



NATIONAL ENDOWMENT FOR THE HUMANITIES

**NOTICE OF FUNDING OPPORTUNITY**

**Funding Opportunity Title:  
Fellowship Programs at Independent Research Institutions**

Funding Opportunity Number: 20200826-RA

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.161

**Application Due Date: August 26, 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.**

Division of Research Programs  
Telephone: 202-606-8200  
Email: [fpri@neh.gov](mailto:fpri@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) Division of Research Programs is accepting applications for the Fellowship Programs at Independent Research Institutions program. The purpose of this program is to support institutions that provide fellowships devoted to advanced study and research in the humanities in the United States and abroad, foster communities of intellectual exchange among participating scholars, and provide access to resources that might otherwise not be available to the participating scholars.

Funding Opportunity Title:	Fellowship Programs at Independent Research Institutions
Funding Opportunity Number:	20200826-RA
Federal Assistance Listing Number (CFDA):	45.161
Application Due Date:	August 26, 2020, 11:59 p.m. Eastern Time
Anticipated Announcement:	April 2021
Anticipated Total Annual Available FY 21 Funding:	\$1,900,000
Estimated Number and Type of Awards:	Up to 10 grants
Funding Range:	Up to \$400,000 See <a href="#">Section B</a> of this notice of funding opportunity.
Cost Sharing/Match Required:	No
Period of Performance:	Up to 42 months. All projects must begin on January 1, 2022 and end no later than June 30, 2025 (the end of the final academic year in which fellowships are awarded).
Eligible Applicants:	See <a href="#">Section C</a> of this notice of funding opportunity.
Program Resource Page:	<a href="https://www.neh.gov/grants/research/fellowship-programs-independent-research-institutions">https://www.neh.gov/grants/research/fellowship-programs-independent-research-institutions</a>

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# **A. Program Description**

## **1. Purpose**

This notice solicits applications for the Fellowship Programs at Independent Research Institutions (FPIRI) program.

The FPIRI program supports institutions that provide fellowships for advanced humanities research in the U.S. and abroad, foster communities of intellectual exchange among participating scholars, and provide access to resources that might otherwise not be available to the participating scholars.

Fellowship programs may be administered by independent centers for advanced study, libraries, and museums in the U.S.; American overseas research centers; and American organizations that have expertise in promoting humanities research in foreign countries. Individual scholars apply directly to the institutions for fellowships.

In evaluating applications, consideration is given to the library holdings, archives, special collections, and other resources—either on site or nearby—that institutions make available to fellows.

FPIRI fellowship tenure must be continuous and last from four to twelve months. Residential fellows are expected to be in residence during their entire tenure period and to work on their projects on a full-time basis. Likewise, nonresidential NEH-funded fellows are expected to work on their projects on a full-time basis. If a fellow is obliged through special circumstances to depart before the end of the tenure period, he/she shall receive a prorated stipend.

The FPIRI program is governed by the following requirements:

- Institutions must give all eligible applicants equal consideration; they may not restrict eligibility to members of a scholarly organization or to persons affiliated with institutional members of a scholarly organization.
- Institutions may not accept applications from any of their own officers, employees, members of the board of trustees or advisers, or selection committee members, until at least one year has elapsed since the person's last service in such a position. The same restriction applies to officers, employees, and board members of parent organizations.
- Institutions may not require an administrative or application fee of applicants for NEH-funded fellowships.
- Fellowship tenure must be full-time and continuous.
- FPIRI awards support fellowship stipends at a rate of \$5,000 per month.
- NEH-funded fellows must be granted the same benefits, services, and accommodations normally accorded other fellows. A recipient institution may supplement the stipends of NEH-funded fellows from its own funds, and fellows may receive additional funds from other sources. Recipient institutions may withhold a portion of the NEH-funded fellows' stipends to defray the costs of lodging and meals at a residential center. Stipend deductions for fringe benefits such as health care can be offered to fellows on a voluntary basis. Stipend deductions for other fees or indirect costs are not allowed. In their fellowship announcements and award letters, institutions must clearly state the full value of the NEH funded stipend and, if applicable, the amount withheld.

