



NATIONAL ENDOWMENT FOR THE HUMANITIES

**NOTICE OF FUNDING OPPORTUNITY**

**Funding Opportunity Title: Collaborative Research**

Funding Opportunity Number: 20211201-RZ

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.161

**Application Deadlines:  
December 1, 2021**

**Ensure your SAM.gov and Grants.gov registrations and passwords are current.  
NEH will not grant deadline extensions for lack of registration.  
Registration in all systems, including SAM.gov and Grants.gov,  
may take up to 1 month to complete.**

Division of Research Programs  
Telephone: 202-606-8200  
Email: [collaborative@neh.gov](mailto:collaborative@neh.gov)  
Federal Relay: 800-877-8399

OMB control number 3136-0134, expiration date August 31, 2021

## Executive Summary

The National Endowment for the Humanities (NEH) Division of Research Programs is accepting applications for the Collaborative Research program. The purpose of this program is to support groups of two or more scholars seeking to increase humanistic knowledge through convenings, research, manuscript preparation for collaborative publications, and the creation of scholarly digital projects. The collaborative work can take place within a single field of study or across disciplines. Partnerships with researchers from the natural and social sciences are encouraged, but all collaborative projects must address significant humanities research questions.

Funding Opportunity Title	Collaborative Research
Funding Opportunity Number	20211201-RZ
Federal Assistance Listing Number	45.161
Application Deadline	December 1, 2021, 11:59 p.m. Eastern Time
Anticipated Announcement	August 2022
Anticipated Funding	Approximately \$2,500,000
Estimated Number and Type of Awards	Approximately 20 grant(s)
Award Amount	Planning International Collaboration: up to \$25,000 Conference: up to \$100,000 Manuscript Preparation: up to \$250,000 Scholarly Digital Projects: up to \$250,000
Cost Sharing/Match Required	No
Period of Performance	Planning International Collaboration: six to twelve months Conference: up to two years Manuscript Preparation: one to three years Scholarly Digital Projects: one to three years  Projects must have a start date no earlier than October 1, 2022, and no later than September 1, 2023.
Eligible Applicants	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.  See <a href="#">C. Eligibility Information</a> for additional information.
Program Resource Page	<a href="https://www.neh.gov/grants/research/collaborative-research-grants">https://www.neh.gov/grants/research/collaborative-research-grants</a>
Pre-Application Webinar	<a href="#">September 21, 2021, at 2:00 p.m. Eastern Time</a>
Published	August 31, 2021

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# A. Program Description

## 1. Purpose

This notice solicits applications for the Collaborative Research program from the Division of Research Programs.

The Collaborative Research program aims to advance humanistic knowledge through collaboration between two or more scholars. The program encourages projects that propose diverse approaches to topics, incorporate multiple points of view, explore new avenues of inquiry in the humanities, and lead to manuscripts for print publication or to scholarly digital products.

The program allows projects that propose research in a single field of study, as well as interdisciplinary work. Projects that include partnerships with researchers from the natural and social sciences are encouraged but must pursue a humanistic research agenda. Collaborations among different types of institutions are welcome. For example, research universities might partner with teaching colleges, libraries, museums, or independent research institutions. NEH encourages applications from Hispanic-Serving Institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities.

Scholars may be drawn from one or more institutions. International collaborations are encouraged, but projects must maintain an equitable balance between scholars at U.S. institutions and non-U.S. institutions (see [C3. Other Eligibility Information](#)).

Applicants must propose tangible and sustainable outcomes as the end goal of the project, even if completion lies beyond the period of performance of the award. Such outcomes may include, but are not limited to, co-authored or multi-authored books; born-digital publications; themed issues of peer-reviewed journals; a series of peer-reviewed articles in academic journals or articles in general audience publications or both; and open-access scholarly digital projects. All project outcomes must address at least one stated humanities research question and must convey interpretive humanities work. Applicants must present a plan to disseminate the project's results.

Funding is available for sustained activities conducted by the collaborators during the period of performance. Allowable costs include, but are not limited to, salary replacement; compensation of collaborators, consultants, and research assistants; fringe benefits; and travel, lodging, and per diem costs for workshop and conference participants.

Unallowable activities are described in [D6. Funding Restrictions](#).

See [E1. Review Criteria](#) for review criteria.

## Funding categories

The Collaborative Research program comprises four funding categories that support different types of collaborative projects and projects at different stages of development: [Planning International Collaboration](#), [Conference](#), [Manuscript Preparation](#), and [Scholarly Digital Projects](#). Proposals must identify only one project category for funding, even if that project is part of a complex research agenda that includes other project types. Follow-up applications for subsequent stages of the same project are permitted.

Recipients of Planning International Collaboration and Conference awards are encouraged to apply for Manuscript Preparation or Scholarly Digital Projects in future competitions; however,

the preparation of the new NEH application is not an allowable activity during Planning International Collaboration and Conference awards.

A Planning International Collaboration or Conference award is not a prerequisite for a Manuscript Preparation or Scholarly Digital Projects application. Collaborators who have completed planning and are ready to implement their print or digital projects may apply directly for one of these categories.

### **Planning International Collaboration**

Planning International Collaboration supports initial meetings to brainstorm, plan, and establish new scholarly collaborations; this category is intended for early-stage projects involving collaborators from the U.S. and one or more foreign countries. Collaborations must involve at least two scholars; an equitable balance must be maintained between U.S.-based and non-U.S.-based participants. Examples of funded activities include, but are not limited to, research time to correspond and exchange ideas through video conferencing; joint travel for collaborators to a relevant site, archive, library, or collection to investigate a project's feasibility; convening exploratory workshops or working group meetings for collaborators; and completing a written research and future publication plan.

Primary products for Planning International Collaboration awards include, but are not limited to, a written plan for collaborative research activities and future publication or digital scholarly projects; livestreamed or recorded video of workshops; web-posted papers; podcasts, blogs, and discussion boards.

Planning International Collaboration awards are up to \$25,000 with a period of performance of between six and twelve months.

### **Conference**

The Conference category supports a single scholarly conference, symposium, or seminar that is open to members of an intellectual community broader than the invited attendees. The aim is to gather participants, virtually or in-person, to sharpen an already established collaborative research topic and plan subsequent print publications or scholarly digital projects.

NEH expects conferences to be widely advertised and include a variety of scholars representing diverse points of view. Typical funding requests include, but are not limited to, compensation for the organizing scholar(s); travel, per diem, accommodation, and honoraria for conference presenters; and costs related to the rental of a venue or audio-visual services. Attendance at the conference must be free of charge.

