



NATIONAL ENDOWMENT FOR THE HUMANITIES

**NOTICE OF FUNDING OPPORTUNITY**

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

Funding Opportunity Number: 20211014-AV

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.163

**Application Deadline: October 14, 2021**

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

Division of Education Programs  
Email: [dew@neh.gov](mailto:dew@neh.gov)  
Federal Relay: 800-877-8399

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

## 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 [Standing Together: The Humanities and the Experience of War](#) initiative. 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	20211014-AV
Federal Assistance Listing Number	45.163
Application Deadlines	October 14, 2021, 11:59 p.m. Eastern Time
Anticipated Announcements	March 2022
Anticipated FY 22 Funding	Approximately \$1,000,000.00
Estimated Number and Type of Awards	Approximately 10 grants
Award Amount	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, 2022, and no later than September 1, 2022.
Eligible Applicants	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.  See <a href="#">C. Eligibility Information</a> for additional information.
Program Resource Page	<a href="https://www.neh.gov/grants/education/dialogues-the-experience-war">https://www.neh.gov/grants/education/dialogues-the-experience-war</a>
Pre-Application Webinar	An informational webinar will be posted to the program resource page by August 4, 2021.
Publication Date	July 8, 2021

# Table of Contents

<b>A. Program Description .....</b>	<b>1</b>
1. Purpose .....	1
2. Background.....	3
<b>B. Federal Award Information .....</b>	<b>5</b>
1. Type of Application and Award.....	5
2. Summary of Funding .....	5
<b>C. Eligibility Information .....</b>	<b>5</b>
1. Eligible Applicants.....	5
2. Cost Sharing.....	5
3. Other Eligibility Information.....	6
<b>D. Application and Submission Information .....</b>	<b>6</b>
1. Application Package .....	6
2. Content and Form of Application Submission .....	7
3. Unique Entity Identifier and System for Award Management .....	24
4. Submission Dates and Times.....	25
5. Intergovernmental Review.....	25
6. Funding Restrictions .....	25
<b>E. Application Review Information .....</b>	<b>26</b>
1. Review Criteria.....	26
2. Review and Selection Process.....	27
3. Assessment of Risk and Other Pre-Award Activities .....	27
4. Anticipated Announcement and Award Dates.....	28
<b>F. Federal Award Administration.....</b>	<b>28</b>
1. Federal Award Notices .....	28
2. Administrative and National Policy Requirements.....	28
3. Reporting .....	29
<b>G. Agency Contacts.....</b>	<b>30</b>
<b>H. Other Information.....</b>	<b>30</b>

# A. Program Description

## 1. Purpose

This notice solicits applications for the *Dialogues on the Experience of War* program, which supports the study and discussion of humanities sources that address the variety and complexity of experiences of military service and war. The *Dialogues on the Experience of War* program is part of NEH's [\*Standing Together: The Humanities and the Experience of War\*](#), an Endowment-wide initiative.

Active duty military, reservists, and veterans comprise around seven percent of the population of the United States. The service and the experiences of this portion of the U.S. population have affected the lives of their fellow Americans and people around the world, in ways that have not been fully understood or examined. Both *Standing Together* and *Dialogues on the Experience of War* seek to promote broader and deeper understanding of the experiences of military service and of war, and to support veterans as they return to civilian life.

*Dialogues* is founded on the premise that building a community of inquiry and engaging in sustained group discussion of meaningful themes, sources, and issues can provide uniquely transformative learning experiences for participants. *Dialogues* projects foster intellectual growth and self-understanding through sustained discussions focused on human experiences and humanities sources related to war and military service.

Awards of up to \$100,000 will support:

- Discussion programs: The convening of at least two sustained discussion series focused on humanities resources and themes that address the experiences of war and military service. Each series should convene approximately fifteen participants who will attend all sessions of the series. Discussions may be held in person or virtually, but they must provide enough time to build intellectual community among all of the participants.
- Preparatory programs: The creation of an in person or virtual preparatory program to recruit, train, and mentor a sufficient number of individuals to serve as discussion leaders for the series.

NEH does not prescribe a particular format or schedule for either the preparatory or discussion programs; it allows applicants to tailor their design to the needs of their audience, project team (including the discussion leaders to be trained), organizational partners, and host sites.

