



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Funding Opportunity Title: Digital Humanities Advancement Grants

Funding Opportunity Number: 20230112-HAA

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.169

**Application Deadline:
January 12, 2023
June 15, 2023**

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

Office of Digital Humanities
Email: odh@neh.gov
Federal Relay: 7-1-1

OMB control number 3136-0134, expiration date October 31, 2024

Executive Summary

The National Endowment for the Humanities (NEH) Office of Digital Humanities is accepting applications for the Digital Humanities Advancement Grants program. The program supports innovative, experimental, and/or computationally challenging digital projects leading to work that can scale to enhance scholarly research, teaching, and public programming in the humanities.

Funding Opportunity Title	Digital Humanities Advancement Grants
Funding Opportunity Number	20230112-HAA
Federal Assistance Listing Number	45.169
Optional Draft Deadlines	November 14, 2022, 11:59 p.m. Eastern Time April 17, 2023, 11:59 p.m. Eastern Time
Application Deadlines	January 12, 2023, 11:59 p.m. Eastern Time June 15, 2023, 11:59 p.m. Eastern Time
Anticipated Award Announcements	August 2023 (for proposals submitted to the January deadline) December 2023 (for proposals submitted to the June deadline)
Anticipated Funding	Approximately \$2,200,000 per deadline
Estimated Number and Type of Awards	Approximately 10-15 grants per deadline
Award Amounts	Level I: up to \$75,000 Level II: \$75,001 to \$150,000 Level III: \$150,001 to \$350,000 Level III applicants may request an additional \$50,000 per project in federal matching funds (for a total award of up to \$400,000).
Cost Sharing/Match Required	No, unless federal matching funds are requested
Period of Performance	Level I and II: up to 24 months Level III: up to 36 months January deadline: projects must start between September 1, and November 1, 2023. June deadline projects must start between January 1, and March 1, 2024.
Eligible Applicants	Nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code; accredited institutions of higher education (public or nonprofit); state and local governments and their agencies; federally recognized Native American Tribal governments See C. Eligibility Information for additional information.
Program Resource Page	https://www.neh.gov/grants/odh/digital-humanities-advancement-grants
Pre-Application Webinar	NEH will post a pre-recorded webinar to the program resource page by October 27, 2022.
Published	August 16, 2022

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A. Program Description

1. Purpose

This notice solicits applications for the Digital Humanities Advancement Grants (DHAG) program from the Office of Digital Humanities.

The DHAG program supports projects at different phases of their lifecycles that respond to one or more of these programmatic priorities:

- research and refinement of innovative, experimental, or computationally challenging methods and techniques
- enhancement or design of digital infrastructure that contributes to and supports the humanities, such as open-source code, tools, or platforms
- evaluative studies that investigate the practices and the impact of digital scholarship on research, pedagogy, scholarly communication, and public engagement

The DHAG program values experimentation, reuse, and extensibility, leading to work that can scale to enhance scholarly research, teaching, and public programs in the humanities. DHAG recipients contribute to humanities scholarship by serving carefully identified audiences, addressing issues of accessibility and usability, and designing equitable, open, replicable, and sustainable projects. If your project is funded, you must analyze your workflow and publish your results in a [white paper](#) that NEH will share widely. This body of work contributes to the digital humanities' research base.

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

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

See [Related funding opportunities](#) for information about other NEH programs that support digital humanities projects.

Funding levels

Awards are available at three funding levels. You should choose the level appropriate to the scope and maturity of your proposed project. You are not required to obtain a Level I award to apply for a Level II project, nor are you required to receive a Level I or II award to apply for a Level III project, but you must complete some earlier phase of work to be eligible for a Level III award.

If you are a current DHAG recipient, you may apply for another award, even if you have not completed the first award. However, NEH will consider evidence of the success on your current award when reviewing your pending proposal. You should demonstrate that you have made enough progress in your current award to be ready to apply for an additional DHAG. See [B. Federal Award Information](#) for details.

If you are developing new software, NEH encourages you to make its use, copying, distribution, and modification free. You should make open-source software or source code publicly available in an online repository, such as GitHub or the Humanities Commons CORE Repository, and you should thoroughly document it to promote its reuse and implementation, and to ensure the reliability of data and reproducibility of results.

Level I

Level I awards (up to \$75,000 and up to 24 months) support small research projects or early stages of larger projects, including activities such as:

- developing a research agenda or strategy
- identifying appropriate methods or technologies for new and existing digital humanities projects
- convening planning sessions with stakeholders or conducting audience research to determine user needs and priorities
- designing experimental alpha-level prototypes
- facilitating convenings to address field-wide questions
- planning to revitalize and/or recover an existing digital project

Outcomes for Level I projects may include:

- reports and position papers (especially for projects involving evaluative studies)
- new consortia or partnerships
- plans for future research and technical development, design documents, and/or data integration
- articles, essays, books, edited volumes, or reports
- testing and assessment reports from alpha-level prototypes

Level II

Level II awards (from \$75,001 to \$150,000 and up to 24 months) support projects that have completed an initial planning phase and are poised to scale up based on prior research and development with a well-defined work plan, including activities such as:

- technical development and/or user experience design for beta-stage prototypes of open-source tools or software
- data curation
- meetings with advisory board members or collaborators
- evaluation and refinement of the project's methods, workflows, or tools to teach humanities concepts or to support humanities research
- development of virtual/in-person workshops or tutorials to disseminate project results

Outcomes for Level II projects may include:

- release of add-ons, code libraries, or working prototypes of tools
- implementation of new workflows through humanities-based case studies
- training data or models
- workshops, online tutorials, and other forms of documentation
- publications or conference presentations to share project results

Level III

Level III awards (from \$150,001 to \$350,000 and up to 36 months) support the expansion of mature projects with an established user base and strong dissemination plans beyond the applicant institution. If you apply to Level III, you **must** complete a planning or prototyping phase prior to applying and you **must** demonstrate prior success. Earlier phases of the project's development may or may not have been supported by NEH or other funders.

