



NATIONAL ENDOWMENT FOR THE HUMANITIES

**NOTICE OF FUNDING OPPORTUNITY**

Funding Opportunity Title:  
**Infrastructure and Capacity Building Challenge Grants:  
Digital Infrastructure**

Funding Opportunity Number: 20220517-CHA

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.130

**Application Due Dates:**  
**May 17, 2022**  
**October 5, 2022**

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.

Office of Challenge Programs  
Telephone: 202-606-8309  
Email: [challenge@neh.gov](mailto:challenge@neh.gov)  
Federal Relay: 800-877-8399

OMB Control Number 3136-0134, expiration date October 31, 2024

## Executive Summary

The National Endowment for the Humanities (NEH) Office of Challenge Programs is accepting applications for Infrastructure and Capacity Building Challenge Grants: Digital Infrastructure. This Notice of Funding Opportunity is for digital infrastructure projects in the humanities that support the maintenance, modernization, and sustainability of existing digital scholarly projects and platforms and benefit users in the long term. Projects are financed through a combination of federal matching funds and related fundraising from nonfederal third parties.

Funding Opportunity Title	Infrastructure and Capacity Building Challenge Grants: Digital Infrastructure
Funding Opportunity Number	20220517-CHA
Federal Assistance Listing Number (CFDA)	45.130
Optional Draft Deadlines	April 6, 2022; August 17, 2022
Application Due Dates	May 17, 2022, 11:59 p.m. Eastern Time <b>October 5, 2022, 11:59 p.m. Eastern Time</b>
Anticipated Award Announcements	December 2022 and April 2023
Anticipated Total Annual Available FY 23 Funding	Approximately \$6,500,000 per deadline (Capital Projects and Digital Infrastructure combined)
Estimated Number and Type of Awards	Approximately 12-15 grants per deadline (Capital Projects and Digital Infrastructure combined)
Funding Range	Level 1: Up to \$150,000 Level 2: \$150,001 to \$500,000 Level 3: \$500,001 to \$1,000,000
Match Required	Yes. See <a href="#">C2. Matching Requirements</a> .
Period of Performance	Level 1: Up to two years Level 2 and 3: Two to five years  The period of performance must begin between March 1, 2023, and June 1, 2023, for proposals submitted on or before the May 2022 deadline.  The period of performance must begin between July 1, 2023, and October 1, 2023, for proposals submitted on or before the October 2022 deadline.
Eligible Applicants	Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited public and 501(c)(3) institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.  See <a href="#">C. Eligibility Information</a> .
Program Resource Page	<a href="https://www.neh.gov/grants/preservation/infrastructure-and-capacity-building-challenge-grants">https://www.neh.gov/grants/preservation/infrastructure-and-capacity-building-challenge-grants</a>
Pre-Application Webinar	A pre-recorded webinar will be available on the program resource page by March 18, 2022.
Published	March 14, 2022 (modified July 12, 2022)

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# A. Program Description

## 1. Purpose

This notice solicits applications for Infrastructure and Capacity Building Challenge Grants: Digital Infrastructure. This program supports digital infrastructure projects that enhance the maintenance, modernization, and sustainability of existing digital scholarly projects and platforms and benefit users in the long term.

A digital project is considered “infrastructure” if it is mature, that is, if it has been fully developed and widely used across multiple institutions and communities over a sustained period of time. The project should have funding in place for dedicated software and hardware as well as full-time staff or other means of sustainable maintenance.

Activities and costs supported by Digital Infrastructure awards may include, but are not limited to:

- acquiring and/or upgrading software and hardware systems and equipment
- updating and enhancing existing content
- hiring dedicated personnel or consultants
- developing and modernizing digital architecture
- creating other mechanisms for ensuring the long-term functioning of digital resources
- improving data management
- integrating digital resources for improved long-term preservation and access
- extending the functionality of existing digital platforms to improve sustainability
- improving the user experience
- training and outreach activities
- developing business practices related to project sustainability

Proposed projects must enhance or support the humanities over the long term and build on careful strategic planning to strengthen and enrich an institution’s humanities activities and user base.

In accordance with [Executive Order 13647](#) on Native American affairs, [Executive Order 13779](#) on Historically Black Colleges and Universities (HBCUs), [Executive Order 13592](#) on Tribal Colleges and Universities (TCUs), and [Executive Order 13555](#) on Educational Excellence for Hispanics, NEH especially welcomes Challenge Grant applications from federally recognized Native American tribal governments, Native Hawaiian organizations, HBCUs, TCUs, and Hispanic-Serving Institutions of higher education (HSIs), as well as from two-year community colleges. These institutions and entities as well as federally recognized Native American tribal governments are eligible for a 1:1 match ratio. See [B. Federal Award Information](#) and [C. Eligibility Information](#).

NEH will issue an offer of support to successful applicants. An offer formally communicates the level of funding recommended for the project and the conditions that must be met before NEH issues an award. Familiarize yourself with the applicable rules and regulations and contact program staff to discuss your project in order to include adequate time and funding into your proposal. See [G. Agency Contacts](#).

NEH will only issue an award when all regulatory requirements are met and the applicant certifies eligible third-party non-federal gifts. See [E4. Anticipated Announcement and Award Dates](#) and [F1. Federal Award Notices](#).

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

See [E1. Review Criteria](#) for the criteria used to evaluate your proposal.

## Funding categories

The Infrastructure and Capacity Building Challenge Grants program funds two distinct types of projects, each with its own Notice of Funding Opportunity: Digital Infrastructure (covered here) and Capital Projects (covered in a separate Notice of Funding Opportunity available on the [program resource page](#)).

## Funding levels

Digital Infrastructure projects are funded in three levels with different match ratios and periods of performance depending on the amount requested.

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Period of performance	Up to two years	Two to five years	Two to five years
Required match ratio	1:1 for all applicants	<ul style="list-style-type: none"> <li>1:1: for applicants meeting special eligibility requirements</li> <li>3:1 for applicants meeting general eligibility requirements</li> </ul> See <a href="#">C2. Matching Requirements</a> .	<ul style="list-style-type: none"> <li>1:1: for applicants meeting special eligibility requirements</li> <li>4:1 for applicants meeting general eligibility requirements</li> </ul> See <a href="#">C2. Matching Requirements</a> .
Maximum NEH award	\$150,000	\$500,000	\$1,000,000
Maximum required third-party nonfederal gifts	\$150,000	\$1,500,000	\$4,000,000
Maximum total project costs	\$300,000	\$2,000,000	\$5,000,000

## Fundraising

Limited fundraising costs (no more than 10 percent of total project costs) are allowable at all three funding levels.

## 2. Background

This program is authorized by [20 U.S.C. § 956](#). Awards are 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 [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#).

According to the 1965 National Foundation on the Arts and the Humanities Act, “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 initiative. NEH will give all applications equal consideration in accordance with the program’s [review criteria](#).

### **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.

## **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**

NEH anticipates approximately \$6,500,000 to fund an estimated 12-15 recipients per deadline (Capital Projects and Digital Infrastructure combined).

You may request up to \$150,000 for Level 1 awards. You may request between \$150,001 and \$500,000 for Level 2 awards. You may request between \$500,001 and \$1,000,000 for Level 3 awards.