Primary products for Conference awards include, but are not limited to, livestreamed or recorded video of the conference; web-posted papers; preparation of conference papers for subsequent edited volumes or peer-reviewed articles; podcasts, blogs, and discussion boards.

The period of performance for hosting a scholarly conference, symposium, or seminar is one year or less. Applicants with plans to publish conference papers may request a period of performance of up to two years, with activities during the second year limited to the preparation and editing of conference papers.

Conference awards are up to \$100,000 with a period of performance of up to two years, as limited above. If your period of performance includes partial years, you must prorate your request by month. You may not request more than \$50,000 per year of the period of performance.

## Manuscript Preparation

The Manuscript Preparation category supports the completion of collaborative manuscripts in preparation for print publication. Examples include, but are not limited to, co- or multi-authored monographs and edited volumes; a series of peer-reviewed articles; and themed issues of peer-reviewed journals. Typical funding requests include, but are not limited to, compensation for research and writing time; joint travel for collaborators to a relevant site, archive, library, or collection to conduct research; and compensation for consultants. Submission to a publisher is expected by the end of the period of performance. NEH encourages award recipients to pursue publication that enables broad public access, insofar as the condition of the materials and intellectual property rights allow.

Manuscript Preparation awards are up to \$250,000 with a period of performance of one to three years. You may request up to \$100,000 per year for the first and second year and up to \$50,000 for the third year. Applicants whose periods of performance include partial years must prorate their requests by month. For example, an applicant whose proposed period of performance is 18 months could request up to \$150,000. An applicant whose proposed period of performance is 30 months could request up to \$225,000.

## Scholarly Digital Projects

The Scholarly Digital Projects category supports the preparation of born-digital scholarly publications, resources, and tools. All projects must be conceived and executed to address at least one explicitly stated humanities research question. Projects must include humanities interpretation and serve an intellectual community beyond the collaborator group. Proposals may involve one or more lead scholars collaborating with digital humanities specialists, librarians, or archivists to prepare a digital publication or project using preexisting platforms, programs, or other technological infrastructure. Scholarly resources and tools include, but are not limited to, open-access databases, GIS mapping projects, and content-rich websites.

Applications in this category must present a long-term sustainability plan for the publication or project and discuss options for peer review. NEH encourages award recipients to pursue broad public access to the project, insofar as intellectual property rights allow. Typical funding requests include, but are not limited to, compensation for time to conduct research, write, and build the digital project; joint travel for collaborators to a relevant site, archive, library, or collection to conduct research; and compensation for consultants.

There are several other NEH programs which support digital projects. See [Related funding opportunities](#) to be sure you are proposing your project to the program for which it is most appropriate.

Scholarly Digital Projects awards are up to \$250,000 with a period of performance of one to three years. You may request up to \$100,000 per year for the first and second year and up to \$50,000 for the third year. Applicants whose periods of performance include partial years must prorate their requests by month. For example, an applicant whose proposed period of performance is 18 months could request up to \$150,000 for 18 months. An applicant whose proposed period of performance is 30 months could request up to \$225,000 for 30 months.

## 2. Background

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

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

Examples of NEH-funded projects may be found using the [Funded Projects Query Form](#).

[Learn more about NEH](#).

## **NEH Areas of Interest**

NEH is especially interested in supporting projects that advance humanities-related work in the following areas:

### **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. Projects that strengthen Americans’ knowledge of our principles of constitutional governance and democracy are strongly encouraged, as are 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.

### **Protecting our Cultural Heritage**

In response to the destruction of cultural heritage materials worldwide, NEH encourages applications for projects that study, document, or create digital representations of lost or imperiled cultural heritage materials. Proposed projects should be based on scholarly work and follow standards and best practices. Projects must demonstrate the capacity to be sustained and must be widely accessible to the public. Learn more about [Protecting our Cultural Heritage](#).

In addition, NEH especially encourages projects that include Native American organizations and communities as lead applicants and project partners.

## **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**

You may request up to \$25,000 for Planning International Collaboration awards. The period of performance is six to twelve months.

You may request up to \$100,000 for Conference awards. The period of performance is up to two years; you may not request more than \$50,000 per year. If you are applying for partial years, you must prorate by month. For example, if you propose a period of performance of 18 months, you can request up to \$75,000. If your project is limited to hosting a scholarly conference, symposium, or seminar, your period of performance will be one year or less. If your project also includes the publication of conference papers, you may request up to two years, with activities during the second year limited to the preparation and editing of conference papers for publication.

You may request up to \$250,000 for Manuscript Preparation awards. The period of performance is one to three years. You may request up to \$100,000 per year for the first and second year and up to \$50,000 for the third year. Applicants whose periods of performance include partial years must prorate their requests by month. For example, if you propose a period of performance of 18 months, you can request up to \$150,000. If you propose a period of performance of 30 months, you could request up to \$225,000.

You may request up to \$250,000 for Scholarly Digital Projects awards. The period of performance is one to three years. You may request up to \$100,000 per year for the first and second year and up to \$50,000 for the third year. Applicants whose periods of performance include partial years must prorate their requests by month. For example, if you propose a period of performance of 18 months, you can request up to \$150,000. If you propose a period of performance of 30 months, you could request up to \$225,000.

Projects must have a start date no earlier than October 1, 2022, and no later than September 1, 2023.

Approximately \$2,500,000 is expected to be available to fund an estimated 20 recipients.

NEH will not determine the amount available until Congress enacts the final FY 2022 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.

## **C. Eligibility Information**

### **1. Eligible Applicants**

Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.

An eligible entity may apply on behalf of a consortium of collaborating organizations. The lead applicant would be programmatically, legally, and fiscally responsible for the award.

A recipient must not function solely as a fiscal agent and must make substantive contributions to the success of the project.

Individuals and foreign and for-profit entities are not eligible to apply.



## 2. Cost Sharing

Cost sharing is not required in this program, unless federal matching funds are requested. Cost sharing or matching is the portion of the project costs not paid by NEH funds. Cost sharing will not be considered in the evaluation of applications. Learn about [types of funds offered by NEH](#).

Required cost sharing includes third-party non-federal gift money that must be raised to release federal matching funds. Applicants requesting federal matching funds must raise dollar-for-dollar cash contributions from nonfederal third parties and have them certified by NEH before the funds are released (see the [NEH Federal Matching Funds Guidelines](#)). 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.

Applicants may use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH. Voluntary cost sharing consists of the cash contributions made to a project by the applicant, including unrecovered indirect costs, and by third parties as well as third-party in-kind contributions. Third-party in-kind contributions are non-cash contributions (such as property or services) that benefit the funded project, and are contributed by non-federal third parties, without charge, to the recipient of the federal award.

Recipients are responsible for maintaining auditable records of the source and use of cost sharing contributions. See [2 CFR §200.306](#).