- Institutions must publicize the availability of FPIRI fellowships and their application procedures clearly and effectively, so that all potential applicants can learn of the full range of opportunities. Publicity materials should include an **explicit reference to the National Endowment for the Humanities funded fellowships** offered through the institution. Consult the [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) pages on the NEH website for guidance on credits and promotion.
- Recipient institutions must ensure the fair and informed selection of fellows by relying on the recommendations of an external committee composed of qualified scholars drawn from outside the institution's staff and governing bodies. The committee must convene either virtually or in person, and all members must be replaced each year. NEH requires selection committees to consist of at least three persons. NEH funds may be awarded only to applicants recommended by the external committee.
- Recipient institutions must avoid real or perceived conflicts of interest in the composition of the selection committee and its deliberations. Staff, officers, board members, and trustees of the institution may not serve as pre-screening evaluators or voting members on committees that review applications for FPIRI fellows. The same restrictions apply to staff, officers, and trustees of parent organizations. Persons holding individual memberships at an institution should not constitute a majority on that institution's selection committee.
- Recipients must consult with NEH-funded fellows undertaking research outside the U.S. to ensure that the necessary passports, visas, or other required documents are secured for entry, residency, and permission to conduct research in foreign countries, as appropriate. Recipients must require the NEH-funded fellow to notify them if a permit is denied or revoked after an award has been issued, or if an unforeseen circumstance, such as a natural disaster or political turmoil, prevents (or threatens to prevent) the fellow from carrying out their project. Recipients must notify NEH-funded fellows that the NEH does not assume responsibility for fellows' compliance with the laws and regulations of the country in which work is to be conducted. Recipients should encourage NEH-funded fellows to register with the [State Department's Safe Traveler Enrollment Program \(STEP\)](#). Recipients registering with STEP receive the most current information and travel alerts from the U.S. embassy in the country in which they are traveling, and registration makes it easier for the Embassy to know how to contact travelers in an emergency. For questions regarding American citizens involved in an emergency overseas, the State Department provides these telephone numbers: 888-407-4747 from within the U.S. or Canada, or +1 (202) 501-4444 from other countries. Travel advisories and warnings are available on the State Department's website (<https://travel.state.gov/content/passports/en/country.html>).
- The period of performance begins on January 1, 2022 with the first round of selection for 2022-23 fellows, and it ends no later than June 30, 2025 (the end of the final academic year in which fellowships are awarded). Allowable pre-award costs for the selection of fellows may be included in the budget, as long as they are incurred no more than ninety days before the January 1 start of the award. Pre-award expenditures are incurred at the recipient's risk, and the recipient's authority to approve such costs does not impose an obligation on NEH in the event an award is not made or is made for an amount that is less than the recipient anticipated. All other project activities and expenditures of project funds must occur during the period of performance.

Eligibility criteria for fellows are described in section [C3. Other Eligibility Information](#).

Review criteria are described in section [E1. Review Criteria](#).

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

## 2. Background

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

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

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

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

### NEH Areas of Interest

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

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

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

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

## B. Federal Award Information

### 1. Type of Application and Award

Type(s) of applications sought: new.

NEH will provide funding in the form of grants.

### 2. Summary of Funding

Approximately \$1,900,000 is expected to be available to fund up to ten recipients.

Applicants may apply for a ceiling of up to \$400,000. Applicants may request the full amount in outright funds, or may request up to \$200,000 in federal matching funds.

Applicants must submit a budget reflecting total project costs. For example, an applicant requesting \$200,000 in outright funds and \$200,000 in federal matching funds would submit a budget totaling \$600,000 (\$200,000 in outright funds, \$200,000 in federal matching funds, and \$200,000 in required cost share for the federal matching funds).

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

The period of performance must start January 1, 2022 and end on or before June 30, 2025 (the end of the final academic year in which fellowships are awarded).

## **C. Eligibility Information**

### **1. Eligible Applicants**

To be eligible for the FPIRI program, an organization must be a U.S. nonprofit institution with its own 501(c)(3) status, a state or local governmental agency, or a federally recognized Native American tribal government, and must meet the following criteria:

- The applicant organization must have established and maintained a fellowship program for at least the three years immediately preceding the application deadline for this program.
- The applicant organization must be financed, governed, and administered independently of institutions of higher education. To demonstrate its independence, the applicant must meet all of the following conditions:
  - It must be financially independent from institutions of higher education, with no single college or university contributing more than 49 percent to the applicant organization's annual operating budget (including in-kind donations such as workspace, administrative support, etc.).
  - It must be governed by its own board of trustees, with a majority of members from no single institution of higher education.
  - It must be administered by a professional, independent chief executive officer or equivalent.

