



NATIONAL ENDOWMENT FOR THE HUMANITIES

**NOTICE OF FUNDING OPPORTUNITY**

**Funding Opportunity Title:  
Digital Humanities Advancement Grants**

Funding Opportunity Number: 20220114-HAA

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.169

**Application Deadline:  
January 14, 2022  
June 24, 2022**

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

Office of Digital Humanities  
Email: [odh@neh.gov](mailto:odh@neh.gov)  
Federal Relay: 800-877-8399

OMB control number 3136-0134, expiration date September 30, 2021

## 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. The program also supports research that examines the history, criticism, ethics, and philosophy of digital culture or technology and its impact on society.

Funding Opportunity Title	Digital Humanities Advancement Grants
Funding Opportunity Number	20220114-HAA
Federal Assistance Listing Number	45.169
Application Deadlines	January 14, 2022, 11:59 p.m. Eastern Time June 24, 2022, 11:59 p.m. Eastern Time
Anticipated Announcements	August 2022 (for proposals submitted for the January 14, 2022 deadline) December 2022 (for projects submitted for the June 24, 2022 deadline)
Anticipated Available Funding	Approximately \$2,200,000 per deadline
Estimated Number and Type of Awards	Approximately 12-15 grants per deadline
Award Amounts	Level I: up to \$50,000 Level II: \$50,001 to \$150,000 Level III: \$150,001 to \$350,000  An additional \$50,000 per project in federal matching funds may be available for Level III applicants.
Cost Sharing/Match Required	No, unless federal matching funds are requested
Period of Performance	Level I: up to 24 months Level II: up to 24 months Level III: up to 36 months  Applications submitted for the January 14, 2022 deadline may start no earlier than September 1, 2022 and no later than November 1, 2022.  Applications submitted for the June 24, 2022 deadline may start no earlier than January 1, 2023 and no later than March 1, 2023.
Eligible Applicants	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.  See <a href="#">C. Eligibility Information</a> .
Program Resource Page	<a href="https://www.neh.gov/grants/odh/digital-humanities-advancement-grants">https://www.neh.gov/grants/odh/digital-humanities-advancement-grants</a>
Pre-Application Webinar	October 28, 2021, 2:00-3:00 pm Eastern Time The webinar link will be posted to the <a href="#">program resource page</a>
Publication	September 7, 2021

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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, such as open-source code, tools, or platforms, that contribute to and support the humanities
- research that examines the history, criticism, ethics, or philosophy of digital culture or technology and its impact on society, including racial, religious, and/or gender biases
- evaluative studies that investigate the practices and the impact of digital scholarship on research, pedagogy, scholarly communication, and public engagement

Experimentation, reuse, and extensibility are valued in this program, leading to work that can scale to enhance scholarly research, teaching, and public programming 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. All projects funded in this program must analyze their workflows and publish their results in white papers that are shared widely. This body of work contributes to the research base of the digital humanities.

Unallowable activities are described in [D6:Funding Restrictions](#). See [Related funding opportunities](#) for information about other NEH programs that support digital humanities projects.

## Funding levels

Awards are available at three funding levels. Applicants should carefully choose the level appropriate to the scope and maturity of the proposed project. You are not required to obtain a Level I award prior to applying for a Level II project, nor are you required to have received 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. See [B. Federal Award Information](#) for details.

Projects developing new software are encouraged to make the software free including use, copying, distribution, and modification. Open-source software or source code should be made publicly available in an online repository, such as GitHub or the Humanities Commons CORE Repository, and be thoroughly documented to promote its reuse and implementation as well as to ensure the reliability of data and reproducibility of results.

### Level I

**Level I awards** (up to \$50,000 and up to 24 months) support small research projects or early stages of larger projects, such as the following activities:

- developing a research agenda or strategy
- identifying appropriate methodologies or technologies for new and existing digital humanities projects

- planning sessions with stakeholders, or audience research to determine user needs and priorities
- designing experimental alpha-level prototypes
- 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 (especially for projects pursuing scholarship that examines the history, criticism, ethics, and philosophy of digital culture or technology)
- testing and assessment reports from alpha-level prototypes

## Level II

Level II awards (from \$50,001 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 community collaborators
- evaluation and refinement of a 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. Level III applicants **must** have completed a planning or prototyping phase prior to submitting an application and **must** demonstrate prior success. Earlier phases of the project's development may or may not have been supported by NEH or other funding sources.

