



NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

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

Funding Opportunity Number: 20210811-RA

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.161

**Application Deadlines:
August 11, 2021
August 10, 2022**

**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: fpiri@neh.gov
Federal Relay: 800-877-8399

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

Executive Summary

The National Endowment for the Humanities (NEH) Division of 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	20210811-RA
Federal Assistance Listing Number	45.161
Application Deadlines	August 11, 2021, 11:59 p.m. Eastern Time August 10, 2022, 11:59 p.m. Eastern Time
Anticipated Announcements	April 2022 April 2023
Anticipated Annual Funding	Approximately \$1,900,000 per deadline
Estimated Number and Type of Awards	Approximately 10 grants per deadline
Award Amount	Up to \$565,000 (\$385,000 in outright funds plus \$180,000 in Federal Matching Funds) See B. Federal Award Information .
Cost Sharing/Match Required	No, unless federal matching funds are requested.
Period of Performance	All projects have a period of performance of up to 42 months. Projects submitted on or before the 2021 deadline must begin on January 1, 2023 and end no later than June 30, 2026. Projects submitted on or before the 2022 deadline must begin on January 1, 2024 and end no later than June 30, 2027.
Eligible Applicants	See C. Eligibility Information .
Program Resource Page	https://www.neh.gov/grants/research/fellowship-programs-independent-research-institutions
Published	May 6, 2021

Table of Contents

A. Program Description	1
1. Purpose.....	1
2. Background.....	3
B. Federal Award Information	3
1. Type of Application and Award	3
2. Summary of Funding.....	4
C. Eligibility Information	4
1. Eligible Applicants	4
2. Cost Sharing.....	5
3. Other Eligibility Information	5
D. Application and Submission Information	6
1. Application Package.....	6
2. Content and Form of Application Submission.....	6
3. Unique Entity Identifier and System for Award Management.....	21
4. Submission Dates and Times	23
5. Intergovernmental Review	23
6. Funding Restrictions	23
E. Application Review Information	23
1. Review Criteria.....	23
2. Review and Selection Process.....	24
3. Assessment of Risk and Other Pre-Award Activities	25
4. Anticipated Announcement and Award Dates.....	25
F. Federal Award Administration.....	25
1. Federal Award Notices	25
2. Administrative and National Policy Requirements	25
3. Reporting	27
G. Agency Contacts.....	27
H. Other Information.....	28

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 fellows.

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 and the opportunity to foster intellectual exchange for scholars working at these centers. For institutions that are located overseas or promote scholarly research abroad, consideration is also given to the center's ability to assist scholars in obtaining necessary research permits or provide other administrative special services.

The FPIRI program is governed by the following requirements:

- Recipient 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.
- Recipient institutions must 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.
- Recipient institutions must not require an administrative or application fee for NEH-funded fellowships.
- Fellowship tenure must be full-time, continuous, and last four to twelve months.
- FPIRI awards support fellowship stipends at a rate of \$5,000 per month.
- Residential fellows must be in residence during their entire tenure period. If a fellow is obliged through special circumstances to withdraw before the end of the tenure period, he/she shall receive a prorated stipend.
- NEH-funded fellows must be granted the same benefits, services, and accommodations normally accorded to all other fellows. A recipient institution may supplement the stipends of NEH-funded fellows with 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.

- Recipient 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 available. Publicity materials must include an **explicit reference to the National Endowment for the Humanities funded fellowships** offered through the institution. Consult [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) 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 consist of at least three persons, convene either virtually or in person, and all members must be replaced each year. NEH funds may be awarded only to fellowship 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 (including unpaid advisors), officers, board members, and trustees of the institution may not serve as pre-screening evaluators or voting members on committees that review NEH-funded fellowship applications. 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.
- Recipient institutions 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 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 \(STEP\)](#). Fellows 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](#).
- Management and administrative (M&A) costs may not exceed 10% of your budget. You may request pre-award costs incurred no more than ninety days before the period of performance. Applicants incur pre-award expenditures at their own risk, and a 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.

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

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

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

Examples of NEH-funded projects may be found using the [Funded Projects Query Form](#).