Level III awards support activities such as:

- technical and user experience design, including transformation of a prototype into a usable resource
- testing with targeted user communities
- code review and bug fixing
- development of training materials and documentation to promote wide use of the project
- preparation of presentations and publications to disseminate project results
- preparation of data, software, or websites for future preservation
- accessibility compliance review

Outcomes for Level III projects may include:

- launch of the digital project
- public release of final software, code, or datasets
- publication and presentation of research and results
- community engagement and outreach events, including workshops
- documentation and tutorials in multiple formats
- implementation of data management and sustainability plans

You may request up to \$50,000 in federal matching funds (for a total award of up to \$400,000) to leverage external funding to support digital initiatives and ensure long-term sustainability of digital projects. See [NEH Federal Matching Funds Guidelines](#).

2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#). Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#).

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

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

[Learn more about NEH.](#)

Libraries and museums advance the digital humanities

The [Institute of Museum and Library Services](#) (IMLS) anticipates providing funding through this program in support of its efforts to advance national information infrastructures in libraries and archives, subject to the availability of funds and agency discretion. These funds may support DHAG projects that further the IMLS mission to advance, support, and empower America’s

libraries, archives, museums, and related organizations. IMLS funding supports innovative collaborations between library and archives professionals, humanities professionals, information scientists, and relevant public communities that advance the preservation of, access to, and public engagement with, digital collections and services. IMLS encourages DHAG applicants to work in collaboration, and employ the expertise of, library and archives staff at your institution or across the country to strengthen knowledge networks, empower community learning, foster civic cohesion, advance research, and support the traditionally underserved.

If your organization seeks support for projects involving museums, libraries, and/or archives, you are encouraged to apply to the DHAG program, but you should also consider applying to either the IMLS [National Leadership Grants for Libraries](#) program or the IMLS [National Leadership Grants for Museums](#) program.

Note that while some DHAG projects may be funded in part by IMLS and identified as joint NEH/IMLS projects, NEH will issue all awards and recipients must follow NEH grant management procedures.

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

Award amounts

You may request up to \$75,000 for Level I.

You may request between \$75,001 to \$150,000 for Level II.

You may request between \$150,001 to \$350,000 for Level III.

If you are seeking Level III funding, you may request up to \$50,000 in federal matching funds (for a total award of up to \$400,000) to leverage external funding to support digital initiatives and ensure long-term sustainability of digital projects. Federal matching funds may support allowable activities that take place during the period of performance, such as dissemination and sustainability (required for all Level III projects). For example, federal matching funds could support the work of personnel dedicated to data curation, costs associated with long-term storage, creating extended documentation, training, and other efforts to develop and sustain an audience or user community. If you raise funds to satisfy a matching requirement, they must be from sources outside of the applicant institution consistent with the [NEH Federal Matching Funds Guidelines](#). See [C2. Cost Sharing](#).

See the [Research and Related Budget](#) instructions for guidance on documenting matching funds.

NEH anticipates awarding approximately \$2,200,000 among an estimated 10-15 recipients per deadline.

NEH will not determine the amount available until Congress makes appropriations for FY 2023 and FY 2024. NEH will issue awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency action to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

Period of performance

You may request a period of performance up to 24 months for Level I and Level II awards and up to 36 months for Level III.

If you apply for the January 2023 deadline, you may request a period of performance start date between September 1, 2023, and November 1, 2023.

If you apply for the June 2023 deadline, you may request a period of performance start date between January 1, 2024, and March 1, 2024.

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

You may have concurrent DHAG awards; however, you must not include the same project costs in two or more federal awards.

Level	Award Amount	Period of Performance
I	Up to \$75,000	Up to 24 months
II	\$75,001 to \$150,000	Up to 24 months
III	\$150,001 to \$350,00 (+ a possible \$50,000 in federal matching funds)	Up to 36 months

C. Eligibility Information

1. Eligible Applicants

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

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

If you are an eligible applicant, you may apply on behalf of a consortium of collaborating organizations. If NEH selects your proposal for funding, you will be programmatically, legally, and fiscally responsible for the award.

To be eligible, you must make substantive contributions to the success of the project and you must not function solely as a fiscal agent for another entity.

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

2. Cost Sharing

NEH does not require cost sharing in this program unless you request federal matching funds.

Cost sharing or matching is the portion of the project costs you pay for with non-NEH funds. Peer reviewers will not consider cost sharing in their evaluation of applications.

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

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

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

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

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

You must maintain auditable records of the source and use of cost share. See [2 CFR § 200.306](#).

Learn about [types of funds NEH offers](#).

3. Other Eligibility Information

You may submit multiple applications for separate and distinct projects under this notice. Individuals may serve as a project director or co-director on one DHAG application per deadline but may serve as personnel (not in a leadership role) on more than one DHAG application per deadline.

Degree candidates may not be project directors or co-directors, but may serve in other project roles.