Level III awards may support multiple activities such as:

- technical and user experience design, including transformation of a prototype into a usable resource
- user testing with targeted user communities
- code review and bug fixing
- development of training materials and documentation to promote wide use of 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 project may include:

- launch of digital project
- public release of finalized software, code, or data sets
- 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

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

## 2. Background

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

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

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

[Learn more about NEH.](#)

### NEH Areas of Interest

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

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

The task of building a more perfect Union rooted in the ideal of human equality falls to every generation of Americans, ours no less than our predecessors. The basic goals of life, liberty, and the pursuit of happiness endure over time, even as the challenges change: from founding a nation out of colonies; to dismantling the institution of slavery; to prevailing through times of economic depression and war; to advancing civil rights for all; to strengthening our democratic institutions; to building a more inclusive and sustainable society.

NEH’s [A More Perfect Union](#) initiative encourages projects that explore, reflect on, and tell the stories of our quest for a more just, inclusive, and sustainable society throughout our history.

NEH especially welcomes projects that bring the perspective of the humanities to questions of racial justice, gender equality, the evolution of the American landscape, as well as America's place in the world. Projects that strengthen Americans' knowledge of our principles of constitutional governance and democracy are strongly encouraged, as are projects that address the experiences of Native Americans and other under-represented communities. In addition, NEH welcomes projects that develop innovative approaches to sustaining the nation's humanities infrastructure and preserving its historical record.

### **Libraries and museums advance the digital humanities**

In support of its efforts to advance national information infrastructures in libraries and archives, and subject to the availability of funds and agency discretion, the [Institute of Museum and Library Services](#) (IMLS) anticipates providing funding through this program. 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.

Organizations interested in applying for projects involving museums, libraries, and/or archives are encouraged to apply to the DHAG program, but 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, all awards will be issued by NEH and recipients must follow NEH grant management procedures. Two or more applications for federal funding and/or approved federal award budgets may not include overlapping costs.

## **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**

Level I awards are up to \$50,000 in outright funding with a period of performance of up to 24 months.

Level II awards range from \$50,001 to \$150,000 in outright funding with a period of performance of up to 24 months.

Level III awards range from \$150,001 to \$350,000 in outright funding with a period of performance of up to 36 months.

To encourage institutions to leverage external funding to support digital initiatives and ensure long-term sustainability of digital projects, applicants seeking Level III funding may request up to \$50,000 in federal matching funds (for a total award of up to \$400,000). Federal matching funds may support allowable activities that will 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. Funds raised to satisfy a matching requirement must be provided by sources outside of the applicant institution consistent with the [NEH Federal Matching Funds Guidelines](#). See [C2. Cost Sharing](#).

Instructions for documenting matching funds may be found in the instructions for completing the [Research and Related Budget](#).

Applications submitted for the January 14, 2022 deadline may start no earlier than September 1, 2022 and no later than November 1, 2022.

Applications submitted for the June 24, 2022 deadline may start no earlier than January 1, 2023 and no later than March 1, 2023.

Approximately \$2,200,000 is expected to be available to fund approximately 12-15 recipients per deadline.

NEH will not determine the amount available until Congress enacts the final FY 2022 and 2023 budgets. This notice is subject to the availability of appropriated funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

## **C. Eligibility Information**

### **1. Eligible Applicants**

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

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

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

### **2. Cost Sharing**

Cost sharing or matching is the portion of the project costs not paid by NEH funds. Cost sharing is not required in this program, unless federal matching funds are requested. Required cost sharing includes third-party non-federal gift money that must be raised to release federal matching funds. Learn about [types of funds offered by NEH](#).

Applicants requesting federal matching funds must raise dollar-for-dollar cash contributions from nonfederal third parties and have them certified by NEH before the funds are released (see the [NEH Federal Matching Funds Guidelines](#)). The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. Federal matching funds are typically distributed on an annual basis over the life of the award.

Applicants may use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH, but it will not be considered in the evaluation of applications. Voluntary cost sharing consists of the cash contributions made to a project by the applicant, including unrecovered indirect costs, and by third parties as well as third-party in-kind



contributions. Third-party in-kind contributions are non-cash contributions (such as property or services) that benefit the funded project, and are contributed by non-federal third parties, without charge, to the recipient of the federal award.

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

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

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

Individuals may only be named as a project director or co-director on one application to this program per deadline, but may be listed 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. Degree candidates may serve in other project roles.

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

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

An applicant whose project has received a prior award from NEH may request support for a new or subsequent stage of that project. Such proposals will be judged by the same criteria as others in the current competition. Previously rejected applications may be revised and resubmitted in a future competition. Reviewers will not be informed of prior unsuccessful applications.

NEH does not make awards to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using funds from, or sites and materials controlled by, other federal entities in their projects. Such resources may not be used as gifts to release NEH matching funds.