[Learn more about NEH.](#)

NEH Areas of Interest

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

A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary

The task of building a more perfect Union rooted in the ideal of human equality falls to every generation of Americans, ours no less than our predecessors. The basic goals of life, liberty, and the pursuit of happiness endure over time, even as the challenges change: from founding a nation out of colonies; to dismantling the institution of slavery; to prevailing through times of economic depression and war; to advancing civil rights for all; to strengthening our democratic institutions; to building a more inclusive and sustainable society.

NEH’s [A More Perfect Union](#) initiative encourages projects that explore, reflect on, and tell the stories of our quest for a more just, inclusive, and sustainable society throughout our history. NEH especially welcomes projects that bring the perspective of the humanities to questions of racial justice, gender equality, the evolution of the American landscape, as well as America’s place in the world. Projects that strengthen Americans’ knowledge of our principles of constitutional governance and democracy are strongly encouraged, as are projects that address the experiences of Native Americans and other under-represented communities. In addition, NEH welcomes projects that develop innovative approaches to sustaining the nation’s humanities infrastructure and preserving its historical record.

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

You may request up to \$385,000 in outright funds and up to \$180,000 in federal matching funds for a total award of up to \$565,000. Learn about different [type of funds offered by NEH](#).

You must submit a budget reflecting total project costs. For example, if you request \$100,000 in outright funds and \$100,000 in federal matching funds, you must submit a budget totaling \$300,000 (\$100,000 in outright funds, \$100,000 in federal matching funds, and \$100,000 in required cost share for the federal matching funds).

If you apply for the 2021 deadline, your period of performance must begin January 1, 2023 and end on or before June 30, 2026 (the end of the final academic year in which fellowships are awarded).

If you apply for the 2022 deadline, your period of performance must begin January 1, 2024 and end on or before June 30, 2027 (the end of the final academic year in which fellowships are awarded).

Approximately \$1,900,000 is expected to be available to fund an estimated ten recipients per deadline.

NEH will not determine the amount available until Congress has enacted the final FY 2022 and FY 2023 budgets. This 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.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants must be a U.S. nonprofit institution with 501(c)(3) status, a state or local governmental agency, or a federally recognized Native American tribal government, and must meet the following criteria:

- It must have established and maintained a fellowship program for at least the three years immediately preceding the application deadline for this program.
- It must be financed, governed, and administered independently of institutions of higher education. To demonstrate its independence, the applicant must meet the following conditions:
 - It must be financially independent from institutions of higher education, with no single college or university contributing more than 49% 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.

See [C3. Other Eligibility Criteria](#) for participant (fellow) eligibility.

2. Cost Sharing

Cost sharing is not required in this program, unless federal matching funds are requested. Learn about different [type of funds offered 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.

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

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

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

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

3. Other Eligibility Information

Eligible applicants may submit multiple applications for separate and distinct projects under this 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 institution may have awards with overlapping periods of performance, fellowships funded by separate grants must not overlap. If you have questions regarding overlapping periods of performance, contact program staff at fpiri@neh.gov.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs. However, applicants may seek funding from other NEH programs for **complementary** aspects of the same overall project.

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

NEH does not provide financial assistance to foreign institutions or organizations. Nevertheless, otherwise eligible American institutions may apply for collaborative projects involving U.S. and foreign organizations provided they do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in [2 CFR §200.1](#) and [2 CFR §200.331\(a\)](#). This limitation does not preclude American institutions from obtaining the services of foreign individuals and consultants to carry out various programmatic activities on a fee-for-service basis, as specified in [2 CFR §200.459](#); it also does not preclude vendor contracts such as in-country transportation

services. If you are interested in submitting an application for a project involving international collaboration, consult with program staff.

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

Participant (Fellow) Eligibility

Recipients must comply with the following restrictions when selecting fellows:

- Only U.S. 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 NEH-funded fellowships.
- 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, and delinquent payroll taxes for household or other employees. Overdue or unpaid child support payments must prevent an applicant from receiving an award. (See [OMB Circular A-129](#).)
- Although NEH-funded fellows may hold other fellowships or awards during their 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

This funding opportunity is available in Grants.gov under number 20210811-RA. You can also find a link to the funding opportunity on the [program resource page](#).

