



NATIONAL ENDOWMENT FOR THE HUMANITIES

**NOTICE OF FUNDING OPPORTUNITY**

Office of Digital Humanities

Funding Opportunity Title: Digital Humanities Advancement Grants

Funding Opportunity Number: 20200115-HAA

Funding Opportunity Type(s): New

Federal Assistance Listing Number: 45.169

**Application Due Dates:**

January 15, 2020 (for projects beginning September 1, 2020)

June 30, 2020 (for projects beginning January 1, 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.**

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

OMB Control Number: 3136-0134, expiration date: 06/30/2021

## Executive Summary

The National Endowment for the Humanities (NEH) Office of Digital Humanities is accepting applications for the Digital Humanities Advancement Grants program. The program supports innovative, experimental, and/or computationally challenging digital projects at different stages of their lifecycles, from early start-up phases through implementation and sustainability. Experimentation, reuse, and extensibility are hallmarks of this program, leading to work that can scale to enhance scholarly research, teaching, and public programming in the humanities.

Funding Opportunity Title:	Digital Humanities Advancement Grants
Funding Opportunity Number:	20200115-HAA
Federal Assistance Listing Number (CFDA):	45.169
Application Due Date:	11:59 p.m. Eastern Time, January 15, 2020 (for projects beginning September 1, 2020) 11:59 p.m. Eastern Time on June 30, 2020 (for projects beginning January 1, 2021)
Anticipated Announcement:	<b>August 2020</b> (for projects beginning September 1, 2020) <b>December 2020</b> (for projects beginning January 1, 2021)
Anticipated Total Annual Available FY 20 Funding:	\$4,000,000
Estimated Number and Type of Award(s):	25-35 grants (total for FY 2020)
Funding Range:	Level I: \$10,000 to \$50,000 Level II: \$50,001 to \$100,000 Level III: \$100,001 to \$325,000  An additional \$50,000 per project in matching funds may be available for Level III applicants
Cost Sharing/Match Required:	No
Period of Performance:	Level I: up to 24 months Level II: up to 24 months Level III: up to 36 months
Eligible Applicants:	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited public or 501(c)(3) institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.  See <a href="#">Section C</a> of this Notice of Funding Opportunity for additional information.
Program Resource Page:	<a href="https://www.neh.gov/grants/odh/digital-humanities-advancement-grants">https://www.neh.gov/grants/odh/digital-humanities-advancement-grants</a>
Pre-Application Webinar	Pre-recorded webinar available on program resource page after November 21, 2019.

# Table of Contents

<b>A. Program Description .....</b>	<b>1</b>
1. Purpose.....	1
2. Background.....	2
<b>B. Federal Award Information .....</b>	<b>3</b>
1. Type of Application and Award .....	3
2. Summary of Funding.....	3
<b>C. Eligibility Information .....</b>	<b>4</b>
1. Eligible Applicants .....	4
2. Cost Sharing/Matching .....	4
3. Other Eligibility Information .....	4
<b>D. Application and Submission Information .....</b>	<b>5</b>
1. Application Package.....	5
2. Content and Form of Application Submission.....	5
3. Unique Entity Identifier and System for Award Management.....	18
4. Submission Dates and Times .....	19
5. Intergovernmental Review .....	19
6. Funding Restrictions .....	19
<b>E. Application Review Information .....</b>	<b>20</b>
1. Review Criteria.....	20
2. Review and Selection Process.....	21
3. Assessment of Risk and Other Pre-Award Activities.....	22
4. Anticipated Announcement and Award Dates.....	22
<b>F. Federal Award Administration Information.....</b>	<b>22</b>
1. Federal Award Notices.....	22
2. Administrative and National Policy Requirements .....	22
3. Reporting .....	23
<b>G. Agency Contacts.....</b>	<b>24</b>
<b>H. Other Information.....</b>	<b>24</b>

# A. Program Description

## 1. Purpose

This notice solicits applications for Digital Humanities Advancement Grants.

Digital Humanities Advancement Grants (DHAG) support innovative, experimental, and/or computationally challenging digital projects at different stages of their lifecycles, from early start-up phases through implementation and sustainability. Experimentation, reuse, and extensibility are hallmarks of this program, leading to work that can scale to enhance scholarly research, teaching, and public programming in the humanities. Proposals are welcome for digital initiatives in any area of the humanities.

Digital Humanities Advancement Grants may involve:

- creating or enhancing experimental, computationally-based methods, techniques, or infrastructure that contribute to the humanities;
- pursuing scholarship that examines the history, criticism, and philosophy of digital culture and its impact on society; or
- conducting evaluative studies that investigate the practices and the impact of digital scholarship on research, pedagogy, scholarly communication, and public engagement.