NEH does not provide financial assistance to foreign institutions or organizations. Nevertheless, otherwise eligible American institutions may apply for collaborative projects involving U.S. and foreign organizations provided they do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in [2 CFR §200.1](#) and [2 CFR §200.331\(a\)](#). This limitation does not preclude American institutions from obtaining the services of foreign individuals and consultants to carry out various programmatic activities on a fee-for-service basis, as specified in [2 CFR §200.459](#); it also does not preclude vendor contracts such as in-country transportation services. If you are interested in submitting an application for a project involving international collaboration, consult with program staff.

Applications must be received by the deadline. Late, incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice. Applications that exceed specified page limits will not be reviewed. See the [Application Components Table](#).

## D. Application and Submission Information

### 1. Application Package

This funding opportunity is available in Grants.gov under number 20220114-HAA. You can also find a link to the funding opportunity on the [program resource page](#).

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

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

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

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

### 2. Content and Form of Application Submission

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

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

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

Unless otherwise stipulated in specific instructions, attachments must conform to the following formatting requirements:

- paper size no larger than standard letter paper size (8 1/2" x 11").
- at least one-inch margins on all sides for all pages.
- a font size no smaller than 12-point
- single-spacing
- recommended fonts: Arial, Georgia, Helvetica, or Palatino Linotype
- any standard citation style is acceptable; citations are included in page counts

<b>Grants.gov form/Attachment</b>	<b>Naming convention</b>	<b>Page limits</b>	<b>Notes</b>
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>	Grants.gov form		Required
<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>	Grants.gov form		Required
<a href="#">Project/Performance Site(s) Location Form</a>	Grants.gov form		Required
<a href="#">Research and Related Budget Attachments Form</a>	Grants.gov form		Required
<a href="#">Certification Regarding Lobbying</a>	Grants.gov form		Conditionally required
<a href="#">Standard Form-LLL “Disclosure of Lobbying Activities”</a>	Grants.gov form		Conditionally required
<a href="#">Attachment 1: List of personnel</a>	personnel.pdf		Required
<a href="#">Attachment 2: Narrative</a>	narrative.pdf	Level I: 4 pages Level II: 6 pages Level III: 8 pages	Required
<a href="#">Attachment 3: Work plan</a>	workplan.pdf	3 pages	Required
<a href="#">Attachment 4: Biographies</a>	biographies.pdf	1 paragraph per person	Required
<a href="#">Attachment 5: Data management plan</a>	datamanagement.pdf	2 pages	Required
<a href="#">Attachment 6: Sustainability plan</a>	sustainability.pdf	3 pages	Required for Level III applicants
<a href="#">Attachment 7: Appendices</a>	appendices.pdf	10 pages (suggested)	Optional
<a href="#">Attachment 8: Letters of commitment</a>	letters.pdf		Optional
<a href="#">Attachment 9: Federally negotiated indirect costs rate agreement</a>	agreement.pdf		Conditionally required
<a href="#">Attachment 10: Explanation of delinquent federal debt</a>	delinquentdebt.pdf		Conditionally required

## **Narrative**

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

State if you are applying for Level I, Level II, or Level III funding in the first page of the narrative. You may apply to any of the three levels as appropriate for the needs and stage of the project. You are not required to obtain a Level I award prior to applying for a Level II project, nor are you required to have received a Level I or II award prior to applying for a Level III award. When applying for a Level III, 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 and have one-inch margins, the font size must be no less than 12-point. You may use any citation style and format, as long as you use them consistently.

Include all required and relevant details within the narrative. Linking to external sources is allowed, but reviewers are not required to visit links and may read applications offline.

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

### **Enhancing the humanities (corresponds to [review criterion 1](#))**

Provide a clear and concise explanation—comprehensible to a general audience—of the project’s intellectual goals and research questions. Explain how the proposed activities and the ultimate results address a need or challenge for specific audiences (i.e., scholars, students, or public audiences). Describe how the project addresses one or more of the DHAG program priority areas outlined in [A1. Purpose](#). Discuss the potential impact of the project’s outcomes. For projects that are developing experimental methods, techniques, or tools, identify the technologies, platforms, and standards that you plan to use and how those choices are shaped by and contribute to needs in the humanities.

NEH views the use of open-source software as a key component in the broad distribution of exemplary digital scholarship in the humanities. If the project will not employ generally accessible open-source software, explain why and also 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](#).

### **Environmental scan (corresponds to [review criterion 2](#))**

The environmental scan should make it clear that you are aware of work being done across the digital humanities and should explain how your proposed project contributes to and advances work already done in the field.

