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NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Office of Digital Humanities
Division of Research Programs

Funding Opportunity Title: Fellowships Open Book Program

Funding Opportunity Number: 20200316-DR

Funding Opportunity Type(s): New - Limited Competition

Federal Assistance Listing Number: 45.169

Application Due Dates:

March 16, 2020

August 17, 2020

December 15, 2020

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

Office of Digital Humanities
Email: odh@neh.gov
TTY: 800-877-8399

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

Executive Summary

The National Endowment for the Humanities (NEH) Office of Digital Humanities, in partnership with the NEH Division of Research Programs, is accepting applications for the Fellowships Open Book Program. This limited competition aims to award publishers a \$5,500 grant to release open access digital editions of books whose underlying research was funded by one of the following six NEH programs: [Fellowships](#); [Awards for Faculty at Hispanic-Serving Institutions](#); [Awards for Faculty at Historically Black Colleges and Universities](#); [Awards for Faculty at Tribal Colleges and University](#); [Fellowships for Advanced Social Science Research on Japan](#); or [Public Scholars](#). Each ebook shall be released under a Creative Commons license, making those books free for anyone to download. The book could be a forthcoming title (to be open access upon first release) or it could be a book that has been on sale for up to three years before application submission. This program utilizes a greatly streamlined application process and there are three proposal deadlines per year.

Limited Competition:	Fellowships Open Book Program
Funding Opportunity Number:	20200316-DR
Federal Assistance Listing Number (CFDA):	45.169
Application Due Dates:	March 16, 2020 at 11:59 p.m. Eastern Time (for projects beginning September 1, 2020) August 17, 2020 at 11:59 p.m. Eastern Time (for projects beginning January 1, 2021) December 15, 2020 at 11:59 p.m. Eastern Time (for projects beginning May 1, 2021)
Anticipated Announcements:	August 1, 2020 (for projects beginning September 1, 2020) December 1, 2020 (for projects beginning January 1, 2021) April 1, 2020 (for projects beginning May 1, 2021)
Anticipated Total Annual Available Funding per Deadline:	Up to \$75,000
Estimated Number and Type of Awards:	10-15 fixed amount grants per deadline
Award Amount:	\$5,500
Cost Sharing/Match Required:	No
Period of Performance:	Up to 18 months
Eligible Applicants:	Eligibility is limited to publishers who have published within the last three years (or will publish within the period of performance) a book whose research was supported by an NEH fellowship. Publishers must be U.S. nonprofit organizations with 501(c)(3) tax-exempt status, or accredited public or 501(c)(3) institutions of higher education. If previously published, the book must have included an acknowledgement to the relevant NEH award for the author's research and/or writing to be eligible for this program. See Section C for additional information.
Program Resource Page:	https://www.neh.gov/grants/odh/FOBP

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A. Program Description

1. Purpose

This notice solicits applications for the Fellowships Open Book Program (FOBP).

The FOBP is a limited competition designed to make outstanding humanities books available to a wide audience. By taking advantage of low-cost “ebook” technology, the program will allow teachers, students, scholars, and the public to read humanities books that can be downloaded or redistributed for no charge.

This limited competition is open to publishers who have published within the last three years (or will publish during the period of performance) a book whose research was supported by one of the NEH fellowship programs listed below. Funds are used by the publisher to issue an open access ebook with a Creative Commons license, hence opening it up to a wide audience of readers.

Requirements of this limited competition:

- Applicants must choose a single book per application to make open access. The book’s underlying research must have been supported by one of the following six NEH programs: [Fellowships](#); [Awards for Faculty at Hispanic-Serving Institutions](#); [Awards for Faculty at Historically Black Colleges and Universities](#); [Awards for Faculty at Tribal Colleges and University](#); [Fellowships for Advanced Social Science Research on Japan](#); [Public Scholars](#). Applicants may submit more than one application per competition.
- The book must be one that was originally published or is slated to be published, in either print or digital form, no more than three years prior to the selected application deadline. For example:
 - Example 1 (a previously released book): A publisher released a print and digital version on June 20, 2017. The publisher submits an FOBP application for the March 16, 2020 deadline, which is less than three years from the initial publication date. If the publisher receives the award, the publisher must then release an open access edition within the period of performance (September 1, 2020 through February 28, 2022).
 - Example 2 (a book slated for publication in the near future): A publisher plans to release a book on March 31, 2021. The publisher submits an FOBP application for the March 16, 2020 deadline and receives an award, and then releases the open access edition on March 31, 2021 (which is during the period of performance), the same day as the for-sale print edition. Hence, this book has an open access option upon its initial release.
- If previously published, the book must have included an acknowledgement to the relevant NEH award for the author’s research and/or writing to be eligible for this program.
- By the end of the period of performance, recipients must release an ebook edition in the EPUB format, version 3.1 or later. Recipients are also encouraged to release the book in other ebook formats (e.g., Kindle format or PDF).
- The ebook must be licensed using one of the six standard Creative Commons licenses (found on the [Creative Commons website](#)).