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

## Funding levels

Awards are available at three funding levels to support early-stage planning, development, and implementation. Applicants should carefully choose the funding level appropriate to the scope and maturity of the proposed project.

**Level I awards** (from \$10,000 to \$50,000 and up to 24 months) are small grants designed to fund exploratory sessions, workshops, early alpha-level prototypes, and initial planning. In addition to early planning towards experimental prototypes, Level I proposals can identify a problem or research question, explore a research agenda, or discover appropriate methodologies or technologies for both new projects and digital humanities projects) in need of substantive revision or recovery. Outcomes for Level I projects may include reports, position papers, and plans for subsequent steps and future research or development. Level I projects may fund meetings, workshops, or reports addressing specific topics related to the impact of technology on the humanities. Level I projects may also support planning for the revitalization and/or recovery of existing digital projects that promise to contribute substantially to scholarship, teaching, or public knowledge of the humanities.

**Level II awards** (from \$50,001 to \$100,000 and up to 24 months) are intended to support projects that have completed an initial planning phase. Level II proposals should include a well-defined plan of work leading to concrete and tangible outcomes, such as working prototypes or code, sample data sets or models, methodological workflows, and/or documentation.

**Level III awards** (from \$100,001 to \$325,000 and up to 36 months) support scaling-up and expansion of established projects. Level III projects must already have completed a start-up or prototyping phase prior to submitting an application, and must demonstrate project success, discuss targeted user communities, and offer strong plans for dissemination and documentation based on user needs. The earlier phases of the project's development may or may not have been supported by NEH or other funding sources. Level III applicants are able to request an additional \$50,000 in federal matching funds above the \$325,000 ceiling to leverage external

funding to support digital initiatives and ensure long-term sustainability of digital projects. See [Section B. Federal Award Information](#) for more details.

Projects developing new software are encouraged to make the software free including use, copying, distribution, and modification. Open-source software or source code should preferably be made publicly available through an online repository such as SourceForge or GitHub. Software should be thoroughly documented to promote its reuse and implementation.

## **2. Background**

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

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

### **NEH Areas of Interest**

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

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

As our nation approaches its 250th anniversary in 2026, NEH encourages projects that promote a deeper understanding of American history and culture and that advance civics education and knowledge of our core principles of government. The agency-wide “A More Perfect Union” initiative will help Americans better understand the world’s oldest constitutional democracy and how our founding ideals are met in a modern, pluralistic society.

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

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

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

Through this partnership, IMLS funds may support some Level I and II projects that involve collaborations with libraries and/or archives. Organizations interested in applying for support for larger projects involving museums, libraries, and/or archives may still apply to the NEH DHAG program (Level III) but should also consider applying to either the IMLS [National Leadership Grants for Libraries](#) program or the IMLS [National Leadership Grants for Museums](#)

program. (Reminder: Two or more applications for federal funding and/or approved federal award budgets may not include overlapping costs.) Note that while some DHAG projects may be funded in part by IMLS and identified as joint NEH/IMLS projects, all awards will be issued by NEH and recipients must follow NEH grant management procedures.

In addition, NEH especially encourages projects that include Native American organizations and communities as lead applicants and project partners.

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

To learn more about the National Endowment for the Humanities, visit <https://www.neh.gov/about>.

## **B. Federal Award Information**

### **1. Type of Application and Award**

Type(s) of applications sought: new.

NEH will provide funding in the form of a grant.

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

Approximately \$4,000,000 is expected to be available to fund 25-35 recipients this fiscal year.

The actual amount available will not be determined until enactment of the final FY 2020 federal budget. This program notice is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

Level I awards range from \$10,000 to \$50,000 in outright funding with a period of performance of up to 24 months.

Level II awards range from \$50,001 to \$100,000 in outright funding with a period of performance of up to 24 months.

Level III awards range from \$100,001 to \$325,000 in outright funding with a period of performance of up to 36 months.

To encourage institutions to leverage external funding to support digital initiatives and ensure long-term sustainability of digital projects, applicants seeking Level III funding may request up to \$50,000 in federal matching funds (for a total award of up to \$375,000). Matching funds may support allowable activities that will take place during the period of performance and may include activities that are part of the project's sustainability plan (required for all Level III projects): for example, the work of personnel dedicated to data curation, costs associated with long-term storage, extended documentation planning, staff training, and other efforts to develop and sustain an audience or user community. Funds raised to satisfy a match count toward an institution's required cost share for a project.

Instructions for documenting matching funds in the budget may be found in [Section D2. ii. Budget](#).

The period of performance start date for applications submitted prior to the first due date is September 1, 2020. The period of performance start date for applications submitted prior to the second due date is January 1, 2021.