Institutions of higher education, foreign and for-profit entities, and individuals are not eligible to apply.

### **2. Cost Sharing**

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

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

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

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

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

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

Eligible applicants may submit multiple applications for separate and distinct projects under this announcement, provided that they are for separate and distinct fellowship programs which meet all eligibility criteria.

Current FPIRI award recipients may apply under this announcement. While a FPIRI recipient may have awards with overlapping periods of performance, fellowships funded by separate grants must not overlap. Contact NEH program staff if you have questions regarding overlapping periods of performance at [fpri@neh.gov](mailto:fpri@neh.gov).

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

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

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

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

### **Participant (Fellow) Eligibility**

Recipients must comply with the following restrictions when selecting fellows:



- United States citizens and foreign nationals who have lived in the United States for the three years immediately preceding the application deadline are eligible to apply for the fellowships funded with NEH funds.
- **Degree candidates and individuals seeking support for work in pursuit of a degree are not eligible to hold NEH-supported fellowships.** Advanced degree candidates must have completed all requirements, except for the actual conferral of the degree, **by the application deadline for the fellowship.**
- NEH-funded fellows may not be debarred or suspended by any federal department or agency. The OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) contained in [2 CFR Parts 180](#) and [3369](#) apply to this award.
- NEH-funded fellows may not be delinquent on repayment of federal debt. Examples of relevant debt include student loans, delinquent federal taxes, delinquent child support payments, and delinquent payroll taxes for household or other employees. (See [OMB Circular A-129](#).)
- Although NEH-funded fellows may hold other fellowships or grants during fellowship tenure, including sabbaticals and grants from their own institutions, **they may not hold another NEH award concurrently.**

## D. Application and Submission Information

### 1. Application Package

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

The FPIRI 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 [fpri@neh.gov](mailto:fpri@neh.gov). Applicants who are deaf or hard of hearing (TTY users) can contact NEH via Federal Relay at 800-877-8399.

### 2. Content and Form of Application Submission

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

#### i. Project Narrative

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

You must limit the narrative to twenty-five double-spaced pages with one-inch margins and a font size no smaller than eleven point.

Information requested in this section may already exist in annual reports, auditors' reports, and brochures. Where appropriate, refer to URLs that publish this information online.

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

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

### **A. Brief summary statement**

In one paragraph, state the purpose of the NEH-supported fellowships; their place within the applicant's existing fellowship program; the total number of stipend months requested per year; and, for previously funded applicants, whether this request represents an increase in funding over the previous NEH award.

### **B. The institution and its programs (corresponds with [review criteria 1, 2, 5](#)) (2-3 pages)**

Provide a brief overview of the institution, describing:

- the intellectual significance of the work that the institution supports, including its value to scholars and general audiences in the humanities
- the institution's purpose, philosophy, history, governance, and sources of funding
- the administrative structure, size of the staff, and location
- the size and scope of library holdings, archives, or special collections available on site or nearby
- the resources and facilities available for study, research, and discussion (for example, offices, computer equipment, carrels, and common rooms)
- the services available to NEH-funded fellows (for example, secretarial, research or technical assistance; photocopying; and meals)
- the housing options offered fellows, or the efforts to assist them in finding housing

### **C. The fellowship program (corresponds with [review criteria 1, 2, 5](#)) (4-6 pages)**

Provide an overview of the existing fellowship program, describing:

- the mission of the fellowship program
- if applicable, the ways in which NEH-supported fellowships benefit the institution's overall fellowship program
- the history of the program, recent developments, and future goals
- special fields of interest and any particular mix of scholars that the institution attempts to achieve
- the activities of fellows
- the ways in which the institution fosters an intellectual community among fellows and interaction with the scholarly community, including programs such as seminars, colloquia, lunch meetings, and other means of encouraging collegial exchange on topics related to the humanities

### **D. Publicity and application procedures (corresponds with [review criteria 2, 3, 4](#)) (2-4 pages)**

Identify target audiences. Explain how the institution will publicize fellowships to qualified applicants, especially through its website (provide the URL), social media, professional associations, disciplinary listservs, and other online means. Describe the publicity and outreach methods that the institution will use to attract a substantial and diverse group of scholars with related interests. Assess the effectiveness of past publicity efforts. Add a descriptive analysis of

the applicant pool based on the statistical information provided as [Attachment 8: Statistical analysis](#).