Your request should be appropriate to your organization's fundraising capacity and the goals of the project. See [C2. Matching Requirements](#) for information on match ratios.

Successful applicants will receive an offer of federal matching funds, subject to specific regulatory and other conditions. NEH will issue the award only when the conditions of the offer are met. Recipients must certify that they have raised eligible contributions from non-federal third parties before matching funds are released (see [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#)). The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. Federal matching funds are typically distributed on an annual basis over the life of the award.

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, applications can be processed and funds awarded in a timely manner.

If you receive an offer, NEH will assess your institution's ability to raise and certify funds, meet award conditions, and the progress of your proposed project. This stage frequently lasts six months or more while conditions are being met and third-party gift funds are certified. Failure to meet the offer conditions or raise matching funds with supporting documentation may result in NEH's withdrawal of the offer. See [E4. Anticipated Announcements and Award Dates](#).

Issuance of an award and funding beyond the first year is dependent on the availability of appropriated funds for Infrastructure and Capacity Building Challenge Grants in subsequent fiscal years, satisfactory recipient performance (including meeting the offer conditions and raising third-party non-federal gifts), and a decision that continued funding is in the best interest of the Federal Government. Failure to raise third-party non-federal gifts according to the agreed upon funding schedule may also result in a reduction or forfeiture of award funds.

## **Period of performance**

You may request a period of performance up to two years for Level 1 projects and from two to five years for Level 2 and Level 3 projects.

If you apply for the May 2022, deadline, your period of performance must start between March 1, 2023, and June 1, 2023.

If you apply for the October 2022, deadline, your period of performance must start between July 1, 2023, and October 1, 2023.

The period of performance must start on the first day of the month. NEH may delay the period of performance start date if the offer letter conditions are not met or matching funds are not raised by the stated deadlines of the offer.

## C. Eligibility Information

### 1. Eligible Applicants

Eligible applicants must be established in the United States or its jurisdictions and be one of the following:

- a [nonprofit organization with 501\(c\)\(3\) tax-exempt status](#)
- an [accredited institution of higher education](#) (public or 501(c)(3))
- a unit of state or local government
- a [federally recognized Native American tribal government](#)

Applicants must work wholly or in part in the humanities, and must support research, education, preservation, or public programming in the humanities.

An eligible applicant may apply on behalf of a consortium of collaborating organizations. If selected for funding, the applicant will be programmatically, legally, and fiscally responsible for the award.

Eligible applicants acting solely as fiscal agents or fiscal sponsors may not apply on behalf of ineligible applicants.

Individuals and other organizations, including foreign, federal and for-profit entities, are ineligible. See [C3. Other Eligibility Information](#).

### Note on institution specific foundations

Typically, the institution undertaking the Challenge Grant applies for, receives, and manages the award (both federal matching funds and non-federal third-party gifts). However, in some instances, institution-specific foundations specifically created for the purpose of raising money for a single entity, such as a university or a museum, may be the legal recipient.

The institution-specific foundation must have a memorandum or other form of legal agreement in place designating it as the agent for the recipient for soliciting and receiving donations for the Challenge Grant. If a Challenge grant is awarded, the arrangement is also subject to the flow down requirements at [2 CFR § 200.332](#).

### Additional eligibility requirements for 1:1 match ratio

In addition to the general eligibility criteria described above, the following types of organizations may claim a [1:1 match ratio](#) at all funding levels:

- [federally recognized Native American tribal governments](#)
- public or 501(c)(3) Native Hawaiian organizations, as defined by the Native American Graves Protection and Repatriation Act ([25 U.S.C. § 3001\(11\)](#)). Eligible organizations are those included on the [U.S. Department of the Interior Native Hawaiian Organization Notification List](#)
- public or 501(c)(3) Native Hawaiian organizations, as defined by the Native American Graves Protection and Repatriation Act ([25 U.S.C. § 3001\(11\)](#)). Eligible organizations are those included on the [U.S. Department of the Interior Native Hawaiian Organization Notification List](#)



- public or 501(c)(3) nonprofit community colleges and post-secondary two-year institutions of higher education
- public or nonprofit 501(c)(3) U.S. Historically Black Colleges or Universities, as defined by Executive Order 13532. Eligible institutions are those included in the [U.S. Department of Education’s list of accredited HBCUs](#)
- public or nonprofit 501(c)(3) Hispanic-Serving Institutions of higher education:
  - To determine whether your institution is eligible, consult the most recent version of the Eligibility Matrix on the [U.S. Department of Education website](#). The Eligibility Matrix is a read-only Excel worksheet that lists data for postsecondary institutions. First, locate your institution’s name in column A (“Institution Name”). Next, scroll across to look at column AS (“HSI”). If your institution has a number 5 or 6, it is a Hispanic-Serving Institution. Institutions must apply annually to the U.S. Department of Education for Title III and Title V eligibility designations. Institutional designations therefore can change from year to year.
  - Another way to establish your institution’s eligibility is by visiting the [U.S. Department of Education’s Office of Postsecondary Education Institutional Service](#) website. Click on “Application for Designation as an Eligible Institution,” then click on “Check Main Campus Eligibility.” Enter your institution’s name or OPE ID number. Select your institution and click on “View Eligibility.”
  - If you are unable to verify your institution’s current status as a Hispanic-Serving Institution by consulting with your university administration or by consulting the most recent Eligibility Matrix, you may establish your institution’s status with a letter or other document from the U.S. Department of Education dated 2021 or 2022, certifying Title III and Title V eligibility. Attach a PDF of this as [Attachment 10](#). In addition to submitting documentation of Title III and Title V eligibility, your institution must also meet the U.S. Department of Education’s [definition of a Hispanic-Serving Institution](#). You may determine your institution’s eligibility by consulting enrollment data for your institution using the [National Center for Education Statistics’ College Navigator](#) (search for your institution, then click on “Enrollment”).
- U.S. tribal college or university recognized by the Department of Education and [included on this map](#)

## 2. Matching Requirements

In order to receive federal matching funds, recipients must raise and certify eligible matching gifts and pledges from non-federal third-party sources (see [Administration of NEH Infrastructure and Capacity Building Challenge Grants](#)). **Awards are subject to a single match ratio.**

### Match ratios for applicants meeting general eligibility requirements

Eligible applicants (other than federally recognized Native American tribal governments, Native Hawaiian organizations, HBCUs, TCUs, HSIs, and two-year community colleges) must meet the following match ratios:

- Requests for Level 1 grants up to \$150,000 must be matched at \$1 in third-party non-federal gifts for every \$1 in federal funds (1:1).
- Requests for Level 2 grants from \$150,001 to \$500,000 must be matched at \$3 in third-party non-federal gifts for every \$1 in federal funds (3:1).

- Requests for Level 3 grants from \$500,001 to \$1,000,000 must be matched at \$4 in third-party non-federal gifts for every \$1 in federal funds (4:1).

