionally required)

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If a subrecipient is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If you are requesting the de minimis rate, this attachment is not required.

Name the file agreement.pdf.

Attachment 11: Explanation of delinquent federal debt (conditionally required)

If your organization is delinquent in the repayment of any federal debt, provide explanatory information. Provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, and that you are current on all payments due. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

Before submitting its application, your organization must register with the System for Award Management (SAM) and Grants.gov. Learn more about this multistep process.

NEH encourages organizations with SAM registrations to check the validation of their UEI well in advance of the deadline to ensure that they are accurate, current, and active. Due to the recent transition from D-U-N-S® numbers to Unique Entity Identifiers in April 2022, the Federal Service Desk is currently experiencing long delays with UEIs requiring validation. If your SAM registration is not active and current at the time of Grants.gov submission, NEH will reject your application.

You should allow several weeks to register with SAM and Grants.gov. NEH will not waive the online submission requirement or extend the application deadline to allow additional time for you to complete registration with SAM or Grants.gov.

Login.gov

If you have not already done so, you must create a Login.gov user account to register and log in to SAM and Grants.gov. Login.gov is a secure sign in service used by the public to sign in to participating government agencies. Create and link your account now.

System for Award Management (SAM)

Your organization must register with the System for Award Management (SAM) and maintain an active SAM registration with current information at all times during which you have an active federal award or an application under consideration by a federal agency. See 2 CFR § 25.110 for exceptions. SAM will assign your organization a Unique Entity Identifier.

When registering or renewing in SAM, the system will prompt you to review and agree to certain financial assistance certifications and representations, as required by [2 CFR § 200.209](#).

If your SAM registration is not active and current at the time an award is made, NEH may determine that you are not qualified to receive an award and use that determination as a basis for making an award to another applicant.

[Check the status of your SAM.gov registration](#).

Grants.gov

Your organization must register with [Grants.gov](#) using your Login.gov credentials before submitting an application. You must submit your application using [Grants.gov Workspace](#) or a Grants.gov system-to-system solution. Workspace is a shared, online environment where team members may simultaneously access and edit forms within a grant application.

After you register and create an [Organizational Applicant Profile](#), Grants.gov will email your E-Business Point of Contact to assign the appropriate roles to individuals within your organization. This includes the authorized organization representative (AOR), who will give you permission to complete and submit applications on behalf of your organization.

If you have previously registered with Grants.gov, confirm that your registration is still active and that your authorized organization representative (AOR) is current.

Consult the [Grants.gov Online User Guide](#) if you have questions. Grants.gov maintains [a library of instructional videos](#) which may be helpful as you prepare your application.

4. Submission Dates and Times

Drafts

Program officers will review drafts submitted by July 25, 2022 at 11:59 p.m. Eastern Time (the 2022 competition) or by June 16, 2023 at 11:59 p.m. Eastern Time. (the 2023 competition). This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have used it to strengthen their applications. If you choose to submit a draft, send it as an attachment to fieldwork@neh.gov. Late drafts will not be reviewed.

Applications

There will be two deadlines under this notice:

- September 28, 2022, at 11:59 p.m. Eastern Time
- September 28, 2023, at 11:59 p.m. Eastern Time

Applications must be complete, follow length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your Grants.gov application status](#).

When NEH receives your application, the agency will assign it a tracking number beginning with RFW-. A tracking number does not guarantee that your application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not correctly formatted, eGMS, NEH's electronic grants management system, will reject your application and notify you by email. eGMS cannot detect other errors such as missing components or excess pages. NEH recommends you submit your application 48 hours prior to the deadline so that you have time to correct any technical errors. It is your responsibility to correct any errors prior to the deadline.

NEH will not comment on the status of your application except regarding matters of eligibility, completeness, and responsiveness.

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under Executive Order 12372.

6. Funding Restrictions

Awards made under this notice may not be used for the following purposes:

- field schools
- publication costs and manuscript preparation
- stand-alone databases, digitization projects, and other projects that lack an interpretive argument
- professional development or training
- meetings of professional and scholarly organizations, societies, and institutions
- attendance at regularly occurring professional meetings
- planning or putting on exhibitions
- inventories of collections
- development of tools, including digital tools, databases, visualizations, or maps, unless they contribute to answering the project's research questions
- costs exceeding $5,000 per 12-month period for conservation or preservation efforts, including site or artifact conservation, and community outreach
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

See 2 CFR 200 Subpart E - Cost Principles for other unallowable costs.