Successful applicants will be awarded outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds. Outright funds awarded by NEH are not contingent on additional funding from other sources. When federal matching funds are requested, the recipient must raise cash contributions from nonfederal third parties and have them certified by NEH before the funds are released (see NEH's [Federal Matching Funds Guidelines](#)). The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. Federal matching funds are typically distributed on an annual basis over the life of the award. Funds raised to satisfy a match count toward an institution's required cost share for a project (see [C2. Cost Sharing](#)).

## **C. Eligibility Information**

### **1. Eligible Applicants**

Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited public or 501(c)(3) 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. However, applicants for Level III awards may request up to \$50,000 in matching funds, which require a one-to-one cost share in nonfederal gift funds raised from eligible third parties.

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

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

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

Recipients are responsible for maintaining auditable records of cost sharing contributions. See [2 CFR §200.306](#) for additional information.

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

Eligible institutions may submit multiple applications for separate and distinct projects under this announcement. Projects that have significant overlap with other applications already under review by this program (or other NEH programs) will not be reviewed.

Individuals at a given institution may only appear as a project director or co-director on one application to this program per deadline, but may be listed as participants (not in a leadership role) in more than one DHAG application per deadline.

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

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

Applications that exceed the ceiling amount will be considered non-responsive and will not be considered for funding under this announcement.

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.

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

NEH generally 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.

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

## **D. Application and Submission Information**

### **1. Application Package**

You are required to apply online through [Grants.gov Workspace](#) using the Standard Form 424 (SF-424) application package associated with the funding opportunity and following the instructions provided by Grants.gov unless otherwise noted below.

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

### **2. Content and Form of Application Submission**

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



## **i. Project Narrative**

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

You must state whether you are applying for a Level I, Level II, or Level III grant. You may apply to any of the three levels as appropriate to the needs of the project. You are not required to obtain a Level I or II award prior to applying for a Level III award, but you must have completed some earlier phase of work prior to applying for Level III.

For Level I grants, the narrative section must not exceed four pages. For Level II grants, the narrative must not exceed six pages. For Level III grants, the narrative must not exceed ten pages.

For all levels: all pages should be single-spaced and have one-inch margins, and the font size must be no smaller than eleven point. You may use any citation style and format, as long as you use them consistently.

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

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

### **Enhancing the Humanities (corresponds to [Section E1's Review Criterion 1](#))**

Provide a clear and concise explanation—comprehensible to a general audience—of the project activities and the ultimate project results, including their intellectual value to your intended audiences (i.e., scholars, students, or public audiences). Describe the scope of the project activities, the major issues or research questions to be addressed, and their significance to the humanities. For projects that are developing experimental methods, techniques, or tools, describe the technologies, platforms, and standards that you plan to use and how those will help you address your central research questions. NEH views the use of open-source software as a key component in the broad distribution of exemplary digital scholarship in the humanities. If the project will not employ generally accessible open-source software, explain why and also explain how the project will satisfy NEH's goal for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. (See [Providing access to NEH-funded products](#).)

### **Environmental Scan (corresponds to [Section E1's Review Criterion 2](#))**

Provide a clear and concise summary of similar work being done in the applicant's area of study. For example, if you are developing software to solve a particular humanities problem, discuss similar software developed for other projects and explain how the proposed solution differs. If there are existing software products that could be adapted and re-used for the proposed project, identify them and discuss the pros and cons of taking that approach. If there are existing humanities projects that are similar in nature to your project, describe them and discuss how they relate to the proposed project. The environmental scan should make it clear that you are aware of work being done in the field and should explain how your proposed project contributes to and advances the field.

### **History of the Project (corresponds to [Section E1's Review Criterion 2](#))**

Provide a concise history of the project, including information about preliminary research or planning, previous related work, previous financial support, publications produced, and resources or research facilities available. If applicable, describe plans for work that would take

place after the period of performance, and list probable sources of support for subsequent phases of the project.

If you are seeking an award to plan for the revitalization or recovery of an older project, briefly describe how—if at all—the project is currently maintained (for example, through institutional support or grant support). If available, provide data documenting the project's user community, usage, and/or describe the project's impact on the field. If you are seeking a Level III award, describe the results of any testing and evaluation of earlier stages, and provide a clear explanation of how earlier phases have positioned the project for successful execution. Describe how this implementation phase will enable the project to fulfill its goals.

If your project has received prior NEH support, indicate the project's award number and describe how the previously funded project met its goals.

If the application requests support for part of a larger initiative, clearly delineate the specific part intended for NEH funding through this application. Provide references to any earlier work (for example, by including URLs in this section of the narrative, or by providing relevant attachments in an appendix).