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

If NEH has previously made an award in support of your project, you may submit an application for a new or subsequent stage of the project, which NEH will assess using the [same criteria](#) as other applications in this competition.

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

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

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

Except for the rare cases covered by its [late submission policy](#), NEH must receive your application by the [deadline](#).

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

NEH will not review applications that exceed page limits or violate formatting instructions. See the [Application Components Table](#).

D. Application and Submission Information

1. Application Package

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20230112-HAA. There is also a link on the [program resource page](#).

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

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

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

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 7-1-1.

2. Content and Form of Application Submission

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

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

- Required: You must submit this component.
- Conditionally Required: You must submit this component if you meet the specified conditions.
- Recommended: NEH encourages, but does not require, you to submit this component.

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

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

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

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

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

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

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

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

Application Component Table

Application Component	File Name	Designation	Page limits
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Research and Related Budget Attachments Form		Required	
Certification Regarding Lobbying		Conditionally required	
Standard Form-LLL “Disclosure of Lobbying Activities”		Conditionally required	
Attachments			
1: List of personnel	personnel.pdf	Required	
2: Narrative	narrative.pdf	Required	Level I: 4 pages Level II: 6 pages Level III: 8 pages (Mandatory)
3: Work plan	workplan.pdf	Required	3 pages (Mandatory)
4: Biographies	biographies.pdf	Required	1 paragraph per team member (Mandatory)
5: Data management plan	datamanagement.pdf	Required	2 pages (Mandatory)
6: Sustainability plan	sustainability.pdf	Required for Level III	3 pages (Mandatory)
7: Appendices	appendices.pdf	Recommended	10 pages (Suggested)
8: Letters of commitment	letters.pdf	Recommended	
9: Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
10: Federally negotiated indirect costs rate agreement	agreement.pdf	Conditionally required	
11: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	

Narrative

Compose a comprehensive description of your proposed project. Your narrative should be succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

Do not include a cover sheet or table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

State if you are applying for Level I, Level II, or Level III funding within the first page of the narrative. You may apply to any of the three levels as appropriate for the needs and stage of your project. NEH does not require you to obtain a Level I award prior to applying for a Level II project, nor do we require you to receive a Level I or II award prior to applying for a Level III award. When applying for a Level III award, you must have completed some earlier phase of work.

- For Level I proposals, the narrative must not exceed **four** pages.
- For Level II proposals, the narrative must not exceed **six** pages.
- For Level III proposals, the narrative must not exceed **eight** pages.

For all levels: pages should be single-spaced, have one-inch margins, and the font size must be no less than 11-point. You may use any citation style and format.

Include all required and relevant details within the narrative. You may embed links to external sources, but NEH does not require reviewers to review proposals online or visit links.

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

Overview of the project (one paragraph, aligns with [review criteria 1 and 2](#))

Provide a concise overview of your project written for a non-specialist audience stating the main goal of your project, key activities, and expected final outcome(s). State if you are applying for Level I, Level II, or Level III funding and describe how your project addresses one or more of the DHAG program priority areas outlined in [A1. Purpose](#).

Enhancing the humanities (aligns with [review criterion 1](#))

Provide a compelling argument for how your project benefits one or more disciplines in the humanities. Explain how the proposed activities and the ultimate results address a need or challenge for specific audiences (i.e., humanities scholars, students, practitioners, and public audiences). Discuss the potential impact of the project's outcomes.

Environmental scan (aligns with [review criterion 2](#))

Your environmental scan should demonstrate that you are aware of work in progress across the digital humanities and should explain how your proposed project contributes to and advances existing work in the field.

Provide a concise summary of relevant work within your area of study, as well as work that is technically or methodologically similar, and its relationship to your proposed project. For example, if you will develop software to solve a particular humanities problem, discuss existing software that addresses similar questions in other content areas outside of your field of expertise, and explain how the proposed solution differs. If you could adapt or re-use existing software products for the proposed project, identify them and discuss the pros and cons of taking that approach. If there are existing humanities projects similar to yours, describe them and discuss how they relate.

This section should not provide new information about proposed project activities.

History of the project (aligns with [review criterion 2](#))

Provide a concise history of the project, including preliminary research or planning, previous related work and financial support, publications, and resources or research facilities available.

If your project received prior NEH support, indicate the previous project's Federal Award Identification Number (FAIN) and describe how it met its goals.

If you are seeking a Level I award to plan for the revitalization or recovery of an older project, briefly describe how—if at all—you currently maintain the project (for example, through institutional support or grant funding). Document its user community, usage, and/or describe the project's impact on the field.

If you are seeking a Level II award, describe any completed research, planning, or collaboration building.

If you are seeking a Level III award, describe the results of testing and evaluation from earlier stages. Explain how earlier activities have positioned the project for successful execution and describe how this implementation phase will enable the project to fulfill its goals and serve its audiences.

Provide references to any earlier work, with citations or by including a list of references with URLs in [Attachment 7: Appendices](#).

If you request support for part of a larger initiative, clearly delineate the specific part intended for NEH funding through this application.

Activities and project team (aligns with [review criteria 3, 4, and 5](#))

Summarize the primary activities you will accomplish during the period of performance, with a focus on the major phases of the project. This summary should complement the detailed information in the work plan and timeline in [Attachment 3: Work plan](#) and personnel biographies in [Attachment 4: Biographies](#). Describe how the project will support and benefit all project staff, including students, through project-based learning, mentoring, immersion in the activities of the institution, or other professional development opportunities.

