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# NATIONAL ENDOWMENT FOR THE HUMANITIES

## DFG/NEH Bilateral Digital Humanities Program: Bilateral Symposia and Workshops

**RECEIPT DEADLINE: October 29, 2009 (for projects beginning June 2010 )**

**Date posted:** August 27, 2009

Catalog of Federal Domestic Assistance (CFDA)  
Number: 45.169

### Questions?

Questions from U.S. applicants should be directed to NEH's Office of Digital Humanities at [odh@neh.gov](mailto:odh@neh.gov). Applicants wishing to speak to a staff member by telephone should provide in an e-mail message a telephone number and a preferred time to call. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Questions from German applicants should be directed to DFG, International Relations, at +49 (228) 885-2388 or [max.voegler@dfg.de](mailto:max.voegler@dfg.de).

## I. Program Description

The National Endowment for the Humanities (NEH) in the United States and the German Research Foundation (Deutsche Forschungsgemeinschaft e.V., DFG) in Germany are working together to offer support for digital humanities projects. These grants provide funding for up to two bilateral symposia or workshops in the area of digital humanities.

Collaboration between U.S. and German partners is a key requirement for this grant category. The goal of this request for proposals is to promote stronger bilateral cooperation and increased competencies in the digital humanities communities in the two countries by initiating or intensifying contact between distinguished scholars, junior researchers, scientists, librarians, information professionals, and others working on humanities projects.

Each application must be sponsored by one eligible institution (U.S.) and one individual (Germany), and there must be a project director from each country (see [Eligibility](#) requirements below). The partners will collaborate to write a single application package, which the U.S. partner will submit to the NEH (via Grants.gov) and the German partner will

### NEH Information

- [Endowment-Wide Programs and Initiatives](#)
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submit to the DFG via regular postal service (original plus duplicate; additional submission of a PDF version via e-mail is encouraged).

All potential applicants should note that while NEH and DFG each host a version of the guidelines on their respective Web sites, the requirements for the application package as outlined in the section "Application and Submission Information" are identical. However, each set of guidelines contains some variations in grant administration procedures to be followed by successful applicants. These variations reflect the administrative and organizational requirements of each country.

Beside the research goal, applications should explain the need for the U.S.-German partnership and provide workable approaches to key issues within the digital humanities.

Proposals for Bilateral Symposia or Workshops may focus on any area of the digital humanities. Eligible areas include but are not limited to

- capacity building or networking to prepare for future collaborative humanities projects based around a single theme, technology, media form, or scholarly discipline;
- comparing and discussing the needs of researchers in both the U.S. and Germany and their uses of digitized resources; and
- exploring existing and possible uses of information technology in the humanities in both communities.

Proposals for bilateral symposia and workshops should specify an output resulting from the event or events (in most cases this will be a conference report and first steps toward future bilateral collaboration). Proposals should also include a plan for the dissemination of the results of the symposium or workshop.

All other factors being equal, preference will be given to applications proposing symposia or workshops hosted in the United States or Germany. Applicants proposing to host events in another country must justify the choice of venue for these exceptional cases. Furthermore, when exceptional circumstances warrant additional participants from a third country, DFG and NEH funds may be used to pay for subsistence and international travel for participants from countries other than Germany and the United States, but applicants must explain the rationale governing their selection of participants.

#### **Proposals for Bilateral Symposia or Workshops may not be used for**

- specific policy studies or educational assessments;
- projects that seek to promote a particular political, philosophical, religious, or ideological point of view;
- projects that advocate a particular program of social action; or
- recurrent meetings of professional organizations, societies, and scholarly organizations.

#### **Open Access and Grant Products**

Both NEH (as a taxpayer-supported federal agency) and DFG (as a publicly-financed independent agency) endeavor to make the products of their grants available to the broadest possible audience. Our goal is for scholars, educators, students, and the U.S. and German public to have ready and easy access to the wide range of NEH and DFG grant products. For projects that lead to the

- [Grants.gov Customer Support](#)
- [Troubleshooting tips](#)



To obtain a printed version of these guidelines, call 202-606-8446, send an e-mail to [info@neh.gov](mailto:info@neh.gov), or write to NEH, Office of Communications, 1100 Pennsylvania Avenue, NW, Washington, DC 20506.

development of Web sites or other online resources, all other considerations being equal, NEH and DFG give preference to those that provide free access to the public. Detailed guidance on access and dissemination matters can be found in the [Work Plan and Results](#) sections below.