## 3. Other Eligibility Information

Eligible applicants may submit multiple applications for separate and distinct projects under this notice. However, an individual may not be the project director or co-project director on more than one application to the program per competition. See [Designating project directors and co-directors](#) for further restrictions.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs. However, applicants may seek funding from other NEH programs for **complementary** aspects of the same overall project.

An applicant whose project 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. Previously rejected applications may be revised and resubmitted.

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. This does not preclude applicants from using funds from, or sites and materials controlled by, other federal entities in their projects. Such resources may not be used as gifts to release NEH matching funds.

Recipients are prohibited from doing business with any organization or person (such as a collaborating scholar, key employee, subrecipient or contractor) if they have been debarred or suspended by any federal department or agency. For further information, refer to Article 29 Debarment and Suspension of the [General Terms and Conditions for Awards](#).

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 [2 CFR §200.331\(a\)](#). This limitation does not preclude American institutions from obtaining 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](#); it also does not preclude vendor contracts such as in-country transportation services in accordance with [2 CFR §200.331\(b\)](#). If you are interested in submitting an application for a project involving international collaboration, consult with program staff.

**Applications that exceed the ceiling amount or established period of performance will be considered nonresponsive and will not be reviewed under this notice.**

**Applications must be received by the deadline. Late, incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice.**

**Applications that exceed specified page limits will not be reviewed.** See the [Application Components Table](#).

### **Designating project directors and co-directors**

- Project directors must be scholars, not administrators. They must hold a terminal degree and demonstrate (through the publications, presentations, and other experience detailed in their resume) their ability to carry out the proposed project. Applicant institutions must designate an affiliated scholar as the project director. Collaborating scholars who may or may not be affiliated with the applicant institution can be designated as co-directors.
- All applications must include at least one collaborating scholar in addition to the project director.
- Members of the project team (including the project director) need not be U.S. citizens or U.S. residents, so long as the applicant institution is eligible. While international collaboration is required for Planning International Collaboration awards and encouraged for Conference, Manuscript Preparation, and Scholarly Digital Projects awards, projects must maintain an equitable balance between scholars at U.S. institutions and scholars at non-U.S. institutions.
- Degree candidates must not be project directors, co-directors, or the sole collaborator. They may, however, serve in other roles on the project team.
- An individual may serve as the project director or co-director of only one Collaborative Research award at a time.
- Project directors, co-directors, and collaborators of funded Collaborative Research applications must not hold concurrent full-time awards from the NEH Division of Research Programs—for example, an NEH Fellowship.

## **D. Application and Submission Information**

### **1. Application Package**

This funding opportunity is available in Grants.gov under number 20211201-RZ. You can also find a link to the funding opportunity on the [program resource page](#).

The application package for this funding opportunity can be found under the “Package” tab. It includes a series of required and conditionally required forms. You will upload additional application components into the [Attachments Form](#).

You must apply electronically using Grants.gov Workspace or a Grants.gov system-to-system solution. A multistep registration process is required to submit your application. See [D3. Unique Entity Identifier and System for Award Management](#).

To request a paper copy of this notice, contact [collaborative@neh.gov](mailto:collaborative@neh.gov).

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

## 2. Content and Form of Application Submission

Your application will include a [narrative](#), [budget](#), and other required [forms](#) and [attachments](#). As indicated in the Application Components Table, forms will be completed within Grants.gov Workspace and other components will be uploaded into the [Attachments Form](#).

You must submit all required attachments and conditionally required attachments relevant to your proposal. **Applications missing any required documents or relevant conditionally required documents will be considered incomplete and will be rejected from further consideration.**

Take note of the page limits and formatting instructions for each attachment. **Applications that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.**

Grants.gov form/Attachment	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(s) Location Form</a>	Grants.gov form		Required
<a href="#">Research and Related Budget</a>	Grants.gov form		Required
<a href="#">Attachments Form</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="#">Attachment 1: Project team</a>	team.pdf	2	Required
<a href="#">Attachment 2: Narrative</a>	narrative.pdf	12	Required
<a href="#">Attachment 3: Work plan</a>	workplan.pdf	2	Required
<a href="#">Attachment 4: Résumés for key personnel</a>	resumes.pdf	2 pages per résumé	Required
<a href="#">Attachment 5: Bibliography</a>	bibliography.pdf	3	Required
<a href="#">Attachment 6: Appendices</a>	appendices.pdf	10	Required
<a href="#">Attachment 7: Statement of funding received and requested</a>	fundingreceived.pdf	2	Conditionally required
<a href="#">Attachment 8: Federally negotiated indirect cost rate agreement</a>	agreement.pdf		Conditionally required
<a href="#">Attachment 9: Explanation of delinquent federal debt</a>	delinquentdebt.pdf		Conditionally required

## 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 twelve single-spaced pages. All pages must have one-inch margins and use a font size no smaller than 11 point (Times New Roman is preferred).

**Applications with narratives that do not follow this formatting or exceed twelve pages will not be reviewed.**

Use the following section headings for your narrative. NEH has aligned each section of the narrative with a corresponding review criterion. Refer to [E1. Review Criteria](#).

### **Project overview (about one paragraph)**

Identify the application's funding category:

- [Planning International Collaboration](#)
- [Conference](#)
- [Manuscript Preparation](#)
- [Scholarly Digital Projects](#)

Provide a concise statement about your project written for a non-specialist audience. Describe the expected final outcome(s) of the project. Include a prospective completion date (this may be beyond the end date of the period of performance).

### **Significance and impact (about one page; corresponds primarily to [review criterion 1. Significance](#))**

Provide a summary argument for your project's significance for the humanities, broadly understood. Connect it to larger topics in the humanities beyond your specific field's concerns. Situate your project in the context of existing humanities discourse to highlight its contribution. Describe the anticipated impact of your project's proposed outcome(s) on the intended audience and on future scholarship.

### **Substance and context (about two pages; corresponds primarily to [review criterion 1. Significance](#))**

Describe your project and its value to specific fields. Articulate your major research questions and the particular contributions the project will make to enhance knowledge and understanding in one or more areas of the humanities. Describe the scope of the research and the source materials. Discuss the relationship of the new research to published and ongoing work in the field by identifying related projects and including a brief bibliographical essay on the relevant literature. Provide a detailed bibliography of relevant primary and secondary sources as [Attachment 5: Bibliography](#).

### **Methods and execution (about two pages; corresponds primarily to [review criterion 2. Methods and execution](#))**

Describe the theoretical framework and research design of your project and explain why a collaborative approach is the best way to fulfill its larger goals. Discuss the rationale for choosing particular methods and how those methods address the stated research questions. Note additional category-specific requirements below.

