NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title: *Dialogues on the Experience of War*

Funding Opportunity Number: 20201014-AV

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.163

Application Due Date: October 14, 2020

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

Executive Summary

The National Endowment for the Humanities (NEH) Division of Education Programs is accepting applications for the *Dialogues on the Experience of War* program, as part of its current initiative, Standing Together: The Humanities and the Experience of War. The purpose of the program is to support the study and discussion of important humanities sources about war, in the belief that these sources can help U.S. military veterans and others think more deeply about the issues raised by war and military service. *Dialogues* is designed to reach military veterans; however, men and women in active service, military families, and interested members of the public may also participate.

Funding Opportunity Title:	*Dialogues on the Experience of War*
Funding Opportunity Number:	20201014-AV
Federal Assistance Listing Number (CFDA):	45.163
Application Due Date:	October 14, 2020, 11:59 p.m. Eastern Time
Anticipated Announcement:	March 2021
Anticipated Total Annual Available FY21 Funding	Approximately $950,000 (based on three-year average 2018-2020)
Number and Type of Awards Made in Recent Funding Cycles:	Approximately 10 grants (based on three-year average 2018-2020)
Funding Range:	Up to $100,000
Cost Sharing/Match Required:	No
Period of Performance:	12 to 24 months with a start date as early as May 1, 2021, and no later than September 1, 2021.
Eligible Applicants:	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. See Section C for additional information.
Program Resource Page:	https://www.neh.gov/grants/education/dialogues-the-experience-war
Pre-Application Webinar	September 8, 2020 at 2:00 p.m. Eastern Time https://attendee.gotowebinar.com/register/2928867388160137999

Table of Contents

A. Program Description

1. Purpose

This notice solicits applications for the *Dialogues on the Experience of War* program as part of NEH's current initiative, [Standing Together: The Humanities and the Experience of War](#).

The program supports the study and discussion of important humanities sources about war, in the belief that these sources can help U.S. military veterans and others think more deeply about the issues raised by war and military service. *Dialogues* is designed to reach military veterans; however, projects involving discussion groups that integrate veterans with civilians, men and women in active service, and military families are welcome. Project teams should include humanities scholars, military veterans, and individuals with relevant experience.

Awards of up to $100,000 will support:

- the creation of an in-person or virtual preparatory program to recruit, train, and mentor (or support) *Dialogues* discussion leaders, and
- the convening of at least two sustained discussion series focused on humanities resources that address the experience of war and military service, each including fifteen or more participants and held either in person or virtually

Preparatory training and discussion programs may take place in veterans' centers, at public libraries or cultural centers, on college and university campuses, via online convening platforms, and at other venues.

Preparatory training programs

Applicants must assemble a team to develop a preparatory training program. The preparatory program should be designed to train discussion leaders. The program should include the following:

- close study of the humanities sources at the heart of the discussions
- modeling and practice in leading humanities discussions (for example, posing questions designed to explore texts and elicit discussion of the texts' contemporary relevance; articulating rules of civil discourse; encouraging group inquiry; moderating disagreements)
- developing the discussion leaders' knowledge and awareness of the diverse backgrounds and perspectives of military veterans and service members
- mentoring and/or supporting discussion leaders throughout the run of the project
- building a virtual or actual network of discussion leaders and resources for future versions of the program and/or new programs

The format of and methodology behind the preparatory program might include elements such as: lectures with breakout discussion groups; how-to demonstrations on the art of close reading; modeling how to conduct fruitful conversations or moderate online forums; the creation of videos; and practice in facilitating sample discussion sessions.

Discussion programs

As educational programs, *Dialogues* discussions should allow for deep engagement with the humanities sources and for full dialogue that involves each member of the group. The discussion programs should engage the participants in multiple sessions or for enough time to build trust and intellectual community among the group members.

The discussion programs must:

- treat at least two historically distinct conflicts in depth: one from the earliest wars through the World War I era, and a second from the wars after the World War I era
- focus on the close study of sources drawn from at least two distinct genres (such as historical writings, memoirs, military biographies, speeches and letters, philosophical writings, documentaries, fiction, and artworks) from a diverse range of perspectives
- engage participants in deep discussion of the selected humanities sources and the issues that they raise
- convene participants — whether in person, in virtual, or in a hybrid form – for multiple sessions to foster sustained and inclusive dialogue

Humanities sources eligible for discussion can be drawn from history, philosophy, literature, film, and the visual and performing arts—and may be complemented by veterans' testimonials. Discussions should engage the participants in serious exploration of important questions about war and military service, such as the ethics of war, the nature of service, the place of veterans in society, heroism, suffering, loyalty, and patriotism.