## II. Award Information

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Awards range from \$20,000 to \$100,000 (approximately €14,000 to €71,000) for up to one year. Note that the German participants must follow allowable amounts according to the German Federal Travel Expenses Act.

A representative from each country will receive its portion of the grant funds from the funding agency in its country (NEH in the U.S.; DFG in Germany). **Projects must include an American project director with an institutional affiliation and a German project director who may but need not have an institutional affiliation, so that funds may be distributed according to respective national laws and funding guidelines.** Successful applicants to NEH will be awarded a grant in outright funds. Applicants should endeavor to balance the requests to NEH and DFG, requesting roughly equal amounts of money from each agency. The total amount requested from both agencies together should not exceed the \$100,000 (approximately €71,000) limit.

On average, workshops or symposia will have ten to fifteen participants from each country for a single event or a series of two events.

Funding can be provided for the following:

- travel costs;
- lodging and subsistence costs (fixed per diem for German participants);
- if applicable, event costs, such as photocopying costs for workshop packages or catering services for incidental food costs; and
- administrative assistance.

German participants should follow the guidelines of the German Federal Travel Expenses Act (Bundesreisekostengesetz, or BRKG), and participants should plan for economy airfare only. Travel costs charged to NEH grant funds must adhere to the guidelines contained in [Article 9. Travel Costs](#) and [Article 10. Foreign Travel](#) of the [General Terms and Conditions for Awards to Organizations](#). Please note that all air transportation of persons or property that is paid in whole or in part with NEH funds must be performed on a U.S. flag air carrier as outlined in Article 10.

### Cost allocation policy

Costs will be shared as follows:

**If the workshop or symposium is being held in Germany**, applicants may request from DFG funding according to the German Federal Travel Expenses Act (BRKG) for

- domestic travel within Germany and subsistence (per diem allowance) for participants from Germany, according to the German Federal Travel Expenses Act (BRKG);
- lodging for participants from Germany, according to the BRKG;
- lodging for international participants, provided that these are not paid by the partner organization;
- in justified, exceptional cases, subsistence (per diem allowance) and international travel for participants from other countries;
- events costs, such as copying expenses for flyers/conference materials (a printing allowance to publish conference proceedings cannot be granted), catering services for incidental food costs, or carrying out conference-related events;
- employment of conference assistants (up to €1,000); and

- in justified cases, costs for an interpreter.

Applicants may request from NEH funding for

- the cost for international travel incurred by participants from the United States;
- subsistence (per diem allowance) for participants from the United States; and
- lodging for participants from the United States, provided that these are not paid by the partner organization.

**If the workshop or symposium is being held in the United States**, applicants may request from NEH funding for

- domestic travel within the United States and subsistence (per diem allowance) for participants from the United States;
- lodging for participants from the United States;
- lodging for international participants, provided that these are not paid by the partner organization;
- in justified cases, subsistence (per diem allowance) and international travel for participants from other countries;
- events costs, such as copying expenses for flyers/conference materials (a printing allowance to publish conference proceedings cannot be granted), catering services for incidental food costs, or carrying out conference-related events;
- employment of conference assistants; and
- in justified cases, costs for an interpreter.

Applicants may request from DFG funding for

- the cost for international travel incurred by participants from Germany,
- subsistence (per diem allowance) for German participants, and
- lodging for participants from Germany, provided that these are not paid by the partner organization.

### **Cost Sharing**

Cost sharing is not required.

## **III. Eligibility**

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Applications must be submitted to both NEH and DFG. Applications sent to only one agency will not be considered for review. See [“How to Submit Your Application”](#) for instructions on submitting to each granting agency.

Late, incomplete, and ineligible applications will not be reviewed.

### **U.S. Partner Eligibility**

Any U.S. nonprofit organization with IRS 501(c)(3) tax-exempt status is eligible, as are state and local governmental agencies and tribal governments. Grants are not awarded to individuals.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity’s own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

## German Partner Eligibility

Proposals may be submitted by an individual researcher in Germany who intends to serve as the project coordinator. The individual researcher may but need not have an institutional affiliation and must have completed his or her research training (usually by having obtained a doctorate).

Ineligible to apply, however, are individuals working at institutions that are not nonprofit or do not allow immediate publication of research findings in a generally accessible form.