**Sample match ratio and matching requirements for applicants meeting general eligibility**

Match ratio (non-federal: federal)	Requested NEH funds (maximum)	Gifts to be raised by recipient (from third-party non-federal donors)	Total project costs
1:1 (Level 1)	\$150,000	\$150,000	\$300,000
3:1 (Level 2)	\$500,000	\$1,500,000	\$2,000,000
4:1 (Level 3)	\$1,000,000	\$4,000,000	\$5,000,000

**Match ratios for applicants meeting special eligibility requirements**

Eligible federally recognized Native American tribal governments, Native Hawaiian organizations, HBCUs, TCUs, HSIs, and two-year community colleges must match \$1 in non-federal gifts for every \$1 in federal matching funds up to the maximum request of \$1,000,000.

**Sample matching requirements for federally recognized Native American tribal governments, Native Hawaiian organizations, HBCUs, TCUs, HSIs, and two-year community colleges**

Match ratio (non-federal: federal)	Requested NEH funds	Gifts to be raised by recipient (from third-party non-federal donors)	Total project costs
1:1	\$350,000	\$350,000	\$700,000

**Fundraising period**

Recipients may raise gifts (non-federal third-party donations or pledges) **no earlier than five months prior to the application deadline** through the period of performance end date (no earlier than December 18, 2021, for proposals submitted for the May 2022 deadline and no earlier than April 28, 2022, for proposals submitted for the October 2022 deadline).

**Allowability of gifts**

The organization must raise gifts from third-party non-federal sources. Gifts may not derive from the recipient institution itself (this restriction also applies to superordinate multi-campus college and university systems.) Recipients may not supplant, shift, or reallocate internal funds for matching purposes.

To count toward the matching requirement, all gifts must be donated or pledged, and all pledges paid, during the [fundraising period](#).

Recipients must use Challenge grant funds (federal matching funds and third-party non-federal gifts) only to support the purposes outlined in the approved Challenge Grant budget within the period of performance.

The majority of third party-non-federal gifts allowable for matching should be *restricted*. Restricted gifts are restricted by the donor to be used for the same purposes supported by the Challenge Grant. (Unrestricted gifts are not designated by the donor for any specific purpose.) Donors of restricted gifts must state or be aware that their gifts are to be used for the Challenge Grant or the purpose supported by the Challenge Grant.

**The combined total of certified unrestricted gifts, real estate, in-kind gifts, and earned income gifts may not exceed the total federal matching portion of the Challenge Grant.**

Certain types of gifts, such as real estate, earned income, planned giving, and in-kind contributions are also subject to special limitations.

Detailed information on allowable gifts and the supporting documentation that must be submitted with the [Certification of Matching Gifts for NEH Challenge Grants](#) is available in [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#).

## Gifts and Matching Funding Schedule

Once NEH awards a Challenge Grant, it typically obligates federal matching funds in annual installments. During the period of performance, funds are obligated when completely matched according to the [required ratio](#) and approved Gifts and Matching Funding Schedule. Variations on the sample below are possible and your proposed schedule should align with your work plan and period of performance. NEH reserves the right to modify Gifts and Matching Funding Schedules.

### Sample schedule for applicants meeting general eligibility requirements for an offer of \$300,000 in federal matching funds, with a 3:1 match ratio, and a 5-year period of performance (Level 2)

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>NEH federal matching funds</b>	\$25,000	\$100,000	\$100,000	\$75,000	\$0	\$300,000
<b>Third-party non-federal gifts to be raised</b>	\$75,000	\$300,000	\$300,000	\$225,000	\$0	\$900,000
<b>Total project costs (federal + non-federal)</b>	\$100,000	\$400,000	\$400,000	\$300,000	\$0	\$1,200,000

Recipients may certify eligible third-party non-federal gifts ahead of the Gifts and Matching Funding Schedule. Should additional federal matching funds become available, NEH may release funds ahead of schedule.

Failure to raise and certify gifts to meet the annual federal matching offer amount in the approved funding schedule may result in a forfeiture of federal matching funds for that year or termination of the federal award.

Recipients are responsible for maintaining auditable records of the source and use of required matching gifts. See [2 CFR § 200.306](#).

### **3. Other Eligibility Information**

You are limited to submitting a single application for Infrastructure and Capacity Building Challenge Grants per calendar year.

An applicant who has received a prior award from NEH may request support for a new or subsequent stage of that project. Such proposals will be judged by the [same criteria](#) as others in the current competition.

Prior Challenge Grants recipients—including Infrastructure and Capacity Building Challenge Grants (CHA), Challenge Grants (CH), Cooperative Agreements and Special Projects (ZZ), and Special Initiatives (CZ)—must complete their previously funded activities and submit final reports before NEH will issue a subsequent Infrastructure and Capacity Building Challenge Grants award. Recipients of Next Generation Challenge Grants (ZB and ZA), Humanities Access Grants (ZH), and Creating Humanities Communities grants (ZR) are exempt from this requirement.

If for any reason an application is submitted more than once prior to the application deadline (including submitting to the wrong funding opportunity number or making corrections/updates), NEH will only accept your **last** validated online submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

Per [2 CFR § 200.403\(f\)](#), overlapping project costs across multiple applications for federal funding and/or approved federal award budgets are not allowed. However, applicants may seek funding 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 or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. Applicants may use funds from, or sites and materials controlled by, other federal entities in their projects. Such resources may not be used as gifts to release federal matching funds. Projects that would improve federal lands or facilities are generally ineligible to receive NEH support. Contact program staff if you have questions.

NEH does not provide financial assistance to foreign institutions or organizations. Nevertheless, otherwise eligible American institutions may apply for collaborative projects involving U.S. and foreign organizations provided they do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in [2 CFR §§ 200.1](#) and [.331\(a\)](#). Eligible applicants may obtain the services of foreign individuals and consultants to carry out various programmatic activities on a fee-for-service basis, as specified in [2 CFR § 200.459](#) and secure vendor contracts such as in-country transportation services. If you are interested in submitting an application for a project involving international collaboration, consult with program staff.

**Except for the rare cases covered by NEH's [late submission policy](#), applications must be received by the deadline. Incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice. Applications**

**must adhere to specified page limits and formatting requirements or they will not be reviewed.** 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 20220517-CHA. There is also a link on the [program resource page](#).

There are four application packages available in Grants.gov. Select the appropriate Digital Infrastructure package based upon your project type and deadline.

CAP52022 - Capital Projects (May 2022 deadline)

DIG52022 - Digital Infrastructure (May 2022 deadline)

CAP92022 - Capital Projects (October 2022 deadline)

DIG92022 - Digital Infrastructure (October 2022 deadline)

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

Contact [challenge@neh.gov](mailto:challenge@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:** All applicants must submit this component.
- **Conditionally Required:** Applicants must submit this component if they meet the specified conditions.
- **Recommended:** NEH encourages, but does not require, applicants to submit this component.