The application package for this funding opportunity can be found under the “Package” tab. It includes a series of required and conditionally required forms. You will upload additional application components into the [Attachments Form](#).

You must apply electronically using Grants.gov Workspace or a Grants.gov system-to-system solution. A multistep registration process is required to submit your application. See [D3 Unique Entity Identifier and System for Award Management](#).

Contact fpiri@neh.gov to request a paper copy of this notice.

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

2. Content and Form of Application Submission

Your application will include a [narrative](#), [budget](#), and other required [forms](#) and [attachments](#).

Narrative

Compose a narrative that provides a comprehensive description of your proposed project. Your narrative should be succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

You must limit the narrative to 25 double-spaced pages with one-inch margins and a font size no smaller than eleven point.

Information requested in this section may be collected from preexisting sources, such as annual reports, auditors' reports, and brochures. If applicable, provide relevant URLs.

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

A. 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 budget amount and 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 your 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(s)
- 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 your existing fellowship program, describing:

- its mission
- 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 the mix of scholars that the institution attempts to support
- 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 you will publicize fellowships to qualified applicants, especially on your website (provide the URL), social media, professional associations, disciplinary listservs, and other online channels. Describe the publicity and outreach methods that you will use to attract a substantial and diverse group of scholars with related interests. Assess the effectiveness of past publicity efforts. Describe 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 your 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 your schedule and process for selecting fellows and any changes made to improve its quality and effectiveness.

All applicants: describe how your process ensures the selection of the best possible candidates and projects (see the requirements stated in [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 fellows are selected by more than one program or committee, describe the selection procedures used by each and explain how funds are allocated among programs or committees.

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 you request from fellows. Summarize the findings of the most recent internal evaluation of your fellowship program(s). If applicable, describe any external evaluation of your fellowship program(s). 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. Resumes for principal staff will be included in [Attachment 4: Résumés](#).

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

Describe any anticipated changes in your 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 NEH-funded fellows and others) or stipend levels needed to achieve your purposes.

NARRATIVE GUIDANCE	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
<u>Narrative Section</u>	<u>Review Criteria</u>
<u>B. The institution and its programs</u>	<ol style="list-style-type: none"> 1. <u>Humanities significance</u> 2. <u>Intellectual community</u> 5. <u>Administration</u>
<u>C. The fellowship program</u>	<ol style="list-style-type: none"> 1. <u>Humanities significance</u> 2. <u>Intellectual community</u> 5. <u>Administration</u>
<u>D. Publicity and application procedures</u>	<ol style="list-style-type: none"> 2. <u>Intellectual community</u> 3. <u>Fairness of selection</u> 4. <u>Applicant pool, publicity, and budget</u>
<u>E. Selection procedures</u>	<ol style="list-style-type: none"> 3. <u>Fairness of selection</u> 4. <u>Applicant pool, publicity, and budget</u>
<u>F. Program evaluation</u>	<ol style="list-style-type: none"> 4. <u>Applicant pool, publicity, and budget</u> 5. <u>Administration</u>
<u>G. Institution staff and fellowship program administration</u>	<ol style="list-style-type: none"> 2. <u>Intellectual community</u> 3. <u>Fairness of selection</u> 5. <u>Administration</u>
<u>H. Future of the institution's fellowship program</u>	<ol style="list-style-type: none"> 1. <u>Humanities significance</u> 2. <u>Intellectual community</u> 3. <u>Applicant pool, publicity, and budget</u> 5. <u>Administration</u>

Research and Related Budget

You must submit a project budget using the Research and Related Budget form included in the Grants.gov application package and attach a [budget justification](#).

Complete a single detailed budget for the proposed period of performance. The form will generate a cumulative budget. Before submitting your application, ensure that your completed form reflects your cumulative budget on the last page.

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

If you are exclusively requesting outright funds, your budget should reflect only funding requested from NEH. If you are requesting federal matching funds, your budget must equal total funding requested from NEH (outright and federal matching funds) and the one-to-one required third party cost share for the federal matching funds.) Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the eligibility of gifts for matching purposes. The total federal matching funds and cost share should be equal to the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields.