## IV. Application and Submission Information

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### HOW TO PREPARE YOUR APPLICATION

#### Application advice

Prior to submitting a proposal, applicants are encouraged to contact program officers who can offer advice about preparing the proposal. These comments are not part of the formal review process and have no bearing on the final outcome of the proposal, but applicants in other programs have found them helpful in strengthening their applications. You may submit a draft proposal to either DFG or NEH (or to both) until six weeks prior to the deadline.

You will submit your single application to both funding agencies. Co-applicants should collaborate in order to create this single application package. The application materials should be exactly the same in the copies submitted to NEH and DFG, with the following exception: Applications submitted to NEH through Grants.gov should list a primary Project Director affiliated with a U.S. institution; applications submitted to the DFG should list a primary Project Director (“*Hauptantragsteller*”) who may but need not be affiliated with a German institution.

The application should consist of the following parts:

#### 1. Description of the project and its significance

Provide a one-page abstract written for a nonspecialist audience, clearly explaining the project’s importance to the humanities, its principal activities, and its expected results.

#### 2. Table of contents

List all parts of the application and, beginning with the narrative, number all pages consecutively.

#### 3. Narrative

Limit the narrative to five to seven single-sided and single-spaced pages. All pages should have one-inch (2.54-centimeter) margins and the font size should be no smaller than eleven point. Use appendices to provide supplementary material.

- **Topics and goals:** Justify the importance of the project on the basis of its long-term benefits to research, education, or public programming in the humanities.
- **History, scope, and duration:** Discuss the topics and goals of the proposed symposium or workshop and its importance to the humanities.
- **Need and value of transatlantic collaboration:** Discuss the added value that transatlantic collaboration brings to the goal of the bilateral symposium or workshop. Discuss broadly the disciplines and levels of expertise of the attendees and what roles they will play (specifics for each participant should be listed in section 6, below).
- **Agenda:** Describe the agenda for the bilateral symposium or workshop, and explain how it will foster productive discussion.
- **Logistics:** Discuss the format of the meeting (e.g. one meeting or two). Provide



brief information about the location and the facilities to be used for holding the conference and housing the participants.

- **Work Plan:** Provide a work plan. Describe what will be accomplished and identify the staff members involved. The work described in the proposal should be completed by the end of the grant period. Include any potential plans to disseminate results of the symposium or workshop.
- **Results:** Discuss the expected results from the symposium or workshop, including plans for conference reports and future collaboration.

#### 4. Budget

U.S. partners must prepare a budget detailing costs and the amount requested from NEH, using the [NEH budget form](#) (14-page PDF). Note that all travel may be listed as one line-item in the NEH budget form and explained in detail in the budget narrative section, below. All foreign travel must be separated itemized. German partners must prepare a budget detailing costs and the amount requested from DFG. **The combined total amount requested must fall within the limits and follow the requirements outlined in the [Award Information](#) section above.**

The following applies to U.S. Partners only:

For any outsourced work, third-party contractor costs should be included in the budget category “Services.” Attach a complete itemization of these costs to the budget form. If there is more than one contractor, each one must be listed on the budget form and the costs itemized separately.

To the maximum extent practical, all procurement contracts must be made through an open and free competition. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the recipient, considering price, quality, and other factors. Applicants must justify procurement contracts in excess of \$100,000 that are not awarded by competitive bids or offers.

Consistent with the Buy American Act (41 U.S.C. 10a-c and Public Law 105-277), grantees and subrecipients who purchase equipment and products with grant funds should purchase only American-made equipment and products.

The following applies to German Partners only:

Applicants should formulate their budget according to the following guidelines: [www.dfg.de/forschungsfoerderung/formulare/download/1\\_813e.pdf](http://www.dfg.de/forschungsfoerderung/formulare/download/1_813e.pdf).

#### 5. Budget Narrative

The budget narrative should be used to clarify the items in the budget. Also use it to justify your choices for travel and lodging costs and to itemize all foreign travel.

#### 6. List of invited participants

Provide participants’ full institutional addresses, as well as the topics and abstracts (if available at the time of submission) of their contributions to the symposium or workshop. Describe the rationale for participant selection and how the participants’ qualifications will benefit the symposium or workshop.

#### 7. CV

Provide a CV and list of relevant publications for the German and U.S. coordinators (two-page limit per person).