You must submit all required and relevant conditionally required components. **Applications missing any required or relevant conditionally required components will be considered incomplete and rejected from further consideration.**

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

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

You must abide by the page limits and formatting instructions in this notice. **Applications that exceed mandatory page limits or violate formatting instructions will be considered nonresponsive and rejected from further consideration.**

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

- pages no larger than standard letter (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font size 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 Components Table

Application component	Naming convention	Page limits	Notes
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>	Grants.gov form		Required
<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>	Grants.gov form		Required
<a href="#">Project/Performance Site Location(s) Form</a>	Grants.gov form		Required
<a href="#">Research and Related Budget</a>	Grants.gov form		Required
<a href="#">Certification Regarding Lobbying</a>	Grants.gov form		Conditionally required
<a href="#">Standard Form-LLL, Disclosure of Lobbying Activities</a>	Grants.gov form		Conditionally required
<a href="#">Attachments Form</a>	Grants.gov form		Required
<a href="#">1: Narrative</a>	narrative.pdf	10 pages (mandatory)	Required
<a href="#">2: Work plan</a>	workplan.pdf	3 pages (suggested)	Required
<a href="#">3: Institutional profile</a>	profile.pdf	2 pages (suggested)	Required
<a href="#">4: Résumés for key personnel</a>	resumes.pdf	2-page per résumé (suggested)	Required
<a href="#">5: Letters of commitment or support</a>	letters.pdf		Required

<a href="#">6: Data management plan</a>	datamanagement.pdf	2 pages (suggested)	Required
<a href="#">7: Sustainability plan</a>	sustainability.pdf	3 pages (suggested)	Required
<a href="#">8: Federally negotiated indirect cost rate agreement</a>	agreement		Conditionally required
<a href="#">9: Explanation of delinquent federal debt</a>	delinquentdebt.pdf		Conditionally required
<a href="#">10: Additional supporting documentation</a>	documentation.pdf	10 pages (suggested)	Recommended

**Narrative**

Compose a narrative that provides a comprehensive description of your proposed project. 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 with one-inch margins and a font size of at least eleven point.** Do not include a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

Organize your narrative using the following section headings. Each section aligns with corresponding [review criteria](#).

**Introductory Statement (about 1 page; aligns with [review criterion 1](#))**

Briefly describe your organization’s humanities purpose and activities and connect them explicitly to the proposed digital infrastructure project that NEH funds will support. State how the project and its outcomes will enhance the institution’s humanities infrastructure and capacity. Explain how your organization plans to sustain the outcomes and benefits of the project and for how long.

**Humanities significance and audience (about 2 pages; aligns with [review criterion 1](#))**

Briefly describe the institution, its governance, and its existing digital infrastructure platform, repository, or enterprise. Make a case for why they are important for the humanities at a local, national, and/or international level. You may refer to the institutional profile in [Attachment 3](#) and provide a list of examples and links to online offerings to illustrate humanities collections and activities in [Attachment 10](#). Identify and discuss the current and intended users to be served (e.g., scholars, students, the public), including their estimated number. Explain how improvements to the digital infrastructure will benefit these constituents—directly and indirectly, currently and in the long term. If applicable, describe how the organization seeks to attract new or diverse audiences through this project, including efforts to engage communities of color and others who have been historically underserved and marginalized.

**Long-term impact and institutional commitment (about 1 page; aligns with [review criterion 2](#))**

Discuss how the proposed project will impact the institution’s existing digital infrastructure platform, repository, or enterprise. Explain how it aligns with institutional strategic plans, and

whether it is part of a larger initiative. Describe how the digital infrastructure project will directly and indirectly help achieve the institution's long-term goals for its work in the humanities. Provide letters of support and commitment from appropriate institutional officials, program partners, constituents, and/or outside experts in the field in [Attachment 5](#).

**Digital infrastructure project planning and activities (about 1 to 2 pages; aligns with [review criterion 3](#))**

Describe the project activities to be supported by the Challenge Grant (in alignment with the work plan in [Attachment 2](#)). Explain the history of the project's development and any planning to date.

Discuss the architecture of the existing digital project or platform, including software and hardware. Explain how it is currently maintained and by whom. Describe your current access model for your users (e.g., is it free to use? Is there a subscription model?). If your project creates or stores data, summarize your long-term data management strategy and provide more detail in [Attachment 6: Data management plan](#). Identify the guidelines or standards you will adhere to with respect to accessibility and universal design for the digital environment, as well as the accessibility features.

Identify any risks and note how they might adversely affect the project and overall schedule. Describe your strategies to mitigate these risks and keep the project on budget and on schedule.

**Financial capacity and fundraising (about 1 to 2 pages; aligns with [review criterion 4](#))**

Demonstrate the institution's long-term financial stability and its history of fundraising, resources, leadership, and experience that will enable it to conduct a successful fundraising campaign. If the NEH-supported project is a smaller component of a larger program, briefly explain how you intend to finance the entire plan. Describe the fundraising strategy and timeline for the proposed project in alignment with the work plan in [Attachment 2](#) and the requested period of performance. Describe potential sources of eligible third-party non-federal gifts to meet the matching requirement. If applicable, include specific information on funds raised to date and plans for soliciting the balance.

**Project and fundraising personnel (1 to 2 pages; aligns with [review criterion 5](#))**

Identify the project team, collaborators, partners, and specialists involved in digital infrastructure project activities and their roles. Describe how the institution has or will obtain the appropriate knowledge, resources, and capabilities to successfully complete the project (e.g., prior experience, project management capabilities).

Identify the staff and consultants responsible for fundraising and financial management of the project and indicate their competency for their roles and responsibilities.

**Deliverables, outcomes, and sustainability (about 1 page; aligns with [review criterion 6](#))**

Describe the deliverables and outcomes of the digital infrastructure project. Explain how the institution, through its mission, personnel, governance, facilities, and resources, will sustain them over the long term.



<b>Narrative Guidance</b>	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
<b>Narrative Section</b>	<b>Review Criteria</b>
<a href="#">Introductory Statement</a>	<a href="#">1. Humanities significance and audience</a>
<a href="#">Humanities significance and audience</a>	<a href="#">1. Humanities significance and audience</a>
<a href="#">Long-term impact and institutional commitment</a>	<a href="#">2. Long-term impact and institutional commitment</a>
<a href="#">Digital infrastructure project planning and activities</a>	<a href="#">3. Project plans</a>
<a href="#">Financial capacity and fundraising plans</a>	<a href="#">4. Fundraising plans</a>
<a href="#">Project and fundraising personnel</a>	<a href="#">5. Project and fundraising teams</a>
<a href="#">Deliverables, outcomes, and sustainability</a>	<a href="#">6. Project outcomes and their sustainability</a>

## 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](#).

Your requested grant amount and the non-federal gifts required to meet the match must be included on the Research and Related budget form. The total requested NEH funds and required gifts should be equal to the amounts indicated on the Supplementary Cover Sheet for NEH Grant Programs in the “Federal Matching” and “Cost Share” fields.

Up to 10 percent of total project costs (federal funds plus non-federal third-party gifts) may be used for fundraising costs incurred during the period of performance.

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

Required fields are indicated in yellow. Round to the nearest whole dollar amount in all dollar fields. The inclusion of a cost category on the Research and Related Budget does not automatically indicate that an expense is allowable. See [D6. Funding Restrictions](#) to ensure that costs are not disallowed.

All costs 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](#).

[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 [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#), any award specific terms and conditions, and other relevant policy requirements apply to both federal matching funds and third-party non-federal gifts. If the proposal is part of a larger project, limit

the Challenge Grant budget to requested NEH funds plus the minimum required third-party non-federal gifts for each year of the period of performance.