Describe how your project advances the field by contextualizing the problem and your proposed scholarly and/or technical interventions. Provide a concise summary of relevant work within your area of study as well as work that is technically or methodologically similar. For example, if you are developing software to solve a particular humanities problem, discuss software that may be used to address similar questions in other content areas outside of your field of expertise, and explain how the proposed solution differs. If there are existing software products that could be adapted and re-used for the proposed project, identify them and discuss the pros and cons of taking that approach. If there are existing humanities projects that are similar to your project, describe them and discuss how they relate.

### **History of the project (corresponds to [review criterion 2](#))**

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

If your project has received prior NEH support, indicate the project’s award number 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—the project is currently maintained (for example, through institutional support or grant funding). Document the project’s user community, usage, and/or describe the project’s impact on the field.

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

If you are seeking a Level III award, describe the results of testing and evaluation from earlier stages. Explain how earlier phases 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 of users.

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

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

### **Activities and project team (corresponds to [review criteria 3, 4, and 5](#))**

Summarize the primary activities to be accomplished during the period of performance, with a focus on the major phases of the project. This summary should complement the detailed information provided in the work plan and timeline [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 plans for measuring success and evaluating 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](#).

### **Final products and dissemination (corresponds to [review criteria 1 and 3](#))**

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

Describe the plans to disseminate the project results to your intended audience (i.e., 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 the steps you will take to ensure that the project results will be accessible to individuals with disabilities. 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 are proposing 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 plans for documenting software to promote its reuse and implementation.

<b>Narrative Guidance</b> NEH has aligned each section of the narrative with its corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
<b><u>Narrative Section</u></b>	<b><u>Review Criteria</u></b>
<a href="#">Enhancing the humanities</a>	<u>1</u>
<a href="#">Environmental scan</a>	<u>2</u>
<a href="#">History of the project</a>	<u>2</u>
<a href="#">Activities and project team</a>	<u>3, 4, and 5</u>
<a href="#">Final products and dissemination</a>	<u>1 and 3</u>

## Research and Related Budget

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

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

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

If you are requesting federal matching funds, your budget must reflect total project costs including the one-to-one required cost share for the federal matching funds. As an example, an applicant requesting \$325,000 in outright funds and \$50,000 in federal matching funds must submit a budget that includes \$425,000 in total project costs (\$375,000 in award funds plus the required \$50,000 in nonfederal third-party contributions necessary to meet the required cost share). Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the eligibility of gifts for matching purposes. The total federal matching funds and cost share should be equal to the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields. Learn about [types of funds offered by NEH](#).

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

All costs, whether supported by NEH funds or required cost sharing contributions (if applicable), must be reasonable, necessary to accomplish project objectives, allowable in terms of [2 CFR 200 Subpart E - Cost Principles](#), auditable, and incurred during the period of

performance. All costs are subject to audit, record retention, and other requirements set forth in [2 CFR 200 Subpart F](#).

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

## **Introductory Fields**

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

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

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

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

If level of effort will not change throughout the year, you may use only the calendar months column. If effort remains constant, but your institutional business process requires noting academic and summer months separately, you may use both columns. If effort varies between academic and summer months, leave the calendar months column blank and use only the academic and summer months columns. If your institution does not use a nine-month academic year or a three-month summer period, include your institution's definition of these terms in your [budget justification](#).

Enter the requested salary and fringe benefits for each senior/key person. Per [2 CFR §200.431](#), fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. The sum of requested salary and fringe benefits will be automatically calculated for each senior/key person.

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

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

## **B. Other Personnel**

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

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

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

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. Such costs are subject to the reporting requirements in [2 CFR §200.430](#), and must be treated as direct or indirect costs in accordance with the actual work being performed. Tuition remission may be charged on an average rate basis.

### **Secretarial/Clerical**

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

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

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

### **Additional Other Personnel**

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

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

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

## **C. Equipment Description**

List each item of equipment to be purchased and its estimated cost, including shipping and maintenance. Justify each in your [budget justification](#).

You may purchase equipment if an analysis demonstrates that it is more economical and practical than leasing (equipment rental/user fees should be included in [F. Other Direct Costs](#)). Equipment is defined as nonexpendable personal property costing \$5,000 or more 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 charge depreciation in compliance with [2 CFR §200.436](#).

Per [2 CFR §200.322](#), as appropriate and to the extent consistent with law, applicants should, to the greatest extent practicable under a federal award, provide a preference for the purchase,



acquisition, or use of goods, products, or materials produced in the United States. The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

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

Total equipment costs will be automatically calculated.