### HOW TO SUBMIT YOUR APPLICATION VIA GRANTS.GOV

## Register or Verify Registration with Grants.gov

Applications for this program must be submitted via [Grants.gov](http://Grants.gov). Before using Grants.gov for the first time, each organization must register with the Web site to create an institutional profile. Once registered, your organization can then apply for any government grant on the Grants.gov Web site.

If your organization has already registered and you have verified that your registration is still valid, you may skip this step. If not, please see the Grants.gov [checklist](#) to guide you through the registration process. **We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, as it takes time for your registration to be processed.** If you have problems registering with Grants.gov, call the Grants.gov help desk at 1-800-518-4726.

## Download the Free Adobe Reader software

To fill out a Grants.gov application package, you will need to download and install the current version of Adobe Reader. The latest version of Adobe Reader, which is designed to function with PCs and Macintosh computers using a variety of popular operating systems, is available at no charge from the Adobe Web site ([www.adobe.com](http://www.adobe.com)).

Once installed, the current version of Adobe Reader will allow you to view and fill out Grants.gov application packages for any federal agency. 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.

## Download the Application Package

To submit your application, you will need to download the application package from the [Grants.gov](http://Grants.gov) Web site. You can download the application package at any time. (You do not have to wait for your Grants.gov registration to be complete.) Click the button at the right to download the package.



Save the application package to your computer's hard drive. To open the application package, select the file and double click. You do not have to be online to work on it.

You can save your application package at any time by clicking the "Save" button at the top of your screen. *Tip:* If you choose to save your application package before you have completed all the required forms, you may receive an error message indicating that your application is not valid. Click "OK" to save your work and complete the package another time. You can also use e-mail to share the application package with members of your organization or project team.

The application package contains four forms that you must complete in order to submit your application:

1. **Application for Federal Domestic Assistance—Short Organizational (SF-424 Short)**—this form asks for basic information about the project, the project director, and the institution.
2. **Supplementary Cover Sheet for NEH Grant Programs**—this form asks for additional information about the project director, the institution, and the budget.
3. **Project/Performance Site Location(s)**—this form asks for information about the primary site(s) at which grant activities will take place.
4. **NEH Attachment Form**—this form allows you to attach your narrative, budget, and the other parts of your application.



To assist applicants, Grants.gov provides a helpful [troubleshooting](#) page.

## How to Fill Out the SF-424 Short Form

Select the form from the menu and double click to open it. Please provide the following information:

1. **Name of Federal Agency:** This will be filled in automatically with “National Endowment for the Humanities.”
2. **Catalog of Federal Domestic Assistance Number:** This will be filled in automatically with the CFDA number and title of the NEH program to which you are applying.
3. **Date Received:** Please leave blank.
4. **Funding Opportunity Number:** This will be filled in automatically.
5. **Applicant Information:** In this section, please supply the name, address, employer/taxpayer identification number (EIN/TIN), DUNS number, Web site address, and congressional district of the institution. Also choose the “type” that best describes your institution (you only need to select one).

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 (e.g., it is in a state or U.S. territory that doesn’t have districts or is in a foreign country), put a “0” (zero).

All institutions applying to federal grant programs are required to provide a DUNS 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 DUNS number. Federal grant applicants can obtain a DUNS number free of charge by calling 1-866-705-5711. ([Learn more](#) about the requirement.)

6. **Project Information:** Provide the title of your project. Your title should be brief, descriptive, and substantive. It should also be informative to a nonspecialist audience. Provide a brief description of your project. The description should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities. List the starting and ending dates for your project.
7. **Project Director:**

Provide the last four digits of the Social Security Number, name, title, mailing address, e-mail address, and telephone and fax numbers for the project director.

Disclosure of Social Security Numbers is optional. NEH uses them for internal application processing only.
8. **Primary Contact/Grants Administrator:** Provide the contact information for the official responsible for the administration of the grant (i.e., negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants or research officer, or a sponsored programs official. Normally, the Primary Contact/Grants Administrator is not the same person as the Project Director. If the project director and the grants administrator are the same person, skip to Item 9.
9. **Authorized Representative:** Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an “Authorizing Official,” is typically the president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution’s E-Business Point of Contact. For more information, please consult the Grants.gov user guide, which is available at [www.grants.gov/applicants/resources.jsp](http://www.grants.gov/applicants/resources.jsp).