- Each ebook must have metadata embedded into the file, following the [recommendations for metadata](#) of the Book Industry Study Group (BISG). The metadata must also include information about the chosen Creative Commons license.
- The copyright page of the open access ebook must include the following:
 - A statement must be added that reads “Open access edition funded by the National Endowment for the Humanities.”
 - While the original copyright statement should remain (e.g., “Copyright ©2017 Jefferson University Press”), the phrase “All rights reserved” must be removed and replaced with a reference to your chosen Creative Commons license (e.g., “The text of this book is licensed under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License: <https://creativecommons.org/licenses/by-nc-nd/4.0/>”)
- The final open access ebook must be made available via at least two major ebook distribution channels (e.g., MUSEOpen, JSTOR, OAPEN, Amazon, HathiTrust).
- The recipient must pay the author a royalty of at least \$500 upon release of the open access ebook. (If a book has multiple authors, the \$500 should be divided among them.)

The Fellowships Open Book Program can support the following activities:

- Digital publication for a book
- Author royalties
- Distribution fees
- Securing rights
- Promotion of the open access edition

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

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 \(for grants and cooperative agreements issued December 26, 2014 or later\)](#). See [2 CFR §200.201\(b\)](#) for information on fixed amount awards.

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 civic education and knowledge of our core principles of government. The agency-wide [“A More Perfect Union”](#) initiative will help Americans better understand the world’s oldest constitutional democracy and how our founding ideals are met in a modern, pluralistic society.

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

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 of competition: limited competition.

NEH will provide funding in the form of fixed amount grants.

2. Summary of Funding

Approximately \$75,000 is expected to be available to fund 10-15 recipients per deadline.

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.

All awards in this program are for the fixed amount of \$5,500. Consistent with [2 CFR 200.201 \(b\)\(1\)\(i\)](#), NEH will issue 90% of the award to the recipient at the outset of the period of performance. The remaining 10% will be issued once the ebook has been published and NEH has verified that the recipient has met all stated requirements of the award.

The period of performance is up to 18 months.

Applications submitted prior to the March 16, 2020 deadline will have a period of performance start date of September 1, 2020.

Applications submitted prior to the August 17, 2020 deadline will have a period of performance start date of January 1, 2021.

Applicants submitted prior to the December 15, 2020 deadline will have a period of performance start date of May 1, 2021.

Successful applicants will be awarded outright funds. Outright funds awarded by NEH are not contingent on additional funding from other sources.

C. Eligibility Information

1. Eligible Applicants

Eligibility is limited to publishers who have published within the last three years (or will publish during the period of performance) a book whose research was supported by one of the NEH fellowship programs listed below. Publishers must be U.S. nonprofit organizations with 501(c)(3) tax-exempt status, or accredited public or 501(c)(3) institutions of higher education. Individuals, foreign and for-profit entities are not eligible to apply.

In addition, applicants to this limited competition may only seek support to digitally publish books which meet the following criteria:

- The book's underlying research must have been supported by one of the following six NEH programs: [Fellowships](#); [Awards for Faculty at Hispanic-Serving Institutions](#); [Awards for Faculty at Historically Black Colleges and Universities](#); [Awards for Faculty at Tribal Colleges and University](#); [Fellowships for Advanced Social Science Research on Japan](#); [Public Scholars](#).
- The book must be one that was originally published or is slated to be published, in either print or digital form, no more than three years prior to the date the proposal was submitted to NEH.
- If previously published, the book must have included an acknowledgement to the relevant NEH award for the author's research and/or writing to be eligible for this program.

2. Cost Sharing

Cost sharing is not required in this program.

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.

3. Other Eligibility Information

Eligible applicants 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.

If for any reason an application is submitted more than once prior to one of the three application due dates (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.

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 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 one of the three application deadlines. Applications that are late, incomplete, or ineligible, or that violate the format requirements (including page limits) will not be considered for funding under this notice.

D. Application and Submission Information

1. Application Package

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

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

To request a paper copy of this announcement, contact 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

This limited competition is using a streamlined application process and will not require a narrative or budget. Your application will consist of the required forms and components described below.

The Application Components Table below will help you prepare a complete application. Applications missing any required attachments from this list will be considered incomplete and will be rejected from further consideration under the selected deadline.

Application component	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance – Short Organizational	Not applicable (Grants.gov form)		Required
NEH Supplemental Cover Sheet	Not applicable (Grants.gov form)		Required
Project/Performance Site Location Form	Not applicable (Grants.gov form)		Required
Attachments Form	Not applicable (Grants.gov form)		Required
Attachment 1: Letters of Commitment	letters.pdf	2	Required

Attachment 2: Book Information	bookinfo.pdf	2	Required
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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), unique entity identifier (currently a D-U-N-S® number), website address, and congressional district of the institution.