Describe how you will measure success and evaluate the project's activities and impact. These plans may involve people from outside your project team, or members from an advisory board who represent your intended audience. For example, a software development project might schedule user testing at regular intervals using internal staff, while another project focused on digital public humanities might consult regularly with a specific community outside of the applicant's institution. Evaluation activities should measure how the project is addressing its broader goals as defined in the "[Enhancing the humanities](#)" section. (For more information on evaluating humanities projects, see the [Rhode Island Council on the Humanities Evaluation Toolkit](#).)

If your project involves staging a workshop or conference, include a draft agenda and a list of proposed participants or specific criteria for selecting participants in [Attachment 7: Appendices](#).

NEH views the use of open-source software as a key component in the broad distribution of exemplary digital scholarship in the humanities. If you will not employ generally accessible open-source software, explain why, and explain how the project will satisfy NEH's goal for

scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. See [Providing access to NEH-funded projects](#).

Final products and dissemination (aligns with [review criteria 1 and 3](#))

Describe the expected final products for this award. Discuss how they align with the project’s goals and how you will ensure they reach and impact your intended audiences. Explain how you will credit the project team and collaborators for their contributions.

Describe your plans to disseminate project results to your intended audience (e.g., printed articles or books, presentations at meetings, webinars or training sessions, electronic media, and/or public events). Explain how you will make resulting publications available in an open-access venue.

Briefly describe how you will ensure that project results will be accessible to individuals with functional differences. Identify the guidelines or standards you will adhere to with respect to accessibility and universal design, as well as the disabilities your steps will address (for example, cognitive or physical disabilities, impaired sight, or impaired hearing). See [H. Other Information](#) for resources for designing for accessibility.

If applicable, describe any planned activities that will take place beyond the period of performance.

If you propose software development, describe how it will address NEH’s encouragement that software be free for others to use, copy, distribute, and modify. Describe plans to make open-source software or source code available to the public. Explain your plans to document software to promote its reuse and implementation.

Narrative Alignment	
Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
Narrative Section	Review Criteria
Overview of the project	1 and 2
Enhancing the humanities	1
Environmental scan	2
History of the project	2
Activities and project team	3 , 4 , and 5
Final products and dissemination	1 and 3

Research and Related Budget

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

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

The form indicates required fields in yellow. Round all costs to the nearest whole dollar. The inclusion of a cost category on the Research and Related Budget does not necessarily mean that

an expense is allowable. See [D6. Funding Restrictions](#) to ensure that proposed costs are allowable.

If you only request outright funds, your budget should include only the funding you are requesting from NEH. If you request federal matching funds, your budget must equal the total funding requested from NEH (outright and federal matching funds) and the one-to-one required third party cost share for the federal matching funds. Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the eligibility of gifts for matching purposes.

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

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

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

You should only include your own employees under [A. Senior/Key Person](#) and [B. Other Personnel](#). Include team members in leadership roles in the project under [A. Senior/Key Person](#). Include other team members under [B. Other Personnel](#). Include costs for non-employees under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#), as appropriate.

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

Introductory Fields

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

A. Senior/Key Person

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

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

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

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

Enter the requested salary and fringe benefits for each senior/key person. Per [2 CFR § 200.431](#), fringe benefits are allowances and services you provide in addition to salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

Requested salaries and wages must comply with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits must comply with [2 CFR § 200.431](#).

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

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

B. Other Personnel

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

Post-doctoral associates, graduate students, and undergraduate students

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

Secretarial/Clerical

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

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

If you include administrative or clerical salaries in your budget as direct costs, document how direct charging meets all four conditions in your [budget justification](#). NEH may request additional information to assess if proposed costs are allowable.

Additional Other Personnel

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

Requested salaries and wages must comply with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits must comply with [2 CFR § 200.431](#).

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

C. Equipment Description

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

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

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

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

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

The form will calculate total equipment costs.

D. Travel

Enter the total funds you are requesting for both domestic travel (local and long-distance) and foreign travel (including travel to Canada and Mexico). Provide a detailed breakdown of costs for each trip in your [budget justification](#). **If you make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

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

Include funds for the project director(s) to attend a two-day meeting in Washington, D.C., in November 2024. If this meeting does not occur, NEH may allow you to rebudget these funds for other allowable activities.

You may not use NEH funds to attend regularly occurring professional meetings unless the purpose of attending is to disseminate project-related findings.

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

The form will calculate total travel costs.

E. Participant/Trainee Support Costs

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

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

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

Include supporting information in your [budget justification](#). **If you or your participants make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

The form will calculate total participant support costs.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the total funds you are requesting for participant stipends.

3. Travel

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

4. Subsistence

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

5. Other

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

Number of Participants/Trainees

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

F. Other Direct Costs

The form will calculate total other direct costs.

1. Materials and Supplies

Enter the total funds you are requesting for materials and supplies that cost less than \$5,000 per item, regardless of its useful life, unless your organization has established a different capitalization level. See [2 CFR §§ 200.314](#) and [.453](#).

2. Publication Costs

Enter the total funds you are requesting for publication costs, including the costs of documenting, preparing, publishing, or otherwise making available to others the findings and products of the work conducted under the award. Include supporting information in your [budget justification](#).

3. Consultant Services

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

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

4. Automated Data Processing (ADP)/Computer Services

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

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

5. Subawards/Consortium/Contractual Costs

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

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

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

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

If your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each. See [Attachment 9: Subrecipient Budget\(s\)](#).