#### **D. Travel**

Enter the total funds requested for both domestic (local and long-distance) and foreign travel (travel to Canada and Mexico is considered foreign travel). In your [budget justification](#), include the purpose, destination, travel dates (if known), and the names and number of travelers for each trip. If dates are not known, specify the estimated length of trip (e.g., 3 days). **All trips—both foreign and domestic—must be justified individually.**

For local travel, outline the mileage rate, number of miles, reason for travel, and staff member/consumers completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used. **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason.**

Travel costs must comply with [2 CFR §200.475](#) and foreign travel must comply with article 10 of the [General Terms and Conditions for Awards to Organizations](#). NEH will use the General Services Administration’s [published per diem rates](#) to assess if proposed travel costs are reasonable.

Applicants to both deadlines should include funds for the project director(s) to attend a one-day meeting at NEH’s offices in Washington, D.C. in November 2023. A maximum of two individuals per project may attend.

NEH funds may not be used to support attendance at 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](#).

Total travel costs will be automatically calculated.

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

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

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

Justify participant support costs in your [budget justification](#). **Arrangements made on a non-refundable basis are at the risk of the recipient or participant if the services must be cancelled for any reason.**

Total participant support costs will be automatically calculated.

### **1. Tuition/Fees/Health Insurance**

Leave this field blank.

### **2. Stipends**

Enter the total funds requested for participant stipends.

### **3. Travel**

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

### **4. Subsistence**

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

### **5. Other**

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

### **Number of Participants/Trainees**

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

## **F. Other Direct Costs**

Total other direct costs will be automatically calculated.

### **1. Materials and Supplies**

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

In your [budget justification](#), indicate general categories, including an amount for each category (e.g., personal computers, digital cameras, archival supplies). Itemize categories totaling \$1,000 or more.

### **2. Publication Costs**

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

### **3. Consultant Services**

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

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

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

Enter the total funds requested for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. In your [budget justification](#), include the established computer service rates, if applicable. If such services are provided by a third-party, include them in [Subawards/Consortium/Contractual Costs](#). Personal computers and peripherals should be included in [Materials and Supplies](#).

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

Enter the total funds requested (both direct and indirect costs) for activities to be performed by third-party subrecipients. This includes subawards and other contractual costs. Itemize the costs associated with the subaward or contract in your [budget justification](#), using the same categories on the Research and Related Budget. Justify each subrecipient individually. See [2 CFR §§200.331](#) and [.332](#).

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

A pass-through entity may provide a subaward through any form of legal agreement, including an agreement that the pass-through entity considers a contract. In determining whether an agreement between a pass-through entity and another non-federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. See [2 CFR §200.331\(c\)](#).

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

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

If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement in [Attachment 9: Federally negotiated indirect cost rate agreement](#).

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

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

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

Per [2 CFR §200.432](#), allowable conference costs may include rental of facilities. Rental costs under “less-than-arm's-length” leases are allowable with the condition that they must be consistent with the limitations set forth in [2 CFR §200.465\(c\)](#).

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

## **7. Alterations and Renovations**

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

## **8-10. Other**

List items not previously included in other budget categories or in the indirect cost pool. “Other” project-specific costs may include promotion, acquisition fees, rights, evaluation and assessment fees, and access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). Itemize and justify costs in your [budget justification](#). “Miscellaneous” and “contingency” are not acceptable budget categories.

Per [2 CFR §200.432](#), allowable conference costs may include speakers’ fees, costs of meals and refreshments, and other items incidental to such conferences. Conference hosts must exercise discretion and judgment in ensuring that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award. If incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Per [2 CFR §200.423](#), alcoholic beverages are unallowable.

## **G. Total Direct Costs**

Total direct costs will be automatically calculated.

## **H. Indirect Costs**

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

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

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

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

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

- direct cost all expenses;
- submit an indirect cost proposal to their cognizant federal agency to negotiate a rate within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in [2 CFR §200.414](#)); or
- charge a de minimis rate of 10% of MTDC (see [2 CFR §200.414\(f\)](#))

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

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

If applicable, include a copy of your federally negotiated indirect cost rate agreement as [Attachment 9: Federally negotiated indirect cost rate agreement](#).

### **Indirect Cost Type**

Enter the type of indirect cost rate (e.g., other sponsored activities, all programs, instruction, 10% de minimis, etc.) and base (e.g., salaries, salaries & fringe, MTDC, etc.) and whether the activity and rate are onsite or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries. If you do not have a current indirect rate(s) approved by a federal agency but intend to (re)negotiate, indicate "None--will negotiate." If needed, provide additional detail in your [budget justification](#).