The application must explain how the preparatory and discussion program design will support a commitment to thorough and sustained discussion, and provide a specific plan for recruiting, training, selecting, and mentoring the discussion leaders. The *Dialogues on the Experience of War* program does not prescribe a particular format or schedule for either the preparatory or discussion programs. NEH's intention is to allow applicants to tailor their program design to the strengths and needs of their audience, project team (including the discussion leaders to be trained), organizational partners, and host sites. Proposals will be evaluated, however, on the strength of these various elements and how well they cohere.

Prior *Dialogues* award recipients applying at the 2020 deadline must include new, extended, or revised plans that enhance their project significantly and that indicate how lessons learned in the implementation of their previous project(s) inform their current application. They must indicate how their proposed project will develop, strengthen, and expand project partnerships between the recipient and other programs, institutions, or community organizations to:

- develop or extend a local, regional, or national network of *Dialogues* programs
- create and disseminate shared and/or shareable project resources for preparatory and discussion programs, such as training videos, facilitator resources, reading and resource lists, source materials, and evaluation forms and guidance
- scale up their own preparatory and discussion programs, or build capacity for smaller organizations or remote communities to offer *Dialogues* programs

To these ends, project teams could use award funds for activities and resources that support program evaluation, revision, and expansion such as: meetings and workshops; technological and infrastructure consultants, additional travel expenses for regional or national meetings; or other means of sharing resources and best practices across a wider programming community.

Unallowable activities are described in section D6. Funding Restrictions.

2. Background

This program is authorized by 20 U.S.C. §956, *et seq*. Awards are subject to 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal

[Awards](#), and the [General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued December 26, 2014 or later)](#).

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

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

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

NEH Areas of Interest
NEH is especially interested in supporting projects that advance humanities-related work in the following areas.

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

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

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

B. Federal Award Information

1. Type of Application and Award
Type of applications sought: new.

NEH will provide funding in the form of grants.

2. Summary of Funding

Across the past three funding cycles, the average annual funding for this program totaled $950,000 for an average of 10 recipients. You may apply for a ceiling amount of up to $100,000.

NEH will not determine the amount available until Congress has enacted the final FY 2021 budget. This program notice is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

The period of performance is 12 to 24 months, with a start date as early as May 1, 2021 and no later than September 1, 2021.

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.

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

2. Cost Sharing

Cost sharing is not required in this program, unless federal matching funds are requested. Applicants may use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH.

Cost sharing or matching is the portion of the project costs not paid by NEH funds. Cost sharing will not be considered in the evaluation of applications.

Voluntary cost sharing consists of the cash contributions made to a project by the applicant, including unrecovered indirect costs, and by third parties as well as third-party in-kind contributions. Third-party in-kind contributions means the value of non-cash contributions (such as property or services) that benefit the funded project, and are contributed by non-federal third parties, without charge, to the recipient of the federal award.

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

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

3. Other Eligibility Information

Eligible applicants may submit multiple applications for separate and distinct projects under this announcement. An individual may only be named as project director on one application.

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

Prior recipients with closed *Dialogues* awards will need to respond to additional [review criteria](#). Prior recipients with open *Dialogues* awards may not apply.

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

NEH does not provide financial assistance to foreign institutions or organizations. Nevertheless, otherwise eligible American institutions may apply for collaborative projects involving U.S. and foreign organizations provided they do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined by [2 CFR §200.92](#) and [2 CFR §200.330(a)](#). This limitation does not preclude American institutions from obtaining the services of foreign individuals and consultants to carry out various programmatic activities on a fee-for-service basis, as specified in [2 CFR §200.459](#); it also does not preclude vendor contracts such as in-country transportation services. If you are interested in submitting an application for a project involving international collaboration, please consult beforehand with the division staff.

All application materials must be received by the application deadline. Late, incomplete, 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

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

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

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

2. Content and Form of Application Submission

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

i. Project Narrative

The narrative provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

Applicants that have not been previously funded in this program must limit the narrative to fifteen double-spaced pages. Prior *Dialogues* award recipients must limit the narrative to sixteen double-spaced pages. All applicants should use one-inch margins and a font size no smaller than twelve points.

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

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

a. Summary of the project (corresponds with all review criteria)

Provide a one-paragraph overview of the project that describes the scope, structure, and setting of the proposed preparatory and discussion programs. Briefly sketch the wars to be covered, the topics and themes to be addressed, and the genres of humanities sources to be considered (such as historical writings, memoirs, military biographies, speeches and letters, philosophical writings, documentaries, fiction, and artworks).

b. Project development (corresponds with all review criteria)

Prior recipients of *Dialogues* awards must include this section in their narrative. Other applicants may omit it.