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications under this notice:

1. The intellectual significance of the proposed project, including the project's potential to stimulate new research, and its relevance to larger questions in the humanities.
2. The clarity and feasibility of the research design, including the appropriateness of the methods to answer an explicit set of humanities questions, and the project's ability to access the research site, a community, or other resources.
3. The qualifications, expertise, and levels of commitment of the project director and, where relevant, any collaborators, including the appropriateness and value of the collaboration.
4. The soundness of the dissemination and access plans to convey information to the relevant audiences. For organizations whose projects have been previously funded, its productivity in relation to previous goals and accomplishments.
5. The likelihood that the project goals will be completed within the stated time frame (not necessarily during the period of performance).

Each review criterion aligns with specific sections of the narrative and other application components.

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness. The agency then conducts a peer review process for all eligible and complete applications.

Peer reviewers are experts in their fields with knowledge and expertise relevant to the project activities supported by the program. NEH instructs peer reviewers to evaluate applications according to the review criteria in this notice. Peer reviewers must comply with federal ethics rules governing conflicts of interest.

NEH program officers supplement the peer reviewers' comments to address matters of fact or significant points that the peer reviewers have overlooked. They then make funding recommendations to the National Council on the Humanities. The National Council meets at least twice each year to review applications and advise the NEH Chair. By law, the Chair has the sole authority to make final funding decisions.

Following NEH's public announcement of funded projects, you may request copies of the peer reviewers' evaluations of your proposal by contacting fieldwork@neh.gov.

Learn more about the NEH review process.

3. Assessment of Risk and Other Pre-Award Activities

Following the Chair's initial selection of applications for support, the NEH Office of Grant Management (OGM) conducts a risk assessment for selected applications. OGM will consider the applicant's past performance, if applicable; analyze the project budget; assess the applicant's management systems; confirm the applicant's continued eligibility; and evaluate compliance with public policy requirements.

OGM may request that you submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or undertake certain activities (such as negotiating an indirect cost rate) in anticipation of an award. Such requests do not guarantee that NEH will make an award.

After completing its risk assessment, NEH will determine whether making an award would be consistent with the agency's risk management policy, whether it must impose any special terms and conditions, and what funding level is appropriate. NEH may elect not to make awards to applicants with management or financial instability that affects their ability to comply with the terms and conditions of the award (2 CFR § 200.206).

NEH's award decisions are discretionary and are not subject to appeal to any federal official or board.

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in April 2023 (for the 2022 competition) or April 2024 (for the 2023 competition). This is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

If your application is selected for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach beginning in May 2023 (for the 2022 competition) or May 2024 (for the 2023 competition).

2. Administrative and National Policy Requirements

Each award is subject to 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued January 1, 2022 or later), and any specific terms and conditions that NEH places on the award in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

By submitting an application, you certify that neither your institution nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

You must comply with 2 CFR §§ 180.335 and .350 with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

If you cannot attest to the statements in this certification, explain why not in Attachment 11: Explanation of delinquent federal debt.

Providing access to NEH-funded products

As a taxpayer-supported federal agency, NEH strives to make the products of its awards available to the broadest possible audience. NEH's goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of award products. All other considerations being equal, NEH gives preference to projects that provide free access to the public.

You must comply with [Section 504 of the Rehabilitation Act of 1973](#), which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. Consult *[Design for Accessibility: A Cultural Administrator's Handbook](#)*.

Copyright information

Subject to applicable law, you may copyright work that you develop or acquire 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 has typically exercised this right in consultation with recipients to publish excerpts of grant products in *[Humanities](#)* magazine or on its website.

Acknowledging NEH support

Materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) for guidance.

Subrecipient Monitoring Requirements

Per [2 CFR § 25.300](#), you may only issue subawards with federal funds to organizations that have obtained and provided their Unique Entity Identifier. Subrecipients are not required to complete registration with the [System for Award Management (SAM)](#) to obtain a Unique Entity Identifier. See [D3. Unique Entity Identifier and System for Award Management](#).