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

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

6. Equipment or Facility Rental/User Fees

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

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

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

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

7. Alterations and Renovations

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

8-10. Other

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

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

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

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

Indirect costs are costs that your institution incurs for common or joint objectives and that you cannot readily identify with a specific project or activity. Indirect costs include such expenses as

the depreciation on buildings, equipment, and capital improvements; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

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

Per [2 CFR § 200.1](#), MTDC are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subaward). **MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.**

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

Except as provided in [2 CFR § 200.414\(c\)\(1\)](#), NEH must use the negotiated rate(s) that are in effect at the time it issues your award and will not adjust the rate(s) throughout the life of your award. NEH will not adjust your award amount as a result of changes to your negotiated rates.

If an educational institution does not have a negotiated rate with the federal government when NEH issues an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), but has a provisional rate, NEH must use the provisional rate until a final cost is negotiated and approved by the cognizant agency, except as provided in [2 CFR § 200.414](#). If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, NEH may disallow indirect costs.

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

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

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

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

Indirect Cost Type

Enter the type of indirect cost rate (e.g., "other sponsored activities," "all programs," "instruction," "10% de minimis," etc.) and base (e.g., "MTDC," "salaries," "salaries & fringe," etc.) and whether the activity and rate are on- or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries (for example, if your project includes activities that occur both on and off campus). If you do not have a current indirect rate

agreement with your cognizant agency, but intend to negotiate one, write "None-will negotiate." If needed, provide additional detail in your [budget justification](#).

Indirect Cost Rate (%)

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

Indirect Cost Base (\$)

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

Funds Requested (\$)

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

Total Indirect Costs

The form will calculate total indirect costs.

Cognizant Federal Agency

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

I. Total Direct and Indirect Costs

The form will calculate total project costs.

J. Fee

Leave this field blank.

K. Total Costs and Fee

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

L. Budget Justification

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

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

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

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

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

A. Senior/Key Person

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

B. Other Personnel

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

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

C. Equipment Description

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

D. Travel

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

For local travel, include the mileage rate, number of miles, reason for travel, and staff members completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. You must use the lowest available commercial fares for coach or equivalent accommodations. **If you make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

E. Participant/Trainee Support Costs

Describe how you calculated participant stipends, travel, subsistence, and other costs. If possible, detail participant travel costs using the instructions above.

F. Other Direct Costs

1. Materials and Supplies

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

2. Publication Costs

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

3. Consultant Services

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

4. Automated Data Processing (ADP)/Computer Services

Itemize the cost for each service and include established service rates, if applicable.

5. Subawards/Consortium/Contractual Costs

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

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

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in [Attachment 9: Subrecipient budget\(s\)](#).

6. Equipment or Facility Rental/User Fees

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

7. Alterations and Renovations

Do not include any costs in this category.

8. Other Costs

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

H. Indirect Costs

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

Application Components

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

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

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

g. Provide your [congressional district](#) with your two-character state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter "AL-005." If your institution is in a state or U.S.

jurisdiction that does not have districts, enter “000” in place of the district number. If your institution is outside the U.S., enter “00-000.”

6. Project Information

a. Provide a brief description of your project (no more than one thousand characters, including spaces). You should write the description for a nonspecialist audience, including the members of the National Council on the Humanities, clearly stating the importance of the proposed work and its relation to larger issues in the humanities. If funded, this description will appear in the NEH’s database of funded projects.

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

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

7. Project Director

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

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

8. Primary Contact/Grant Administrator

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

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

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

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

9. Authorized Representative

Provide the name, title, and contact information for the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an “authorizing official,” is typically the institution’s president, vice president, executive director,

board chair, provost, or chancellor. The institution's Grants.gov E-Business Point of Contact must designate the AOR. See the [Grants.gov Online User Guide](#).

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

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

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

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

Learn more about the [types of funding NEH offers](#).

4. Application Information

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

For type of application, check "new."

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

Project/Performance Site Location(s) Form

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

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

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

Certification Regarding Lobbying (conditionally required)

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

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

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

Attachments Form

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

Do not attach portfolios containing multiple PDFs.

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

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

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

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

Attachment 1: List of personnel (required)

List project personnel, their titles and institutional affiliations (if any), and their role in the project. Clearly identify the project director and any co-directors (i.e., J.B. Smith, Assistant Professor, Smallville College, Project Co-Director). Include the names of advisory board members, if any.

The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. Personnel refers to members of the project team carrying out programmatic activities. The names on this list should match the names mentioned in [Attachment 3: Work plan](#), [Attachment 4: Biographies](#), and the [Activities and project team](#) section of the narrative. NEH uses this list to ensure that prospective peer reviewers have no conflicts of interest with the proposals they evaluate.

Name the file personnel.pdf.

Attachment 2: Narrative (required)

Refer to the prior instructions on preparing your [Narrative](#). **Your narrative must not exceed the required page limit:**

- Level I: 4 pages
- Level II: 6 pages
- Level III: 8 pages

Name the file narrative.pdf.

Attachment 3: Work plan (required)

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

Describe the specific tasks that will be accomplished during the project by including a detailed schedule of important tasks and milestones, including evaluation activities, and indicate the staff member responsible for each component (if applicable, include advisory board member responsibilities). You may use a Gantt chart or other schematic.

Identify risks, such as staff attrition, software development delays, and travel restrictions, and note how they might adversely affect the overall schedule. Describe strategies to mitigate these risks to keep the project on budget and on schedule.

If you are a Level III applicant requesting matching funds, you must identify which tasks will be covered by these funds and explain contingency plans in the event you are unable to raise matching funds.