Team members who are playing a leadership role in the project should be included under [A. Senior/Key Person](#). Additional team members should be included under [B. Other Personnel](#). Only include personnel employed by the applicant institution in A. and B. Depending on their role on the project, costs for other team members may be included under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#).

If you charge indirect costs to the project, ensure that expenses charged to the project as direct costs are not included in your organization's indirect 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 provided on your [SF-424 Application for Federal Assistance - Short Organizational](#). Your period of performance must start on the first day of the month and end on the last day of the month. Check "project" for budget type.

#### **A. Senior/Key Person**

Include personnel who are employed by the applicant institution who will play a leadership role on the project. Do not include collaborators at other institutions or consultants, as they will be included in [F. Other Direct Costs](#).

Enter the base salary (annual compensation) and identify the number of months each senior/key person 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. If effort remains constant, but your institutional business process requires noting academic and summer months separately, you may use both columns. If your institution does not use a nine-month academic year or 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 person. Per [2 CFR § 200.431](#), fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

You must claim salaries and wages in compliance with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits in compliance with [2 CFR § 200.431](#).

The form will calculate the requested salary and fringe benefits for each 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 personnel listed in the attachment 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**

For all post-doctoral associates, graduate students, and undergraduate students, individually list names, roles, associated months, and requested salary and fringe benefits in your [budget justification](#). If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. Such costs are subject to the reporting requirements in 2 CFR § 200.430, and must be treated as direct or indirect costs in accordance with the actual work being performed. Tuition remission may be charged on an average rate basis.

### **Secretarial/Clerical**

In most circumstances, the salaries of administrative, secretarial, or clerical staff are included 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:

- Administrative or clerical services are integral to a project or activity.
- Individuals involved can be specifically identified with the project or activity.
- Such costs are explicitly included in the budget or have prior written approval of the federal awarding agency.
- The costs are not also recovered as indirect costs.

Document how direct charging for secretarial/clerical personnel 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](#).

You must claim salaries and wages in compliance with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits in compliance with [2 CFR § 200.431](#).

Do not list collaborators at other institutions or consultants here, as they will be included 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. The requirements of this section must be included in all subawards, contracts, and purchase orders for work or products under this award.

List each item of equipment you propose 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 requested for both domestic (local and long-distance) and foreign travel (travel to Canada and Mexico is considered foreign travel). Provide a detailed breakdown of costs for each trip in your [budget justification](#).

For local travel, outline the mileage rate, number of miles, reason for travel, and staff member/consumers 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.**

Travel costs must comply with [2 CFR § 200.475](#) and foreign travel must comply with 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 support attendance at regularly occurring professional meetings unless the purpose of attending is to disseminate project-related findings.

The cost of travel associated with scholarly research unrelated to the project is not allowed.

Include travel costs for participants in [E3](#) and travel costs for consultants in [E3](#).

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.

As defined in [2 CFR § 200.1](#), participant support costs are direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants 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, that 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 requested for participant stipends.

### **3. Travel**

Enter the total funds requested for participant travel. In your [budget justification](#), name the travelers (if known) and itemize their travel expenses (e.g., roundtrip airfare, mileage or public transportation, related parking, etc.).

### **4. Subsistence**

Enter the total funds requested 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, etc.) and enter the total funds requested for the costs described.

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

#### **2. Publication Costs**

Enter the total funds requested for publication costs. You may request funds for the costs of documenting, preparing, publishing, or otherwise making available to others the findings and

products of the work conducted under the award. Include supporting information in your [budget justification](#).

### **3. Consultant Services**

Enter the total funds requested 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 requested 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 such services, include them in [Subawards/Consortium/Contractual Costs](#).

### **5. Subawards/Consortium/Contractual Costs**

Enter the total funds requested (both direct and indirect costs) for activities to be performed by third-parties. Itemize the costs associated with the subaward or contract in your budget justification, using the same categories on the Research and Related Budget. Justify each recipient individually. NEH may request additional information in order to assess reasonableness and allowability. See [2 CFR §§ 200.331](#) and [.332](#).

Per [2 CFR §§ 200.1](#) and [.331\(a\)](#), a subaward is an award provided by a pass-through entity to a subrecipient to carry out part of a federal award. Payments to contractors (as defined in [2 CFR §§ 200.1](#) and [.331\(b\)](#)) or payments to individuals who are beneficiaries of federal programs are not considered subawards.

A pass-through entity may provide a subaward through any form of legal agreement, including an agreement that the pass-through entity considers a contract. The substance of the relationship between a pass-through entity and a third party is more important than the form of the agreement when determining if the third-party functions as subrecipient or contractor. See [2 CFR § 200.331\(c\)](#).

If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement in [Attachment 8: Federally negotiated indirect cost rate agreement](#). Subrecipients requesting the de minimis rate are not required to provide an agreement.

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

### **6. Equipment or Facility Rental/User Fees**

Enter the total funds requested for rental/user fees for equipment and facilities.

You may charge depreciation in compliance with [2 CFR § 200.436](#). If you will use equipment purchased with federal funds under another award, it may be appropriate to charge user fees consistent with [2 CFR § 200.313\(c\)\(2\)](#). You may not charge both depreciation and user fees.

Per [2 CFR § 200.432](#), allowable conference costs include rental of facilities. Rental costs under “less-than-arm's-length” leases are allowable, provided they are consistent with [2 CFR § 200.465\(c\)](#).

Federally funded meetings and conferences must be held 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 incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

## 8-10. Other

List items not included in other budget categories or in the indirect cost pool. “Other” project-specific costs may include promotion, acquisition fees, rights, evaluation and assessment fees, 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 may include speakers’ fees, costs of meals and refreshments, and other incidental items. Conference hosts 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. Federal funds for meals/ food/ refreshments at receptions or “networking” events are not permitted. 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](#), alcoholic beverages are unallowable.

## G. Total Direct Costs

The form will calculate total direct costs.

## H. Indirect Costs

Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvement; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

Indirect costs are computed by applying a federally negotiated indirect cost rate to a distribution base, usually 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.” With rare exceptions, your institution’s “research” rate will not be the appropriate rate for inclusion in your NEH project budget, as this rate 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\(c\)\(1\)](#), federal agencies must use the negotiated rate(s) in effect at the time of the initial award throughout the life of the federal award. Award levels will not be adjusted as a result of changes in negotiated rates. Except as provided in [2 CFR § 200.414](#), when an educational institution does not have a negotiated rate with the federal government at the time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed.

An organization that wishes to include indirect costs in its budget but does not have a federally negotiated indirect cost rate may choose to:

- submit an indirect cost proposal to its cognizant federal agency to negotiate a rate within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in [2 CFR § 200.414](#)); or
- charge a de minimis rate of 10% of 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, and as [Attachment 8: 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, etc.) and base (e.g., MTDC, salaries, salaries & fringe, etc.) 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(s) approved by a federal agency but intend to (re)negotiate, indicate "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 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 requested 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**

Since there is no fee, this 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 the 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 your project includes subawards or contracts, you must justify each separately using the categories on the Research and Related Budget. Include a breakout for each line item of the subaward or contract in your justification.**

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

Include a summary of NEH funds requested, third-party non-federal gifts to be raised, and total project costs for each year of the period of performance.