**E. Selection procedures (corresponds with [review criteria 3, 4](#)) (3-5 pages)**

New (or not currently funded) applicants: Describe the current selection process during the current selection process and, if applicable, the changes that would be made to meet the requirements of a FPIRI-supported program.

Currently funded applicants: Describe the schedule and process for selecting fellows and any changes made to improve its quality and effectiveness.

All applicants: Describe how the institution's process ensures the selection of the best possible candidates and projects (see the requirements stated in [Section A1. Purpose](#))

- List the criteria for selecting fellows.
- If outside reviewers pre-screen applications, explain and justify the process.
- List the criteria for choosing members of the selection committee and state its size.
- Explain how the diversity, impartiality, and expertise of the selection committee are achieved. Describe the process for choosing members of the committee and its composition, with respect to discipline, experience, geographical diversity, institutional characteristics, and other factors.
- List the conflict-of-interest rules by which deliberations are governed.
- If awards are made by more than one program or committee, describe the selection procedures used by each and explain how funds are allocated among programs or committees.

You will provide documentation supporting the processes described here in [Attachment 10: Review guidance materials](#).

**F. Program evaluation (corresponds with [review criteria 4, 5](#)) (2-3 pages)**

Describe the reports and other kinds of feedback that the institution requests from fellows. Summarize the findings of the most recent assessment of the institution's fellowship program(s). If the institution solicited outside assessments of its programs, please describe those as well. Describe how this information has been used to strengthen the program.

**G. Institution staff and fellowship program administration (corresponds with [review criteria 2, 3, 5](#)) (1-2 pages)**

Identify the permanent professional staff dedicated to the fellowship program. Explain how responsibility is divided among staff members and the extent to which they are directly involved in its administration.

**H. Future of the institution's fellowship program (corresponds with [review criteria 1, 2, 3, 5](#)) (1 page)**

Describe any anticipated changes in the institution's mission and intellectual vision, scope, administrative structure, funding, or mix of fellows. Discuss how these changes will affect the work of scholars supported through the institution's programs. Explain any changes in the number of fellows (both FPIRI-funded fellows and others) or stipend levels needed to achieve the institution's purposes.

<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>B. The institution and its programs</u></a>	<ol style="list-style-type: none"> <li>1. <a href="#"><u>Humanities significance</u></a></li> <li>2. <a href="#"><u>Intellectual community</u></a></li> <li>5. <a href="#"><u>Administration</u></a></li> </ol>
<a href="#"><u>C. The fellowship program</u></a>	<ol style="list-style-type: none"> <li>1. <a href="#"><u>Humanities significance</u></a></li> <li>2. <a href="#"><u>Intellectual community</u></a></li> <li>5. <a href="#"><u>Administration</u></a></li> </ol>
<a href="#"><u>D. Publicity and application procedures</u></a>	<ol style="list-style-type: none"> <li>2. <a href="#"><u>Intellectual community</u></a></li> <li>3. <a href="#"><u>Fairness of selection</u></a></li> <li>4. <a href="#"><u>Applicant pool, publicity, and budget</u></a></li> </ol>
<a href="#"><u>E. Selection procedures</u></a>	<ol style="list-style-type: none"> <li>3. <a href="#"><u>Fairness of selection</u></a></li> <li>4. <a href="#"><u>Applicant pool, publicity, and budget</u></a></li> </ol>
<a href="#"><u>F. Program evaluation</u></a>	<ol style="list-style-type: none"> <li>4. <a href="#"><u>Applicant pool, publicity, and budget</u></a></li> <li>5. <a href="#"><u>Administration</u></a></li> </ol>
<a href="#"><u>G. Institution staff and fellowship program administration</u></a>	<ol style="list-style-type: none"> <li>2. <a href="#"><u>Intellectual community</u></a></li> <li>3. <a href="#"><u>Fairness of selection</u></a></li> <li>5. <a href="#"><u>Administration</u></a></li> </ol>
<a href="#"><u>H. Future of the institution's fellowship program</u></a>	<ol style="list-style-type: none"> <li>1. <a href="#"><u>Humanities significance</u></a></li> <li>2. <a href="#"><u>Intellectual community</u></a></li> <li>3. <a href="#"><u>Applicant pool, publicity, and budget</u></a></li> <li>5. <a href="#"><u>Administration</u></a></li> </ol>

## **ii. Research and Related Budget**

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

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

Required fields are indicated in yellow or outlined in red. You must round to the nearest whole dollar amount in all dollar fields.