## Discussion programs

*Dialogues* discussions should allow for deep engagement with the humanities sources and for dialogue that involves each member of the group. Discussions should engage participants in serious exploration of open-ended questions about war and military service, such as the nature of service, the place of veterans and the military in society, the meaning of heroism, the ethics of war, or what defines patriotism. To enable *Dialogues* participants to consider their own perspectives and experiences in a broad and comparative context, applicants should select humanities sources that address different wars or military conflicts, including at least one that is historically distant from the present. Humanities sources can be drawn from history, philosophy, literature, film, and the visual and performing arts. Applicants must also describe how the proposed design will support the recruitment of discussion participants and a commitment to thorough and sustained discussion.

Discussion programs are required to:

- treat at least two historically distinct conflicts in depth
- focus on the close study of humanities sources drawn from at least two distinct genres (such as oral histories, visual artworks, memoirs, military biographies, speeches and letters, philosophical writings, documentary films, and fiction) from a diverse range of perspectives
- engage all participants in deep discussion of the selected humanities sources and the issues that they raise
- convene participants — in person, virtually, or in a hybrid form — for recurring sessions and enough time to build trust and intellectual community and foster sustained and inclusive dialogue

## **Preparatory training programs**

Applicants must assemble a team to develop a preparatory program to train discussion leaders. The format of and methodology behind the preparatory program may vary, but must match the recruitment, training, and selection of the discussion leaders to the goals of the discussion program.

Preparatory programs 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)
- development of discussion leaders' knowledge and awareness of the diverse backgrounds and perspectives of military veterans and service members
- mentorship and support for discussion leaders throughout the period of performance
- formation of a virtual or actual network of discussion leaders and resources for future versions of the program and/or new programs

A successful *Dialogues on the Experience of War* project:

- shows how writers, artists, historians, philosophers, and others have portrayed military service and war from diverse points of view
- draws on humanities scholarship and takes an in-depth approach to the selection and treatment of humanities sources and themes
- considers the universal as well as the particular human experiences involved in military service and war
- enables *Dialogues* participants to consider their own perspectives in a broad and comparative context, guided by open-ended questions about the subject matter and the themes
- fosters intellectual growth and self-understanding in their participants through sustained and interactive discussions
- involves or is led by humanities scholars and military veterans throughout the course of the project
- encourages the respectful exchange of ideas and builds a community of inquiry, trust, and shared learning

Dialogues projects may take a wide variety of forms as shown in the following examples (which are meant to be illustrative and not prescriptive):

- A community college humanities department and campus veteran center prepare faculty through a summer workshop to offer mini-course units for veteran and non-veteran students. The first unit, on World War I, might include sources such as Rebecca West's novel *The Return of the Soldier*, excerpts from Erich Maria Remarque's novel *All Quiet on the Western Front*, and the film version of the novel. The second unit, on Vietnam, might include Tobias Wolff's *In Pharaoh's Army*; Tim O'Brien's *The Things They Carried*; Wallace Terry's *Bloods: Black Veterans of the Vietnam War: An Oral History*; and Frances Fitzgerald's *Fire in the Lake: The Vietnamese and the Americans in Vietnam*. Two or more of the trained faculty members would then offer these mini-course units during the period of performance.
- With the support of scholars of art history, literature, and veterans studies, an art museum prepares staff members and consultants to facilitate discussion groups composed of veterans and family members that meet biweekly in evening sessions. The discussions center on works of art and literature that powerfully depict themes of war, homecoming, heroism, and resistance, including artworks by Francisco Goya and Otto Dix and literature by Leo Tolstoy and Pablo Neruda. These discussion series would be offered by the museum quarterly following the training program.
- In collaboration with a local veterans' organization, a state humanities council prepares associates across a region to convene discussion groups on weekends at veterans' organizations and hospitals. Resources drawn from the field of narrative medicine, literature, and social history would treat the Civil War and World War II. Sources studied would include Drew Gilpin Faust's *Republic of Suffering: Death and the American Civil War*, Walt Whitman's Civil War poetry, and Kurt Vonnegut's *Slaughterhouse Five*. Trained associates would then co-lead two or more weekend discussion groups during the period of performance.

Unallowable activities are described in [D6:Funding Restrictions](#).

## Special guidance for prior recipients

**Prior *Dialogues* award recipients** applying to the 2021 competition must indicate how their proposed project draws on insights gained and lessons learned from their previous project. Their proposed project plans may involve any of the following objectives:

- to deepen or refine thematic approaches, humanities sources, or conceptualization of the programs
- to revise or expand audiences for the preparatory and discussion programs
- to build capacity for smaller organizations or remote communities to offer *Dialogues* programs
- to develop or extend a local, regional, or national network of *Dialogues* programs
- to create and disseminate project resources for preparatory and discussion programs, such as training videos, facilitator resources, reading and resource lists, source materials, and evaluation forms and guidance

To these ends, recipients may use award funds for activities and resources that support program evaluation, revision, and expansion such as: evaluation of program components; meetings and workshops; travel and convening expenses; or other means of sharing resources and best practices with project partners or across a wider programming community.