Describe the key ways the proposed project builds on past *Dialogues* work in its design and scope (these elements may be more fully explained in the subsequent sections of the narrative). These may include:

- lessons learned in the first run of the project and revisions based on participant evaluations
- changes to program elements such as intellectual content and activities, engagement of different kinds of participants, dissemination of resources and methods for preparatory and discussion programs to other audiences
- development of a local, regional, or national network of *Dialogues* programs
- building capacity for smaller organizations or remote communities to offer *Dialogues* programs
- additional collaborative partners

c. Design, intellectual approach and content, and implementation (corresponds with review criteria Intellectual quality, Design quality, and Impact)

The *Dialogues on the Experience of War* program does not prescribe a particular format or schedule for either the preparatory or discussion programs. NEH's intention is to allow applicants to tailor their program design to the strengths and needs of their audience, project team (including the discussion leaders to be trained), organizational partners, and host sites. Proposals will be evaluated, however, on the strength of these various elements and how well they cohere.

For both the preparatory and discussion programs, discuss the proposed location(s) for the discussion groups and the facilities available for in-person convenings or technical specifications for virtual convenings. Describe planned accommodations to address participants' needs (such as mobility, child care, etc.).

1. Intellectual rationale (corresponds with review criteria Intellectual quality and Design quality)

State the goals and intended outcomes of the project. Briefly explain the rationale for selecting the conflicts, themes, and humanities sources, and how they form a coherent

program of study. Identify the intended audiences and describe how the format of the project conveys the central humanities ideas/themes.

2. **Preparatory program for discussion leaders (corresponds with review criteria Design quality and Impact)**

Describe the specific goals, organization, and content of the proposed preparatory program. Describe the recruitment and selection process for the persons who will be trained as discussion leaders and other project personnel, if any, who will receive the training. Plans for the selection and training of discussion leaders should include specific selection criteria, activities, and sufficient training time and resources to ensure they are well-prepared to guide deep and sustained discussion of the proposed themes and sources.

Outline the resources and preparation that would enhance discussion leaders' understanding of the diversity of veteran and military experience. Discuss how the practice of facilitating discussion will be modeled and what methods and sources (including proposed sources for the discussion programs) would be used. Identify and discuss study guides or other resources that will be made available to preparatory program participants. As Attachment 2, provide a detailed schedule and syllabus for the preparatory program.

3. **Discussion programs for military veterans and others (corresponds with review criteria Intellectual quality, Design quality, and Impact)**

Discuss the specific humanities content of the programs. Elaborate on the topics, themes, conflicts, and sources at the heart of the discussion programs. Identify the humanities sources and other resources to be made available to the discussion group participants. Be specific as to how you will use the humanities sources to address the central themes of the discussion programs. Indicate how multiple viewpoints, dialogic methods, and selected themes will enrich the discussions. Include examples of the open-ended questions and sources that will be used in discussion.

Delineate the intended participants of the discussion groups (for example, veterans, men and women in active service, military and veteran family members of the general public, etc.). Describe the discussion program format, including the frequency and length of the sessions, and the number of participants convened.

Discuss the proposed location(s) for the discussion groups and the facilities available for either in-person convenings or technical specifications for virtual convenings. Describe how the discussion groups will be publicized and how the participants will be recruited. Describe planned accommodations to address participants' needs (such as mobility, child care, etc.).

As Attachment 3, provide a schedule and syllabus for the discussion groups.

4. **Project team (corresponds with review criteria Intellectual quality and Design quality)**

Identify the specific roles and qualifications of the members of the project team, for instance, the project director, project scholars, relevant institutional support staff, and of the project personnel who will carry out each stage of the project. Note that supporting résumés (not to exceed two single-spaced pages) are required as Attachment 5. If the project has an advisory board, identify the humanities scholars, veterans, and other individuals who serve on the board and describe how they would support the project. One letter of reference per project director is required as Attachment 6. Letters of commitment from leaders of the preparatory program and any key individual collaborators on the project are conditionally required as Attachment 7.

5. Institutional context (corresponds with review criteria Design quality and Impact)

Describe the mission and resources of the applicant institution and its capacity to support the proposed activities. A letter of support from the applicant institution may be provided as part of Attachment 6, but is not required. If the project includes the adoption of an academic course, a letter of support from the institution is recommended. If the project includes collaborations with other organizations, indicate how the mission and resources of those organizations would support the project. As Attachment 7, provide a letter of commitment from any collaborating organizations (as applicable).