No more than 10% of your budget can be allocated for management and administration (M&A) costs. M&A costs are for activities directly related to the management and administration of the fellowship program. These activities must be directly related to the management and administration of NEH funds, such as financial management and monitoring, and must be based on actual expenses or known contractual costs. Requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement.

M&A costs are not operational costs; they are the necessary costs incurred in direct support of the award or as a consequence of the award and should be allocated across the entire lifecycle of the award. Examples of M&A activities include solicitation, review, and processing of applications and fellowships; managing and monitoring fellowships; preparing and submitting required programmatic and financial reports; and responding to official informational requests from federal oversight authorities. Salaries treated as M&A costs may be charged as direct costs in accordance with [2 CFR §200.413\(c\)](#).

All costs, whether supported by NEH funds or required cost sharing contributions (if applicable), must be reasonable, necessary to accomplish project objectives, allowable in terms of [2 CFR 200 Subpart E - Cost Principles](#), auditable, and incurred during the period of performance. All costs are subject to audit, record retention, and other requirements set forth in [2 CFR 200 Subpart F](#).

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 under [E. Participant/Trainee Support Costs](#). If applicable, 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.

If you charge indirect costs to the project, ensure that expenses included in your organization's indirect cost pool are not charged to the project as direct costs. See [H. Indirect Costs](#).

Introductory Fields

If not pre-populated, indicate your organization’s unique entity identifier, the name of your organization, and the period of performance start and end dates. This should be the same as the information provided on your [SF-424 Application for Federal Assistance - Short Organizational](#). Check “project” for budget type.

A. Senior/Key Person

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

Enter the base salary (annual compensation) and identify the number of months each senior/key person will devote to the project in the applicable box (i.e., calendar, academic, summer). Use either calendar months or a combination of academic and summer months.

If level of effort will not change throughout the year, you may use only the calendar months column. If effort remains constant, but your institutional business process requires noting academic and summer months separately, you may use both columns. If effort varies between academic and summer months, leave the calendar months column blank and use only the academic and summer months columns. If your institution does not use a 9-month academic year or a 3-month summer period, include your institution's definition of these terms in your [budget justification](#).

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

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

The form can accommodate up to eight senior/key persons. If you are requesting funds for additional senior/key persons, list them in a separate document using the same format as the Research and Related Budget. Save the document as a PDF named additionalpersonnel.pdf and attach it under "Additional/Senior Key Persons" If applicable, enter the total funds requested for personnel listed in the attachment in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

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

B. Other Personnel

Do not include any expenses in this section.

C. Equipment Description

Do not include any expenses in this section.

D. Travel

Include costs associated with selection committee travel and per diem.

Enter the total funds requested for both domestic (local and long-distance) and foreign travel (travel to Canada and Mexico is considered foreign travel). In your [budget justification](#), include the purpose, destination, travel dates (if known), and the names and number of travelers for each trip. If dates are not known, specify the estimated length of trip (e.g., 3 days). **All trips—both foreign and domestic—must be justified individually.**

For local travel, outline the mileage rate, number of miles, reason for travel, and staff member/consumers completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used. **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason.**

Travel costs must comply with [2 CFR §200.475](#) and foreign travel must comply with article 10 of the [General Terms and Conditions for Awards to Organizations](#). NEH will use the General Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable.

E. Participant/Trainee Support Costs

Include costs associated with fellows in this section.

As defined in [2 CFR §200.1](#), participant support costs are direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants (but not employees) in connection with conferences or training projects.

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

Justify participant support costs in your [budget justification](#). **Arrangements made on a non-refundable basis are at the risk of the recipient or participant if the services must be cancelled for any reason.**

Total participant support costs will be automatically calculated.

1. Tuition/Fees/Health Insurance

If you plan to deduct health care costs from fellows' stipends, do not include these costs here, but describe them in your [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 per fellow). Include any additional payments to fellows—drawn from non-NEH sources—that would supplement the NEH funded stipends, and describe them in your [budget justification](#).