**Planning International Collaboration** applications: Describe the steps for developing the collaborative project and its final outcome(s). Relate the methods to the proposed

activities. Explain the choice of U.S. and international collaborators. If you are proposing in-person meetings, such as exploratory workshops or other working groups, justify why in-person, as opposed to virtual, meetings are necessary. Describe how these convenings will be conducted and what they will achieve. Explain the goals of any proposed travel by project team members.

**Conference applications:** Describe the convening event and explain why that particular format (in-person or other) best serves the project's goals. Explain how the event will lead to a tangible outcome such as a print or digital publication. Describe the venue and expected audience. Discuss how presenters and other participants were selected and how many have confirmed their participation. Describe the conference design and summarize the themes of sessions or topics of groups of papers. If funding is requested for the preparation of conference papers for publication during the year following the conference, explain the methods and activities to accomplish this.

Where appropriate, describe additional sponsorship, participant logistics, and advertising. Include the URL for the meeting or conference website, if available.

Provide a list of speakers and invited participants, their paper titles or roles, and confirmation status with the draft agenda of the conference in [Attachment 6: Appendices](#).

**Manuscript Preparation applications:** Describe how collaboration will take place and the division of labor to produce the planned manuscript. Discuss remaining research to be undertaken with and without travel by the collaborators. Justify why print publication is the best way to communicate the project's results. Describe negotiations with prospective publishers and whether a formal agreement has been made. Provide a chapter outline with as much detail as possible to convey the content of the planned manuscript and explain how it will address the stated research questions. If the project involves materials under copyright, indicate your plans for securing the necessary permission to publish.

**Scholarly Digital Projects applications:** Describe how collaboration will take place and the division of labor to produce the planned digital publication or project. Discuss remaining research to be undertaken with and without travel by the collaborators. Justify why digital methods and a digital format are the best way to communicate the project's results. Describe the organization and contents of the digital publication or project, providing screenshots or mock-ups, and URLs whenever possible (see [Attachment 6: Appendices](#)). Discuss the technology to be employed, keeping in mind that NEH views the use of open-source software as a key component in the broad distribution of exemplary digital scholarship in the humanities. If the project will not employ generally accessible open-source software, explain why. Where appropriate, provide information on pertinent technical standards and the use of best practices, such as Text Encoding Initiative (TEI)-conformant markup, data management, and digital preservation infrastructure and policies. Where applicable, identify institutional partners who will act as digital publishers or participate in building the digital project.

### **History of the project and its productivity (about one page; corresponds primarily to [review criteria 1. Significance](#) and [2. Methods and execution](#))**

Explain how the project began and its progress to date. Describe research or planning that has already been completed, and the resources or research facilities available. For new projects, explain the motivations for seeking the collaboration.

If the project has an active URL, provide it. Indicate major products to date—in print or digital form—with print runs or usage statistics. List full citations in the bibliography ([Attachment 5](#)).

If you have previously received NEH funding for any phase of the proposed research project, discuss how the previously funded project met, or did not meet, its goals according to its original work plan.

If the application requests support for a specific part of a larger project, briefly describe the overall design of the whole project and clearly delineate the specific part intended for NEH funding through this application. See [Related funding opportunities](#).

If work on the project will continue after the proposed period of performance, describe the work that will remain and mention, if possible, all probable sources of financial support. Provide a provisional plan for overall completion, including milestones with dates.

**Collaboration (about two pages; corresponds primarily to [review criterion 3. Collaborating scholars](#))**

Without repeating information available in their résumés ([Attachment 4](#)), summarize the specific qualifications and responsibilities of the members of the collaborative project team (those named in [Attachment 1](#)). Describe team members' contributions to the project and estimate how much time they will spend on it--for example, part-time during the academic year and full-time during the summer (also see [budget justification](#)). For project team members providing technical support, scientific and conservation work, or laboratory analysis, explain how their activities are important for achieving the project's goals.

**Work plan (about one page; corresponds primarily to [review criterion 4. Work plan and completion](#))**

Summarize your work plan. Provide an overview of what will be accomplished, identifying larger phases and milestones. Describe a set of activities for each phase and specify the project team members involved. For multi-institutional collaborative projects, discuss the distribution of responsibilities across each institution. Provide a detailed version of your work plan in [Attachment 3](#).

**Final product and dissemination (about one or two pages; corresponds primarily to [review criterion 5. Outcomes and access](#))**

Address category-specific requirements below.

**Planning International Collaboration** applications: Describe how the expected results of the initial collaboration, workshops, or other working group meetings will be disseminated beyond the project team members (for example, public presentations, white papers, blog posts, etc.). Provide a plan for assessing the feasibility of the project. Describe the next steps to be taken, possible sources of future funding, and the anticipated outcome(s) of the project.

**Conference** applications: Describe how results of the meetings will be disseminated (for example, via livestreamed or recorded video of the convening, web-posted papers, podcasts, blogs, or discussion boards). Identify all future publication and dissemination goals and timelines, even those beyond the period of performance. If you requested a second year of funding for the preparation of papers for publication, provide information about the potential publication, including likely publisher and plans for peer-review and publicity. Supporting documents, including pertinent correspondence with publishers, can be included in [Attachment 6: Appendices](#).

**Manuscript Preparation** applications: Describe how results of the project will be disseminated. Discuss plans for publication, peer-review, and publicity, as well as estimated prices. Supporting documents, including pertinent correspondence with publishers, can be included in [Attachment 6: Appendices](#).

**Scholarly Digital Projects** applications: Discuss the methods for disseminating the digital publication or scholarly resource and enhancing its discoverability. If applicable, provide projected usage statistics or subscription figures. NEH expects that any materials produced in digital form as a result of its awards will be maintained to ensure their long-term availability. To that end, describe how the project’s digital results will be maintained and supported beyond the period of performance. Describe the digital publisher or hosting institution’s ability to ensure sustained access to the project and its commitment to doing so. Describe how the project will be sustained financially.

<b>NARRATIVE GUIDANCE</b>	
NEH has aligned each section of the narrative with a corresponding review criterion. Use this crosswalk to ensure that you address all required criteria.	
<b><u>Narrative Section</u></b>	<b><u>Review Criteria</u></b>
<a href="#"><u>Project overview</u></a>	Not applicable
<a href="#"><u>Significance and impact</u></a>	1. <a href="#"><u>Significance</u></a>
<a href="#"><u>Substance and context</u></a>	1. <a href="#"><u>Significance</u></a>
<a href="#"><u>Methods and execution</u></a>	2. <a href="#"><u>Methods and execution</u></a>
<a href="#"><u>History of the project and its productivity</u></a>	1. <a href="#"><u>Significance</u></a> 2. <a href="#"><u>Methods and execution</u></a>
<a href="#"><u>Collaboration</u></a>	3. <a href="#"><u>Collaborating scholars</u></a>
<a href="#"><u>Work plan</u></a>	4. <a href="#"><u>Work plan and completion</u></a>
<a href="#"><u>Final product and dissemination</u></a>	5. <a href="#"><u>Outcomes and access</u></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](#).