### **Work Plan (corresponds to [Section E1's Review Criteria 3, 4, and 5](#))**

Describe the specific tasks that will be accomplished during the period of performance. Include a schedule of important tasks and milestones, and indicate the staff member(s) responsible for each component. Depending on the project, you may organize the description of the work plan by type or duration of activity (for example, three- or six-month intervals). Discuss all persons directly involved in the proposed project, whether or not their salaries will be paid with requested grant funds.

Identify any risks and note how they might adversely affect the overall schedule. Describe your strategies to mitigate these risks, so as to keep the project on budget and on schedule.

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

Describe plans for evaluating the results of the project activities. These plans will typically involve people from outside your project team, for example, evaluators drawn from your intended audience. This evaluation should both look back on what the grant will have accomplished and look forward to how the long-term project goals will be achieved.

If your project involves staging a workshop or conference, include a draft agenda and a list of proposed participants or specific criteria for selecting participants in the appendix.

### **Final Products and Dissemination (corresponds to [Section E1's Review Criteria 1 and 3](#))**

Describe the plans to disseminate the project results through various media (printed articles or books, presentations at meetings, webinars or training sessions, electronic media, or some combination of these) for your intended audiences. Explain how you will make publications resulting from this grant available in an open access venue. Briefly describe the steps you will take to ensure that the project results will be accessible to individuals with disabilities. Identify what particular guidelines or standards you will adhere to with respect to accessibility and universal design, as well as what sorts of disabilities your steps will address (for example, cognitive or physical disabilities, impaired sight, or impaired hearing).

If your project is developing software, describe how your project will address NEH's encouragement that software is free for others to use, copy, distribute, and modify. Describe plans to make open-source software or source code available to the public. Explain plans for documenting software to promote its reuse and implementation.

<b>NARRATIVE GUIDANCE</b>	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
<b><u>Narrative Section</u></b>	<b><u>Review Criteria</u></b>
<a href="#"><u>Enhancing the Humanities</u></a>	<a href="#"><u>1</u></a>
<a href="#"><u>Environmental Scan</u></a>	<a href="#"><u>2</u></a>
<a href="#"><u>History of the Project</u></a>	<a href="#"><u>2</u></a>
<a href="#"><u>Work Plan</u></a>	<a href="#"><u>3, 4</u></a> and <a href="#"><u>5</u></a>
<a href="#"><u>Final Product and Dissemination</u></a>	<a href="#"><u>1</u></a> and <a href="#"><u>3</u></a>

## ii. Budget

Using the instructions below, complete the budget form (MS Excel format) or a format of your own that includes all the required information. The budget form and a sample budget are available on the [program resource page](#).

All of the items listed, whether supported by NEH funds or cost sharing contributions, 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. See the property and procurement standards set forth in [2 CFR 200 Subpart D](#). See section D6. (Funding Restrictions) for a list of unallowable costs. All costs are subject to audit, record retention and other requirements set forth in [2 CFR 200 Subpart F](#).

When indirect costs are charged to the project, take care to ensure that expenses included in the organization's indirect cost pool are not charged to the project as direct costs. For further information, see the [Indirect Costs](#) section below.

If you are requesting federal matching funds, include required cost sharing in your application budget.

### **Additional budget instructions for applicants requesting a Level III Match:**

Applicants for Level III awards may request up to \$50,000 in matching funds, which must be matched one-to-one by nonfederal gift funds raised from eligible third parties. Matching funding up to \$50,000 is in addition to the \$325,000 allowed in outright funds, which raises the maximum award ceiling to \$375,000. If an applicant requests \$325,000 in outright funds and the maximum match of \$50,000, the budget should reflect total project costs (both direct and indirect) of \$425,000 (\$375,000 in award funds plus the required \$50,000 in nonfederal third-party contributions necessary to meet the required cost share).

### **1. Salaries and Wages**

Staff costs should include the position title, name (if possible), percent of full-time equivalent or total number of hours charged to the project. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year. All salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [466](#).

## **2. Fringe Benefits**

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. All fringe benefits claimed must be in compliance with [2 CFR §200.431](#). List each rate and salary base.

## **3. Consultant Fees**

Include payments for professional and technical consultants and honoraria. All consultant fees claimed must be in compliance with [2 CFR §200.459](#).

## **4. Travel Costs**

List travel costs for local and long-distance travel. For local travel, outline the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel. The budget should also reflect the travel expenses (for example, airfare, lodging, parking, per diem, etc.) for each person and trip associated with participating in meetings and other proposed trainings or workshops. Name the traveler(s) if possible, describe the purpose of the travel, and provide the number of trips involved, the destinations, and the number of individuals for whom funds are requested. Calculate per diem amounts for meals and lodging using written institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used. All travel costs claimed must be in compliance with [2 CFR §200.474](#), and foreign travel must comply with article 10 of the [General Terms and Conditions for Awards to Organizations](#).