## 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: Exploring America's Story and Commemorating its 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.

### **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**

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

### **2. Summary of Funding**

You may request up to \$100,000.

The period of performance is 12 to 24 months, with a start date as early as May 1, 2022 and no later than September 1, 2022.

Across the past three competitions, the average annual funding for this program totaled \$1,000,000 for an average of 10 recipients.

NEH will not determine the amount available until Congress has enacted the final FY 2022 budget. This notice is subject to the availability of appropriated funds, and is a contingency action 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.

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.

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.

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

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.

Required cost sharing includes third-party non-federal gift money that must be raised to release federal matching funds.

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.

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 applicants may submit multiple applications for separate and distinct projects under this notice. 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. However, applicants may seek funding from other NEH programs for **complementary** aspects of the same overall project.

Prior recipients of *Dialogues* awards must respond to additional review criteria, and must provide the evaluations conducted for their previous project in [Attachment 8:Other Supporting Materials](#).

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 in accordance with [2 CFR §200.331\(b\)](#). 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 20211014-AV. 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 [dew@neh.gov](mailto:dew@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 [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 mandatory page limits or violate formatting instructions will be considered nonresponsive and will be rejected from further consideration.**

Grants.gov form/Attachment	Naming convention	Required or recommended	Page limits
<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</a>	Grants.gov form	Required	
<a href="#">Attachments Form</a>	Grants.gov form	Required	
<a href="#">Attachment 1: Narrative</a>	narrative.pdf	Required	15/16 (see <a href="#">narrative instructions</a> ) (mandatory)
<a href="#">Attachment 2: Discussion program schedule and syllabus</a>	discussion.pdf	Required	2 (suggested length)
<a href="#">Attachment 3: Preparatory program schedule and syllabus</a>	preparatory.pdf	Required	2 (suggested length)
<a href="#">Attachment 4: Work plan</a>	workplan.pdf	Required	

<a href="#">Attachment 5: Résumé(s) of key project personnel</a>	resumes.pdf	Required	2 pages per résumé (suggested length)
<a href="#">Attachment 6: Letter(s) of reference for project directors</a>	reference.pdf	Required	
<a href="#">Attachment 7: Letters of commitment</a>	commitment.pdf	Recommended	
<a href="#">Attachment 8: Other supporting materials</a>	materials.pdf	Recommended	50 (mandatory)
<a href="#">Attachment 9: Federally negotiated indirect cost 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.

**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 twelve-point font.**

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](#).

### **a. Summary of the project (corresponds with all [review criteria](#))**

Provide a one-paragraph summary of the scope, structure, and setting of the proposed preparatory and discussion programs. Briefly describe 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). If this is a previously funded *Dialogues* project, summarize the key ways the proposed project builds on past work (these elements may be more fully explained in the subsequent sections of the narrative).

### **b. Project development (corresponds with all [review criteria](#))**

Prior recipients of *Dialogues* awards must include this section in their narrative. Provide copies of the evaluations conducted of your previous project in [Attachment 8: Other Supporting Materials](#). All other applicants should enter N/A and skip this section.

Describe the key ways the proposed project builds on past *Dialogues* work in its design and scope, including lessons learned in earlier implementation of the project, and revisions

based on discussion leader and participant evaluations. These elements should be more fully explained in the subsequent sections of the narrative. These may include:

- deepening or refining of the thematic approaches, humanities sources, or conceptualization of the programs
- revision or expansion of the audiences for the preparatory and discussion programs
- building capacity for smaller organizations or remote communities to offer *Dialogues* programs
- developing or extending a local, regional, or national network of *Dialogues* programs
- creating and disseminating project resources for preparatory and discussion programs, such as training videos, facilitator resources, reading and resource lists, source materials, and evaluation forms and guidance

**c. Intellectual approach and content, design, and implementation (corresponds with review criteria [Intellectual quality](#), [Design quality](#), and [Impact](#))**

**1. Intellectual rationale (corresponds with review criteria [Intellectual quality](#) and [Design quality](#))**

State the goals and intended outcomes of the project. 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. 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 discussions. Identify the humanities sources and other resources to be made available to participants. Specify 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.