## How to Fill Out the Supplementary Cover Sheet for NEH Grant Programs

Select the form from the menu and double click to open it. Please provide the following information:

1. **Project Director:** Use the pull-down menu to select the major field of study for the project director.
2. **Institution Information:** Use the pull-down menu to select your type of institution.
3. **Project Funding:** Enter your project funding information. Note that applicants for Challenge Grants should use the right column only; applicants to all other programs should use the left column only.
4. **Application Information:** Indicate whether the proposal will be submitted to other NEH grant programs, government agencies, or private entities for funding. If so, please indicate where and when. NEH frequently cosponsors projects with other funding sources. Providing this information will not prejudice the review of your application.

For **Type of Application**, check “new” if the application requests a new period of funding, whether for a new project or the next phase of a project previously funded by NEH. Check “supplement” if the application requests additional funding for a current NEH grant. If requesting a supplement, provide the current grant number. Before submitting an application for a supplement, applicants should discuss their request with an NEH program officer.

For **Project Field Code**, use the pull-down menu to select the humanities field of the project. If the project is multidisciplinary, choose the field that corresponds to the project’s predominant discipline.

### How to Fill Out the Project/Performance Site Location(s) Form

Select the form from the menu and double click to open it. Please provide the requested information. Instructions for each requested data element may be viewed by positioning your cursor over the blank field.

### How to Use the NEH Attachment Form

You will use this form to attach the files that make up your application.

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. To learn more, go to [www.neh.gov/grants/grantsgov/pdf.html](http://www.neh.gov/grants/grantsgov/pdf.html).

When you open the NEH Attachment 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. You must name and attach your files in the proper order so that we can identify them. Please attach the proper file to the proper button as listed below:

**ATTACHMENT 1:** To this button, please attach your **description of the project and its significance**. Please name the file “projectdescription.pdf”.

**ATTACHMENT 2:** To this button, please attach your **table of contents**. Please name the file “contents.pdf”.

**ATTACHMENT 3:** To this button, please attach your **narrative**. Please name the file “narrative.pdf”.

**ATTACHMENT 4:** To this button, please attach your **NEH budget**. Please name the file “NEHbudget.pdf”.

ATTACHMENT 5: To this button, please attach your **DFG budget**. Please name the file “DFGbudget.pdf”.

ATTACHMENT 6: To this button, please attach your **budget narrative**. Please name the file “budgetnarrative.pdf”.

ATTACHMENT 7: To this button, please attach your **list of participants**. Please name the file “participants.pdf”.

ATTACHMENT 8: To this button, please attach your **CVs**. Please name the file “cv.pdf”.

Use the remaining buttons to attach any additional materials (if appropriate). Please give these attachments meaningful file names and ensure that they are PDFs.

### Uploading Your Application to Grants.gov

When you have completed all four forms, use the right-facing arrow to move each of them to the “Mandatory Documents for Submission” column. Once they have been moved over, the “Submit” button will activate. You are now ready to upload your application package to Grants.gov.

During the registration process, your institution designated one or more AORs (Authorized Organization Representatives). These AORs typically work in your institution’s Sponsored Research Office or Grants Office. When you have completed your application, you must ask your AOR to submit the application, using the special username and password that were assigned to him or her during the registration process.

To submit your application, your computer must have an active connection to the Internet. To begin the submission process, click the “Submit” button. A page will appear, asking you to sign and submit your application. At this point, your AOR will enter his or her username and password. When you click the “Sign and Submit Application” button, your application package will be uploaded to Grants.gov. Please note that it may take some time to upload your application package, depending on the size of your files and the speed of your Internet connection.

After the upload is complete, a confirmation page will appear. This page, which includes a tracking number, indicates that you have submitted your application to Grants.gov. Please print this page for your records. The AOR will also receive a confirmation e-mail message.

NEH suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is open Monday to Friday from 7:00 a.m. to 9:00 p.m. Eastern Time at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov).

To assist applicants, Grants.gov provides a helpful [troubleshooting](#) page.

### Deadlines

**Applications must be received by Grants.gov on or before October 29, 2009.** Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

### How to Submit Your Application to DFG

Applicants should fill out the following cover sheet for their application: [www.dfg.de/forschungsfoerderung/formulare/download/1\\_8131.pdf](http://www.dfg.de/forschungsfoerderung/formulare/download/1_8131.pdf). When formulating the budget request for the DFG, they should also take into account the guidelines to be found here: [www.dfg.de/forschungsfoerderung/formulare/download/1\\_813e.pdf](http://www.dfg.de/forschungsfoerderung/formulare/download/1_813e.pdf).