6. Evaluation (corresponds with review criteria Design quality and Impact)

Describe the plans for evaluating the project while underway and at its conclusion, and how these would serve its goals. Each project must include at least two basic survey evaluations:

- The first will be completed by participants at the end of the preparatory program for discussion leaders.
- The second will survey the participants in the discussion groups. Best practices have shown that surveys at the beginning and at the end of the program are most effective.

Describe how repeated discussion sessions may be altered, based on feedback incorporated from the surveys and other lessons learned.

NARRATIVE GUIDANCE

To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.

Narrative Section	Review Criteria
Summary of the project	Intellectual quality Design quality Impact
Project development (prior *Dialogues* recipients only)	Intellectual quality Design quality Impact Additional criteria for prior Dialogues recipients
Design, intellectual approach and content, and implementation	Intellectual quality Design quality Impact
Intellectual rationale	Intellectual quality Design quality
Preparatory program for discussion leaders	Design quality Impact

Discussion program for military veterans and other participants	Intellectual quality Design quality Impact
Project team	Intellectual quality Design quality
Institutional context	Design quality Impact
Evaluation	Design quality Impact

ii. Research and Related Budget

Applicants must submit a project budget using the Research and Related Budget Form found in the Grants.gov application package, and attach a budget justification in section L of this form.

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

Required fields are indicated in yellow. If no funds are requested for a required field, enter a zero. You must round to the nearest whole dollar amount in all dollar fields.

All of the items listed, 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.

The inclusion of a cost category on the Research and Related Budget Form does not automatically indicate that an expense is allowable in this program. See D6. Funding Restrictions for a list of unallowable costs. Carefully review these instructions to ensure that costs are not disallowed.

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

Introductory Fields

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

Section A. Senior/Key Person

Include the names of the project director (or co-directors) and any other key persons employed by the applicant organization who are involved in the project planning and/or implementation.

Indicate the name and project role of each senior/key person. Enter the annual compensation and identify the number of months the senior/key person will devote to the project in the

applicable box (i.e., calendar, academic, summer). Use either calendar months or a combination of academic and summer months.

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

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

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

All salaries and wages claimed must be in compliance with 2 CFR §§200.430 and 466. All fringe benefits claimed must be in compliance with 2 CFR §200.431.

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

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

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

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

Secretarial/Clerical
In most circumstances, the salaries of administrative, secretarial, or clerical staff at educational institutions and nonprofit organizations are included as part of indirect costs (Section H.

[Indirect Costs](#)). However, examples of situations where direct charging of administrative or clerical staff salaries may be appropriate may be found at [2 CFR §200.413 (c)](#).

Inclusion of such costs may be appropriate only if **all** of the following conditions are met:

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

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

Other Project Roles

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

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

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

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

Section C. Equipment Description

List each item of equipment to be purchased with federal funds and its estimated cost (including shipping and maintenance), and justify each in [Section L. Budget Justification](#).

Equipment may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing (equipment rental/user fees should be included in the budget in [Section 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 the organization has established a lower level). See [2 CFR §§200.313](#) and [439](#).

Consistent with [Executive Order 13788](#) ("Buy American and Hire American"), recipients and subrecipients who purchase equipment and products costing $10,000 or more per unit with grant funds should purchase only American-made equipment and products. This encouragement does not apply to commercial information technology.

You may add up to ten equipment items to this list. If you request funds for more equipment than the form allows, you must include an attachment listing the additional equipment items in this "Additional Equipment" field. Attach only one PDF file named additionalequipment.pdf. In this attachment, specify each additional item and the funds requested for each individual item. If you have attached a file with additional equipment, enter the total funds requested for all the equipment listed in the attachment.

Total equipment costs will be automatically calculated based on the sum of the "Funds Requested" column and the "Total funds requested for all equipment listed in the attached file" field.

Section D. Travel

Enter the total funds requested for both domestic (both local and long-distance) and foreign travel. In Section L. Budget Justification, include the purpose, destination, dates of travel (if known), and the names and number of travelers for each trip. If the dates of travel are not known, specify the estimated length of trip (e.g., 3 days). **All trips—both foreign and domestic—must be justified individually.**

For local travel, outline the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging using written institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used. **Any arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason**. All travel costs claimed must be in compliance with 2 CFR §200.474, and foreign travel must comply with article 10 of the General Terms and Conditions for Awards to Organizations.

Include funds for the project director(s) to attend a two-day meeting at NEH's offices in Washington, D.C. in June 2021.

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.

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

Section E. Participant/Trainee Support Costs

Per 2 CFR §200.75, participant support costs are direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

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

Justify participant/trainee support costs in Section L. Budget Justification.

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

1. Tuition/Fees/Health Insurance
Leave this field blank.

2. Stipends
List the total funds requested for participant/trainee stipends.

Stipends for participants in the preparatory program and for those serving as leaders of the discussion groups typically range from $250 to $500 per person per day.