Applicants to both deadlines should include funds for the project director(s) to attend a one-day meeting at NEH's offices in Washington, D.C. in April 2021. A maximum of two individuals per project may attend.

NEH funds may not be used to cover the costs of traveling to regularly-occurring professional meetings unless attending to disseminate project-related findings.

**All trips—both foreign and domestic—must be listed individually.**

## **5. Supplies and Materials**

Include supplies and materials to be used in the project costing the lesser of the capitalization level established by the applicant or \$5,000, regardless of the length of its useful life. See [2 CFR §§200.314](#) and [453](#).

## **6. Subawards**

The costs of project activities to be undertaken by a third-party subrecipient should be included in this category as a single line item charge. A complete itemization of the cost comprising the charge should be provided in the budget justification. If there is more than one subrecipient, each must be listed separately in the budget and justified in the budget justification. See [2 CFR §§200.330 and 331](#) for additional information.

## **7. Other Costs**

If applicable, include participant stipends and room and board, equipment rental or purchases, duplication, printing, long distance telephone calls, and other items not previously listed under other budget categories or in the indirect cost pool. Note that “miscellaneous” and “contingency” are not acceptable budget categories.

List equipment costs and provide a justification for the need to purchase the equipment to carry out the program's goals. **Note: acquisition costs of computer equipment may not exceed 20 percent of the total requested NEH award amount.**

Permanent equipment may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing. Permanent equipment is defined as nonexpendable personal property costing \$5,000 or more and having a useful life of more than one year. (See [2 CFR §§200.313 Equipment](#) and [439 Equipment and other capital expenditures](#).)

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

If a budget includes compensation for the use of equipment or facilities owned by an applicant and allocable to the project, the applicant must charge depreciation in compliance with [2 CFR §200.436](#). If the equipment was purchased with federal funds under another award, user fees may be appropriate (see [2 CFR §200.313 \(c\)\(2\)](#)). The applicant may not charge both depreciation and user fees.

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

## **8. Total Direct Costs per year**

Total the sum of items 1-7.

### **9 a.- c. Indirect Costs (Facilities and Administration or "F&A")**

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. Items that would typically be regarded as indirect costs include the depreciation on buildings, equipment and capital improvement, operations and maintenance expenses, salaries of executive officers, accounting and legal services.

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

For applicants seeking reimbursement for indirect costs: carefully review your institution's negotiated indirect cost rate(s) to make sure you are using the most appropriate rate in your application budget. Many institutions 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.

If your institution has a current federally negotiated indirect cost rate, indicate on the budget form the appropriate rate, the base, the name of the agency with which you negotiated, and the date of that agreement.

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

Organizations that wish to include indirect (F&A) charges in the budget but have **never** had a federally negotiated indirect cost rate may choose one of the following options:

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

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

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

## **10. Total Project Costs**

The sum of items 8 and 9.

## **11. Project Funding**

11a Requested from NEH: Indicate the amount of outright and/or federal matching funds that is requested from NEH. Level III applicants requesting up to \$50,000 in federal matching funds must include this amount as “Federal Matching Funds.”

11b Cost sharing: Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Level III applicants requesting up to \$50,000 in federal matching funds must include an equal amount of cash gifts that will be raised to release federal matching funds under “Third-party contributions.” When a project will generate income that will be used during the period of performance to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.

## 12. Total Project Funding

The sum of 11.a. and 11.b.

### iii. Budget justification

Provide a budget justification that explains the amounts requested for each line object class category of the budget (such as salaries, fringes, consultant fees, travel, supplies, subawards, other). The budget justification should specifically describe how each item will support the achievement of proposed objectives. Be very careful to justify each item in the “Other Costs” category. For subsequent budget years, the justification should highlight the changes from year 1 or clearly indicate that there are no substantive budget changes during the period of performance. Do not use the budget justification to expand the project narrative.

