



NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title: Collaborative Research

Funding Opportunity Number: 20201202-RZ

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.161

Application Due Date: December 2, 2020

**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
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OMB control number 3136-0134, expiration date June 30, 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 questions.

Funding Opportunity Title:	Collaborative Research
Funding Opportunity Number:	20201202-RZ
Federal Assistance Listing Number (CFDA):	45.161
Application Due Date:	December 2, 2020, 11:59 p.m. Eastern Time
Anticipated Announcement:	August 2021
Anticipated Total Annual Available FY 21 Funding:	Approximately \$2,500,000
Estimated Number and Type of Awards:	Approximately 20 grants
Funding Range:	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: up to three years Scholarly Digital Projects: up to three years All projects must have a start date no earlier than October 1, 2021, and no later than September 1, 2022.
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 Section C for additional information.
Program Resource Page:	https://www.neh.gov/grants/research/collaborative-research-grants
Pre-Application Webinar	September 30, 3:00-4:30 Eastern Time https://attendee.gotowebinar.com/register/8606030752340970767

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A. Program Description

1. Purpose

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 publications or scholarly digital grant 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 propose 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.

Collaborating scholars may be drawn from a single institution or several institutions across the United States. International collaborations are encouraged, but projects must maintain an equitable balance between scholars at U.S. institutions and scholars at non-U.S. institutions (see [Section C3 Other Eligibility Information](#)).

You must propose tangible and sustainable outcomes as the end goal of your project, even if their completion is beyond the period of performance of the award. Such outcomes 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 be based on one or more humanities research questions and convey interpretive humanities work. You must present a plan to disseminate the project's results.

Funding is available for sustained full-time or part-time 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 section [D6. Funding Restrictions](#).

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. Complex, multi-year projects may encompass several of the phases outlined below, but you must identify one and only one category in a given application. 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 done

their planning and are ready to work on the implementation of their print or digital projects may apply directly for these categories.

Planning International Collaboration

The Planning International Collaboration 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 but can include more, while maintaining an equitable balance between U.S.-based and non-U.S.-based participants. Planning International Collaboration supports initial meetings to brainstorm, plan, and establish new scholarly collaborations. 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 up to two 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 the collaborative research activities and future publication or digital scholarly project; livestreamed or recorded video of workshops; live or 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 that is broader than the invited attendees. The aim is to gather participants 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; live or web-posted papers; preparation of conference papers for subsequent edited volumes or peer-reviewed articles; podcasts, blogs, and discussion boards.

Applicants whose projects are limited to hosting a scholarly conference, symposium or meeting must request a period of performance of one year. Applicants whose projects also include the publication of 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 for publication.

Conference awards are up to \$100,000 with a period of performance between one and two years, as limited above. 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 publications. 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. This funding category does not support in-person convenings of collaborators, workshops, or conferences (see the [Planning International Collaboration](#) and [Conference](#) categories above).

Manuscript Preparation awards are up to \$250,000 with a period of performance of one to three years. You may not request more than \$100,000 per year of the period of performance.

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 one or more significant research questions in the humanities and serve an intellectual community beyond the collaborator group alone. Such proposals may involve one or more lead scholars collaborating with digital humanities specialists, librarians, and 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, content-rich websites, and other projects that are built through a collaboration of scholars and digital humanities experts.

Applications in this category must present a long-term sustainability plan for the publication or project and discuss options for peer review. 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. This funding category does not support in-person convenings of collaborators, workshops, or conferences (see the [Planning International Collaboration](#) and [Conference](#) categories above).

There are several other NEH programs which support digital projects. Please 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 not request more than \$100,000 per year of the period of performance.

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

Examples of previously funded projects may be found by using the NEH's Funded Projects Query Form available online at <https://securegrants.neh.gov/publicquery/main.aspx>.

To learn more about NEH, visit <https://www.neh.gov/about>.

NEH Areas of Interest

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

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

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

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

Standing Together

In recognition of the importance of the humanities both in helping Americans to understand the experiences of service members and in assisting veterans as they return to civilian life, NEH has launched a special initiative titled [Standing Together: The Humanities and the Experience of War](#). This special initiative draws on the power of the humanities 1) to support advanced research in the humanities that explores war and its aftermath; 2) to promote discussion and deepened understanding of the experiences of those Americans affiliated with the armed services, whether active duty or veterans; and 3) to support returning veterans and their families.