In December 2020, the SAM-generated unique Entity Identifier will become the official identifier for doing business with the U.S. Government. The D-U-N-S® numbers already assigned to records will be retained for historical purposes. [Learn more about unique entity identifiers.](#)

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 follow this example:

“Open Access Edition of The Summer of Our Discontent: What Steinbeck Should Have Written by Jane C. Strange.”

b. Provide a brief (no more than one thousand characters) description of your project. **You must include the title, author, and NEH grant number for the original award.** To look up an NEH grant number, please consult the [NEH’s online query form](#).

Example description: “This project will publish the book *Jefferson’s Travels*, written by NEH Fellow Jane Doe (NEH grant number FEL-12345-18), in an electronic open access format under a Creative Commons license, making it available for free download and distribution. The author will be paid a royalty of at least \$500 upon release of the open access ebook.”

c. List the starting and ending dates for your project. See [section B. Federal Award Information](#) for information on period of performance start dates. All ending dates are on the last day of a month. You may request a period of performance of up to 18 months.

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.

For FOBP proposals, the project director will likely be the book's editor, the press director, or another member of the press staff.

8. Primary Contact/Grants Administrator

Provide the contact information for the official responsible for the administration of the NEH award (that is, 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](#).

The AOR may be the same person listed as the Primary Contact/Grants Administrator in section 8.

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

Please enter \$5,500 in Outright Funds.

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**. In most instances, the primary location is the applicant’s address.

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 letters of commitment and book information to this form. Consult the [Application Components Table](#) to learn about the required application components, how to name each attachment, and the order in which to attach them. You must name and attach your files in the proper order so that NEH can identify them.

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.

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 section [D2. Content and Form of Application Submission](#).

Attachment 1: Letter(s) of commitment

A letter of commitment is required from the book's author(s). Note that the project director does not need to provide a letter of commitment.

In this letter of commitment, the author(s) should indicate that they concur with the applicant's plan to release a free-to-download digital edition of their book governed by a Creative Commons license. In addition, the author(s) should describe how the final published book differs (if at all) from the book proposed and reviewed in the NEH fellowship application.

The letter should reference the original NEH award number. To look up an NEH grant number, please consult the [NEH's online query form](#).

Name the file: letters.pdf. This document must not exceed two pages.

Attachment 2: Book Information

Provide a blurb describing the book. For existing publications, provide information about the size of the initial print run, intended audience(s), the book's reception (including reviews and prizes with associated dates, if applicable), and current sales profile. For forthcoming publications, provide information about the intended size of the print run, expected audience(s), and forecasted sales. State who will be the expected audience for an open access edition. Also note at least two distribution channels (e.g. JSTOR, Project MUSE, Amazon) you intend to use for the open access edition of the book.

Name the file bookinfo.pdf. This document must not exceed two pages.

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\(d\)](#)).

In December 2020, the SAM-generated unique Entity Identifier will become the official identifier for doing business with the U.S. Government. The D-U-N-S® numbers already assigned to records will be retained for historical purposes. [Learn more about unique entity identifiers.](#)

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

There are three application due dates under this announcement:

March 16, 2020 at 11:59 p.m. Eastern Time

August 17, 2020 at 11:59 p.m. Eastern Time

December 15, 2020 at 11:59 p.m. Eastern Time

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

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

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

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

5. Intergovernmental Review

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

6. Funding Restrictions

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

- books whose underlying research was not supported by one of the six referenced NEH programs
- books whose underlying research was supported by one of the six referenced NEH programs but whose NEH award is not acknowledged in the previously-released edition of the book (if applicable)
- books that were first published (either in print or digitally) more than three years prior to the date the application is submitted
- 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)

E. Application Review Information

1. Review and Selection Process

NEH program staff, in collaboration with the NEH Office of Grant Management, will screen proposals for completeness, eligibility, and responsiveness, and make funding recommendations to the NEH Chairman. The Chairman considers the advice provided by program staff and, by law, makes all funding decisions.

2. 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; 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 or to undertake certain activities 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.

3. Anticipated Announcement and Award Dates

Applicants will be notified of funding decisions by e-mail in July 2020, December 2020, or April 2021. For successful applicants, this notification is not an authorization to begin performance or incur related costs.

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 July 2020, December 2020, or April 2021.

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 as an additional attachment.

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

Recipients must copyright any work produced under an FOBP award using one of the six standard Creative Commons licenses (found on the [Creative Commons website](#)). 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. See the [section A1 Purpose](#) for specific requirements on acknowledging NEH support for the open access ebook.

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.) **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.

G. Agency Contacts

If you have questions about the program, contact:

Office of Digital Humanities
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
odh@neh.gov

If you have questions about 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://www.fsd.gov)
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

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

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

Always obtain a case number when calling for support.

H. Other Information

Privacy policy

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

Application completion time

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

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at grantmanagement@neh.gov. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this notice of funding opportunity is 3136-0134, expiration date June 30, 2021.