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

3. Travel

Do not include any expenses on this line.

4. Subsistence

If you plan to deduct subsistence costs (meals, lodging) from fellows' stipends, do not include those costs here but describe them in your [budget justification](#).

5. Other

Do not include any expenses on this line.

Number of Participants/Trainees

Enter the total number of fellows. The value of this field cannot exceed 999.

F. Other Direct Costs

Total other direct costs will be automatically calculated.

1. Materials and Supplies

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

In your [budget justification](#), indicate general categories, including an amount for each category (e.g., personal computers). Itemize categories totaling \$1,000 or more.

2. Publication Costs

Do not include any expenses on this line.

3. Consultant Services

Include costs for honoraria for members of the external selection committee and detail in your [budget justification](#). As a matter of programmatic policy, these are the only allowable consultant costs for recipients.

Consultant fees must be in compliance with [2 CFR §200.459](#).

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. Provide the names of committee members, if known; time commitment; and the honoraria amount paid to each individual in your [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.

G. Total Direct Costs

Total direct costs will be automatically calculated.

H. Indirect Costs

Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvement; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

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

Applicants may not claim indirect costs on participant stipends.

Carefully review your institution's negotiated indirect cost rate(s) to make sure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates—for example, "research," "instruction," and "other sponsored activities." With rare exceptions, your institution's "research" rate will **not** be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

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

An organization that wishes to include indirect costs in its budget but does not have a federally negotiated indirect cost rate may choose one of the following options:

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

Per [2 CFR §200.1](#), MTDC are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subaward). MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.

If you choose one of these options, indicate this under Indirect Cost Type.

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

Indirect Cost Type

Enter the type of indirect cost rate (e.g., other sponsored activities, all programs, instruction, 10% de minimis, etc.) and base (e.g., salaries, salaries & fringe, MTDC, etc.) and whether the activity and rate are onsite or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries. If you do not have a current indirect rate(s) approved by a federal agency but intend to (re)negotiate, indicate "None--will negotiate." If needed, provide additional detail in your [budget justification](#).

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with your cognizant federal agency. Enter your rate as a number without special characters (i.e., 32.5).

Indirect Cost Base (\$)

Enter the base for each indirect cost type. Describe any exclusions in your [budget justification](#). If applicable, refer to your federally negotiated indirect cost rate agreement to determine how to calculate your indirect cost base.

Funds Requested (\$)

Enter the funds requested for each indirect cost type.

Total Indirect Costs

Total indirect costs will be automatically calculated.

Cognizant Federal Agency

Enter the name of your cognizant federal agency, if applicable.

I. Total Direct and Indirect Costs

Total costs will be automatically calculated.

J. Fee

Leave this field blank.

K. Total Costs and Fee

This field will be automatically calculated. Since there is no fee, this will be the same amount as [I. Total Direct and Indirect Costs](#).

L. Budget Justification

A budget justification is required. Save the document as a PDF named justification.pdf. Attach only one file. Do not use your budget justification to expand your narrative.

Provide the information requested to support your budget. If applicable, the following categories must be justified: [travel](#), [participant/trainee support](#), and [other direct costs](#).

Your budget justification must specifically describe how costs have been calculated and how each item will support the proposed objectives. If you have a quote(s), include it here.

Explain any exclusions applied to your indirect costs base calculation.

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

If you have requested federal matching funds, identify the activities supported by your required cost share, and the source(s) of funding. Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the eligibility of gifts for matching purposes.

The total federal matching funds and cost share should be equal to the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields.

Application Components

Your application consists of a series of forms included in Grants.gov Workspace and other components which you will prepare and upload to the [Attachments Form](#).

Applications missing any required documents or conditionally required documents will be considered incomplete and will be rejected from further consideration.