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

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

NEH will not determine the amount available until Congress has enacted the final FY 2021 budget. This program notice is subject to the appropriation of 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.

Planning International Collaboration proposals have a ceiling amount of \$25,000 and a period of performance of six to twelve months.

Conference proposals have a ceiling amount of \$100,000 and a period of performance of one to two years. Applicants in this category may not request more than \$50,000 per year of the period of performance. 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 \$75,000. Applicants whose projects are limited to hosting a scholarly conference, symposium or meeting must request a period of performance of one year. Applicants whose projects also include the publication of 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 for publication.

Manuscript Preparation and Scholarly Digital Projects proposals have a ceiling amount of \$250,000 and period of performance of one to three years. Applicants in these categories may not request more than \$100,000 per year of the period of performance, up to the award ceiling. 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.

All projects must have a start date no earlier than October 1, 2021, and no later than September 1, 2022.

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.

Individuals, 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. Applicants may use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH.

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.

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 means the value of 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.

When federal matching funds are requested, the recipient must raise dollar-for-dollar cash contributions from nonfederal third parties and have them certified by NEH before the funds are released (see NEH's [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.

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

3. Other Eligibility Information

Eligible applicants may submit multiple applications for separate and distinct projects under this announcement.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs.

An institution whose project has received NEH support may apply for a new or subsequent stage of that project. These proposals receive no special consideration and will be judged by the same criteria as others in the current competition. In addition, these proposals must be substantially updated and must include a description of the new activities and a justification of the new budget.

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, however, be used as gifts to release NEH matching funds.

Recipients of Collaborative Research awards 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 by [2 CFR §200.92](#) and [2 CFR §200.330\(a\)](#). 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. If you are interested in submitting an application for a project involving international collaboration, please consult beforehand with the division staff.

Applications that exceed the ceiling amount or established period of performance will be considered nonresponsive and will not be considered for funding under this announcement.

All application materials must be received by the application 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. Applicant institutions typically 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 encouraged, projects must maintain an equitable balance between scholars at U.S. institutions and scholars at non-U.S. institutions.
- Degree candidates may not be project directors, co-directors, or the sole collaborator. They may, however, serve in other roles on the project team.
- Any one project director or co-director may direct only one application to the Collaborative Research program.
- Project directors, co-directors, and collaborators of funded Collaborative Research applications may 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

You must apply electronically through [Grants.gov](#), using either [Workspace](#) or your organization's system-to-system software. Use the Standard Form 424 - Short Organizational (SF-424 Short) application package associated with the funding opportunity, and follow the instructions provided by Grants.gov unless otherwise noted below. The Grants.gov registration process is described in [Section D3](#).

The application package is available in Grants.gov. A link to the application package can be found on the [program resource page](#).

To request a paper copy of this announcement, please contact collaborative@neh.gov. Applicants who are deaf or hard of hearing (TTY users) can contact NEH via Federal Relay at 800-877-8399.

2. Content and Form of Application Submission

Your application will consist of a narrative, budget, and other required forms and components described below.

i. Project Narrative

The narrative provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory, 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 the font size must be Times New Roman eleven or twelve point. Applications with narratives that do not follow this formatting or exceed twelve pages will not be reviewed.

NEH has aligned each section of the narrative with a corresponding review criterion. Refer to [Section E1. Review Criteria](#) for full descriptions.

Successful applications will contain the information below. Use the following section headings for the narrative.

Significance and impact (not to exceed one page; corresponds primarily to [Review Criterion 1. Significance](#))

Provide a concise statement about your project written for a non-specialist audience. It must begin by identifying the Collaborative Research category of the application ([Planning International Collaboration](#), [Conference](#), [Manuscript Preparation](#), or [Scholarly Digital Projects](#)) and describing the expected final outcome(s) of the project. Include a prospective final completion date; this may be beyond the end date of the period of performance. 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](#))

Provide a clear and detailed explanation of your project and its value to specific fields. Identify the major research questions it will investigate and the particular contributions it will make to enhance creativity, 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 other 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 6](#).

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: 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 group meetings, justify why they are necessary, as opposed to holding virtual meetings. Describe how such convenings will be conducted and what they will achieve. Explain the goals of any proposed travel by project team members. Describe the steps for developing the collaborative project and its final outcome(s).