Applicants must submit a budget reflecting total project costs. For example, an applicant requesting \$200,000 in outright funds and \$200,000 in federal matching funds would submit a budget totaling \$600,000 (\$200,000 in outright funds, \$200,000 in federal matching funds, and \$200,000 in required cost share for the federal matching funds).

All of the items listed, whether supported by NEH funds or required cost sharing contributions (if applicable), must be reasonable, necessary to accomplish project objectives, allowable in

terms of [2 CFR 200 Subpart E - Cost Principles](#), auditable, and incurred during the period of performance. All costs are subject to audit, record retention and other requirements set forth in [2 CFR 200 Subpart F](#).

NEH funding for fellows' stipends must be calculated at a rate of \$5,000 per month of tenure (for at least four and up to twelve months) and should be included [Section E. Participant/Trainee Support Costs](#). Include additional payments to fellows—drawn from non-NEH sources—that would supplement the NEH funded stipends and describe this in the budget justification. If applicable, indicate any costs for housing and regular meals that will be deducted from the stipend amount and provide detail in the budget justification.

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

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

## **Introductory Fields**

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

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

Include the names of the project director and other senior/key persons employed by the applicant organization who are involved in the project

For each senior/key person, indicate their name and project role. Enter the annual compensation and identify the number of months the senior/key person will devote to the project in the applicable box (i.e., calendar, academic, summer). Use either calendar months OR a combination of academic and summer months.

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

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

The form can accommodate up to eight senior/key persons. If you are requesting funds for more senior/key persons than the form allows, you must include an attachment listing the

additional senior/key person(s) in the "Additional Senior/Key Persons" field. Use the same format as the budget form and include all the information identified in this section. If you have attached a file with additional senior/key persons, enter the total funds requested for everyone listed in the attachment in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

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

**Salaries included should be reasonable and allocable to the proposed project.**

## **Section B. Other Personnel**

Do not include any expenses in this section.

## **Section C. Equipment Description**

Do not include any expenses in this section.

## **Section D. Travel**

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

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

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

Include costs associated with fellows in this section.

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

Justify costs in [Section L. Budget Justification](#).

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

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

If you will deduct health care costs from fellows' stipends, include those costs here and describe in [Section L. Budget Justification](#).

### **2. Stipends**

Include stipends for fellows here, calculated at a rate of \$5,000 per month of tenure (for four to twelve months). Include any additional payments to fellows—drawn from non-NEH sources—

that would supplement the NEH funded stipends, and describe these in [Section L. Budget Justification](#).

If applicable, indicate any costs for housing and regular meals that will be deducted from the stipend amount in [Section L. Budget Justification](#).

### **3. Travel**

Do not include any expenses on this line.

### **4. Subsistence**

If you will deduct subsistence costs (meals, lodging) from fellows' stipends, include those costs here and describe in [Section L. Budget Justification](#).

### **5. Other**

Do not include any expenses on this line.

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

List the estimated number of fellows. The value of this field cannot exceed 999.

## **Section F. Other Direct Costs**

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

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

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

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

### **2. Publication Costs**

Do not include any expenses on this line.

### **3. Consultant Services**

Do not include any expenses on this line.

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

Do not include any expenses on this line.

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

Do not include any expenses on this line.

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

Do not include any expenses on this line.

### **7. Alterations and Renovations**

Do not include any expenses on this line.

## 8-10. Other

Include honoraria paid to selection committee members here. Provide the names of committee members, if known; time commitment; and the honoraria amount paid to each individual in [Section L. Budget Justification](#).

Allowable costs for the selection of fellows may be incurred up to ninety days before the beginning of the period of performance. Pre-award expenditures are incurred at the recipient's risk; the recipient's authority to approve such costs does not impose an obligation on NEH in the event an award is not made or is made for an amount that is less than the recipient anticipated.

## Section G. Total Direct Costs

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

## Section H. Indirect Costs

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

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

For applicants seeking reimbursement for indirect costs: carefully review your institution's negotiated indirect cost rate(s) to make sure you are using the most appropriate rate in your application budget. Many institutions of higher education negotiate multiple rates—for example, "Research," "Instruction," and "Other Sponsored Activities." With rare exceptions, your institution's "Research" rate will **not** be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

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

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

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



Per [2 CFR §200.68](#), 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.