3. Travel

List the total funds requested for participant/trainee travel. In Section L. Budget Justification, name the travelers (if possible) and reflect the travel expenses for each (e.g., roundtrip airfare, mileage or public transportation, related parking, etc.). **Any arrangements made on a non-refundable basis are at the risk of the recipient or participant if the services must be cancelled for any reason.**

4. Subsistence

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

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

5. Other

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

Number of Participants/Trainees

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

Section F. Other Direct Costs

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

1. Materials and Supplies

List the total funds requested for materials and supplies. Include the total funds requested for materials and supplies to be used in the project costing the lesser of the capitalization level established by the applicant or $5,000, regardless of the length of its useful life. See 2 CFR §§200.314 and 453.

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

2. Publication Costs

List the total funds requested for publication costs. The proposal budget 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 Section L. Budget Justification.

3. Consultant Services

List the total funds requested for all consultant services. Identify the following items in Section L. Budget Justification, as applicable:

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

The honoraria for visiting consultants typically range from $350 to $750 per person per day, not including travel and subsistence costs.

All consultant fees claimed must be in compliance with 2 CFR §200.459.

4. Automated Data Processing (ADP)/Computer Services

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

5. Subawards/Consortium/Contractual Costs

List the total funds requested for project activities to be undertaken by third-party subrecipients. This includes subawards and other contractual costs proposed for the project. A complete itemization of the cost comprising the charge should be provided in Section L. Budget Justification organized using the same categories present on the Research and Related budget. If there is more than one subrecipient, each must be justified separately in the budget justification. See 2 CFR §§200.330 and 331 for additional information.

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

This line item should include both direct and indirect costs for all subrecipients. If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement as part of Attachment9: Federally negotiated indirect cost rate agreement.

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

6. Equipment or Facility Rental/User Fees

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

Applicants may charge depreciation in compliance with 2 CFR §200.436. If the equipment was purchased with federal funds under another award, user fees may be appropriate (see 2 CFR §200.313 (c)(2)). The applicant may not charge both depreciation and user fees.
Per 2 CFR §200.432, allowable conference costs may include rental of facilities.

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

- hard-wired, single-station smoke detectors in each guestroom in accordance with the National Fire Protection Association (NFPA) standard 72;

- an automatic sprinkler system, with a sprinkler head in each guest room in compliance with NFPA standards 13 or 13R. Properties three stories or lower in height are exempt from the sprinkler requirement.

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

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

7. Alterations and Renovations

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

8-10. Other

Include items not previously listed under other budget categories or in the indirect cost pool in lines 8-10. Use Section L. Budget Justification to further itemize and justify. "Miscellaneous" and "contingency" are not acceptable budget categories.

Per 2 CFR §200.432, allowable conference costs may include speakers' fees, costs of meals and refreshments, and other items incidental to such conferences. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the NEH award. If incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Alcoholic beverages are unallowable and may not be included in your budget.

Section G. Total Direct Costs

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

Section H. Indirect Costs

Indirect costs (sometimes referred to as Facilities and Administration or "F&A") are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Items that would typically be regarded as indirect costs include the depreciation on buildings, equipment and capital improvement, operations and maintenance expenses, salaries of executive officers, accounting, and legal services.

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

For applicants seeking reimbursement for indirect costs: carefully review your institution's negotiated indirect cost rate(s) to make sure you are using the most appropriate rate in your application budget. Many institutions of higher education negotiate multiple rates—for example, "Research," "Instruction," and "Other Sponsored Activities." With rare exceptions,

your institution's "Research" rate will **not** be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

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

Organizations that wish to include indirect costs in the budget but have **never** had a federally negotiated indirect cost rate may choose one of the following options:

- direct cost all expenses;
- submit an indirect cost proposal to their cognizant federal agency to negotiate a rate with the federal government within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in 2 CFR §200.414); or
- per 2 CFR §200.414(f), the applicant may charge a de minimis rate of 10 percent of modified total direct costs (MTDC).

Per 2 CFR §200.68, MTDC are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000. If you choose one of these three options, indicate on the budget form which option you are choosing.

If you are claiming indirect costs, include a copy of your federally negotiated indirect cost rate agreement as Attachment9: Federally negotiated indirect cost rate agreement.

Indirect Cost Type
Enter the type of indirect cost (e.g., Other Sponsored Activities (OSA), All Programs, Instruction, 10% de minimis, etc.) and base (e.g., Salaries, Salaries & Fringe, MTDC, etc.) and whether the activity and rate are off-site or onsite. If more than one rate or base is involved for a given type of indirect cost, then list them as separate entries. If you do not have a current indirect rate(s) approved by a federal agency but intend to (re)negotiate, indicate "None--will negotiate." Use Section L. Budget Justification if additional space is needed.