Conference applications: Describe the convening event and explain why an in-person meeting is the best format for collaboration and achieving the project's goals. Explain how the event will lead to a tangible outcome such as 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. Provide a full list of speakers and invited participants, their paper titles or roles, and confirmation status with the draft agenda of the conference in [Attachment 7: Appendices](#). 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.

Manuscript Preparation applications: Describe how collaboration will take place and the division of labor to produce the planned manuscript. Discuss any remaining research to be undertaken with and without travel by the collaborators. Explain and justify why print publication is the best way to express and disseminate the project's results. Describe any 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 individual parts 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 any remaining research to be undertaken with and without travel by the collaborators. Explain and justify why digital methods and a digital format are the best way to express and disseminate 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.

For projects that propose to develop, acquire, preserve, or enhance geospatial data, see [Article 34 of the General Terms and Conditions for Awards](#) for further information and requirements.

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

Provide a history of the project by explaining how it began and its progress to date. Describe any 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 the full citations in the bibliography ([Attachment 5](#)) and, if necessary for digital products, in the appendices ([Attachment 6](#)).

If you have previously received NEH funding for any phase of the proposed research project, you must describe the new activities and justify the new funding request. 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 briefly what each team member contributes to the project and about 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, and identify 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 as well as any workshops or other working group meetings will be disseminated beyond the project team members (for example, public presentations, white papers, blog post, 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. Primary products may include livestreamed or recorded video of the convening; web-posted papers and papers in preparation for subsequent edited volumes or peer-reviewed articles; podcasts, blogs, and discussion boards. Publication is not expected by the end of a one-year period of performance, but the application should describe future publication and dissemination goals and timelines. If the application includes a second year of funding for the preparation of papers for publication, provide more detailed information about the potential publication, including publisher, peer-review, and publicity plans.

Manuscript Preparation applications: Describe how results of the project will be disseminated. Discuss plans for publication arrangements, peer-review, and publicity plans, estimated prices, and user costs for both print and digital publications. If known, include pertinent correspondence with a print or digital publisher in the appendices. Any supporting documents can be included in [Attachment 6: Appendices](#). While publication costs are not supported by this program, NEH encourages award recipients to pursue publication that enables broad public access, insofar as the condition of the materials and intellectual property rights allow.

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 subscriber numbers. NEH expects that any materials produced in digital form as a result of its awards will be maintained so as 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. Provide information on the ability and commitment of the digital publisher or hosting institution to ensure sustained access to the project, as well as its financial sustainability. NEH encourages award recipients to pursue broad public access to the project, insofar as the condition of the materials and intellectual property rights allow.

NARRATIVE GUIDANCE	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
<u>Narrative Section</u>	<u>Review Criteria</u>
Significance and impact	1. Significance
Substance and context	1. Significance
Methods and execution	2. Methods and execution
History of the project and its productivity	1. Significance 2. Methods and execution
Collaboration	3. Collaborating scholars
Work plan	4. Work plan and completion
Final product and dissemination	5. Outcomes and access

ii. Research and Related Budget

You must submit a project budget using the Research and Related Budget Form found in the Grants.gov application package, and attach a [budget justification in section L](#) of this form.

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

Required fields are indicated in yellow. You must round to the nearest whole dollar amount in all dollar fields.

If you are requesting federal matching funds, you must submit a budget reflecting total project costs that include the one-to-one required cost share for the federal matching funds. As an example, if you are requesting \$100,000 in outright funds and \$20,000 in federal matching funds, you must submit a budget that includes \$140,000 in total project costs.

All of the items listed, 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](#).

The inclusion of a cost category on the Research and Related Budget Form 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.

When indirect costs are charged to the project, ensure that expenses included in the organization's indirect cost pool are not charged to the project as direct costs. For further information, see [Section H. Indirect Costs](#).

Introductory Fields

If not pre-populated, indicate your organization's D-U-N-S® number, the name of your organization, and the period of performance start and end dates. The period of performance start and end dates should be the same as your [SF-424 Application for Federal Assistance - Short Organizational](#). Check "Project" for budget type.

Section A. Senior/Key Person

Include the names of the project director and other senior/key persons who are employed by the applicant organization and who are involved in the project.

For each senior/key person list their name and project role. Enter the 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.

If level of effort does not change throughout the year, you may use only the calendar months column. You may use both the academic and summer months columns if your institutional business process requires noting each separately even if effort remains constant. 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 9-month academic year or a 3-month summer period, indicate your institution's definition of these terms in [Section L. Budget Justification](#).