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

Grants.gov form/Attachment	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Grants.gov form		Required
Supplementary Cover Sheet for NEH Grant Programs	Grants.gov form		Required
Project/Performance Site(s) Location Form	Grants.gov form		Required
Research and Related Budget Attachments Form	Grants.gov form		Required
Certification Regarding Lobbying	Grants.gov form		Conditionally required
Standard Form-LLL "Disclosure of Lobbying Activities"	Grants.gov form		Conditionally required
Attachment 1: Narrative	narrative.pdf	25	Required
Attachment 2: Prior year financial report	financial.pdf		Required
Attachment 3: Work plan	workplan.pdf		Required
Attachment 4: Résumés	resumes.pdf		Required
Attachment 5: Reviewers	reviewers.pdf		Required
Attachment 6: Fellows	fellows.pdf		Required
Attachment 7: Publications	publications.pdf		Required
Attachment 8: Statistical analysis	analysis.pdf		Required
Attachment 9: Fellowship application form	application.pdf		Required
Attachment 10: Review guidance materials	guidance.pdf		Required
Attachment 11: Research misconduct policy	misconduct.pdf		Required
Attachment 12: Reports	reports.pdf		Conditionally required
Attachment 13: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 14: Explanation of delinquent federal debt	delinquentdebt.pdf		Conditionally required

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

Provide your organization's legal name, address, employer/taxpayer identification number (EIN/TIN), unique entity identifier (assigned by the [System for Award Management](#)), website address, and [congressional district](#). For example, if your institution is located in the 5th congressional district of your state, put a "5." If your institution does not have a congressional district (for example, it is in a state or U.S. territory that does not have districts, or is in a foreign country), put a "0" (zero).

Select the applicant type that best describes your organization from the drop-down menu.

Institutions applying to federal programs are required to include a unique entity identifier. If you do not know your identifier, contact your grants administrator or chief financial officer.

6. Project Information

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

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

c. List the start and end dates for your project. All projects submitted to the 2021 deadline must begin on January 1, 2023 and end no later than June 30, 2026 (the end of the final academic year in which fellowships are awarded). All projects submitted to the 2022 deadline must begin on January 1, 2024 and end no later than June 30, 2027.

7. Project Director

Provide the project's director's name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project and is critical to its success. You must notify the NEH Office of Grant Management immediately if the project director named in the application changes.

8. Primary Contact/Grants Administrator

Provide the name, title, and contact information for the official responsible for the administration of the award (e.g., negotiating the budget and ensuring compliance with the terms and conditions of the award).

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

9. Authorized Representative

Provide the name, title, and contact information for the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an “authorizing official,” is typically the president, vice president, executive director, provost, or chancellor. To become an AOR, the person must be designated by the institution’s E-Business Point of Contact. Consult the [Grants.gov Online User Guide](#).

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

Select the project director’s major field of study from the drop-down menu.

2. Institutional Information

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

3. Project Funding

Enter the amount of each [type of funds](#) requested, as well as required cost share to unlock federal matching funds, if applicable. Do not include voluntary cost share.

4. Application Information

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

For type of application, check “new.”

Select the project’s primary discipline from the drop-down menu. Optionally, select the project’s secondary and tertiary disciplines.

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will occur during the period of performance. You may include multiple performance sites. If you need to add more locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Position your cursor over each field to view instructions.

Certification Regarding Lobbying (conditionally required)

If you are requesting an award greater than \$100,000, you must submit the Certification Regarding Lobbying. Once selected, this form will autofill based upon information provided on the [SF-424 Application for Federal Assistance - Short Organizational](#).

Standard Form-LLL, “Disclosure of Lobbying Activities” (conditionally required)

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

Attachments Form

This form can accommodate up to fifteen attachments. Consult the [Application Components Table](#) to name and sequence your attachments in the proper order so that NEH can easily identify them.

Attachments must be in Portable Document Format (.pdf). Reformat all non-PDF files (i.e., Word, Excel, images, etc.) as PDFs. If an attachment contains multiple documents, merge them into a single file. Do not attach portfolios containing multiple PDFs. NEH cannot accept security-enhanced PDFs (e.g., password-protection, encryption, digital signatures, etc.). Flatten these files before uploading to Grants.gov.

Visit the [Grants.gov Adobe Software Compatibility page](#) to verify the compatibility of your current software or to download the appropriate version. If you have a problem installing Adobe Reader, contact your system administrator.