**Sample Gifts and Matching Funding Schedule, requesting \$750,000 in federal matching funds with a 4:1 match ratio and a 4-year period of performance**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Total</b>
Federal matching funds requested	\$175,000	\$250,000	\$250,000	\$75,000	\$750,000
Third-party non-federal gifts to be raised	\$700,000	\$1,000,000	\$1,000,000	\$300,000	\$3,000,000
Total project costs	\$875,000	\$1,250,000	\$1,250,000	\$375,000	\$3,750,000

## **A. Senior/Key Person**

Detail the salary and wages paid to each Senior/Key Person. Provide their names and describe their roles in and suitability to the project. Identify the fringe benefit rate and explain the base for the calculation 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 arrived at the dollar amounts. Provide vendor quotes or price lists.

## **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 expenses associated with the travel. Explain how you arrived at these dollar amounts. You must justify each trip—both foreign and domestic—individually.

For local travel, outline the mileage rate, number of miles, reason for travel, and staff member/consumers 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.

### **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, outline travel costs, and provide total costs. If applicable, include proposals.

### **4. Automated Data Processing (ADP)/Computer Services**

Itemize the funds requested 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 cost. For each entry, designate the third party as either a subrecipient (who receives a subaward) or a contractor (who receives a contract). Itemize associated costs using the same categories as the Research and Related Budget for each third party and provide relevant supporting documents.

#### 6. Equipment or Facility Rental/User Fees

Identify and justify each rental/user fee. Provide relevant supporting documentation.

#### 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; item 3 should be left 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 grants administrator or chief financial officer.

g. Provide your [congressional district](#). For example, if your institution is located in the 5th congressional district of Alabama, enter “AL-005.” If your institution does not have a congressional district (for example, it is in a state or U.S. jurisdiction that does not have districts, or is in a foreign country), 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. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients may use their preferred title for any award products.

b. Provide a brief description of your project (no more than one thousand characters, including spaces). It should be written for a nonspecialist audience and describe 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. Ensure that your start and end dates

align with your work plan for the project and fundraising. See [B2. Summary of Funding](#) for allowable periods of performance.

## **7. Project Director**

Provide the project director's name, title, and contact information. Typically, the project director is either the leader of the fundraising team, the senior institutional administrator overseeing the project, or the senior manager with operational oversight of the construction activities. 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 the project director named in the application changes.

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/Grants 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). This person is often a grants administrator or sponsored programs official.

**As a matter of NEH policy, the project director named in item 7 must not be the same individual named as the primary contact/grants administrator named in item 8.** The role of the project director must be distinct from that of the institutional grants administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. The institutional grants administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel. Similarly, NEH will send official correspondence (for example, an offer letter, award documents, an extension, a supplement, or amendment) to the institutional grants administrator and copy to 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 president, vice president, executive director, board chair, provost, or chancellor. The institution's Grants.gov E-Business Point of Contact must designate the AOR.

## **Supplementary Cover Sheet for NEH Grant Programs**

Provide the following information:

### **1. Project Director**

Select the project director's major field of study from the drop-down menu. If the project director is an administrator or fundraiser, you may select "Other: Public Administration" or "Other: Business."

### **2. Institutional Information**

Select your institution type from the drop-down menu.

### 3. Project Funding

Enter the requested amount of federal funds as “Federal Match” and your non-federal third-party gifts as “Cost Sharing.” **Do not include any costs under “Outright Funds.”**

### 4. Application Information

Indicate whether complementary proposals will be submitted to other NEH programs, government agencies, or private entities for funding. If so, specify when and to whom. NEH frequently cosponsors projects with other funders. Providing this information will not prejudice the review of your application. 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 project activities will occur during the period of performance.

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

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”

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 (i.e., Word, Excel, images, etc.) 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. Do not attach portfolios containing multiple PDFs. NEH cannot accept security-enhanced PDFs (e.g., password-protection, encryption, digital signatures, etc.). **Flatten security-enhanced PDFs 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 required components are missing or in the incorrect format. However, even if Grants.gov accepts and validates your application, it will be rejected by NEH if it is missing required components or is improperly formatted. **It is your responsibility to ensure that all attachments are within page limits and that all required components are properly formatted, attached, and submitted.**

Learn more about [Adobe software compatibility with Grants.gov](#) and ensure that your version of Adobe Acrobat Reader can be used to download, complete, and submit your application.

### **Attachment 1: Narrative (required)**

Refer to the prior instructions on preparing your [narrative](#).

**The narrative must not exceed ten pages. Applicants whose narratives exceed ten pages will be rejected from further consideration.** Name the file narrative.pdf.

### **Attachment 2: Work plan (required)**

Attach a work plan that includes a schedule of major fundraising and project milestones as described in the [narrative](#), including any steps that have been accomplished to date. The work plan must reflect both the timeline for fundraising *and* project activities. You may present the work plan as a chart, in narrative form (with headings), or a combination of both.

**The work plan has a suggested length of three pages.** Name the file workplan.pdf.

### **Attachment 3: Institutional profile (required)**

Provide the institution's URL and the following in an outline:

1. Relevant facts and statistics about the institution or organization, including its:
  - a. history
  - b. mission statement
  - c. governance and administration
  - d. physical facilities (including whether structures are owned or leased by the applicant institution)
  - e. humanities staff size and composition (including the percentage of all staff who are in the humanities)
  - f. humanities collections (including the percentage of all collections that are in the humanities)
  - g. accreditation or affiliation (if applicable)
2. Data on recent humanities activities, including:
  - a. types and numbers of enrollments, programs, exhibitions, courses, and degrees awarded in the past two years
  - b. percentage of total offerings that are in the humanities
  - c. size and nature of audience or population served
  - d. cost to participants (if any)
  - e. evidence for the success of these humanities activities

For applications involving multiple institutional partners, only the applicant of record must provide an institutional profile.

If available, provide a URL for the institution's latest annual report.

**The institutional profile has a suggested length of two pages.** Name the file profile.pdf.

#### **Attachment 4: Résumés for key personnel (required)**

Include brief résumés for the project director and other staff with major responsibilities for the project. Include key persons listed on the [Research and Related Budget](#), as well as key consultants to the project. List job or position descriptions for any staff who will be hired specifically to work on the project.

**The suggested length for résumés is two pages per person.** Name the file resumes.pdf.

#### **Attachment 5: Letters of commitment or support (required)**

Include letters of commitment or support from appropriate officials confirming the institution's commitment to the humanities activities and to meeting the requirements of the Challenge Grant. If your proposed project involves collaboration among multiple organizations, provide documentation such as a memorandum of agreement or letters of commitment that describe the partnership, roles, and responsibilities.

Other letters of support, such as from scholars in the field, community leaders, and participants in or beneficiaries of the humanities activities, may be included as appropriate. Letters of commitment should refer to the application for NEH support and must be signed and dated.

Elected government officials, NEH staff, and current members of the [National Council on the Humanities](#) may not serve as letter writers.

Name the file letters.pdf.