If you are claiming indirect costs, include a copy of your federally negotiated indirect cost rate agreement as [Attachment 13: Federally negotiated indirect cost rate agreement](#).

### **Indirect Cost Type**

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

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

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

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

Enter the amount of the base for each indirect cost type. Use [Section L. Budget Justification](#) to explain any exclusions applied to the F&A base calculation.

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

Enter the funds requested for indirect costs.

### **Total Indirect Costs**

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

### **Cognizant Federal Agency**

Enter the name of the cognizant federal agency.

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

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

### **Section J. Fee**

Do not include any expenses under this section.

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

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

### **Section L. Budget Justification**

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

Use the budget justification to provide the additional information requested in each budget category identified above and any other information the applicant wishes to submit to support the budget request. The budget justification must specifically describe how each item will support the achievement of proposed objectives. The following budget categories must be justified, where applicable: salaries, travel, participant/trainee support, and other direct cost categories.

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

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

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

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

### iii. Application Components

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

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

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

Application component	Naming convention	Page limits	Notes
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</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(s) Form</a>	Not applicable (Grants.gov form)		Required
<a href="#">Attachments Form</a>	Not applicable (Grants.gov form)		Required
<a href="#">Research and Related Budget Form</a>	Not applicable (Grants.gov form)		Required
<a href="#">Certification Regarding Lobbying</a>	Not applicable (Grants.gov form)		Conditionally required
<a href="#">Standard Form-LLL, “Disclosure of Lobbying Activities”</a>	Not applicable (Grants.gov form)		Conditionally required
<a href="#">Attachment 1: Narrative</a>	narrative.pdf	25	Required
<a href="#">Attachment 2: Prior year financial report</a>	financial.pdf		Required

<a href="#">Attachment 3: Work plan</a>	workplan.pdf		Required
<a href="#">Attachment 4: Résumés</a>	resumes.pdf		Required
<a href="#">Attachment 5: Reviewers</a>	reviewers.pdf		Required
<a href="#">Attachment 6: Fellows</a>	fellows.pdf		Required
<a href="#">Attachment 7: Publications</a>	publications.pdf		Required
<a href="#">Attachment 8: Statistical analysis</a>	analysis.pdf		Required
<a href="#">Attachment 9: Fellowship application form</a>	application.pdf		Required
<a href="#">Attachment 10: Review guidance materials</a>	guidance.pdf		Required
<a href="#">Attachment 11: Research misconduct policy</a>	misconduct.pdf		Required
<a href="#">Attachment 12: Reports</a>	reports.pdf		Conditionally required
<a href="#">Attachment 13: Federally negotiated indirect cost rate agreement</a>	agreement.pdf		Conditionally required
<a href="#">Attachment 14: Explanation of delinquent federal debt</a>	delinquentdebt.pdf		Conditionally required

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

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

### 5. Applicant Information

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

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

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

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

### 6. Project Information

a. Provide the title of your project. Your title should be formatted as follows: “Long-term Research Fellowships at the [Name of center] in [Location]”. 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 projects must begin on January 1, 2022 and end no later than June 30, 2025.

## **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.

### **Certification Regarding Lobbying**

Applicants requesting awards greater than \$100,000 must complete and submit the Certification Regarding Lobbying.

### **Standard Form-LLL, "Disclosure of Lobbying Activities"**

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

### **Attachments Form**

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

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

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

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

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

Grants.gov may accept and validate your submission even if required components are missing. 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.

#### **iv. Attachments**

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

##### **Attachment 1: Narrative (required)**

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

##### **Attachment 2: Prior year financial report (required)**

Use this form to provide a financial overview of the budget from the most recently completed fiscal year for the applicant organization's fellowship program as it currently exists, including funds budgeted from the institution's own resources and from third parties. Include expenditures for the institution's entire fellowship program, not just the component supported by FPIRI. Organize the budget into categories of expenses similar to those in the NEH sample financial report for existing fellowship programs.

Clearly distinguish long-term from short-term research awards and predoctoral from postdoctoral awards. Include all sources of funding for the fellowship programs, indicate briefly, if applicable, any restrictions that they carried.