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

Indirect Cost Base ($)
Enter the amount of the base for each indirect cost type. Use Section L. Budget Justification to explain any exclusions applied to the F&A base calculation.

Funds Requested ($)

Enter the funds requested for each indirect cost type.

Total Indirect Costs

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

Cognizant Federal Agency

Enter the name of the cognizant federal agency.

Section I. Total Direct and Indirect Costs

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

Section J. Fee

Do not include any expenses under this section.

Section K. Total Costs and Fee

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

Section L. Budget Justification

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

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

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

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

If you are requesting federal matching funds, required cost share must be included on the Research and Related budget form. Identify the activities to be covered by such funds in the budget justification, describe your contributions to the project here. The total federal matching funds and cost share should be equal to the amounts indicated on the Supplementary Cover Sheet for NEH Grant Programs in the "Federal Matching" and "Cost Sharing" fields.

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

iii. Application Components

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

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

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

Application component	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Not applicable (Grants.gov form)		Required for all applicants
Supplemental Cover Sheet for NEH Grant Programs	Not applicable (Grants.gov form)		Required for all applicants
Project/Performance Site Location(s) Form	Not applicable (Grants.gov form)		Required for all applicants
Attachments Form	Not applicable (Grants.gov form)		Required for all applicants
Research and Related Budget	Not applicable (Grants.gov form)		Required for all applicants
Attachment 1: Narrative	narrative.pdf	15/16 (see narrative instructions)	Required for all applicants
Attachment 2: Preparatory program schedule and syllabus	preparatory.pdf	2	Required for all applicants
Attachment 3: Discussion program schedule and syllabus	discussion.pdf	2	Required for all applicants
Attachment 4: Work plan	workplan.pdf		Required for all applicants
Attachment 5: Résumé(s) of key project personnel	resumes.pdf	2 pages per résumé	Required for all applicants
Attachment 6: Letter(s) of reference for project directors	reference.pdf		Required for all applicants
Attachment 7: Letters of commitment	commitment.pdf		Conditionally required
Attachment 8: Other supporting materials	materials.pdf	50	Conditionally required
Attachment 9: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 10: Explanation of delinquent federal debt	delinquentdebt.pdf		Conditionally required

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

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

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

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

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

6. Project Information

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

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

c. List the starting and ending dates for your project. All starting dates are on the first day of a month. All ending dates are on the last day of a month.

7. Project Director

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

8. Primary Contact/Grants Administrator

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

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

9. Authorized Representative

Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "Authorizing Official," is typically the president, vice president, executive director, provost, or chancellor. To

become an AOR, the person must be designated by the institution's E-Business Point of Contact. For more information, consult the Grants.gov Online User Guide.

Supplementary Cover Sheet for NEH Grant Programs

Provide the following information:

1. Project Director

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

2. Institutional Information

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

3. Project Funding

Enter your project funding information. Learn more about different funding types.

4. Application Information

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

For Type of Application, check "new."

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

Project/Performance Site Location(s) Form

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

Attachments Form

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

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

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

Visit [Grants.gov's Adobe Software Compatibility page](#) to verify the compatibility of your current software or to download the appropriate version. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

Note the following Grants.gov file naming conventions: limit file names to 50 or fewer characters. Do not attach any documents with the same name. All attachments should have a unique name. Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

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

iv. Attachments

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

Attachment 1: Narrative (required)

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

Attachment 2: Preparatory program schedule and syllabus (required)

Format this document as a chart or narrative, and describe the schedule (duration of the program and its sessions), activities, and readings/resources for the preparatory program for discussion leaders. The preparatory program schedule should include activities and resources for modeling and practicing discussions of humanities sources. This attachment must not exceed two pages and should be double spaced with twelve-point type. Name the file prepatory.pdf.

Attachment 3: Discussion program schedule and syllabus (required)

Format this document as a chart or narrative, and outline the number, duration, location, themes, and content of the discussion sessions for veterans and public participants. Indicate the specific themes and humanities sources to be discussed and any guiding questions for each session. This attachment must not exceed two pages and should be double spaced with twelve-point type. Name the file discussion.pdf.

Attachment 4: Work plan (required)

Attach a work plan, which should describe the activities or steps that you will undertake during the period of performance to achieve your stated objectives. Include such activities as the development of preparatory program, recruitment for both discussion leaders and participants, evaluation of preparatory program, and identify responsible staff and collaborating partners.

This attachment may be formatted as a narrative, chart, or timeline. Name the file workplan.pdf.