#### **Attachment 6: Data management plan (required)**

Prepare a data management plan (DMP) for your project. The plan should identify what data your project will generate and/or collect. Describe how your team will manage and disseminate data, including outlining the rights and obligations of all parties with respect to their roles and responsibilities in the management and retention of research data and how changes to project staffing will impact this. Explain any costs stemming from data management in your [budget justification](#). Review the conditions under which information will be shared, including, if relevant, a discussion of policies about public access and provisions to ensure protection of privacy, confidentiality, security, intellectual property, and other rights or requirements.

You should address the following topics in the DMP:

- the types of data that your project might generate and eventually share with others
- how data and metadata will be managed and maintained and by whom, including a discussion of physical and cyber resources and facilities that will be used to effectively preserve and store research data (these can include third-party facilities and repositories)
- how data will be shared and managed with partners, institutional affiliates, and other major stakeholders
- factors that might impinge on the ability to manage data; for example, legal and ethical restrictions on access to non-aggregated data
- the lowest level of aggregated data that project directors might share with others in the scholarly or scientific community, given that community's norms on data

- the mechanism(s) for sharing data and/or making it accessible to others, including addressing how timely access to data will be assured
- other types of documentation that should be maintained and shared regarding data; for example, the way it was generated, analytical and procedural information, and the metadata

**The data management plan has a suggested length of two pages.** Name the file datamanagement.pdf.

### **Attachment 7: Sustainability plan (required)**

Include a sustainability plan for the lifecycle of your project. This plan should discuss the long-term financial needs of the project or platform and show how it will continue to meet its goals after the period of performance. Describe institutional support and future funding streams necessary to allow the project to thrive. The content of the plan will vary, depending on the activities undertaken. You may wish to consult the NEH-funded reports [Sustaining Digital Resources: A Briefing Paper for Leaders of Projects with Scholarly Content](#) and [The Socio-Technical Sustainability Roadmap](#) for advice on developing your plan.

### **Attachment 8: 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, provide a copy of the agreement. If applicable, provide the indirect cost rate agreements for subrecipients claiming indirect costs. If you and your subrecipients request the de minimis rate, you do not need to submit this attachment.

Name the file agreement.pdf.

### **Attachment 9: 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.

### **Attachment 10: Additional supporting documentation (recommended)**

You may include other relevant documents to support the application, including materials that illustrate humanities activities, such as programming and/or exhibition materials, organizational brochures, or evaluation materials (metrics or survey documents). Your application may include links or URLs to relevant documents, webpages, or other materials.

If you propose to renovate leased property, you must submit a copy of the existing or proposed long-term lease agreement (the lease must extend at least five (5) years from the end of the proposed period of performance), the landlord or lessor's consent to the renovation, and the landlord or lessor's agreement to the period of federal interest and to file a [Notice of Federal Interest](#) (as applicable).



If a Hispanic-Serving Institution of higher education is unable to verify its status as an HSI by consulting the most recent Eligibility Matrix, include a PDF of a 2021 or 2022 letter or other document from the Department of Education, certifying Title III and Title V eligibility.

**Additional supporting documentation has a suggested limit of ten pages.** Merge all relevant materials into a single flattened PDF and name the file documentation.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.](#)

If you have not already done so, you will be required to 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.](#)

Check your registrations well in advance of the deadline to ensure that they are accurate, current, and active. 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. If you fail to allow sufficient time to register, you will not be eligible for a deadline extension or waiver of the online submission requirement.

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.

#### **System for Award Management (SAM)**

Your organization must register with the [System for Award Management \(SAM\)](#) and maintain active SAM registration with current information at all times during which you have an active federal award or an application under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under [2 CFR § 25.110\(b\)](#) or [\(c\)](#), or has an exception approved by the agency under [2 CFR § 25.110\(d\)](#)). SAM will assign your organization a [Unique Entity Identifier](#).

When registering or renewing in SAM, you will review and agree to the Financial Assistance Certifications, as in accordance with [2 CFR § 200.209](#).

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

#### **Grants.gov**

Your organization must register with [Grants.gov](#) 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 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 draft proposals submitted by April 6, 2022, 11:59 p.m. Eastern Time for applications intended for the May 2022 deadline and August 17, 2022, 11:59 p.m. Eastern Time for applications intended for the October 2022 deadline. Late drafts will not be reviewed.

This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft proposal, send a narrative, preliminary work plan, and preliminary budget as attachments to [challenge@neh.gov](mailto:challenge@neh.gov).

### Applications

There will be two deadlines under this notice:

- May 17, 2022, 11:59 p.m. Eastern Time
- **October 5, 2022, 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 CHA-. A tracking number does not guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). NEH will notify you via email if a technical problem is detected. It is your responsibility to correct any errors prior to the deadline.

NEH will not comment on the status of your application except on issues 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 to support projects beyond the first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

Federal matching funds and required third-party non-federal gifts under this notice may not be used for the following purposes:

- fundraising costs in excess of 10 percent of total project costs (federal funds plus nonfederal certified gifts)
- one-time or day-to-day operating expenditures with minimal long-term impact rather than substantive work to maintain, modernize, and sustain existing digital infrastructure
- projects that mainly involve the creation of new digital content
- fellowships, scholarships, or stipends
- attendance at recurring or established conferences or professional meetings unless directly related to project-related education and training activities
- 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.

See [H. Other Information](#) for a list of related funding opportunities.

## E. Application Review Information

### 1. Review Criteria

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

#### 1. Humanities significance and audience

- In what ways are the institution's current and proposed digital infrastructure platform, repository, or enterprise significant for the advancement of the humanities?
- Who are the identified users, is their number appropriate, and how will they benefit from the outcomes of the digital infrastructure project over the long-term?

#### 2. Long-term impact and institutional commitment

- How well is the proposed project aligned with and integrated into long-range institutional planning?
- How strong is the institution's commitment to the project and its expected outcomes?
- If partners are identified, are they appropriate and committed to the project?

#### 3. Project plans

- Is the plan for the digital infrastructure project advanced and thought through well enough to be realistic and feasible?

- Are the work plan and budget convincing?
- Are the proposed methodologies and/or technologies appropriate for the project goals?
- Has the project team identified and addressed issues of accessibility and universal design for the digital environment for its intended audience of users?

#### **4. Fundraising plans**

- To what extent do the institution's organization, resources, and history of fundraising suggest that it will be able to conduct a successful campaign to meet the requirement to raise third-party non-federal gifts?
- Is the timeline and plan for fundraising realistic and aligned with digital infrastructure project?
- Are the prospective sources of funding promising and realistic?

#### **5. Project and fundraising teams**

- Does the project team possess the appropriate expertise and cover all the necessary aspects of the proposed activities?

#### **6. Project outcomes and their sustainability**

- Are the proposed outcomes and deliverables reasonable and aligned with the budget and work plan?
- To what extent will the project, as described, help the applicant achieve its long-term goals for work in the humanities?
- How compelling are the institution's plans to sustain the project outcomes in the long-term?