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

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 in this program. See [D6. Funding Restrictions](#) for a list of unallowable costs. Carefully review these instructions to ensure that costs are not disallowed.

If you are requesting federal matching funds, your budget must reflect total project costs including the one-to-one required cost share for the federal matching funds. As an example, an applicant requesting \$100,000 in outright funds and \$20,000 in federal matching funds must submit a budget that includes \$140,000 in total project costs (\$100,000 in outright funds, \$20,000 in federal matching funds, and \$20,000 in required cost share to unlock the federal matching funds.) Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the eligibility of gifts for matching purposes. The total federal matching funds and cost share should be equal to the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields. Learn about [types of funds offered by NEH](#).

Do not include voluntary cost sharing on the Research and Related Budget form, but describe it in your [budget justification](#).

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

If you charge indirect costs to the project, ensure that expenses included in your organization's indirect cost pool are not charged to the project as direct costs. See [H. Indirect Costs](#).

## **Introductory Fields**

If not pre-populated, indicate your organization's unique entity identifier, the name of your organization, and the period of performance start and end dates. This should be the same as the information provided on your [SF-424 Application for Federal Assistance - Short Organizational](#). Check "project" for budget type.

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

Only key project personnel **employed by the applicant institution** should be included in Sections A. and B. of the Research and Related Budget form. Project team members who are playing a leadership role should be included under A. Senior/Key Person, while additional project team members should be included under [B. Other Personnel](#). Depending on their role on the project, costs for other project team members who are not employed by the applicant institution may be included on the budget under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#).

Enter the base salary (annual compensation) and identify the number of months the senior/key person will devote to the project in the applicable box (i.e., calendar, academic, summer). Use either calendar months or a combination of academic and summer months. Failure to include base salaries can result in a delay of the issuance of awards.

If level of effort will not change throughout the year, you may use only the calendar months column. If effort remains constant, but your institutional business process requires noting academic and summer months separately, you may use both columns. If effort varies between academic and summer months, leave the calendar months column blank and use only the academic and summer months 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 senior/key 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. The sum of requested salary and fringe benefits will be automatically calculated for each senior/key person.

Salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [.466](#). Fringe benefits claimed must be in compliance with [2 CFR §200.431](#).

The form can accommodate up to eight senior/key persons. If you are requesting funds for additional senior/key persons, 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**

For each project role described below, 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](#). Totals will be automatically calculated.

### **Post-doctoral associates, graduate students, and undergraduate students**

In your [budget justification](#), list names, roles, associated months, and requested salary and fringe benefits for post-doctoral associates, graduate students, and undergraduate students.

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. 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 part of indirect costs (see [H. Indirect Costs](#)). Per [2 CFR §200.413\(c\)](#), direct charging of salaries for administrative or clerical staff may be appropriate only if all of the following conditions are met:

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

In your [budget justification](#), document how direct charging for secretarial/clerical personnel (i.e., administrative and clerical staff) meets all four conditions. NEH may request additional information for these positions in order to assess allowability.

### **Additional Other Personnel**

List any additional project role(s). The form can accommodate up to six named roles. If you have more than six, combine project roles here and explain in your [budget justification](#).

Salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [.466](#). Fringe benefits claimed must be in compliance with [2 CFR §200.431](#).

Do not list details of collaborators at other institutions or consultants here, as they will be included in [F. Other Direct Costs](#).

## **C. Equipment Description**

As a matter of programmatic policy, the purchase of equipment is not allowable in this program.

## **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). In your [budget justification](#), include the purpose, destination, travel dates (if known), and the names and number of travelers for each trip. If dates are not known, specify the estimated length of trip (e.g., 3 days). **All trips—both foreign and domestic—must be justified 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. The lowest available commercial fares for coach or equivalent accommodations must be used. **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 article 10 of the [General Terms and Conditions for Awards to Organizations](#). NEH will use the General Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable.

NEH funds may not be used to support attendance at regularly-occurring professional meetings.

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

Total travel costs will be automatically calculated.

### **E. Participant/Trainee Support Costs**

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 (but not employees) in connection with conferences or training projects.

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

Justify participant support costs 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.**

Total participant support costs will be automatically calculated.

#### **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 possible) and reflect the travel expenses for each (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. The value of this field cannot exceed 999.

## F. Other Direct Costs

Total other direct costs will be automatically calculated.

### 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, regardless of the length of its useful life. See [2 CFR §§200.314](#) and [.453](#).

In your [budget justification](#), indicate general categories, including an amount for each category. Itemize categories totaling \$1,000 or more.

As a matter of programmatic policy, the purchase of computers and peripherals is not allowable in this program.

### 2. Publication Costs

As a matter of programmatic policy, the Collaborative Research program funds manuscript preparation up to submission to a publisher and funds the building of digital projects, but does not allow costs related to publication (including editing of page proof), production (including typesetting and printing), and distribution. Press subventions are not supported in this program.

### 3. Consultant Services

Enter the total funds requested for consultant services. In your [budget justification](#), describe each consultant, the services he/she will perform, total number of days, travel costs, and the total estimated costs. If your project includes an external advisory committee, include associated costs here.

Consultant fees must be in compliance 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. In your [budget justification](#), include the established computer service rates, if applicable. If such services are provided by a third-party, 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-party subrecipients. This includes subawards and other contractual costs. 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 subrecipient individually. 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. In determining whether an agreement between a pass-through entity and another non-federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. See [2 CFR §200.331\(c\)](#).

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](#).

Contractual costs are occasionally sufficiently high enough to warrant a categorical breakdown of costs. When this is the case, provide detailed information in your [budget justification](#). NEH may request additional information in order to assess reasonableness and allowability.

If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement in [Attachment 8: Federally negotiated indirect cost rate agreement](#).

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

Enter the total funds requested for rental/user fees for equipment and facilities. Identify and justify each rental/user fee in your [budget justification](#).

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 may include rental of facilities. Rental costs under “less-than-arm's-length” leases are allowable with the condition that they must be consistent with the limitations set forth in [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 a list of 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 previously included in other budget categories or in the indirect cost pool. “Other” project-specific costs may include promotion, acquisition fees, rights, and access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). Itemize and justify costs in your [budget justification](#). “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 items incidental to such conferences. Conference hosts must exercise discretion and judgment in ensuring that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award. If incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Per [2 CFR §200.423](#), alcoholic beverages are unallowable.