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

Attachment 4: Biographies (required)

You must provide a one paragraph biography for all project personnel. Explain how each individual's technical competence and/or humanities qualifications will enable them to fulfill their responsibilities on the project. Indicate if a person is a current degree candidate (student).

If you plan to hire new staff, provide a one paragraph detailed job description for any open positions.

If your project has an advisory board, reviewers find it helpful to understand its function and the expertise of each member. Provide a brief explanation of its function and one paragraph biography for each member.

You must not submit CVs or resumes, or NEH will deem your application nonresponsive and reject it.

Name the file biographies.pdf.

Attachment 5: Data management plan (required)

Prepare a data management plan (DMP) for your project team to consult during and beyond the project's period of performance. DHAG projects may generate data such as software code,

algorithms, databases, digital tools, conference proceedings, reports, articles, research notes, or websites.

Address the following topics in the DMP:

- Identify the types of data that your project might generate and/or collect and eventually share with others, and under what conditions it will be generated and collected, including, if relevant, a discussion of policies about public access and sharing provisions to ensure protection of privacy, confidentiality, security, intellectual property, and other rights or requirements.
- Describe who will manage and maintain data and metadata, and how they will do it, including a discussion of physical and cyber resources and facilities they will use to effectively preserve and store research data. (These can include third-party facilities and repositories.)
- For projects involving partnerships with industry or other user communities, discuss how you will share and manage data with partners, institutional affiliates, and other major stakeholders.
- Explain any factors that might impinge on your ability to manage data, such as legal or ethical restrictions on access to non-aggregated data.
- Identify the lowest level of aggregated data you might share with others in the scholarly or scientific community, given that community's norms.
- Describe the mechanism(s) for sharing data and/or making it accessible to others, including how you will assure timely access to data.
- Discuss other types of data-related information you will maintain and share (for example, how it was generated, analytical and procedural information, and the metadata).

Explain costs stemming from data management in your budget justification.

The DMP must not exceed two pages. Name the file datamanagement.pdf.

Attachment 6: Sustainability plan (required for Level III applicants)

If you are applying for a Level III award, you must prepare a sustainability plan for the lifecycle of your project. This plan should discuss the project's long-term financial needs and demonstrate how it will continue to meet its goals after the period of performance. Address potential institutional support, including staff, or future funding streams necessary for the project to thrive. The content of the plan will vary, depending on the activities you will undertake during the period of performance. Consult the NEH-funded reports [Sustaining Digital Resources: A Briefing Paper for Leaders of Projects with Scholarly Content](#) and [The Socio-Technical Sustainability Roadmap](#) for advice on developing your plan.

The sustainability plan must not exceed three pages. Name the file sustainability.pdf.

Attachment 7: Appendices (recommended)

If applicable, include materials such as:

- a bibliography or list of works cited
- proposed workshop or meeting agendas and lists of participants or selection criteria
- use cases or scenarios; wireframes or annotated screen shots
- results from audience or user research
- relevant materials from a start-up phase, such as evaluation reports or summaries

Describe or caption any images or scanned documents to help reviewers understand what is depicted and how it relates to the project.

The appendices have a suggested page limit of ten pages. Name the file appendices.pdf.

Attachment 8: Letters of commitment (recommended)

If your project includes personnel outside the applicant institution (e.g., advisory board members, cooperating institutions), you may include brief letters of commitment confirming their involvement and responsibilities. These letters help peer reviewers see evidence of commitment by named personnel. Letters of commitment should not include a discussion of the overall value of the project or its potential impact.

Do not include letters of support. NEH will remove letters submitted by individuals not participating in the project from your application.

Elected government officials, NEH staff, and current members of NEH's [National Council on the Humanities](#) may not submit letters of support.

Name the file letters.pdf.

Attachment 9: Subrecipient budget(s) (conditionally required)

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

Download a [fillable PDF of the Research and Related Budget form](#) from the NEH website for each subrecipient. You must open and complete this form in Adobe Reader 8.0 or higher rather than in your web browser.

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

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

If your subrecipients have a federally negotiated indirect cost rate, you must honor it. If they do not have a federally negotiated indirect cost rate, they may negotiate a rate with you consistent with [2 CFR § 200.332\(a\)\(4\)](#) or they may use the de minimis rate.

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

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

Name the file subrecipient.pdf.

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

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

Name the file agreement.pdf.

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

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

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

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

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

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

Login.gov

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

System for Award Management (SAM)

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

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

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

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

Grants.gov

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

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

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

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

4. Submission Dates and Times

Drafts

Program officers will review drafts submitted by November 14, 2022 at 11:59 p.m. Eastern Time (for the January 2023 deadline) and April 17, 2023 at 11:59 p.m. Eastern Time (for the June 2023 deadline). Program officers will not review late drafts.

To submit a draft, please send a narrative, preliminary work plan, and/or preliminary budget as a single attachment (one file) to odh@neh.gov. Drafts must not be submitted via Grants.gov. In the body of the email, indicate the proposed funding level, lead project director, institution name, and preliminary title for the project.

This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it useful to strengthen their applications.

Applications

There will be two deadlines under this notice:

January 12, 2023, at 11:59 p.m. Eastern Time

June 15, 2023, at 11:59 p.m. Eastern Time

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

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

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

NEH recommends you submit your application 48 hours prior to the deadline so that you have time to correct any technical errors eGMS has notified you of or that you have discovered. It is your responsibility to correct any errors prior to the deadline.