## **2. Review and Selection Process**

NEH staff will review all applications for eligibility, completeness, and responsiveness. Complete applications from eligible applicants will be reviewed by experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs peer reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff will comment on matters of fact or on significant issues not addressed by peer reviews, then will make recommendations to the [National Council on the Humanities](#). The National Council meets at least twice annually to advise the NEH Chair. The Chair considers the advice provided by the review process and, by law, makes all funding decisions. [Learn more about the NEH review process.](#)

## **3. Assessment of Risk and Other Pre-Award Activities**

NEH will assess applications that receive a favorable review for past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements, as well as other considerations.

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

NEH assesses risk and monitors performance and compliance throughout the offer and award period. Failure to raise and certify third-party non-federal gifts and meet the conditions of the offer may result in withdrawal of the offer, which is not subject to appeal.

After reviewing applicable information, the NEH Office of Grant Management will determine if an award can be made, if special conditions are required, and the appropriate level of funding. NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award ([2 CFR § 200.206](#)).

Award decisions are discretionary and are not subject to appeal to any NEH official or board.

NEH will consider information about your organization that is in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#). FAPIIS is a database that contains information to support award decisions as required by the [Federal Acquisition Regulation](#). You may comment on information provided by federal awarding agencies about your organization. NEH will review FAPIIS when assessing your organization's integrity, business ethics, and record of performance under federal awards, as described in [2 CFR § 200.206](#). Per [2 CFR § 200.213](#), NEH will report determinations that an applicant is not qualified to FAPIIS. NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award ([2 CFR § 200.206](#)).

## **4. Anticipated Announcement and Award Dates**

NEH will notify you of funding decisions by email in December 2022 (for proposals submitted for the May 2022 deadline) or April 2023 (for proposals submitted for the October 2022 deadline).

The NEH Office of Grant Management will send offers to successful applicants through eGMS Reach. An offer is not an award or a guarantee of an award. The offer formally communicates NEH's recommended level of funding for the project and the conditions the applicant must meet before NEH issues its award.

An offer is not an authorization to begin project activities or incur related costs. See [F2. Administrative and National Policy Requirements](#).

Applicants may request evaluations of their applications by emailing [challenge@neh.gov](mailto:challenge@neh.gov).

## **F. Federal Award Administration Information**

### **1. Federal Award Notices**

The NEH Office of Grant Management will issue award documents to recipients through eGMS Reach once all regulatory requirements are met and the recipient certifies eligible third-party non-federal gifts.

### **2. Administrative and National Policy Requirements**

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 \(for grants and cooperative agreements issued January 1, 2022 or later\)](#), [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#), and the specific terms and conditions in the offer letter and Notice of Action.

These requirements apply to both the NEH federal matching funds and third-party non-federal gifts.

## **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 those that provide free access to the public.

Recipients 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**

Recipients may copyright work that is subject to copyright and was developed, or for which ownership was acquired, 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 from grant products in [Humanities](#) magazine or on its website.

## **Debarment, suspension, ineligibility, and voluntary exclusion certification**

You must comply with [2 CFR §§ 180.335](#) and [.350](#) with respect to providing information regarding debarment, suspension, and related offenses, as applicable.

- The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- Failure to make required disclosures can result in any of the remedies described in [2 CFR § 200.339](#), including suspension or debarment. See [2 CFR 180](#) and [3369](#).

If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 9: Explanation of delinquent federal debt](#).

## **Acknowledging NEH support**

All materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult the [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) pages on the NEH website for guidance on acknowledging NEH support and promotion.

## **Subrecipient monitoring requirements**

Per [2 CFR § 25.300](#), recipients may only issue subawards with federal funds to organizations that have obtained and provided to the recipient a 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](#).

Recipients must monitor subrecipients to ensure that subawards are used for authorized purposes, comply with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and that performance goals are achieved. Recipients must ensure that 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**

All program income generated as a result of awarded funds must be used for approved project-related activities. The program income alternative applied to the award(s) under the program will be addition. Post-award requirements for program income can be found at [2 CFR § 200.307](#).

## **Eliminate waste, fraud, and abuse**

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the [NEH Office of the Inspector General](#).

## **Termination**

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

## **3. Reporting**

Recipients must complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. Further information will be provided in the Notice of Action.

- 1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an annual basis.
- 2.) **Performance Progress Report(s)**. Recipients must submit a performance progress report on an annual basis.
- 3.) **Final Reports**. Recipients must submit a final financial report, a final performance report, and a final certification 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 the recipient achieved the mission, goals, and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance.
- 4.) **Tangible Personal Property Report**. If applicable, recipients must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. Recipients are required to report all equipment with an acquisition cost of \$5,000 or more per unit purchased with NEH funds.
- 5.) **Certification of Matching Gifts for NEH Challenge Grants** – Recipients must submit a Certification of Matching Gifts for NEH Challenge Grants form to certify non-

federal third-party non-federal gifts by July 31 of each year during the period of performance until the total amount of required gifts have been met. Recipients may also certify gifts up to three times a year to release all or part of that year's federal funds or simply to fulfill any portion of the matching requirement. See [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#) for information on certifying gifts.

Learn more about [performance reporting requirements](#) and [financial reporting requirements](#).

## **G. Agency Contacts**

If you have questions about the program, contact:

Office of Challenge Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8309  
[challenge@neh.gov](mailto:challenge@neh.gov)

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  
[grantmanagement@neh.gov](mailto:grantmanagement@neh.gov)

If you have questions about NEPA and NHPA, contact:

Office of Grant Management  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
[hpe@neh.gov](mailto:hpe@neh.gov)

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:

[Federal Service Desk](#)  
U.S. calls: 1-866-606-8220  
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov Applicant Support, 24 hours a day, 7 days a week, excluding federal holidays. at:

[Grants.gov Applicant Support](#)  
Telephone: 1-800-518-4726  
International Calls: +1-606-545-5035



[support@grants.gov](mailto:support@grants.gov)

Always obtain a case number when calling for support.

## H. Other Information

### Related funding opportunities

NEH offers a variety of funding opportunities for projects that seek to create new digital infrastructure, content, and methods, as opposed to mature digital infrastructure that is the focus of this program.

Applicants seeking to build or digitize collections, create archives, or develop reference resources like dictionaries and encyclopedias should consider the [Humanities Collections and Reference Resources](#) (HCRR) program. Applicants seeking to address major challenges in preserving or providing access to humanities collections and resources should consider the [Research and Development](#) program. [Preservation Assistance Grants for Smaller Institutions](#) help small and mid-sized institutions improve their ability to preserve and care for their humanities collections, which may include digital materials. These three programs are offered by the [Division of Preservation and Access](#).

Applicants seeking primarily to create or enhance experimental, computationally-based methods, techniques, or infrastructure that contribute to the humanities; pursue scholarship that examines the history, criticism, and philosophy of digital culture or technology and its impact on society; or conduct evaluative studies that investigate the practices and the impact of digital scholarship on research, pedagogy, scholarly communication, and public engagement should consider the [Digital Humanities Advancement Grants](#) program in the [Office of Digital Humanities](#).

Applicants seeking support to create websites, mobile applications, games, and virtual environments that significantly contribute to public engagement with the humanities should consider the [Digital Projects for the Public](#) program.

### 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 this application. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

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](mailto: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.