Regardless of the number of months being devoted to the project, indicate the salary and amount of fringe benefits being requested for the 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.

The form can accommodate up to eight senior/key persons. If you are requesting funds for more senior/key persons than the form allows, you must include an attachment listing the additional senior/key person(s) in the "Additional Senior/Key Persons" field. Attach only one PDF file named additionalpersonnel.pdf. Use the same format as the budget form and include all the information identified in this section. If you have attached a file with additional senior/key persons, enter the total funds requested for everyone listed in the attachment in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

All salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [466](#). All 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 [Section F. Other Direct Costs](#).

Section B. Other Personnel

For each project role category described below, identify the number of personnel proposed, the total number of months, the total salary, and total fringe requested as described in [Section A. Senior/Key Person](#). Totals will be automatically calculated.

Post-doctoral associates, graduate students, and undergraduate students

For all post-doctoral associates, graduate students, and undergraduate students, individually list names, roles, associated months, and requested salary and fringe benefits in [Section L. Budget Justification](#).

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. Such costs are subject to the reporting requirements in [2 CFR §200.430](#), and must be treated as direct or indirect cost 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 at educational institutions and nonprofit organizations are included as part of indirect costs (see [Section H. Indirect Costs](#)). However, examples of situations where direct charging of administrative or clerical staff salaries may be appropriate may be found at [2 CFR §200.413 \(c\)](#).

Inclusion of such costs 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.

Requests for direct charging for secretarial/clerical personnel (i.e., administrative and clerical staff) must be appropriately justified in [Section L. Budget Justification](#). For all individuals classified as secretarial/clerical, provide a justification (in the budget justification) documenting how they meet all four conditions. NEH may request additional information for these positions in order to assess allowability.

Other Project Roles

List any additional project role(s) in the blank(s) provided. Identify the number of each personnel proposed.

You may include up to six named roles. If you have more than six, you must combine project roles here and add an explanation about the named roles in [Section L. Budget Justification](#).

All salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [466](#). All 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 [Section F. Other Direct Costs](#).

Section C. Equipment Description

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

Section D. Travel

Enter the total funds requested for both domestic (both local and long-distance) and foreign travel. In [Section L. Budget Justification](#), include the purpose, destination, dates of travel (if known), and the names and number of travelers for each trip. If the dates of travel 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 using written institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used. **Any arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason.** All travel costs claimed must be in compliance with [2 CFR §200.474](#), and foreign travel must comply with article 10 of the [General Terms and Conditions for Awards to Organizations](#).

NEH funds may not be used to support attendance at regularly-occurring meetings of professional or scholarly organizations, societies, or institutions.

Total travel costs will automatically calculate based on domestic and foreign travel costs. Travel to Canada and Mexico is considered foreign travel.

Section E. Participant/Trainee Support Costs

As a matter of programmatic policy, professional development or training are not supported in the Collaborative Research program.

Per [2 CFR §200.75](#), 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 or trainees (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 [Section L. Budget Justification](#).

Total participant support costs will be automatically calculated based on the sum of the Funds Requested column.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

List the total funds requested for participant stipends.

3. Travel

List the total funds requested for participant travel. In [Section L. 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.). **Any 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.**

4. Subsistence

List the total funds requested for participant subsistence. Subsistence expenses include:

- (a) lodging and service charges;
- (b) meals, including taxes and tips; and
- (c) incidental expenses (fees and tips given to porters, baggage carriers, hotel staff, etc.).

5. Other

Describe any other participant support costs (e.g., local ground transportation to various venues, admission fees, bottled water, etc.) and list the total funds requested for all other participant costs described.

Number of Participants

List the total number of proposed participants. The value of this field cannot exceed 999.

Section F. Other Direct Costs

Total Other Direct Costs will be automatically calculated based on the sum of the Funds Requested column.

1. Materials and Supplies

List the total funds requested for materials and supplies. Include the total funds requested for materials and supplies to be used in the project 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](#).

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

In [Section L. Budget Justification](#), indicate general categories, including an amount for each category. Categories with amounts less than \$1,000 are not required to be itemized.

2. Publication Costs

As a matter of programmatic policy, the Collaborative Research program funds manuscript preparation and the building of digital projects but not the costs related to production, publication, and distribution. Press subventions are not supported in this program.

