NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title: Fellowships Open Book Program

Funding Opportunity Number: 20210315-DR

Funding Opportunity Type: New - Limited Competition

Federal Assistance Listing Number: 45.169

Application Due Dates:
March 15, 2021
July 15, 2021
November 15, 2021

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

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

Executive Summary

The National Endowment for the Humanities (NEH) Office of Digital Humanities, in partnership with the NEH Division of Research Programs, is accepting applications for the Fellowships Open Book Program. This limited competition aims to award publishers a $5,500 grant to release open access digital editions of books whose underlying research was funded by one of the following six NEH programs: Fellowships; Awards for Faculty at Hispanic-Serving Institutions; Awards for Faculty at Historically Black Colleges and Universities; Awards for Faculty at Tribal Colleges and University; Fellowships for Advanced Social Science Research on Japan; or Public Scholars. Each ebook shall be released under a Creative Commons license, making those books free for anyone to download. The book could be a forthcoming title (to be open access upon first release) or it could be a book that was first released at any time during or after calendar year 2018. This program utilizes a greatly streamlined application process; there are three deadlines per year.

Limited Competition:	Fellowships Open Book Program
Funding Opportunity Number:	20210315-DR
Federal Assistance Listing Number (CFDA):	45.169
Application Due Dates:	March 15, 2021 at 11:59 p.m. Eastern Time (for projects beginning August 1, 2021) July 15, 2021 at 11:59 p.m. Eastern Time (for projects beginning December 1, 2021) November 15, 2021 at 11:59 p.m. Eastern Time (for projects beginning April 1, 2022)
Anticipated Announcements:	July 2021 (for projects beginning August 1, 2021) November 2021 (for projects beginning December 1, 2021) March 2022 (for projects beginning April 1, 2022)
Anticipated Total Available Funding:	Approximately $75,000 per deadline
Estimated Number and Type of Awards:	Approximately 10-15 fixed amount grants per deadline
Award Amount:	$5,500
Cost Sharing/Match Required:	No
Period of Performance:	Up to 18 months
Eligible Applicants:	Eligibility is limited to publishers who have published during or after 2018 (or will publish within the period of performance) a book whose research was supported by an NEH fellowship. Publishers must be U.S. nonprofit organizations with 501(c)(3) tax-exempt status, or accredited public or 501(c)(3) institutions of higher education. If previously published, the book must have included an acknowledgement to the relevant NEH award for the author's research and/or writing to be eligible for this program. See C. Eligibility Information.
Program Resource Page:	https://www.neh.gov/grants/odh/FOBP

Table of Contents

A. Program Description

1. Purpose

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

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

This limited competition is open to publishers who have published during or after 2018 (or will publish during the period of performance) a book whose research was supported by one of the NEH fellowship programs listed below. Funds are used by the publisher to issue an open access ebook with a Creative Commons license, hence opening it up to a wide audience of readers.

Requirements of this limited competition:

- Applicants must choose a single book per application to make open access. The book's underlying research must have been supported by one of the following six NEH programs: Fellowships; Awards for Faculty at Hispanic-Serving Institutions; Awards for Faculty at Historically Black Colleges and Universities; Awards for Faculty at Tribal Colleges and University; Fellowships for Advanced Social Science Research on Japan; Public Scholars. Applicants may submit more than one application per competition.
- The book must be one that was originally published or is slated to be published, in either print or digital form, in calendar year 2018 or later. If previously published, the book must have included an acknowledgement to the relevant NEH award for the author's research and/or writing to be eligible for this program.
- By the end of the period of performance, recipients must release an ebook edition in the EPUB format, version 3.1 or later. Recipients are also encouraged to release the book in other ebook formats (e.g., Kindle format or PDF).
- The ebook must be licensed using one of the six standard Creative Commons licenses (found on the Creative Commons website).
- Each ebook must have metadata embedded into the file, following the recommendations for metadata of the Book Industry Study Group (BISG). The metadata must also include information about the chosen Creative Commons license.
- The copyright page of the open access ebook must include the following:
    - A statement must be added that reads "Open access edition funded by the National Endowment for the Humanities."
    - While the original copyright statement should remain (e.g., "Copyright ©2017 Jefferson University Press"), the phrase "All rights reserved" must be removed and replaced with a reference to your chosen Creative Commons license (e.g., "The text of this book is licensed under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License: https://creativecommons.org/licenses/by-nc-nd/4.0/").
- The final open access ebook must be made available via at least two major ebook distribution channels (e.g., MUSEOpen, JSTOR, OAPEN, Amazon, HathiTrust).
- The recipient must pay the author a royalty of at least $500 upon release of the open access ebook. (If a book has multiple authors, the $500 should be divided among them.)