### iv. Application Components

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

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

<b>Application component</b>	<b>Naming convention</b>	<b>Page limits</b>	<b>Notes</b>
<a href="#">SF-424 Short (Org or Individual)</a>	Not applicable (Grants.gov form)		Required
<a href="#">NEH Supplemental Cover Sheet</a>	Not applicable (Grants.gov form)		Required
<a href="#">Project/Performance Site Location Form</a>	Not applicable (Grants.gov form)		Required
<a href="#">Attachments Form</a>	Not applicable (Grants.gov form)		Required
<a href="#">Attachment 1: List of participants</a>	participants.pdf		Required
<a href="#">Attachment 2: Narrative</a>	narrative.pdf	Level I: 4 pages Level II: 6 pages Level III: 10 pages	Required
<a href="#">Attachment 3: Biographies</a>	biographies.pdf	1 paragraph per person	Required
<a href="#">Attachment 4: Budget</a>	budget.pdf		Required
<a href="#">Attachment 5: Budget justification</a>	justification.pdf		Required
<a href="#">Attachment 6: Appendices</a>	appendices.pdf	10 pages	Optional
<a href="#">Attachment 7: Letters of commitment and support</a>	letters.pdf		Optional; maximum of 2 letters of support
<a href="#">Attachment 8: Data management plan</a>	datamanagement.pdf	2 pages	Required
<a href="#">Attachment 9: Sustainability plan</a>	sustainability.pdf	3 pages	Required for Level III

<a href="#">Attachment 10: Federally-negotiated indirect cost rate agreement</a>	agreement.pdf	Conditionally required	Conditionally required
<a href="#">Attachment 11: Certificate regarding lobbying</a>	certification.pdf		Required for Level III

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

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

### 5. Applicant Information

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

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

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

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

### 6. Project Information

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

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

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

### 7. Project Director

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

### 8. Primary Contact/Grants Administrator

Provide the contact information for the official responsible for the administration of the NEH award (that is, negotiating the project budget and ensuring compliance with the terms and



conditions of the award). This person is often a grants administrator or sponsored programs official.

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

## **9. Authorized Representative**

Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "Authorizing Official," is typically the president, vice president, executive director, provost, or chancellor. To become an AOR, the person must be designated by the institution's E-Business Point of Contact. For more information, consult the [Grants.gov Online User Guide](#).

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

Provide the following information:

### **1. Project Director**

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

### **2. Institutional Information**

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

### **3. Project Funding**

Enter your project funding information. [Learn more about different funding types.](#)

### **4. Application Information**

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

For Type of Application, check "new."

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

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

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

## **Attachments Form**

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

Your attachments must be in Portable Document Format (.pdf). Make sure that all files in formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains multiple documents, you must merge those documents into a single PDF. Do not attach a zip file containing multiple PDFs.

Visit [Grants.gov's Adobe Software Compatibility page](#) to verify the compatibility of your current software or to download the appropriate version. Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach (to the Attachments Form) into PDFs. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

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

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

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

## **v. Attachments**

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

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

List all project participants and their institutional affiliations, if any, on a separate page. Clearly identify the project director and any co-directors. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. Project participants refer to members of the project team carrying out programmatic activities. The names on this list should match the names mentioned in the work plan section of the project's narrative description. The list must also include the names and institutional affiliations of advisory board members, if applicable, and of any experts who have provided letters of support. The list is used to ensure that prospective peer reviewers have no conflict of interest with the proposals that they will evaluate.

Name the file participants.pdf.

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

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

### **Attachment 3: Biographies (required)**

Provide a brief biography for each project participant. The biography should not exceed one paragraph. Explain how each individual's technical competence and/or humanities qualifications will enable them to fulfill their responsibilities on the project. Applicants must not submit CVs or resumes.

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

Name the file biographies.pdf.

### **Attachment 4: Budget (required)**

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

### **Attachment 5: Budget justification (required)**

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

### **Attachment 6: Appendices (optional)**

If applicable, include a bibliography or list of works cited; an expanded work plan; proposed workshop or meeting agenda and list of participants or selection criteria; use cases; wireframes or annotated screen shots; or other project plans. If applicable, include relevant materials from the project's start-up phase—for example, evaluation reports that help explain the project's potential, initial results, or significance. Materials in this section must not exceed a total of ten pages.

Name the file appendices.pdf.

### **Attachment 7: Letters of commitment and support (optional)**

Include letters of commitment from outside participants and cooperating institutions. Note that the project director does not need to provide a letter of commitment.

A letter of commitment is typically written by an outside person or third-party organization that is committing something to your project: for example, giving you access to a collection of materials or agreeing to make some kind of contribution to your project.

You may also include up to two letters of support from experts who are not directly involved in the proposed project but can speak to its value to the field or to the appropriateness of the proposed methodology or the technical plan.

Name the file letters.pdf.

### **Attachment 8: Data management plan (required)**

Prepare a data management plan (DMP) for your project (not to exceed two pages) when applying for any award level. The members of your project team should consult this document during and beyond the project's period of performance. The plan should identify what data your project will generate and/or collect; describe how your team will manage and disseminate data, including outlining the rights and obligations of all parties with respect to their roles and responsibilities in the management and retention of research data and how changes to project

staffing will impact this; and explain any costs stemming from the management of data in the budget justification.

DHAG projects may generate data such as software code, algorithms, digital tools, reports, articles, research notes, or websites.