## G. Total Direct Costs

Total direct costs will be automatically calculated.

## 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).

Carefully review your institution's negotiated indirect cost rate(s) to make sure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates—for example, “research,” “instruction,” and “other sponsored activities.” With rare exceptions, your institution's “research” rate will **not** be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Except as provided in paragraph (c)(1) of [2 CFR §200.414](#), 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 in future years 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 used at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed.

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

- direct cost all expenses
- submit an indirect cost proposal to their 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](#))
- charge a de minimis rate of 10% of MTDC (see [2 CFR §200.414\(f\)](#))

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.

If you choose one of these options, indicate this under Indirect Cost Type.

If applicable, include a copy of your federally negotiated indirect cost rate agreement as [Attachment 8: Federally negotiated indirect cost rate agreement](#).

**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., salaries, salaries & fringe, MTDC, etc.) and whether the activity and rate are onsite or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries. 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. Enter your rate as a number without special characters (i.e., 32.5).

**Indirect Cost Base (\$)**

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

**Funds Requested (\$)**

Enter the funds requested for each indirect cost type.

**Total Indirect Costs**

Total indirect costs will be automatically calculated.

**Cognizant Federal Agency**

Enter the name of your cognizant federal agency, if applicable.

**I. Total Direct and Indirect Costs**

Total costs will be automatically calculated.

**J. Fee**

Leave this field blank.

**K. Total Costs and Fee**

This field will be automatically calculated. Since there is no fee, this will be the same amount as [I. Total Direct and Indirect Costs](#).

**L. Budget Justification**

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

Provide the information requested to support your budget. If applicable, the following categories must be justified: [travel](#), [participant/trainee support](#), and [other direct costs](#).

Your budget justification must specifically describe how costs have been calculated and how each item will support the proposed objectives. If you have a quote(s), include it here. If your project includes subawards, detail and quantify all subaward costs.

Explain any exclusions applied to your indirect costs base calculation.

**If your project includes voluntary cost share, describe it here.** These costs should not be included on the Research and Related Budget form.

If you have requested federal matching funds, identify the activities supported by your required cost share, and the source(s) of funding. Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the eligibility of gifts for matching purposes.

The total federal matching funds and cost share should be equal to the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields.

## **Application Components**

### **SF-424 Application for Federal Assistance – Short Organizational**

This form includes basic information about the project, the project director, and the institution. Items **1**, **2**, and **4** will be automatically filled in; item **3** should be left blank.

#### **5. Applicant Information**

Provide your organization’s legal name, address, employer/taxpayer identification number (EIN/TIN), unique entity identifier (assigned by the [System for Award Management](#)), website address, and [congressional district](#). For example, if your institution is located in the 5th congressional district of your state, put a “5.” 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), put a “0” (zero).

Select the applicant type that best describes your organization from the drop-down menu.

Institutions applying to federal programs are required to include a unique entity identifier. If you do not know your identifier, contact your grants administrator or chief financial officer.

#### **6. Project Information**

a. Provide the title of your project. It should be brief (no more than 125 characters, including spaces). Successful applications typically have titles that are 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 are permitted to use their preferred title for any award products.

b. Provide a brief (no more than one thousand characters, including spaces) description of your project. It should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities. In the first sentence, state the single project category for which you are requesting funding (Planning International Collaboration, Conference, Manuscript Preparation, or Scholarly Digital Projects).

c. List the start and end dates for your project. Your project must start on the first day of a month and end on the last day of a month. See [B2. Summary of Funding](#) for information regarding allowable periods of performance.

#### **7. Project Director**

Provide the project’s director’s name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project and is critical to its success. You must notify the NEH Office of Grant Management immediately if the project director named in the application changes.

## **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).

As a matter of NEH policy, the project director named in item 7 may **not** be the same individual named as the primary contact/grants administrator named in item 8. The role of the project director must be distinguished 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. Financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grants administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, award documents, an extension, a supplement, or amendment) is addressed to the institutional grants administrator and copied 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, provost, or chancellor. To become an AOR, the person must be designated by the institution's E-Business Point of Contact. Consult the [Grants.gov Online User Guide](#).

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

### **1. Project Director**

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

### **2. Institutional Information**

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

### **3. Project Funding**

Enter the amount of each [type of funds](#) requested, as well as required cost share to unlock federal matching funds, if applicable. Do not include voluntary cost share.

### **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. Optionally, select the project's secondary and tertiary disciplines.

## **Project/Performance Site Location(s) Form**

Provide the primary location and any other locations where the project activity will occur during the period of performance. You may include multiple performance sites. If you need to add more locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Position your cursor over each field to view instructions.



## **Certification Regarding Lobbying (conditionally required)**

If you are requesting an award greater than \$100,000, you must submit the Certification Regarding Lobbying. Once selected, this form will autofill based upon information provided on the [SF-424 Application for Federal Assistance - Short Organizational](#).

## **Standard Form-LLL, “Disclosure of Lobbying Activities” (conditionally required)**

If non-federal funds have been or will be used for lobbying, you must submit Standard Form-LLL, “Disclosure of Lobbying Activities.” See [2 CFR §200.450](#).

## **Attachments Form**

This form can accommodate up to fifteen attachments. Consult the [Application Components Table](#) to name and sequence your attachments in the proper order so that NEH can easily identify them.

Attachments must be in Portable Document Format (.pdf). Reformat all non-PDF files (i.e., Word, Excel, images, etc.) as PDFs. If an attachment contains multiple documents, merge them into a single file. Do not attach portfolios containing multiple PDFs. NEH cannot accept security-enhanced PDFs (e.g., password-protection, encryption, digital signatures, etc.). Flatten these files before uploading to Grants.gov.

Visit the [Grants.gov Adobe Software Compatibility page](#) to verify the compatibility of your current software or to download the appropriate version. If you have a problem installing Adobe Reader, contact your system administrator.

Limit file names to 50 or fewer characters. Do not attach any documents with the same name. Each attachment should have a unique name. Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. If you do not follow these naming conventions, your application may be rejected.

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

Occasionally, converting a document to PDF may alter its length. It is your responsibility to ensure that all attachments are within the stated page limits.

## **Attachment 1: Project team (required)**

List the members of the project team, surname first. Designate the project director and any co-directors, then group other team members by institutional affiliation. For those not affiliated with a nonprofit educational institution, provide occupation and employer; if none, list city and state of residence.

The names on this list must match the names mentioned in the [Collaboration](#) section of the narrative, as well as those listed in the budget. After you list the project team, list advisors, if applicable.