Limit file names to 50 or fewer characters. Do not attach any documents with the same name. Each attachment should have a unique name. Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. If you do not follow these naming conventions, your application may be rejected.

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

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 for the most recently completed fiscal year of the fellowship program as it currently exists. List all sources of funding including funds budgeted from the institution's own resources and from third parties. If applicable, indicate any restrictions that they carry.

Include expenditures for the institution's entire fellowship program, not just the component supported by NEH. Clearly distinguish long-term from short-term research awards and predoctoral from postdoctoral awards.

Organize the budget into categories of expenses similar to those in the NEH sample financial report for existing fellowship programs. 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 Form (prior year financial report form) and FPIRI Financial Form (prior year financial report form) to Fill Out).

Name the file financial.pdf.

Attachment 3: Work plan (required)

Provide a work plan including a timeline of the approximate dates of milestones within your program. Milestones might include: the 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.

Name the file workplan.pdf.

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 narrative section [G. Institution staff and fellowship program administration](#).

Name the file resumes.pdf.

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 narrative section [E. Selection procedures](#).

Name the file reviewers.pdf.

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.

Name the file fellows.pdf.

Attachment 7: Publications (required)

Provide full citations of publications by previous fellows. **Only include publications that directly resulted from their fellowships.** Do not include publications that appeared prior to their fellowship tenures. 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.**

Name the file publications.pdf.

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

Name the file analysis.pdf.

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).

Name the file application.pdf.

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. See [Section E: Selection Procedures](#) for more information.

Name the file guidance.pdf

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 40 of the General Terms and Conditions for Awards](#).

Name the file misconduct.pdf.

Attachment 12: Reports (conditionally required)

New applicants should include reports from all postdoctoral fellows for the last three years, redacting personal identifying 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>.

Name the file reports.pdf.

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

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

Name the file agreement.pdf.

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

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

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

Before submitting an application, your organization must have a current and active [D-U-N-S® number](#), [System for Award Management \(SAM\)](#) registration, and [Grants.gov](#) registration. [Learn more about this multistep process](#).

Check your registrations well in advance of the deadline to ensure that they are accurate, current, and active. If your D-U-N-S® number and SAM registration are not active and current at the time of Grants.gov submission, your application will be rejected.

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

If your SAM registration is not active and current at the time an award is made, NEH may determine that you are not qualified to receive an award and use that determination as a basis for making an award to another applicant.

D-U-N-S®

Your organization must obtain a [Dun and Bradstreet Data Universal Numbering System \(D-U-N-S®\) number](#). D-U-N-S® numbers are unique nine-digit numbers assigned to all types of business organizations, including nonprofits and government entities. A D-U-N-S® number will be required to register with the System for Award Management until April 2022.

System for Award Management (SAM)

Your organization must register with the [System for Award Management \(SAM\)](#) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under [2 CFR §25.110\(b\)](#) or [\(c\)](#), or has an exception approved by the agency under [2 CFR §25.110\(d\)](#)). When your organization registers in SAM, it will be assigned a unique entity identifier.

If you have not already done so, you will be required to create a [Login.gov](#) user account. When registering or renewing in SAM, you will be required to review and agree to the Financial Assistance Representations and Certifications, a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations.

Grants.gov

Your organization must register with [Grants.gov](#) before submitting an application. You must submit your application using [Grants.gov Workspace](#) or a Grants.gov system-to-system solution. Workspace is a shared, online environment where team members may simultaneously access and edit forms within a grant application.

After you register with Grants.gov and create an Organizational Applicant Profile, a request will be sent to your E-Business Point of Contact to assign the appropriate Grants.gov roles to individuals within your organization. This includes the authorized organization representative (AOR) who will give permission to complete and submit applications on behalf of your organization.

If you have previously registered with Grants.gov, confirm that your registration is still active and that your authorized organization representative (AOR) is current.

Grants.gov maintains [a library of instructional videos](#) which may be helpful resources as you prepare your application.

4. Submission Dates and Times

Program officers will review drafts submitted by June 30, 2021 for the 2021 competition or by June 29, 2022 for the 2022 competition. Drafts submitted after these dates will not be reviewed. This optional preliminary review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft, send it as an attachment to fpiri@neh.gov.