You should address the following topics in the DMP:

- the types of data that your project might generate and eventually share with others, and under what conditions, including, if relevant, a discussion of policies about public access and sharing provisions to ensure protection of privacy, confidentiality, security, intellectual property, and other rights or requirements
- how data and metadata will be managed and maintained and by whom, including a discussion of physical and cyber resources and facilities that will be used to effectively preserve and store research data (these can include third-party facilities and repositories)
- for projects involving partnerships with industry or other user communities, a discussion of how data will be shared and managed with partners, institutional affiliates, and other major stakeholders
- factors that might impinge on the ability to manage data, for example, legal and ethical restrictions on access to non-aggregated data
- the lowest level of aggregated data that project directors might share with others in the scholarly or scientific community, given that community's norms on data;
- the mechanism(s) for sharing data and/or making it accessible to others, including addressing how timely access to data will be assured
- other types of information that should be maintained and shared regarding data, for example, the way it was generated, analytical and procedural information, and the metadata

Name the file datamanagement.pdf.

### **Attachment 9: Sustainability plan (required for Level III)**

If you are applying for a Level III award, you must prepare a sustainability plan for your project (not to exceed three pages). This plan should discuss the long-term financial needs of the project and show how the project will continue to be able to meet its goals after the period of performance has ended. The plan should address potential institutional support or future funding streams necessary to allow the project to thrive beyond the period of performance. The content of the plan will vary, depending on the activities being undertaken during the period of performance. You may wish to consult the NEH-funded reports [Sustaining Digital Resources: A Briefing Paper for Leaders of Projects with Scholarly Content](#) and [The Socio-Technical Sustainability Roadmap](#) for advice on developing your plan.

Name the file sustainability.pdf.

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

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

### **Attachment 11: Certification Regarding Lobbying (required for Level III)**

Applicants requesting awards greater than \$100,000 must complete and submit the Certification Regarding Lobbying. If nonfederal funds have been or will be used for lobbying,

also complete and submit Standard Form-LLL, Disclosure of Lobbying Activities. See [2 CFR §200.450 Lobbying](#) for additional information.

These forms are available on the [program resource page](#). Submit the signed and completed document(s) as a PDF. Name the file certification.pdf.

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

All organizations must submit their applications for NEH funding via [Grants.gov Workspace](#). Before using Grants.gov for the first time, each organization must have an Employer Identification Number (EIN) and register with Grants.gov.

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

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

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

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

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

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

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

## 4. Submission Dates and Times

Program officers will review draft proposals submitted by December 4, 2019 for the January 15, 2020 deadline, and by May 19, 2020 for the June 30, 2020 deadline. NEH cannot guarantee that staff will respond to drafts submitted after this deadline. Although this optional preliminary review is not part of the formal review process and has no bearing on the final outcome of the proposal, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft proposal, send it as an attachment to [odh@neh.gov](mailto:odh@neh.gov).

There will be two application due dates under this announcement:

January 15, 2020 at 11:59 p.m. Eastern Time  
June 30, 2020 at 11:59 p.m. Eastern Time

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

**Confirm that you successfully submitted your application.** It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have received your application.

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

## 5. Intergovernmental Review

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

## 6. Funding Restrictions

Digital Humanities Advancement Grants may not be used for:

- projects that mainly involve digitization, unless the applicant is proposing an innovative method for digitization
- the creation or conversion of a scholarly journal (although the implementation of new modes of scholarly publication is permitted)
- recurring maintenance costs that would support only the day-to-day operations of existing projects rather than substantive changes or upgrades
- attendance at recurring or established conferences or professional meetings unless to disseminate project-related findings.
- acquisition of computer equipment in excess of 20 percent of the total NEH award amount
- promotion of a particular political, religious, or ideological point of view
- advocacy for a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies)

Applicants seeking to build or digitize collections, create archives, or develop reference resources like dictionaries and encyclopedias should consider the [Humanities Collections and Reference Resources](#) (HCRR) program. Applicants in the planning stages of such projects

should especially consider the HCRR Foundations subset of this program. Applicants seeking to address major challenges in preserving or providing access to humanities collections and resources should consider the [Research and Development](#) program. Both of these programs are offered by the [Division of Preservation and Access](#).

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

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

Applicants seeking funding for individual scholarly interpretive research projects that require digital expression and digital publication should consider the [NEH-Mellon Fellowships for Digital Publication](#) program offered by the [Division of Research Programs](#).