**The project team list must not exceed two pages.** Name the file team.pdf.

## **Attachment 2: Narrative (required)**

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

**The narrative must not exceed twelve pages.** Name the file narrative.pdf.

## **Attachment 3: Work plan (required)**

Your work plan must be consistent with the work described in both the [Collaboration](#) and [Methods and execution](#) sections of the narrative and with the costs requested in the budget. Provide a detailed description, preferably in table form, of what will be accomplished during the period of performance, indicating major tasks and milestones. Describe each three-month period for Planning International Collaboration and Conference proposals and each six-month period for Manuscript Preparation and Scholarly Digital Projects proposals. For each period, name the relevant collaborators involved and state their specific tasks, including approximate time commitments in percentages or days.

Your work plan should reflect major activities described in your narrative and the project dates identified on the [SF-424 Application for Federal Assistance - Short Organizational](#) and the [Research and Related Budget](#).

**The work plan must not exceed two pages.** Name the file workplan.pdf.

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

Include two-page résumés for each project team member, with mailing and email addresses, the highest degree earned, the name of the institution awarding the degree, professional positions held, institutional affiliations, and major publications. It is not necessary to include résumés for undergraduate and graduate research assistants.

**Résumés must not exceed two pages per person.** Name the file resumes.pdf.

## **Attachment 5: Bibliography (required)**

Your bibliography should consist of primary and secondary sources that relate directly to the project. Include works that pertain to both the project's substance and its theoretical or methodological approaches. If applicable, indicate publications that resulted from previous NEH funding.

**The bibliography must not exceed three pages;** any standard format is acceptable.

Name the file bibliography.pdf.

## **Attachment 6: Appendices (required)**

Use this attachment to provide essential supplementary materials. Do not include letters of recommendation or assessments of previous applications.

Materials in the appendices for **all application categories** should include, as relevant, illustrations, maps, and other explanatory graphics; letters of support from archives or other research venues; and permissions to publish materials under copyright.

In addition, appendices must include the following, according to the application category:

### **Planning International Collaboration**

- Statements of commitment from participants (for example, copies of emails to the project director).
- The program of exploratory workshops or working group meetings.

## **Conference**

- The draft program of the conference identifying session titles, themes, or topics.
- The names of speakers and discussants and the titles of their papers. Indicate those who have confirmed their participation (with an asterisk or in bold, for example).
- For applicants requesting a second year of funding, a draft table of contents and, if available, a letter of interest or contract confirmation from a publisher.

## **Manuscript Preparation**

- A draft table of contents.
- A letter of interest or contract confirmation from a publisher, if available.

## **Scholarly Digital Projects**

- As appropriate, one or more wireframes to explain your project's structure and functionality; screenshots of relevant (draft) pages and features; or use cases of the project.
- For digital publications, if available, a letter of interest or contract confirmation from a digital publisher.
- For other digital projects, a letter of support from the entity (institution, library, archive, or other organization) that will host and maintain the project.

**Appendices must not exceed ten pages.** All charts, letters, graphics, maps, etc. count toward the page limit. Name the file appendices.pdf.

## **Attachment 7: Statement of funding received and requested (conditionally required)**

If the project has received prior support from any federal or nonfederal sources, including NEH; is currently receiving such support; or is applying for or planning to apply for such support, provide a list of the sources, dates, federal award identification numbers, and amounts of these funds. List NEH awards already received, year by year. Include fellowships and individual awards received by project participants, if relevant to the current project. If there is a long history of non-NEH support, the sources and contributions may be grouped and summarized.

**This attachment must not exceed two pages.** Name the file fundingreceived.pdf.

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

Name the file agreement.pdf.

## **Attachment 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.

### **3. Unique Entity Identifier and System for Award Management**

Before submitting an application, your organization must have a current and active [D-U-N-S® number](#), [System for Award Management \(SAM\)](#) registration, and [Grants.gov](#) registration. [Learn more about this multistep process.](#)

Check your registrations well in advance of the deadline to ensure that they are accurate, current, and active. If your D-U-N-S® number and SAM registration are not active and current at the time of Grants.gov submission, your application will be rejected.

You should allow several weeks for the registration process. If you fail to allow sufficient time to complete registration with SAM or Grants.gov, 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.

#### **D-U-N-S®**

Your organization must obtain a [Dun and Bradstreet Data Universal Numbering System \(D-U-N-S®\) number](#). D-U-N-S® numbers are unique nine-digit numbers assigned to all types of business organizations, including nonprofits and government entities. A D-U-N-S® number will be required to register with the System for Award Management until April 2022.

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

Your organization must register with the [System for Award Management \(SAM\)](#) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan 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\(d\)](#)). When your organization registers in SAM, it will be assigned a unique entity identifier.

If you have not already done so, you will be required to create a [Login.gov](#) user account. When registering or renewing in SAM, you will be required to review and agree to the Financial Assistance Representations and Certifications, a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations.

#### **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 with Grants.gov and create an Organizational Applicant Profile, a request will be sent to your E-Business Point of Contact to assign the appropriate Grants.gov 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.

Grants.gov maintains [a library of instructional videos](#) which may be helpful resources as you prepare your application.

## 4. Submission Dates and Times

### Drafts

Applicants who wish to submit a draft must use the template on the [program resource page](#). Submissions must be emailed to [collaborative@neh.gov](mailto:collaborative@neh.gov) by 11:59 p.m. Eastern Time on October 7, 2021. Put “Collaborative Research draft” in the subject line of the message.

Program officers will review drafts that use the template and are submitted by the deadline above. This optional preliminary 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. NEH staff will read only one draft per project per competition and will reply by November 8, 2021.

### Applications

The deadline for applications under this notice is December 1, 2021, at 11:59 p.m. Eastern Time.

**Applications must be complete, within the specified page limits, and validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.**

**Applications that exceed the ceiling amount or established period of performance will be considered nonresponsive and will not be reviewed under this notice.**

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

When NEH receives your application from Grants.gov, the agency will assign it a tracking number beginning with RZ-. 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). If a technical problem is detected, NEH will notify you via email. It is your responsibility to correct any errors prior to the deadline.

Once you have applied, 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 made under this notice may not be used for the following purposes:

- projects undertaken by individuals without collaboration
- creation of scholarly editions or translations in either print or digital form; and anthologies of previously published materials

- projects for which the primary goal is to create new collections, digitize existing collections, or create inventories or catalogs of collections
- projects that mainly seek the development and testing of an innovative method or infrastructure in the digital humanities
- creation of textbooks
- education projects that propose the development of curricula, teaching methods or theories, or educational or technical impact assessments
- professional development or training
- costs associated with regularly occurring meetings of professional or scholarly organizations, societies, or institutions
- publishing costs and subventions to publishers
- preparing a subsequent NEH grant application
- receptions
- planning or putting on exhibitions
- planning or production of documentary films
- equipment
- computers and peripherals
- 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 also the unallowable costs included in [2 CFR 200 Subpart E - Cost Principles](#).