### **Indirect Cost Rate (%)**

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

### **Indirect Cost Base (\$)**

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

### **Funds Requested (\$)**

Enter the funds requested for each indirect cost type.

### **Total Indirect Costs**

Total indirect costs will be automatically calculated.

### **Cognizant Federal Agency**

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

### **I. Total Direct and Indirect Costs**

Total costs will be automatically calculated.

### **J. Fee**

Leave this field blank.

## **K. Total Costs and Fee**

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

## **L. Budget Justification**

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

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

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

Explain any exclusions applied to your indirect costs base calculation.

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

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

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

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

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

### **5. Applicant Information**

Provide your organization’s legal name, address, employer/taxpayer identification number (EIN/TIN), unique entity identifier (assigned by the [System for Award Management](#)), website address, and [congressional district](#). For example, if your institution is located in the 5th congressional district of your state, put a “5.” If your institution does not have a congressional district (for example, it is in a state or U.S. jurisdiction that does not have districts, or is in a foreign country), put a “0” (zero).

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

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

### **6. Project Information**

a. Provide the title of your project. It should be brief (no more than 125 characters, including spaces). Successful applications typically have titles that are descriptive of the project and easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.

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

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

### **7. Project Director**

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

### **8. Primary Contact/Grants Administrator**

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

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

### **9. Authorized Representative**

Provide the name, title, and contact information for the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "authorizing official," is typically the president, vice president, executive director, provost, or chancellor. To become an AOR, the person must be designated by the institution's E-Business Point of Contact. Consult the [Grants.gov Online User Guide](#).

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

### **1. Project Director**

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

### **2. Institutional Information**

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

### **3. Project Funding**

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

### **4. Application Information**

Indicate whether complimentary proposals will be submitted to other NEH programs, government agencies, or private entities for funding. If so, specify when and to whom. NEH frequently cosponsors projects with other funders. Providing this information will not prejudice

the review of your application. See [C3. Other Eligibility Information](#) for restrictions regarding overlapping costs.

For type of application, check “new.”

Select the project’s primary discipline from the drop-down menu. Optionally, select the project’s secondary and tertiary disciplines.

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

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

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

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

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

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

### **Attachments Form**

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

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

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

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

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

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



### **Attachment 1: List of personnel (required)**

List all project personnel and their institutional affiliations, if any, and clearly identify the project director and any co-directors (i.e., J.B. Smith, Smallville College, Project Co-Director). 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. Include the names and institutional affiliations of advisory board members. This list is used to ensure that prospective peer reviewers have no conflicts of interest with the proposals that they will evaluate.

Name the file personnel.pdf.

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

Refer to the prior instructions on preparing your [Narrative](#). Name the file narrative.pdf.

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

Your work plan should reflect major activities described in the [narrative](#), 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, so as 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)**

Provide a one paragraph biography for each project participant. Explain how each individual's technical competence and/or humanities qualifications will enable them to fulfill their responsibilities on the project. **Applicants must not submit CVs or resumes, or NEH will deem the application nonresponsive and it will not be reviewed.**

If you plan to hire new staff using grant funds, provide a detailed job description for any open positions.

If the project has an advisory board, explain its function and provide a one paragraph biography for each member.

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, 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 how your team will manage and maintain data and metadata, and by whom, including a discussion of physical and cyber resources and facilities that will be used to effectively preserve and store research data (these can include third-party facilities and repositories).
- For projects involving partnerships with industry or other user communities, discuss how data will be shared and managed with partners, institutional affiliates, and other major stakeholders.
- Explain any factors that might impinge on the ability to manage data, for example, legal and ethical restrictions on access to non-aggregated data.
- Identify the lowest level of aggregated data that project directors 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 addressing how timely access to data will be assured.
- Discuss other types of information that should be maintained and shared regarding data; for example, the way it was generated, analytical and procedural information, and the metadata.

Explain any costs stemming from the management of data 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 long-term financial needs of the project and show how it will continue to be able to meet its goals after the period of performance. Address potential institutional support, including staff, or future funding streams necessary to allow the project to thrive. The content of the plan will vary, depending on the activities being undertaken 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 (optional)**

If applicable, include a bibliography or list of works cited; proposed workshop or meeting agenda and a list of participants or selection criteria; use cases or scenarios; wireframes or annotated screen shots; results from audience or user research, or other project plans. Describe or caption any images or scanned documents to help reviewers understand what is depicted and how it relates to the project. If applicable, include relevant materials from the project's start-up phase — for example, evaluation reports or summaries that help explain the project's initial results, impact, and/or significance.