3. Consultant Services

List the total funds requested for all consultant services, including compensation for foreign individuals who are members of the project team. Identify the following items in [Section L. Budget Justification](#), as applicable:

- each consultant, the services he/she will perform, total number of days, travel costs, and the total estimated costs; and
- persons who are confirmed to serve on external advisory committees to the project. Describe the services they will perform.

All consultant fees claimed must be in compliance with [2 CFR §200.459](#).

4. Automated Data Processing (ADP)/Computer Services

List the total funds requested for ADP/computer services. The cost of the applicant's computer services, including computer-based retrieval of scientific, technical, and education information may be requested. In [Section L. Budget Justification](#), include the established computer service rates at the proposing organization, if applicable. If such services are provided by a third-party, include them in [line 5 Subawards/Consortium/Contractual Costs](#).

5. Subawards/Consortium/Contractual Costs

List the total funds requested for project activities to be undertaken by third-party subrecipients. This includes subawards and other contractual costs proposed for the project. A complete itemization of the cost comprising the charge should be provided in [Section L. Budget](#)

Justification organized using the same categories present on the Research and Related budget. If there is more than one subrecipient, each must be justified separately in the budget justification. See [2 CFR §§200.330 and 331](#) for additional information.

Per [2 CFR §§200.92](#) and [330\(a\)](#), *subaward* means an award provided by a pass-through entity (the recipient) to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor (as defined in [2 CFR §200.23](#)) or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

This line item should include both direct and indirect costs for all subrecipients. If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement as part of [Attachment 8: Federally negotiated indirect cost rate agreement](#).

Contractual costs as defined in [2 CFR §§200.22](#) and [330\(b\)](#), are occasionally sufficiently high to warrant a categorical breakdown of costs. When this is the case, provide detailed information as part of [Section L. Budget Justification](#).

6. Equipment or Facility Rental/User Fees

List the total funds requested for equipment or facility rental/user fees. In [Section L. Budget Justification](#), identify and justify each rental/user fee.

Applicants may charge depreciation in compliance with [2 CFR §200.436](#). If the equipment was purchased with federal funds under another award, user fees may be appropriate (see [2 CFR §200.313 \(c\)\(2\)](#)). The applicant 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\(c\)](#).

The Hotel and Motel Fire Safety Act of 1990 (Pub. L. 101-391) states that federally funded meetings and conferences cannot be held in properties that do not comply with the law. The Act is applicable to all places of public accommodation affecting commerce, and requires that such properties are equipped with:

- hard-wired, single-station smoke detectors in each guestroom in accordance with the National Fire Protection Association (NFPA) standard 72;
- an automatic sprinkler system, with a sprinkler head in each guest room in compliance with NFPA standards 13 or 13R. Properties three stories or lower in height are exempt from the sprinkler requirement.

Note: 'places of public accommodation affecting commerce' are any inns, hotels, or other establishments not owned by the Federal Government that provides lodging to transient guests, except that such term does not include an establishment treated as an apartment building for purposes of any State or local law or regulation or an establishment located within a building that contains not more than five rooms for rent or hire and that is actually occupied as a residence by the proprietor of such establishment.

The United States Fire Administration (USFA) is charged with carrying out FEMA's responsibilities with respect to the Hotel and Motel Fire Safety Act of 1990. In addition to compiling, maintaining, and publishing the National Master List, USFA is also responsible for taking steps to encourage states to promote the use of automatic sprinkler systems and automatic smoke detection systems.

7. Alterations and Renovations

Do not include any expenses under 7. Alterations and Renovations. Per [2 CFR §200.462](#), costs incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

Include items not previously listed under other budget categories or in the indirect cost pool in lines 8-10. “Other” project-specific costs may include promotion, acquisition fees, rights, evaluation and assessment fees, and access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). Use [Section L. Budget Justification](#) to further itemize and justify. “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/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the NEH 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. Alcoholic beverages are unallowable and may not be included in your budget.

Section G. Total Direct Costs

This total will be automatically calculated based on the sum of the total funds requested for all direct costs (sections A-F).

Section H. Indirect Costs

Indirect costs (sometimes referred to as Facilities and Administration or “F&A”) 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. Items that would typically be regarded as indirect costs include the depreciation on buildings, equipment and capital improvement, operations and maintenance expenses, salaries of executive officers, accounting, and legal services.