## **E. Application Review Information**

### **1. Review Criteria**

Peer reviewers will use the following criteria to review applications in the Collaborative Research program:

#### **1. Significance**

The intellectual significance of the project to humanities knowledge; the merit of the planned international collaboration, conference, manuscript, or digital project; the project's potential to stimulate new research; and its relevance to larger questions in the humanities.

#### **2. Methods and execution**

The appropriateness and feasibility of the research methods proposed to answer one or more stated questions; the clarity of expression in the application; where relevant, the soundness and appropriateness of digital and technical methods; and the project team's ability to access the research site or materials.

#### **3. Collaborating scholars**

The qualifications, expertise, and levels of commitment of the project director and collaborating scholars; the appropriateness of the collaboration for the achievement of the project's goals; and the value of the collaboration for the advancement of knowledge in the humanities.

#### **4. Work plan and completion**

The clarity and feasibility of the work plan; the likelihood that the project goals will be completed within the stated time frame; and the reasonableness of the budget in relation to the proposed activities and plan of work. For previously funded projects, productivity in relation to previous goals.

#### **5. Outcomes and access**

As applicable, the likelihood of a successful international collaboration, conference, prepared manuscript, or scholarly digital project; for manuscript preparation and scholarly digital projects, the soundness of the publication, dissemination, and access plans, including the strength of the case for employing print, a digital format, or a combination of media; and for digital projects, the quality of the sustainability plan.

Each review criterion corresponds to specific sections of the narrative and the other application components. See [D2. Content and Form of Application Submission](#) for additional information.

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

NEH staff review all applications for eligibility, completeness, and responsiveness, and then uses a peer review process to evaluate all eligible and complete applications. Peer reviewers are experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs reviewers to evaluate applications according to the [review criteria](#) in this Notice of Funding Opportunity. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff comment on matters of fact or on significant issues that otherwise would be missing from peer reviews, then makes recommendations to the [National Council on the Humanities](#). The National Council meets at least twice annually to advise the NEH Chairman. The Chairman 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**

Applications that have received a favorable review are subsequently reviewed for other considerations, including past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements.

You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, such requests do not guarantee that an award will be made.

After reviewing applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate. 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.

## 4. Anticipated Announcement and Award Dates

NEH will notify applicants of funding decisions by email in August 2022. This notification is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting [collaborative@neh.gov](mailto:collaborative@neh.gov).

## F. Federal Award Administration Information

### 1. Federal Award Notices

The NEH Office of Grant Management will send award documents to the institutional grants administrators and project directors of successful applications via eGMS Reach in September 2022.

### 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 \(for grants and cooperative agreements issued December 26, 2014 or later\)](#), and the specific terms and conditions in the Notice of Action.

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

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

- 1) 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.
- 2) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.339](#), including suspension or debarment. See also 2 CFR parts [180](#) and [3369](#).
- 3) 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](#).

### Providing access to NEH-funded products

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

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

### Copyright information

Recipients may copyright any 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 an excerpt from resulting grant product(s) in [Humanities](#) magazine or on the NEH website.

## **Acknowledging NEH support**

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

## **Program income policy**

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](#).

## **NEH Research Misconduct Policy**

In accordance with the Federal Policy on Research Misconduct, published in the December 6, 2000, edition of the Federal Register, 65 Fed. Reg. 76,260, the National Endowment for the Humanities has established procedures for handling allegations of research misconduct applicable to both internal and external research programs supported by NEH. This policy reflects NEH's interest in the accuracy and reliability of the research record and the processes involved in its development. As defined in the Federal Policy on Research Misconduct, research includes all basic, applied, and demonstration research. Review the [NEH Research Misconduct Policy](#).

## **Principles of Civility**

Recipients must adhere to the [Principles of Civility for NEH Seminars, Institutes, and Workshops](#). NEH expects project directors to take responsibility for encouraging an ethos of openness and respect, upholding the basic norms of civil discourse.

## **Coordination of geographic information and related spatial data**

Applicants requesting funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services must conduct a due diligence search at the Data.gov [list of datasets](#) to discover whether the needed geospatial-related data, products, or services already exist. If not, the proposed geospatial data, products, or services must be produced in compliance with applicable proposed guidance posted at [www.fgdc.gov](#).

## **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 comply with the following reporting requirements. Reports must be completed online 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 to NEH on an annual basis.
- 3.) **Final Reports**. Recipients must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which 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.

Recipients are encouraged to send copies of books resulting from research supported by NEH awards to the address below. In addition, recipients are asked to update the "Products and Prizes" tab in eGMS Reach for any publications or prizes resulting from NEH support.

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

## G. Agency Contacts

If you have questions about the program, contact:

Division of Research Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8200  
[collaborative@neh.gov](mailto:collaborative@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  
[grantmanagement@neh.gov](mailto:grantmanagement@neh.gov)

Applicants who are deaf or hard of hearing can contact NEH via 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: 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: 606-545-5035

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

Always obtain a case number when calling for support.

## H. Other Information

### Related funding opportunities

Scholars and researchers working **without collaborators** should consider applying for one of the [individual grant programs](#) offered by the Division of Research Programs.

Applicants pursuing **complex, multi-year projects** in the humanities are encouraged to consider funding opportunities for subsets of their projects that match specific NEH programs, rather than submitting applications for the entire project that may include unallowed activities or costs under a single NEH program.

Applicants seeking support to prepare **critical editions and translations** of important humanities texts (in print or digital form) should consider the [Scholarly Editions and Scholarly Translations](#) program offered by the [Division of Research Programs](#).

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. Both of these 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 for projects involving **exhibitions, documentaries, or apps** should consider the [Public Humanities Projects](#), [Media Projects](#), [Short Documentaries](#), or [Digital Projects for the Public](#) programs offered by the [Division of Public Programs](#).

Applicants seeking support for **empirical fieldwork** should consider the [Archaeological and Ethnographic Field Research](#) program offered by the Division of Research Programs. Applicants for projects involving the **linguistic documentation and analysis of endangered languages** should consider the [Dynamic Language Infrastructure—Documenting Endangered Languages](#) funding opportunities offered by the [Division of Preservation and Access \(institutions\)](#) and the [Division of Research Programs \(individuals\)](#) at NEH in conjunction with the [National Science Foundation](#).

### 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 fifteen 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 August 31, 2021.