You must monitor your subrecipients to ensure that they use their subawards for authorized purposes; comply with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and achieve their performance goals. You must ensure that your subrecipients track, appropriately use, and report program income generated by the subaward. See [2 CFR § 200.332](#) for information that must be included in subaward agreements.

Program income

If your NEH-supported activities generate income during the period of performance, you must use it for additional approved project-related activities. See [2 CFR § 200.307](#) for income that you generate after the period of performance.

NEH Research Misconduct Policy

In accordance with the [Federal Policy on Research Misconduct](#), NEH established procedures for handling allegations of research misconduct applicable to both internal and external research programs. Review the [NEH Research Misconduct Policy](#).

Section 106 of the National Historic Preservation Act of 1966 and National Environmental Policy Act of 1969

If your project includes fieldwork occurring in the United States, including U.S. jurisdictions, NEH must review it under Section 106 of the National Historic Preservation Act of 1966 (NHPA) ([54 U.S.C. § 306108](#)) and the National Environmental Policy Act of 1969 (NEPA) ([42 U.S.C. § 4321, *et seq.*](#)) if it involves:

- ground disturbing activities;
- an impact within or to a flood plain or wetland;

- a determination of an adverse effect that cannot be mitigated on a property eligible for inclusion the National Register of Historic Places; and/or
- an extraordinary circumstance, such as: public controversy, or extensive site contamination.

If NEH funds your project, you may not start physical work (ground disturbance) until NEH has completed its environmental and historic preservation compliance reviews required by NEPA and Section 106 of NHPA.

Review NEH's [Section 106 and NEPA guidance](#).

Native American Graves Protection and Repatriation Act of 1990

The Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) provides protection of Native American graves and items, including human remains, funerary objects, and sacred objects. NAGPRA applies to any organization that controls or possesses Native American human remains and associated funerary objects and that receives federal funding, even for a purpose unrelated to the Act. [Learn more about NAGPRA](#).

Coordination of geographic information and related spatial data

If you request funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must first conduct a due diligence search of the [Data.gov list of datasets](#) to determine whether the needed data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services in compliance with applicable [Federal Geographic Data Committee](#) guidance.

Eliminate waste, fraud, and abuse

Help NEH eliminate fraud and improve management by reporting allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures the [NEH Office of the Inspector General](#).

Termination

NEH reserves the right to terminate awards consistent with [2 CFR § 200.340](#).

3. Reporting

If you receive an award, you must complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. NEH will provide further information in the Notice of Action.

1. **Federal Financial Report(s)**. You must submit the Federal Financial Report (SF-425) annually.

2. **Performance Progress Report(s)**. You must submit a performance progress report annually.

3. **Final Reports**. You must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which you achieved the mission, goals, and strategies outlined in the approved application; your objectives

and accomplishments; barriers encountered; and your overall experiences during the period of performance.

4. **Tangible Personal Property Report**. If applicable, you must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. You must report all equipment with an acquisition cost of $5,000 or more per unit purchased with NEH funds.

NEH encourages you to send copies of books resulting from research supported by NEH awards and to update the "Products and Prizes" tab in eGMS Reach with publications or prizes resulting from NEH support.

Learn more about <u>performance reporting requirements</u> and <u>financial reporting requirements</u>.

G. Agency Contacts

If you have questions about the program, contact:

Division of Research Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8200
<u>fieldwork@neh.gov</u>

If you have questions about administrative requirements or allowable costs, contact:

Office of Grant Management
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8494
<u>grantmanagement@neh.gov</u>

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 800-877-8399.

If you have questions about registering or renewing your registration with login.gov or SAM.gov, contact the Federal Service Desk, Monday – Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, at:

<u>Federal Service Desk</u>
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov Applicant Support; see the website for current hours:

<u>Grants.gov Applicant Support</u>
Telephone: 1-800-518-4726
International Calls: +1-606-545-5035
<u>support@grants.gov</u>

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

Applicants interested in substantial post-fieldwork research and manuscript preparation should apply to one of our fellowship programs or for a Collaborative Research award.

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 951, *et seq*. Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice ("SORN") published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in 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 on average it takes sixty hours to complete an application. This estimate includes time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Time needed may vary from program to program.

You may 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. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2024.