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

## E. Application Review Information

### 1. Review Criteria

Peer reviewers will use the following criteria to rank and review applications in the Digital Humanities Advancement Grants program:

**Criterion 1: The intellectual significance of the project for the humanities** (corresponds to narrative sections [“Enhancing the Humanities”](#) and [“Final Product and Dissemination”](#))

For projects developing new technology, infrastructure, or scholarly methods, what is the potential to enhance scholarly research, teaching, and learning in the humanities? For projects making use of existing technology or methods, how will a new application or collaboration advance humanities scholarship, teaching, and learning? For all projects, who are the intended audiences or users and are the dissemination and outreach plans appropriate for reaching these communities?

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

(corresponds with the narrative sections [“Environmental Scan”](#) and [“History of the Project”](#))  
Is there similar work already underway in this area? If so, how does this project differ and how might it complement existing work and advance the field? If not, is there a demonstrated need or interest for additional work in this area?

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

(corresponds to narrative sections [“Work Plan”](#) and [“Final Product and Dissemination.”](#))

Is there a clear plan for implementing the proposed activities and outcomes? Are appropriate project personnel associated with specific tasks? Are the timeline and proposed activities realistic? Are the proposed methodologies and/or technologies appropriate for the project goals? Is there a discussion of risk and plans for mitigating risk? Is the project team including time to identify and address issues of accessibility and universal design, as well as what sorts of disabilities your plans will address (for example, cognitive or physical disabilities, impaired sight, or impaired hearing) for its intended audience of users?

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

(corresponds to narrative section [“Work Plan”](#) and [Attachment 3: Biographies](#))

Do team members have the appropriate backgrounds to accomplish the proposed activities? Is this team prepared to complete the goals outlined in the narrative? When roles are identified without a named staff member, is there a position description that adequately addresses needs for identifying and hiring individuals with appropriate skills?

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

(corresponds to narrative section [“Work Plan,”](#) [Attachment 4: Budget](#) and [Attachment 5: Budget Justification](#))

Does the budget align with the project's overarching goals and specific planned activities? Are adequate resources allocated for project staff, relative to the accompanying tasks? If students or interns are involved in the project, are there mechanisms for ensuring their efforts are compensated appropriately? For Level III projects requesting matching funds, are activities covered by matching funds clearly identified? Are all costs allowable, reasonable, and allocable to the proposed activities?

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

(corresponds to [Attachment 8: Data Management Plan](#), and for Level III applicants, [Attachment 9: Sustainability Plan](#))

Do applicants demonstrate an understanding of the types of data produced for their project? Are there adequate plans for preserving, managing, and sharing data, including beyond the period of performance? For Level III projects, have applicants demonstrated an understanding of the project's long-term needs and are there sufficient plans to ensure the sustainability of the project?

## **2. Review and Selection Process**

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

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



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

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

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

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

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

Applicants will be notified of funding decisions by e-mail in August 2020 or December 2020. For successful applicants, this notification is not an authorization to begin performance or incur related costs. Applicants may request evaluations of their applications by emailing [odh@neh.gov](mailto:odh@neh.gov).

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

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

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

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

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

### **Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification**

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

- 1) The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.338](#), including suspension or debarment. (See also 2 CFR parts 180 and [3369](#)).
- 3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 6: Appendices](#).

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

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

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

## **Copyright information**

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

## **Acknowledging NEH support**

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

## **Eliminate Waste, Fraud, and Abuse**

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

## **3. Reporting**

Recipients must comply with the following reporting and review activities:

- 1.) **Federal Financial Report.** Recipients must submit a Federal Financial Report (SF-425) on an **annual** basis. It must be completed online in eGMS Reach. Further information will be provided in the Notice of Action.
- 2.) **Performance Progress Report(s).** Recipients must submit a performance progress report to NEH on an **annual** basis. It must be completed online in eGMS Reach. Further information will be provided in the Notice of Action.
- 3.) **Final Reports.** Recipients must submit a final financial report and a final performance report within 90 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goal and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance. The final reports must be submitted online in eGMS Reach. Further information will be provided in the Notice of Action.

- 4.) **Other required reports and/or products.** Recipients must submit a white paper within 90 calendar days after the period of performance ends. This white paper must document the project, including lessons learned, so that others can benefit. This white paper will be posted on the NEH website.

Learn more about [Performance Reporting Requirements](#) and [Financial Reporting Requirements](#).

## G. Agency Contacts

If you have questions about the program, contact:

Office of Digital Humanities  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
[odh@neh.gov](mailto:odh@neh.gov)

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

The Federal Service Desk: [FSD.gov](https://fedservice.gov)  
U.S. calls: 866-606-8220  
International calls: +1 334-206-7828

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

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

Always obtain a case number when calling for support.

## H. Other Information

### Privacy policy

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

### Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that on average it takes fifteen hours to complete this application. This estimate

includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at [grantmanagement@neh.gov](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.