Signed applications should be sent in duplicate by postal mail to the Deutsche Forschungsgemeinschaft DFG, z.Hd. Dr. Max Vögler, Gruppe Internationale Zusammenarbeit,

Kennedyallee 40, 53175 Bonn. Applicants are advised to send an additional version of the application as a PDF document to the DFG e-mail address specified under contacts.

## V. Application Review

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**Reviewers involved in the process will be asked to apply the following criteria in assessing applications:**

**1. Project Aims:**

the project's intellectual contribution, including its potential contribution to scholarship in the humanities; the likelihood that it will stimulate new research; its relationship to larger themes in the humanities.

**2. Project Staff and Participants:**

the qualifications, expertise, and levels of commitment of the project directors, key project staff, and participants.

**3. Project Plans:**

the project's methodological soundness, including the appropriateness of symposium or workshop design; the viability, efficiency, and productivity of the work plan, including staffing and equipment; and the appropriateness of the project's budget.

**4. Partnership:**

the degree to which the proposal demonstrates the institutions' openness and willingness to work in an international partnership and the potential for an extended partnership beyond the funding period.

All other considerations being equal, preference will be given to projects that provide free, online access to digital materials produced with grant funds (Open Access).

### **Review and Selection Process**

Each proposal submitted to NEH and DFG will be evaluated by independent reviewers. Reviewers will read each application and advise NEH and DFG about the application's merits. DFG and NEH staff will comment on matters of fact or on significant issues that otherwise would be missing from these reviews. The NEH Chairman takes into account the advice provided by the review process and the National Council on the Humanities and, by law, makes all final NEH funding decisions. The DFG Joint Committee makes all final DFG funding decisions, except in those cases in which it has delegated this power to the President of the DFG. DFG and NEH will notify applicants in June 2010 whether proposals have been approved for funding. If only one of the two agencies recommends funding for a project, the principal investigators may be given the option of seeking additional outside funding—either at their home institutions or from an outside funding organization—in order to fully fund the project.

## VI. Award Administration Information [U.S. Partners Only]

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The information below is for the U.S. partner in the project.

### **Award notices**

Applicants will be notified by e-mail of the decision by June 2010. Institutional grants administrators and project directors of successful applications will also receive at that time award documents by mail. Applicants may obtain the evaluations of their applications by sending an e-mail message to [odh@neh.gov](mailto:odh@neh.gov).

### **Administrative requirements**

Before submitting an application, applicants should review their [responsibilities as an award recipient and the lobbying certification requirement](#).

### **Award conditions**

The requirements for awards are contained in the [General Terms and Conditions for Awards to Organizations](#), any specific terms and conditions contained in the award document, and the applicable [OMB circulars governing federal grants management](#).

### **Reporting requirements**

A schedule of report due dates will be included with the award document.

Interim and final performance reports will be required. Further details can be found in [Performance Reporting Requirements](#).

A final [Federal Financial Report \(SF-425\)](#) will be due within ninety days after the end of the award period.

## **VII. Award Administration Information [German Partners Only]**

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DFG requires its award holders to submit a final performance report within two months after the workshop/symposium.

## **VIII. Points of Contact**

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### **NEH Contact for U.S. Partners**

If you have questions about the program, contact the Office of Digital Humanities staff at [odh@neh.gov](mailto:odh@neh.gov). Applicants wishing to speak to a staff member by telephone should provide in the e-mail message a telephone number and a preferred time to call.

If you need help using Grants.gov, contact:

Grants.gov: <http://www.Grants.gov>  
Grants.gov help desk: [support@Grants.gov](mailto:support@Grants.gov)  
Grants.gov customer support tutorials and manuals:  
<http://www.grants.gov/applicants/resources.jsp>  
Grants.gov support line: 1-800-518-GRANTS (4726)  
Grants.gov [troubleshooting tips](#).

### **DFG Contact for German Partners**

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Tel. +49 (228) 885-2182  
[Max.Voegler@dfg.de](mailto:Max.Voegler@dfg.de)

## **IX. Other Information**

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### **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. The principal purpose for which

the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

### **Application Completion Time**

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Office of Publications, National Endowment for the Humanities, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, DC 20503. 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.