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

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12372](#).

6. Funding Restrictions

You may not use awards made under this notice for the following purposes:

- projects that mainly involve digitization, unless you propose an innovative method for digitization (see [Related funding opportunities](#))
- projects that primarily develop humanities content for websites, mobile applications, games, and virtual environments, unless you propose innovative methods or are developing new technologies (see [Related funding opportunities](#))
- undergraduate or graduate course development (see [Related funding opportunities](#))
- the creation or conversion of a scholarly journal to a digital format (unless you develop new modes or platforms in scholarly publishing)
- recurring maintenance costs that support only the day-to-day operations of existing projects rather than substantive changes or upgrades
- attendance at recurring or established conferences or professional meetings, unless to disseminate project-related findings
- projects in which more than 2/3 of direct costs are for equipment, materials, and supplies (such as to outfit a digital humanities lab or makerspace)
- 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; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

See [2 CFR 200 Subpart E - Cost Principles](#) for other unallowable costs.

E. Application Review Information

1. Review Criteria

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

1: The clarity of the project's goals and significance and impact for the humanities

(aligns with narrative sections [Overview of the project](#), [Enhancing the humanities](#), and [Final product and dissemination](#))

- Are goals and outcomes clearly described and appropriate?
- What is the potential to enhance scholarly research, teaching, and learning in the humanities?
- Are the intended audiences or users well defined and are the dissemination and outreach plans appropriate for reaching these communities?
- What is the potential impact of this project's proposed outcomes?

2: The quality of the overall conception, organization, and description of how the proposed work sits within a broader context, and quality of the argument for new (or further) work in this area

(aligns with the narrative sections [Overview of the project](#), [Environmental scan](#), and [History of the project](#))

- Is similar work already underway? If so, how does this project differ and how might it complement existing work and advance the field? If not, is there a demonstrated need or interest for additional work in this area?

3: The feasibility and appropriateness of the activities, work plan, methodology, and use of technology, and the project's plans for mitigating risk and addressing accessibility for its intended audiences

(aligns with narrative sections [Activities and project team](#) and [Final product and dissemination](#) and [Attachment 3. Work plan](#))

- Is there a clear plan for implementing the proposed activities and outcomes?
- Are activities described with adequate detail?
- Are the timeline and proposed activities realistic?
- Are the proposed methods and/or technologies appropriate for the project goals?
- Are appropriate project personnel associated with specific tasks? Is the project team devoting time to evaluating the project's impact?
- Has the project team provided an adequate plan to provide equitable access to the project for its intended users, including audiences with various functional differences?
- Has the applicant adequately addressed risks and are its plans for mitigating those risks sufficiently detailed?

4: The qualifications, expertise, and levels of commitment of the project director and key project staff or contributors

(aligns with narrative section [Activities and project team](#) and [Attachment 4: Biographies](#))

- Do team members have the appropriate backgrounds and experiences to accomplish the proposed activities and to address the needs of the intended audiences?
- Is this team prepared to execute and complete the goals and outcomes outlined in the narrative?
- Will team members be adequately credited for their contributions to the project?

- Are early career or contingent staff, students, or interns receiving adequate mentorship or professional development opportunities?
- When roles are identified without a named staff member, is there a position description that adequately addresses needs for identifying and hiring individuals with appropriate skills?

5: The reasonableness of the proposed budget in relation to the proposed activities, staff compensation, the anticipated results, products, and dissemination

(aligns with narrative section [Activities and project team](#), [Attachment 3: Work plan](#), and the [Budget](#))

- Does the budget align with the project’s overarching goals and specific planned activities?
- Are adequate resources allocated for project staff, relative to the accompanying tasks?
- If contingent staff, students, or interns are involved in the project, are there mechanisms to ensure their efforts are compensated appropriately?
- If the project includes third parties (i.e., subrecipients, contractors, or consultants), how will the lead institution manage any resulting technical assets or infrastructure beyond the period of performance?
- **For Level III projects requesting federal matching funds**, are activities covered by matching funds clearly identified and likely to contribute to the sustainability of the project?

6: The quality and appropriateness of project plans for data management and (if applicable) sustainability

(aligns with [Attachment 5: Data management plan](#), and for Level III applicants, [Attachment 6: Sustainability plan](#))

- Does the applicant understand the types of data the project will generate?
- Are there adequate plans for preserving, managing, and sharing data, including beyond the period of performance?
- **For Level III projects**, have applicants demonstrated an understanding of the project’s long-term needs and are there sufficient plans to ensure the sustainability of the project?

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness. The agency then conducts a peer review process for all applications that pass this initial screening.

Peer reviewers are experts in their fields with knowledge and expertise relevant to the activities that the program supports. NEH instructs peer reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics rules governing conflicts of interest.

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

Following NEH’s public [announcement of funded projects](#), you may request copies of the peer reviewers’ evaluations of your proposal by contacting odh@neh.gov.

[Learn more about the NEH review process.](#)

3. Assessment of Risk and Other Pre-Award Activities

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

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

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

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

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in August 2023 (for proposals submitted for the January 2023 deadline) or December 2023 (for proposals submitted to the June 2023 deadline). This is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

If NEH selects your application for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach beginning in August 2023 (for proposals submitted to the January 2023 deadline) or December 2023 (for proposals submitted to the June 2023 deadline).

2. Administrative and National Policy Requirements

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

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

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

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

Providing access to NEH-funded products

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

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

Copyright information

Subject to applicable law, you may copyright work that you develop or acquire under an award. In accordance with [2 CFR § 200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish excerpts of grant products in [Humanities](#) magazine or on its website.