Delineate the intended participants of the discussion groups. The discussion groups could include civilians with military-affiliated persons; solely veterans, including any subset of veterans such as students or residents of a group facility; or any mix of these groups.

Describe the discussion program format, including the frequency and length of the sessions and the number of participants (per group and in total). Describe how you will publicize the discussion groups and how you will recruit the participants. Describe the facilities for either in-person or virtual discussion programs, and any accommodations to address participants' needs (such as mobility, child care, etc.) for in-person convenings.

In [Attachment 2: Discussion program schedule and syllabus](#), provide a schedule and syllabus for the discussion groups.

**3. 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. Explain who will be trained as discussion leaders and how you will recruit, select, train, and mentor or guide them throughout the preparatory and discussion programs. Plans for the

selection and training of discussion leaders should include specific selection criteria, activities, and sufficient 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 study guides or other resources that will be made available to preparatory program participants. In [Attachment 2: Discussion program schedule and syllabus](#), provide a detailed schedule and syllabus for the preparatory program.

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

Identify the roles and the expertise or qualifications of the members of the project team, including the project director, project scholars, and any staff providing logistical or administrative support. If the project has an advisory board, identify the humanities scholars, veterans, and other individuals who will serve and describe how they would support the project.

You are required to submit résumés in [Attachment 5: Resumes of key personnel](#) and one letter of reference per project director in [Attachment 6: Letters of reference for project directors](#).

Letters of commitment from leaders of the preparatory program and any key individual collaborators on the project are conditionally required as [Attachment 7: Letters of commitment](#).

**5. Institutional context (corresponds with review criteria [Design quality](#) and [Impact](#))**

Describe the applicant institution's mission, resources, and capacity to support the proposed activities. A letter of support from the applicant institution may be provided as part of [Attachment 6: Letters of reference for project directors](#), 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 partners, describe how these organizations' mission and resources would support the project. If applicable, provide a letter of commitment from collaborating organizations in [Attachment 7: Letters of commitment](#).

**6. Evaluation (corresponds with review criteria [Intellectual quality](#), [Design quality](#) and [Impact](#))**

Describe your plans for formative and summative evaluation, and the methods you intend to use. Your evaluation plan should address the thematic approach and humanities content as well as the other key elements of the program such as the structure, the host facilities, etc.

At a minimum, each project must include at least two basic survey evaluations:

- The first will be completed by discussion leaders at the end of their preparatory program.
- The second will survey participants in the discussion groups.

Discuss how your formative evaluation will inform the project. For instance, repeated discussion sessions may be altered based on feedback incorporated by surveys or other evaluative methods. Surveys taken both at the beginning and then at or after the end of the programs have proven effective. Best practices have shown that surveys of discussion leaders conducted after they have led their discussion series serve the evaluation of the preparatory programs particularly well.

<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="#"><u>Summary of the project</u></a>	<a href="#"><u>Intellectual quality</u></a> <a href="#"><u>Design quality</u></a> <a href="#"><u>Impact</u></a> <a href="#"><u>Additional criteria for prior <i>Dialogues</i> recipients</u></a>
<a href="#"><u>Project development</u></a> (prior <i>Dialogues</i> recipients only)	<a href="#"><u>Intellectual quality</u></a> <a href="#"><u>Design quality</u></a> <a href="#"><u>Impact</u></a> <a href="#"><u>Additional criteria for prior <i>Dialogues</i> recipients</u></a>
<a href="#"><u>Design, intellectual approach and content, and implementation</u></a>	<a href="#"><u>Intellectual quality</u></a> <a href="#"><u>Design quality</u></a> <a href="#"><u>Impact</u></a>
<a href="#"><u>Intellectual rationale</u></a>	<a href="#"><u>Intellectual quality</u></a> <a href="#"><u>Design quality</u></a>
<a href="#"><u>Discussion program for military veterans and other participants</u></a>	<a href="#"><u>Intellectual quality</u></a> <a href="#"><u>Design quality</u></a> <a href="#"><u>Impact</u></a>
<a href="#"><u>Preparatory program for discussion leaders</u></a>	<a href="#"><u>Design quality</u></a> <a href="#"><u>Impact</u></a>
<a href="#"><u>Project team</u></a>	<a href="#"><u>Intellectual quality</u></a> <a href="#"><u>Design quality</u></a>
<a href="#"><u>Institutional context</u></a>	<a href="#"><u>Design quality</u></a> <a href="#"><u>Impact</u></a>
<a href="#"><u>Evaluation</u></a>	<a href="#"><u>Intellectual quality</u></a> <a href="#"><u>Design quality</u></a> <a href="#"><u>Impact</u></a>

## 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.

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](#).