**The appendices have a suggested length of ten pages.** Name the file appendices.pdf.

### **Attachment 8: Letters of commitment (optional)**

If your project includes participants 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.** Letters submitted by individuals not participating in the project will be removed from the 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: 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 10: Explanation of delinquent federal debt (conditionally required)**

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

Name the file delinquentdebt.pdf.

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

Before submitting an application, your organization must have a current and active [D-U-N-S® number](#) (until April 2022), [System for Award Management \(SAM\)](#) registration, and [Grants.gov](#) registration. [Learn more about this multistep process.](#)

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

You should allow several weeks for the registration process. If you fail to allow sufficient time to complete registration with SAM or Grants.gov, you will not be eligible for a deadline extension or waiver of the online submission requirement.

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

## **D-U-N-S®**

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

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

Your organization must register with the [System for Award Management \(SAM\)](#) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under [2 CFR §25.110\(b\)](#) or [\(c\)](#), or has an exception approved by the agency under [2 CFR §25.110\(d\)](#)). When your organization registers in SAM, it will be assigned a unique entity identifier.

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

## **Grants.gov**

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

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

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

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

## **4. Submission Dates and Times**

### **Drafts**

Program staff will review drafts submitted by November 15, 2021 at 11:59 p.m. Eastern Time (for the January 14, 2022 deadline) and by April 25, 2022 at 11:59 p.m. Eastern Time (for the June 24, 2022 deadline). Program staff will not review drafts submitted after these deadlines.

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](mailto: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 preliminary review is not part of the formal review process and has no bearing on the final outcome of the proposal; however, previous applicants have found it helpful in strengthening their applications.

## Applications

There will be two application due dates under this announcement:

January 14, 2022, 11:59 p.m. Eastern Time

June 24, 2022, 11:59 p.m. Eastern Time

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

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

When NEH receives your application from Grants.gov, the agency will assign it a tracking number beginning with HAA-. A tracking number does not guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If a technical problem is detected, NEH will notify you via email. We recommend submitting applications well ahead of the deadline to ensure you have time to remedy any issues. It is your responsibility to correct any errors prior to the deadline.

Once you have applied, NEH will not comment on the status of your application except on issues of eligibility, completeness, and responsiveness.

## 5. Intergovernmental Review

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

## 6. Funding Restrictions

Awards made under this notice may not be used for the following purposes:

- projects that mainly involve digitization, unless the applicant is proposing an innovative method for digitization (see [Related funding opportunities](#))
- projects that primarily develop humanities content for websites, mobile applications, games, and virtual environments, unless the applicant is proposing innovative methods or 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 developing new modes or platforms in scholarly publishing)
- recurring maintenance costs that would 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
- proposals primarily seeking funding 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 and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

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

## E. Application Review Information

### 1. Review Criteria

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

#### **Criterion 1: The intellectual significance and impact of the project for the humanities**

(corresponds to narrative sections [Enhancing the humanities](#) and [Final product and dissemination](#))

- **For projects developing new technology, infrastructure scholarly methods, or evaluative studies**, what is the potential to enhance scholarly research, teaching, and learning in the humanities?
- **For projects making use of existing technology or methods**, how will a new application or collaboration advance humanities scholarship, teaching, and learning?
- **For all projects**,
  - Are the intended audiences or users well defined and are the dissemination and outreach plans appropriate for reaching these communities?
  - Are goals and outcomes clearly described and appropriate?
  - What is the potential impact of this project's proposed outcomes?

#### **Criterion 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**

(corresponds with the narrative sections [Environmental scan](#) and [History of the project](#))

- Is there similar work already underway in this area? 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?

#### **Criterion 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**

(corresponds to 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 methodologies and/or technologies appropriate for the project goals?
- Are appropriate project personnel associated with specific tasks? Is the project team devoting time to evaluating activities and the project's impact?
- Has the project team addressed issues of accessibility and universal design, as well as what sorts of disabilities its plans will address (for example, cognitive or physical disabilities, impaired sight, or impaired hearing) for its intended audience of users?
- Is there a discussion of risk and plans for mitigating those risks?

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

(corresponds to 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?

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

(corresponds to 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 for ensuring their efforts are compensated appropriately?
- If third parties (i.e., subrecipients, contractors, or consultants) are involved, how is the lead institution addressing needs to manage any resulting technical assets or infrastructure after the grant ends?
- Are all costs allowable, reasonable, and allocable to the proposed activities?
- **For Level III projects requesting federal matching funds**, are activities covered by matching identified and appropriate for supporting the project in the long-term?