Indirect costs are computed by applying a federally negotiated indirect cost rate to a distribution base (usually the modified total direct costs of the project).

For applicants seeking reimbursement for indirect costs: carefully review your institution’s negotiated indirect cost rate(s) to make sure you are using the most appropriate rate in your application budget. 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.

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

Organizations that wish to include indirect costs in the budget but have **never** had 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 with the federal government within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in [2 CFR §200.414](#)); or
- per [2 CFR §200.414\(f\)](#), the applicant may charge a de minimis rate of 10 percent of modified total direct costs (MTDC).

Per [2 CFR §200.68](#), MTDC 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 subawards under the award). MTDC exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. If you choose one of these three options, indicate on the budget form which option you are choosing.

If you are claiming indirect costs, 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 (e.g., Other Sponsored Activities (OSA), All Programs, Instruction, 10% de minimis, etc.) and base (e.g., Salaries, Salaries & Fringe, MTDC, etc.) and whether the activity and rate are off-site or onsite. If more than one rate or base is involved for a given type of indirect cost, then 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." Use [Section L. Budget Justification](#) if additional space is needed.

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with the cognizant federal agency. This field should be entered using a rate such as "32.5."

Indirect Cost Base (\$)

Enter the amount of the base for each indirect cost type. Use [Section L. Budget Justification](#) to explain any exclusions applied to the F&A base calculation.

Funds Requested (\$)

Enter the funds requested for each indirect cost type.

Total Indirect Costs

This total will be automatically calculated from the "Funds Requested" column.

Cognizant Federal Agency

Enter the name of the cognizant federal agency.

Section I. Total Direct and Indirect Costs

This total will be automatically populated from the sum of Total Direct Costs (from [Section G. Direct Costs](#)) and the Total Indirect Costs (from [Section H. Indirect Costs](#)).

Section J. Fee

Do not include any expenses under this section.

Section K. Total Costs and Fee

This total will be automatically calculated from the sum of Total Direct Costs and Fee (from sections "I. Total Direct and Indirect Costs" and "J. Fee"). Since there is no fee, this should be the same amount as in [Section I. Total Direct and Indirect Costs](#).

Section L. Budget Justification

The budget justification attachment is required. Attach only one PDF file named justification.pdf.

Use the budget justification to provide the additional information requested in each budget category identified above and any other information the applicant wishes to submit to support the budget request. The budget justification must specifically describe how each item will support the achievement of proposed objectives. If you have a quote(s), you may include it here. The following budget categories must be justified, where applicable: equipment, travel, participant/trainee support, and other direct cost categories.

Also use the budget justification to explain any exclusions applied to the base calculation.

If your project includes voluntary cost share, describe it here. However, these costs should not be included on the Research and Related budget form.

If you are requesting federal matching funds, required cost share must be included on the Research and Related budget form. Identify the activities to be covered by such funds in the budget justification, describe your contributions to the project here. 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.

Do not use the budget justification to expand the project narrative.

iii. Application Components

In addition to the standard forms included in the Grants.gov application package, your application also consists of a narrative, budget, and other required attachments. You will upload these components into the [Attachments Form](#).

The Application Components Table below will help you prepare a complete application. Applications missing any required documents or conditionally required documents from this list will be considered incomplete and will be rejected from further consideration.

Proposals that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.

Application component	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Grants.gov form		Required
Supplementary Cover Sheet for NEH Grant Programs	Grants.gov form		Required

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

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

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

If your institution is located, for example, in the 5th Congressional District of your state, put a "5." If your institution doesn't have a congressional district (for example, it is in a state or U.S. territory that doesn't have districts, or is in a foreign country), put a "0" (zero).

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

All institutions applying to federal programs are required to provide a D-U-N-S® number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution's grants administrator or chief financial officer to obtain their institution's D-U-N-S® number.

6. Project Information

- a. Provide the title of your project. Your title should not exceed 125 characters, including spaces (do not use all caps). Successful applications will typically have titles that are descriptive of the project, substantive, and free of specialized language. Most importantly, your title should be easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.
- b. Provide a brief description of your project that does not exceed one thousand characters. The description should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities.
- c. List the starting and ending dates for your project. All starting dates are on the first day of a month. All ending dates are on the last day of a month.