Attachment 5: Résumé(s) of key project personnel (required)

Include a résumé, not to exceed two pages, for the project director(s), consultants, and leaders of the preparatory program. Include the following information, as relevant:

- Experience organizing and/or leading humanities-based discussion groups
- Experience working with veterans and members of the military
- Other relevant professional activities and publications

Name the file resumes.pdf.

Attachment 6: Letter(s) of reference for project directors (required)

Include one letter of reference for the project director (or one letter for each project director). The applicant institution may provide a letter of support for the project in this attachment. For projects involving the adoption of an academic course, a letter of institutional support is recommended.

Elected government officials and current members of NEH'S National Council on the Humanities may not serve as letter writers. Name the file reference.pdf.

Attachment 7: Letters of commitment (conditionally required)

Include letters of commitment from consultants, leaders of the preparatory program, and collaborating institutions or organizational partners (if any).   Name the file commitment.pdf.

Attachment 8: Other supporting materials (conditionally required)

For returning projects: include documents from the previous project such as preparatory and discussion program syllabi, survey responses or evaluations, reflections by past discussion leaders and participants, and/or other materials.

For new projects: if offering program as a course, include syllabi or list of sources studied for the course; materials related to evaluation methods, further information on sources studied, and/or additional program resources.

Other supporting materials must not exceed 50 pages. Name the file materials.pdf.

Attachment 9: Federally negotiated indirect cost rate agreement (conditionally required)

If the applicant institution is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If a subrecipient is claiming indirect costs, submit a copy of its federally negotiated indirect cost rate agreement. Name the file agreement.pdf.

Attachment 10: Explanation of delinquent federal debt (conditionally required)

If you are delinquent in the repayment of any federal debt, provide explanatory information on a separate page or pages. Also provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, and that you are current on all payments due. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

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

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

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

Organizations must obtain a Unique Entity Identifier, currently a valid Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number. Organizations must also register with the System for Award Management (SAM) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under [2 CFR §25.110(b) or (c)](2 CFR §25.110(b) or (c)), or has an exception approved by the agency under [2 CFR §25.110(d))](2 CFR §25.110(d))).

If you have not already done so, SAM.gov will require entities to create a Login.gov user account. Applicants renewing or updating their registrations are strongly advised to know the e-mail address associated with their current SAM.gov user account. Using the same e-mail address allows SAM.gov to automatically migrate your roles. If a different e-mail address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. As of February 2, 2019, you will be required to review and agree to the Financial Assistance Representations and Certifications when registering or renewing in SAM.gov. These are a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations. You can review your organization's SAM registration here.

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

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

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

4. Submission Dates and Times

Program officers will review preliminary sketches or draft proposals submitted by September 21, 2020. Program officers cannot review preliminary sketches or drafts submitted after this deadline. The preliminary sketch template is available on the program resource page. Although this optional preliminary review is not part of the formal review process and has no bearing on the final outcome of the proposal, previous applicants have found it helpful in strengthening

their applications. If you choose to submit a draft proposal, send it as an attachment to dew@neh.gov.

The due date for applications under this announcement is October 14, 2020 at 11:59 p.m. Eastern Time.

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

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

NEH will assign a tracking number beginning with AV- to your application when it has been received by the agency. The assignment of a tracking number does not guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If NEH's system detects a technical problem with your application after retrieving it from Grants.gov, NEH will send you an email notification.

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

5. Intergovernmental Review

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

6. Funding Restrictions

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

- development of curricular or pedagogical methods or theories
- discussion programs comprised entirely of public-facing programs or events that do not involve sustained discussion of humanities sources
- preparation of courses for high school students, undergraduates, or graduate students (other than those designed to train students—in particular, veterans who are undergraduates or graduate students—as discussion leaders)
- commercial, for-profit, or proprietary textbook research or revision
- doctoral dissertations, theses, or research pertaining to a graduate degree program
- psychological therapy, medical treatment, and career counseling
- 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 (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies)

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

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications in the *Dialogues on the Experience of War* program:

Intellectual quality (corresponds with narrative sections [Summary of the project](#), [Project development](#), [Intellectual rationale](#), [Discussion program for military veterans and other participants](#), and [Project team](#))

The extent to which the proposal:

- addresses significant themes in the humanities and draws on intellectually rich humanities sources relating to war and military service
- presents a wide variety of viewpoints comprising diverse veteran experiences and backgrounds, and manifests an intellectual balance in its chosen themes, questions, and sources
- covers at least two wars from the designated time periods and includes humanities sources from at least two distinct genres
- grounds activities for discussion leaders in themes and sources that support the discussion programs
- incorporates appropriate and high-quality resources and preparation tailored to the backgrounds, needs, and strengths of the proposed discussion leaders
- incorporates resources to develop discussion leaders' understanding of the diverse backgrounds and experiences of veterans and other members of the military