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

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

- Do applicants demonstrate an understanding of the types of data produced for their project?
- 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, and then uses a peer review process to evaluate all eligible and complete applications. Peer reviewers are experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff comment on matters of fact or on significant issues that otherwise would be missing from peer reviews, then makes recommendations to the [National Council on the Humanities](#). The National Council meets at least twice annually to advise the NEH Chairman. The Chairman considers the advice provided by the review process and, by law, makes all funding decisions. [Learn more about the NEH review process.](#)

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

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

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

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

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

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

NEH will notify applicants of funding decisions by email in August 2022 (for proposals submitted for the January 14, 2022 deadline) or December 2022 (for proposals submitted for the June 24, 2022 deadline). This notification is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting [odh@neh.gov](mailto:odh@neh.gov).

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

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

The NEH Office of Grant Management will send award documents to the institutional grants administrators and project directors of successful applications via eGMS Reach in August 2022 (for proposals submitted for the January 14, 2022 deadline) or December 2022 (for proposals submitted for the June 24, 2022 deadline).

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

Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued December 26, 2014 or later\)](#), and the specific terms and conditions in the Notice of Action.

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

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

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



- 3) If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 10: Explanation of delinquent federal debt](#).

## **Providing access to NEH-funded products**

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

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

## **Copyright information**

Recipients may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under an award. In accordance with [2 CFR §200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish an excerpt from resulting grant product(s) in [Humanities](#) magazine or on the NEH website.

## **Acknowledging NEH support**

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

## **Program income policy**

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

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

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

## **Termination**

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

## **3. Reporting**

Recipients must comply with the following reporting requirements. Reports must be completed online in eGMS Reach, the NEH online grant management system, unless otherwise instructed. Further information will be provided in the Notice of Action.

- 1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an annual basis.

- 2.) **Performance Progress Report(s).** Recipients must submit a performance progress report to NEH on an annual basis.
- 3.) **Final Reports.** Recipients must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goals, and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance.
- 4.) **White paper.** Recipients must submit a white paper within 120 calendar days after the period of performance ends. This white paper must document the project, including lessons learned, so that others can benefit. This white paper will be posted on the NEH 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](mailto: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  
[grantmanagement@neh.gov](mailto:grantmanagement@neh.gov)

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

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

### [Federal Service Desk](#)

U.S. calls: 866-606-8220  
International calls: +1 334-206-7828

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

### [Grants.gov Applicant Support](#)

Telephone: 1-800-518-4726  
International Calls: 606-545-5035  
Email: [support@grants.gov](mailto:support@grants.gov)

Always obtain a case number when calling for support.

## H. Other Information

### 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](#).

Applicants seeking to create websites, mobile applications, games, and virtual environments that significantly contribute to public engagement with the humanities should consider the [Digital Projects for the Public](#) program offered by the Division of Public Programs. Applicants seeking to experiment with approaches to developing or implementing innovative approaches or software for creating digital projects for the public are, however, welcome to apply for a Digital Humanities Advancement Grant.

Applicants seeking 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 should apply for the [Humanities Initiatives](#) programs offered by the Division of Education Programs. Applicants seeking to design interdisciplinary digital humanities majors or minors, should consider the [Humanities Connections](#) program, also in the Division of Education Programs.

Applicants seeking 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, should consider the ODH's [Institutes for Advanced Topics in Digital Humanities program](#).

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

Applicants seeking funding for individual scholarly interpretive research projects incorporating digital methods or leading to a digital publication should consider [Fellowships](#) or the [NEH-Mellon Fellowships for Digital Publication](#) programs offered by the Division of Research Programs.

Collaborative projects that emphasize interpretive work on humanities research questions should consider applying to the [Collaborative Research](#) program offered by the Division of Research Programs. Applications can seek funding at the planning stage; for a public conference; to prepare print or born-digital publications; or to build scholarly digital resources or tools using preexisting methodologies, technologies, and infrastructure.

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

Applicants seeking long-term (five- to ten-year) support for revitalization and the covering of ongoing costs for existing digital scholarly infrastructure projects and programs, including the sustaining of scholarly projects and networks in digital form, should consider the [Infrastructure and Capacity Building Challenge Grants](#) offered by the Office of Challenge Programs. Applicants seeking to develop a plan to rejuvenate or modernize an existing digital project are welcome to 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:

“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>

“How People with Disabilities Use the Web,” Web Accessibility Initiative  
<http://www.w3.org/WAI/intro/people-use-web/>

United States Access Board <https://www.accessboard.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 fifteen hours to complete this application. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding

Opportunity Officer at [grantmanagement@neh.gov](mailto:grantmanagement@neh.gov). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date September 30, 2021.