Links to the sample financial report (PDF) and the fillable financial report form (MS Excel) are available on the [program resource page](#) (see FPIRI Sample Financial Forms and FPIRI Financial Forms to Fill Out).

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

Provide a work plan including a timeline of the approximate dates of milestones within your program. Milestones might include: release date for call for applications; application deadline; selection committee recruitment; release of eligible applications to committee; committee meeting; notification of applicants; cohort begin/end dates; notable events within fellow tenure (such as required presentations); exit interviews or fellow report due dates; and tracking publication of the results of funded research.

You need not include milestones if they are not applicable to your program, but you should include any notable milestones not listed above.

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

Provide brief résumés (two-page maximum) of the director of the institution, project staff, and the principal staff involved in the program who are listed under [section G of the narrative](#).

##### **Attachment 5: Reviewers (required)**

Provide lists of members of the selection committee for the current year and the two preceding years, annotated as to discipline, institutional affiliation, and academic rank. Do not attach lists of pre-screeners; instead, explain who they are in [section E of the narrative](#).

##### **Attachment 6: Fellows (required)**

Provide lists of all fellows for the current year (fiscal or academic) and for the two preceding years, including their fields and home institutions. This list should distinguish long-term fellows (those supported for four or more months) from short-term fellows (those supported for

fewer than four months). For the long-term fellows only, add one-paragraph descriptions of their projects. Prior FPIRI recipients should indicate FPIRI-funded fellows.

### **Attachment 7: Publications (required)**

Provide full citations of publications by previous fellows that resulted from their fellowships. Go back no more than ten years and include only books, book chapters, scholarly articles, and websites or other digital products. Mention prizes where applicable. Organize the list alphabetically by the fellows' last names and indicate the year of the fellowship for each fellow's entry. Prior FPIRI recipients should list only the publications of FPIRI-funded fellows.

### **Attachment 8: Statistical analysis (required)**

Provide comparative statistical charts of both the applicant pool and the resulting awardees for the current year and for each of the two preceding years. If applicable, distinguish applicants and recipients for NEH-funded FPIRI fellowships from your overall fellowship program.

Categories to include:

- fields of study
- types of institution (for example, research university versus four-year college)
- academic rank
- geographical distribution

### **Attachment 9: Fellowship application form (required)**

New applicants should submit their current fellowship application (or provide the URL at which it is openly accessible). Prior FPIRI recipients should submit a copy of the application for FPIRI funded fellowships (or provide a URL at which it is openly accessible).

### **Attachment 10: Review guidance materials (required)**

Provide a copy of the guidance, instructions, and selection criteria given to those who select fellows and other award recipients.

### **Attachment 11: Research misconduct policy (required)**

Provide a copy of the institution's research misconduct policy. Institutions administering NEH fellowships are subject to [NEH's policy on research misconduct](#), as spelled out in Article 38 of the General Terms and Conditions for Awards.

### **Attachment 12: Reports (conditionally required)**

If you have not previously received FPIRI funding, include reports from all postdoctoral fellows for the last three years. Redact sensitive personal information (i.e., home address; social security number, etc.). Current FPIRI recipients need not supply reports; NEH program staff will append the reports that fellows submitted to NEH over the past three years via this form: <https://securegrants.neh.gov/Misc/CentersEvaluation.aspx>.

### **Attachment 13: Federally negotiated indirect cost rate agreement (conditionally required)**

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

## **Attachment 14: Explanation of delinquent federal debt (conditionally required)**

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

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

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

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

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

Organizations must obtain a Unique Entity Identifier, currently a valid Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number. Organizations must also register with the System for Award Management (SAM) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under [2 CFR §25.110\(b\) or \(c\)](#), 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 July 15, 2020. Program officers cannot review 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 [fpiri@neh.gov](mailto:fpiri@neh.gov).

The due date for applications under this announcement is August 26, 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 RA- to your application when it has been received by the agency. The assignment of a tracking number does not guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If NEH's system detects a technical problem with your application after retrieving it from Grants.gov, NEH will send you an email notification.

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

## 5. Intergovernmental Review

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

## 6. Funding Restrictions

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

- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies)

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

## E. Application Review Information

### 1. Review Criteria

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

**1. Humanities significance (corresponds to narrative sections [B](#), [C](#) and [H](#))**

The extent to which the fellowship program supports and advances intellectual activity that is important for the growth of humanistic disciplines and the humanities in general. To what extent have the scholarly contributions of former fellows been of significant value to scholars, the humanities sector and/or general audiences in the humanities?