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 \$75,000 in outright funds and \$25,000 in federal matching funds must submit a budget that includes \$125,000 in total project costs (\$75,000 in outright funds, \$25,000 in federal matching funds, and \$25,000 in required cost share to unlock the federal matching funds.) Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the eligibility of gifts for matching purposes. The total federal matching funds and cost share should be equal to the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the "Federal Matching" and "Cost Sharing" fields.

### 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

Include the names of the project director and other senior/key persons who are employed by the applicant organization and who are involved in the project. Do not include collaborators at other institutions or consultants here, as they will be included in [F. Other Direct Costs](#).

Enter the base salary (annual compensation) and identify the number of months each 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 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.

Include funds for the project director(s) to attend a two-day meeting at NEH's offices in Washington, D.C. in June 2022.

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 [F3](#).

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

### **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, books or resources for study, 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](#))
- 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](#). If your project includes subawards, detail and quantify all subaward 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.

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.

Include other pertinent information, but do not use your budget justification to expand your narrative.



## Other Application Components

### 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 (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. territory 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 the proposal 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.

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.

### **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: Narrative (required)**

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

### **Attachment 2: Discussion program schedule and syllabus (required)**

Format this document as a chart or narrative. 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 has a suggested length of two pages and should be double spaced with twelve-point type. Name the file discussion.pdf.

### **Attachment 3: Preparatory program schedule and syllabus (required)**

Format this document as a chart or narrative. Describe the schedule (duration of the program and its sessions), activities, and readings/resources for the preparatory program for discussion leaders. Include activities and resources for modeling and practicing discussions of humanities sources. This attachment has a suggested length of two pages and should be double spaced with twelve-point type. Name the file preparatory.pdf.

### **Attachment 4: Work plan (required)**

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

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 planning phases of the project, the recruitment of both discussion leaders and participants, and the implementation and evaluation of the preparatory and discussion programs. Use a timeline that includes each activity and identifies responsible staff. Explain how outcomes from one activity will carry over into the next. For each activity, specify the roles of the project team members involved, and if applicable, those of any external organizational partners. Your work plan 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, 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 serving in the military and/or working with veterans and members of the military
- other relevant professional activities and publications

This attachment has a suggested length of two pages per résumé. 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). Optionally, this attachment may also a letter of support for the project from the applicant institution. NEH recommends applicants proposing the adoption of an academic course to include this optional letter of support.

Elected government officials, current NEH staff members, 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 (recommended)**

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

**Attachment 8: Other supporting materials (recommended)**

For prior *Dialogues* recipients, 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 the 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 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](#), [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

### Preliminary Sketches and Drafts Deadlines

Program officers will review preliminary sketches or draft proposals submitted by September 8, 2021 at 11:59 p.m. Eastern Time. Program officers will not review preliminary sketches or drafts submitted after this date. The preliminary sketch template is available on the [program resource page](#).

This optional preliminary review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft, send it as an attachment to [dew@neh.gov](mailto:dew@neh.gov).

### Application Deadlines

The deadline for applications under this notice is October 14, 2021, 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 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](#).

When NEH receives your application from Grants.gov, the agency will assign it a tracking number beginning with AV-. 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. 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:

- 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, or a program of study in higher education. Note: for applicants wishing to focus on curricular development projects at higher education institutions, consider the [Humanities Connections](#) or [Humanities Initiatives](#) programs
- 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 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 *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](#), [Project team](#), and [Evaluation](#))**

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
- includes a wide variety of viewpoints and diverse veteran experiences and backgrounds
- manifests an intellectual balance in its chosen themes, questions, and sources
- covers at least two historically distinct wars and includes humanities sources from at least two different 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 and any partner organizations 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 appropriate 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 of achieving its stated goals for impact upon discussion leaders and 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 the previous iteration(s) of the project
- provides well-supported plans for significantly deepening, strengthening, or expanding such project elements as the intellectual content, activities, resources, partnership(s), and outreach
- demonstrates the applicant's capacity to sustain 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 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 of Funding Opportunity. 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 March 2022. This notification is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting [dew@neh.gov](mailto:dew@neh.gov).

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

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

Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management via eGMS Reach in April 2022.

### **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](#).

## Principles of Civility

Recipients must 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](#).

## 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.

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](mailto:dew@neh.gov)  
Federal Relay: 800-877-8399

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)

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**

### **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 June 30, 2021. NEH has submitted this clearance to OMB for renewal.