Acknowledging NEH support

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

Subrecipient Monitoring Requirements

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

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

Program income

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

Coordination of geographic information and related spatial data

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

Eliminate waste, fraud, and abuse

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

Termination

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

3. Reporting

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

1. **Federal Financial Report(s)**. You must submit the Federal Financial Report (SF-425) annually.
2. **Performance Progress Report(s)**. You must submit a performance progress report annually.
3. **Final Reports**. You must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which you achieved the mission, goals, and strategies outlined in the approved application; your objectives and accomplishments; barriers encountered; and your overall experiences during the period of performance.
4. **White Paper**. You must submit a white paper within 120 calendar days after the period of performance ends that documents the project, including lessons learned, so that others can benefit. NEH will publish the white paper on its website. See [How to Write a Successful White Paper](#).

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

G. Agency Contacts

If you have questions about the program, contact:

Office of Digital Humanities
National Endowment for the Humanities
400 Seventh Street, SW

Washington, DC 20506
odh@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 are deaf or hard of hearing, you can contact NEH using Federal Relay at 7-1-1.

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

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

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov Applicant Support at:

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

Always obtain a case number when calling for support.

H. Other Information

Resources for applicants to the Office of Digital Humanities

The Office of Digital Humanities has published an abundance of resources to help applicants [navigate grant programs and write a competitive proposals](#).

Related funding opportunities

NEH funds digital humanities projects in many programs across the agency. Review this guide to [Navigating DH at the NEH](#), or use this tool to [match your project with an NEH funding opportunity](#). If applicable, see also: “[Funding Digital Projects at Small, Regional, and Minority-Serving Institutions](#).”

If you seek to create a website, mobile application, game, or virtual environment that significantly contributes to public engagement with the humanities, consider the [Digital Projects for the Public](#) program offered by the Division of Public Programs. If you seek to experiment with approaches to developing or implementing innovative approaches or software for creating digital projects for the public, you may apply for a Digital Humanities Advancement Grant.

If you seek to develop digital humanities courses or curriculum-focused digital humanities projects, including podcasts, maps, or digital resources for distance learning that can be used on- or off-line, you should apply for the [Humanities Initiatives](#) programs offered by the Division of Education Programs. If you seek to design interdisciplinary digital humanities majors or minors, consider the [Humanities Connections](#) program, also in the Division of Education Programs.

If you seek to design and deliver national or regional professional development training with goals of learning methodological or conceptual approaches to digital humanities and building community among practitioners with shared interests, you should consider ODH's [Institutes for Advanced Topics in Digital Humanities program](#).

If you seek to examine the impacts of technology and digital culture on society through the lens of the humanities, you may wish to consider ODH's Dangers and Opportunities of Technology program.

If you seek to build or digitize collections, create archives, or develop reference resources like dictionaries and encyclopedias, you should consider the [Humanities Collections and Reference Resources](#) (HCRR) program. If you are in the planning stages of such a project, you should especially consider the HCRR Foundations subset of this program. If you seek to address major challenges in preserving or providing access to humanities collections and resources, you should consider the [Research and Development](#) program. Both programs are offered by the Division of Preservation and Access.

If you seek funding for individual scholarly interpretive research projects incorporating digital methods, you should consider the [Fellowships](#) program. If your project needs digital publication to achieve its aims, you should consider the [NEH-Mellon Fellowships for Digital Publication](#) program. Both are offered by the Division of Research Programs.

If you seek funding for a collaborative project that emphasizes interpretive work on humanities research questions, you should consider applying to the [Collaborative Research](#) program offered by the Division of Research Programs. This program funds convenings, manuscript preparation for publication, the planning of international collaborations, and the creation of scholarly digital resources or tools using preexisting methodologies, technologies, and infrastructure.

If you seek support to prepare critical digital editions and translations of important humanities texts (in print or digital form), you should consider the [Scholarly Editions and Scholarly Translations](#) program in the Division of Research Programs.

If you seek long-term (five-year) support for revitalization and coverage of ongoing costs for existing digital scholarly infrastructure projects and programs, including the sustaining of scholarly projects and networks in digital form, you should consider the [Infrastructure and Capacity Building Challenge Grants](#) offered by the Office of Challenge Programs. If you seek to develop a plan to rejuvenate or modernize an existing digital project, you may apply for a Level I Digital Humanities Advancement Grant.

Resources for accessible design

The following resources may be useful in developing plans to ensure that grant products are accessible to a broad audience, including individuals with disabilities:

Guidance on Web Accessibility and the ADA

<https://beta.ada.gov/web-guidance/>

“Considering the User Perspective: A Summary of Design Issues,” WebAIM
<http://webaim.org/articles/userperspective/>

“Design For Accessibility: A Cultural Administrator’s Handbook” (PDF)
<https://www.arts.gov/sites/default/files/Design-for-Accessibility.pdf>

Accessibility Fundamentals Overview, Web Accessibility Initiative
<https://www.w3.org/WAI/fundamentals/>

United States Access Board <https://www.access-board.gov/>

W3C Accessibility Standards
<http://www.w3.org/standards/webdesign/accessibility>

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, et seq.](#) Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice (“SORN”) published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that on average it takes sixty hours to complete an application. This estimate includes time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Time needed may vary from program to program.

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at grantmanagement@neh.gov. According to the [Paperwork Reduction Act of 1995](#), no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2024.