7. Project Director

Provide the name, title, mailing address, email address, and telephone and fax numbers for the project director. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. Because the project director's involvement in the proposed project is critical to its success, applicants must notify the NEH Office of Grant Management immediately if the project director listed in the application changes.

8. Primary Contact/Grants Administrator

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

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

9. Authorized Representative

Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "Authorizing Official," is typically the president, vice president, executive director, provost, or chancellor. To become an AOR, the person must be designated by the institution's E-Business Point of Contact. For more information, consult the [Grants.gov Online User Guide](#).

Supplementary Cover Sheet for NEH Grant Programs

Provide the following information:

1. Project Director

Use the pull-down menu to select the major field of study for the project director.

2. Institutional Information

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

3. Project Funding

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

4. Application Information

Indicate whether the proposal will be submitted to other NEH programs, government agencies, or private entities for funding. If so, indicate when and to whom. NEH frequently cosponsors projects with other funders. Providing this information will not prejudice the review of your application.

For Type of Application, check “new.”

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

Project/Performance Site Location(s) Form

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

Certification Regarding Lobbying

Applicants requesting awards greater than \$100,000 must complete and 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”

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

Attachments Form

Attach your narrative, budget, and the other application components to this form. Consult the [Application Components Table](#) to learn about the required application components, how to name each attachment, and the order in which to attach them. You must name and attach your files in the proper order so that NEH can identify them.

When you open the Attachments Form, you will find fifteen attachment buttons, labeled “Attachment 1” through “Attachment 15.” By clicking on a button, you will be able to choose the file from your computer that you wish to attach.

Your attachments must be in Portable Document Format (.pdf). Make sure that all files in formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains multiple documents, you must merge those documents into a single PDF. Do not attach PDF portfolios containing multiple PDFs. In addition, NEH cannot accept PDFs to which security has been added (password-protection, encryption, digital signatures, etc.). Flatten any such files before uploading to Grants.gov.

Visit [Grants.gov's 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, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

Note the following Grants.gov file naming conventions: limit file names to 50 or fewer characters. Do not attach any documents with the same name. All attachments 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. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

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

iv. Attachments

Provide the following items in the order specified below to complete the content of the application. Each attachment must be saved as a PDF and named in accordance with naming conventions outlined in the [Application Components Table](#).

Attachment 1: Project team (required)

Provide a list, surnames first, of all collaborators and other participants. Designate the project director, and if applicable, the co-director, first. 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 [Collaborators](#) section of the narrative, as well as those listed in the budget. After you list the participants, you may provide a separate list of 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)

The work plan must be consistent with the work described in both the [Collaboration](#) and [Methods and execution](#) sections of the narrative and associated 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.

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

Attachment 4: Résumés for key personnel (required)

Include brief two-page résumés for each principal project team member, with mailing addresses and e-mail addresses, and listings of the highest degree earned, the name of the institution awarding the degree, professional positions held, institutional affiliations, and major publications.

Name the file resumes.pdf.

Attachment 5: Bibliography (required)

The 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, whether convened in person or remotely.

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). If a second year of funding is requested for preparing and editing conference papers for publication, provide a draft table of contents. If available, a letter of interest or contract confirmation from a publisher.

Manuscript Preparation: Provide a draft table of contents. If available, a letter of interest or contract confirmation from a publisher.

Scholarly Digital Projects: As appropriate, provide 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 projects, a letter of support from the entity that will host and maintain the project (institution, library, archive, or other organization).

Appendices must not exceed ten pages. Name the file appendices.pdf.

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

If the project has received previous 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 the 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 the applicant institution 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, submit a copy of its federally negotiated indirect cost rate agreement. 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. Also 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

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

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

- Dun and Bradstreet (<https://fedgov.dnb.com/webform>)
- System for Award Management (SAM) (<https://www.sam.gov/SAM/>)
- Grants.gov (<https://www.grants.gov/web/grants/applicants/organization-registration.html>)

Organizations must obtain a Unique Entity Identifier, currently a valid Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number. Organizations must also 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\(d\)](#)).

If you have not already done so, SAM.gov will require entities to create a Login.gov user account. Applicants renewing or updating their registrations are strongly advised to know the email address associated with their current SAM.gov user account. Using the same email address allows SAM.gov to automatically migrate your roles. If a different email address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. As of February 2, 2019, you will be required to review and agree to the

Financial Assistance Representations and Certifications when registering or renewing in SAM.gov. These are a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations. You can review your organization's SAM registration [here](#).