Design quality (corresponds with [all narrative sections](#))

The extent to which the proposal:

- demonstrates that the applicant institution and collaborating institutions and partners (if any) have relevant experience and the necessary administrative infrastructure
- includes qualified key personnel with the knowledge and experience to lead and carry out each stage of the project
- provides plans for recruitment and selection of the requisite number of discussion leaders and participants
- exhibits a well-defined structure and syllabus for the preparatory program that incorporates adequate time and relevant activities and resources for the discussion leader training and for modeling and practicing discussions of humanities sources
- provides clear plans for the mentorship of the discussion group leaders and participants throughout the project
- demonstrates effective organization of discussion groups in terms of the number, length, and content of the sessions, and the suitability of their facilities and locations.

Impact (corresponds with narrative sections [Summary of the project](#), [Project development](#), [Design, intellectual approach and content, and implementation](#), [Preparatory program for discussion leaders](#), [Discussion program for military veterans and other participants](#), [Institutional context](#), and [Evaluation](#))

The extent to which the proposal:

- demonstrates that the discussion program will attract the proposed audience
- demonstrates a strong likelihood to achieve stated goals for impact upon discussion leaders and discussion group participants

- clearly indicates how planned evaluations will address whether the project has met its stated goals and if applicable, enable the project team to refine the program.
- Demonstrates capacity for its preparatory and discussion programs to engage its intended audience in significant number and ample depth.

Additional criteria for prior *Dialogues* award recipients (corresponds with all narrative sections):

The extent to which the proposal:

- clearly reflects on and evaluates the implementation of previous iteration(s) of the project
- provides well-supported plans for significantly developing, strengthening, and expanding project elements, including its intellectual content, activities, resources, partnership(s), and outreach
- demonstrates the project's capacity to scale up participation in the preparatory and discussion programs, and to develop and disseminate its resources for a wider audience

2. Review and Selection Process

NEH staff review applications for eligibility and completeness. NEH uses a peer review process to evaluate all eligible and complete applications. Peer reviewers are experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs reviewers to evaluate applications according to the review criteria outlined in this notice of funding opportunity. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

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

3. Assessment of Risk and Other Pre-Award Activities

NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award (2 CFR §200.205).

Applications that have received a favorable objective review are reviewed for other considerations that include past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements. You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, even at this point in the process, such requests do not guarantee that an award will be made. Following review of all applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate.

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

4. Anticipated Announcement and Award Dates

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

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grant administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by e-mail in April 2020.

2. Administrative and National Policy Requirements

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

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

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 §200.338, including suspension or debarment. (See also 2 CFR parts 180 and 3369).
3) Where 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.

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

Copyright information

NEH recipients may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under an award. In accordance with 2 CFR §200.315 (b), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised

this right in consultation with recipients to publish an excerpt from resulting grant product(s) in *Humanities* magazine or on the NEH website.

Acknowledging NEH support

All materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult the *Acknowledgment and Publicity Requirements for NEH Awards* and *Publicizing Your Project* pages on the NEH website for guidance on acknowledging NEH support and promotion.

Principles of Civility

Recipients are required to adhere to the Principles of Civility for NEH Seminars, Institutes, and Workshops. NEH expects project directors to take responsibility for encouraging an ethos of openness and respect, upholding the basic norms of civil discourse.

Eliminate waste, fraud, and abuse

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

3. Reporting

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

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

2.) **Performance Progress Report(s)**. Recipients must submit a performance progress report to NEH on an **annual** basis. Further information will be provided in the Notice of Action.

3.) **Final Reports**. Recipients must submit a final financial report and a final performance report within 90 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goal and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance. Further information will be provided in the Notice of Action.

Learn more about Performance Reporting Requirements and Financial Reporting Requirements.

G. Agency Contacts

If you have questions about the program, contact:

Division of Education Programs
National Endowment for the Humanities

400 Seventh Street, SW
Washington, DC 20506
dew@neh.gov

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

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

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

Federal Service Desk: FSD.gov
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

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

Grants.gov Applicant Support
Telephone: 1-800-518-4726
International Calls: 606-545-5035
Email: support@grants.gov
Grants.gov Support
Self-Service Knowledge Base

Always obtain a case number when calling for support.

H. Other Information

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

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

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at grantmanagement@neh.gov. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a

valid OMB number. The OMB Control Number for this notice of funding opportunity is 3136-0134, expiration date June 30, 2021.