**2. Intellectual community (corresponds to narrative sections [B](#), [C](#), [D](#), [G](#), and [H](#))**

To what extent does the applicant institution foster and offer access to an intellectual community for its fellows to engage with other fellows and/or institution staff? To what extent are fellows likely to pursue their research more successfully because of the library holdings, archives, research collections, facilities, services, and other resources provided by the applicant institution either on site or nearby? (If the fellowship program is not residential, to what extent does the applicant institution facilitate access to an online intellectual community for its fellows to engage with current or past fellows and/or institution staff?)

**3. Fairness of selection process (corresponds to narrative sections [D](#), [E](#), [G](#), and [H](#))**

Is the selection process expert and objective? To what extent has the institution chosen highly qualified and impartial selection committee members, who reflect disciplinary and regional diversity? The strength of the institution's conflicts of interest policy, and the extent to which the institution avoids conflicts (and the appearance of conflicts) in establishing the selection committee and choosing the fellows.

**4. Applicant pool, publicity, and budget (corresponds to narrative sections [D](#), [E](#), and [F](#))**

Is the applicant pool appropriate to the size of the program? Does the applicant institution effectively publicize its fellowship competition? Does the application make a persuasive case for the amount of NEH support requested for fellowships?

**5. Administration (corresponds to narrative sections [B](#), [C](#), [F](#), [G](#), and [H](#))**

How effectively is the fellowship program administered? The strength of the institution's evaluation of the program and the contributions of its fellows, and evidence that the findings are used to strengthen the program.

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

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

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

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

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

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

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

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

Applicants will be notified of funding decisions by e-mail in April 2021. For successful applicants, this notification is not an authorization to begin performance or incur related costs. Applicants may request evaluations of their applications by emailing [fpri@neh.gov](mailto:fpri@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 prior to July 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 in [Attachment 14: Explanation of delinquent federal debt](#).

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

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products.

All other considerations being equal, NEH gives preference to those that provide free access to the public.

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

## **Copyright information**

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

## **Acknowledging NEH support**

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

## **NEH Research Misconduct Policy**

In accordance with the Federal Policy on Research Misconduct, published in the December 6, 2000, edition of the Federal Register, 65 Fed. Reg. 76,260, the National Endowment for the Humanities has established procedures for handling allegations of research misconduct applicable to both internal and external research programs supported by NEH. This policy reflects NEH's interest in the accuracy and reliability of the research record and the processes involved in its development. As defined in the Federal Policy on Research Misconduct, research includes all basic, applied, and demonstration research. Review [NEH's Research Misconduct Policy](#).

## **Principles of Civility**

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

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

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

## **3. Reporting**

Recipients must comply with the following reporting and review activities:

- 1.) **Federal Financial Report(s)**. Recipients must submit the 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.) **Fellowship Selection Report(s).** Recipients must submit a Fellowship Selection 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.

Upon completion of tenure, FPIRI-funded fellows are asked to fill out a brief questionnaire about their activities and accomplishments. The questionnaire should be submitted to the NEH Division of Research Programs at <https://securegrants.neh.gov/Misc/CentersEvaluation.aspx>.

Recipients are encouraged to send copies of products resulting from research supported by NEH awards (books, videos, CD-ROMs, etc.) to the address below, regardless of when these products appear.

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

## G. Agency Contacts

If you have questions about the program, contact:

Division of Research Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8200  
[fpiri@neh.gov](mailto:fpiri@neh.gov)

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

Federal Service Desk: [FSD.gov](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](mailto:support@grants.gov)  
[Grants.gov Support](#)  
[Self-Service Knowledge Base](#)

Always obtain a case number when calling for support.

## **H. Other Information**

### **Related funding opportunities**

The [Division of Research Programs](#) offers several programs that support research by individuals: [Fellowships](#), [NEH-Mellon Fellowships for Digital Publication](#), [Fellowships for Advanced Social Science Research on Japan](#), [Summer Stipends](#), the [Public Scholar Program](#), and Awards to Faculty at [Hispanic-Serving Institutions](#), [Historically Black Colleges and Universities](#), and [Tribal Colleges and Universities](#).

### **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.