NEH may not make an award to an applicant until the applicant has complied with all applicable D-U-N-S® and SAM requirements and, if an applicant has not fully complied with the requirements by the time NEH is ready to make an award, NEH may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

If you have already completed Grants.gov registration for NEH or another federal agency, confirm that the registration is still active and that the Authorized Organization Representative (AOR) has been approved.

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.

4. Submission Dates and Times

Drafts

Applicants may submit a draft using the template available on the [program resource page](#). Drafts should be submitted by email to collaborative@neh.gov; put "Collaborative Research draft" in the subject line of the message.

Draft narratives must be submitted no later than October 15, 2020, at 11:59 p.m. Eastern Time. Program staff will not review drafts that do not follow the template format or are submitted after the draft due date. Staff members will read only one draft per project per deadline.

The comments provided by staff are not part of the formal review process and have no bearing on the evaluation of the application, but previous applicants have found them helpful in strengthening their applications. Applicants are not required to submit a draft narrative.

Applications

The due date for applications under this announcement is December 2, 2020 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 number prior to the deadline to be considered under this notice.

[Confirm that you successfully submitted your application](#). It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have received your application.

NEH will assign a tracking number beginning with RZ- to your application when it has been received by the agency. The assignment of 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 NEH's system detects a technical problem with your application after retrieving it from Grants.gov, NEH will send you an email notification.

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

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12373](#).

6. Funding Restrictions

Funds 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
- public history projects
- 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)

NEH discourages applications that focus on biographies of living persons.

Also see the unallowable costs included in [2 CFR 200 Subpart E - Cost Principles](#).

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](#).

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, resulting interpretive study, 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 clarity of expression in the application; the appropriateness and feasibility of the research methods proposed to answer an explicit set of research questions; 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, and the appropriateness and value of the collaboration to achieve the project's goals.

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 organizations whose project has been previously funded, its productivity in relation to previous goals and accomplishments.

5. Outcomes and access

As applicable, the likelihood of a successful international collaboration or conference; 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 the quality of the sustainability plan for digital projects.

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

2. Review and Selection Process

NEH staff review applications for eligibility and completeness. NEH 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 outlined in this notice of funding opportunity. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff comments 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 NEH's review process.](#)

3. Assessment of Risk and Other Pre-Award Activities

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 §200.205](#)).

Applications that have received a favorable objective review are reviewed for other considerations that include 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, even at this point in the process, such requests do not guarantee that an award will be made. Following review of all 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.

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

4. Anticipated Announcement and Award Dates

Applicants will be notified of funding decisions by email in August 2021. For successful applicants, this notification is not an authorization to begin performance or incur related costs. Applicants may request evaluations of their applications by emailing collaborative@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grant administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by email beginning in September 2021.

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 Award.

Debarment, suspension, ineligibility, and voluntary exclusion certification

You must comply with [2 CFR §§180.335](#) and [180.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

- The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.338](#), including suspension or debarment. (See also 2 CFR parts [180](#) and [3369](#)).
- Where 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.

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

Copyright information

NEH recipients may copyright any work that is subject to copyright and was developed, or for which ownership was 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 the [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) pages on the NEH website for guidance on acknowledging NEH support and promotion.

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 [NEH's Research Misconduct Policy](#).

Principles of Civility

The Conference funding category in the Collaborative Research program supports conferences, symposia, and seminars. Recipients are therefore required to 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.

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](#).

3. Reporting

Recipients must comply with the reporting and review activities described below. All reports must be completed online in eGMS Reach, NEH's online grant management system, unless otherwise instructed.

- 1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an **annual** basis. Further information will be provided in the Notice of Action.

- 2.) **Performance Progress Report(s).** Recipients must submit a performance progress report to NEH on an **annual** basis. Further information will be provided in the Notice of Action.
- 3.) **Final Reports.** Recipients must submit a final financial report and a final performance report within 90 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, goal 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. Further information will be provided in the Notice of Action.

Recipients are encouraged to send copies of books resulting from research supported by NEH awards to the address below.

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

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

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

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

Federal Service Desk: FSD.gov
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 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

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 or documentaries** should consider the [Public Humanities Projects](#), [Media Projects](#), or [Short Documentaries](#) 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

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 956, et seq.](#) The principal purpose for which the information will be used is to process the application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that 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. 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 June 30, 2021.