The deadline for applications for the 2021 competition is August 11, 2021, at 11:59 p.m. Eastern time. The deadline for applications for the 2022 competition will be August 10, 2022, by 11:59 p.m. Eastern time.

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

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your application status](#).

When NEH receives your application from Grants.gov, the agency will assign it a tracking number beginning with RA-. A tracking number does not guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If a technical problem is detected, NEH will notify you via email. It is your responsibility to correct any errors prior to the deadline.

Once you have applied, NEH will not comment on the status of your application except on issues of eligibility, completeness, and responsiveness.

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12372](#).

6. Funding Restrictions

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

- management and administration (M&A) costs in excess of 10% of the total award
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

See also the unallowable costs included in [2 CFR 200 Subpart E - Cost Principles](#).

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications in the 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 based on expertise and objectivity? 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 all applications for eligibility, completeness, and responsiveness, and then uses a peer review process to evaluate all eligible and complete applications. Peer reviewers are experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs reviewers to evaluate applications according to the [review criteria](#) in this Notice of Funding Opportunity. Peer reviewers must comply with federal ethics and conflicts of interest requirements. In addition to information included in your proposal, NEH may take into account feedback provided by internal or external site visitors in the consideration of your proposal.

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

3. Assessment of Risk and Other Pre-Award Activities

Applications that have received a favorable review are subsequently reviewed for other considerations, including past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements.

You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, such requests do not guarantee that an award will be made.

After reviewing applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate. NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award ([2 CFR §200.206](#)).

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

4. Anticipated Announcement and Award Dates

NEH will notify applicants of funding decisions by email in April 2022 for the 2021 deadline and April 2023 for the 2022 deadline. This notification is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting fpri@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management via eGMS Reach by July of the year following the application deadline

2. Administrative and National Policy Requirements

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

Debarment, suspension, ineligibility, and voluntary exclusion certification

You must comply with [2 CFR §§180.335](#) and [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 §200.339](#), including suspension or debarment. See also 2 CFR parts [180](#) and [3369](#).

- 3) If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 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.

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

Copyright information

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

Acknowledging NEH support

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

Program income policy

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

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 the [NEH Research Misconduct Policy](#).

Principles of Civility

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

Eliminate waste, fraud, and abuse

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

Termination

NEH reserves the right to terminate awards consistent with [2 CFR §200.340](#).

3. Reporting

Recipients must comply with the following reporting requirements. Reports must be completed online in eGMS Reach, the NEH online grant management system, unless otherwise instructed. Further information will be provided in the Notice of Action.

- 1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an annual basis.
- 2.) **Fellowship Selection Report(s)**. Recipients must submit a Fellowship Selection report to NEH on an annual basis.
- 3.) **Final Reports**. Recipients must submit a final financial report and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goals, and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance.

Upon completion of tenure, NEH requests that FPIRI-funded fellows complete a brief questionnaire about their activities and accomplishments. Fellows should submit the questionnaire directly to the [NEH Division of Research Programs](#).

NEH encourages recipients 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
Federal Relay: 800-877-8399

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

Office of Grant Management
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
grantmanagement@neh.gov
Federal Relay: 800-877-8399

If you have questions about registering or renewing your registration with login.gov or SAM.gov, contact the Federal Service Desk, Monday – Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, at:

[Federal Service Desk](#)

U.S. calls: 866-606-8220
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact [Grants.gov Applicant Support](#), 24 hours a day, 7 days a week, excluding federal holidays. at:

[Grants.gov Applicant Support](#)

Telephone: 1-800-518-4726
International Calls: 606-545-5035
Email: support@grants.gov

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](#), [Dynamic Language Infrastructure - Documenting Endangered Languages Fellowships](#), the [Public Scholars program](#), and Awards for Faculty at [Hispanic-Serving Institutions](#), [Historically Black Colleges and Universities](#), and [Tribal Colleges and Universities](#).

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, et seq.](#) Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice (“SORN”) published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in rejection of the application.

Application completion time

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

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