The Fellowships Open Book Program can support the following activities:

- digital publication for a book
- author royalties
- distribution fees
- securing rights
- promotion of the open access edition

Unallowable activities are described in 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). See 2 CFR §200.201(b) for information on fixed amount awards.

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

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 NEH, 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 of competition: limited competition.

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

2. Summary of Funding

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

The actual amount available will not be determined until enactment of the final FY 2021 and FY 2022 federal budgets. This program notice is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

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

The period of performance is up to 18 months.

Applications submitted prior to the March 15, 2021 deadline will have a period of performance start date of August 1, 2021.

Applications submitted prior to the July 15, 2021 deadline will have a period of performance start date of December 1, 2021.

Applicants submitted prior to the November 15, 2021 deadline will have a period of performance start date of April 1, 2022.

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

C. Eligibility Information

1. Eligible Applicants

Eligibility is limited to publishers who have published during or after 2018 (or will publish during the period of performance) a book whose research was supported by one of the NEH fellowship programs listed below. Publishers must be U.S. nonprofit organizations with 501(c)(3) tax-exempt status, or accredited public or 501(c)(3) institutions of higher education.

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

- The book's underlying research must have been supported by one of the following six NEH programs: [Fellowships](#); [Awards for Faculty at Hispanic-Serving Institutions](#); [Awards for Faculty at Historically Black Colleges and Universities](#); [Awards for Faculty at](#)

[Tribal Colleges and University](#); [Fellowships for Advanced Social Science Research on Japan](#); [Public Scholars.](#)
- The book must be one that was originally published or is slated to be published, in either print or digital form, in calendar year 2018 or later.
- If previously published, the book must have included an acknowledgement to the relevant NEH award for the author's research and/or writing to be eligible for this program.

Individuals, foreign and for-profit entities are not eligible to apply.

2. Cost Sharing

Cost sharing is not required in this program.

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

3. Other Eligibility Information

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

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

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

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

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

D. Application and Submission Information

1. Application Package

You are required to apply online using either [Grants.gov 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 following the instructions provided by Grants.gov unless otherwise noted below. The Grants.gov registration process is described in [D3. Unique Entity Identifier and System for Award Management](#).

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

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

2. Content and Form of Application Submission

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

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

Application component	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 Location(s) Form	Grants.gov form		Required
Attachments Form	Grants.gov form		Required
Attachment 1: Letters of Commitment	letters.pdf	2	Required
Attachment 2: Book Information	bookinfo.pdf	2	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), unique entity identifier (currently a D-U-N-S® number), website address, and congressional district of the institution.

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

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

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

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

6. Project Information

a. Provide the title of your project. Your title should follow this example:

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

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

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

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

7. Project Director

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

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

8. Primary Contact/Grants Administrator

Provide the contact information for the official responsible for the administration of the NEH award (that is, ensuring compliance with the terms and conditions of the award). This person is often a grants administrator or sponsored programs official.

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

9. Authorized Representative

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

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

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 $5,500 in outright funds.

4. Application Information

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

For Type of Application, check "new."

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

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will occur **during the period of performance**. In most instances, the primary location is the applicant's address.

While unlikely in this program, this form allows for the collection of multiple performance sites. If you need to add more project/performance site locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Instructions for each requested data element may be viewed by positioning your cursor over the blank field.

Attachments Form

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

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

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

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

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

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

Attachments

Provide the following items in the order specified below to complete the content of the application. Each attachment must be saved as a PDF and named in accordance with naming conventions outlined in D2. Content and Form of Application Submission.

Attachment 1: Letter(s) of commitment

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

In this letter of commitment, the author(s) should indicate that they concur with the applicant's plan to release a free-to-download digital edition of their book governed by a Creative Commons license. In addition, the author(s) should state whether or not the book differs from the book proposed and reviewed in the NEH fellowship application. If there are differences in argument, content, or structure, the author should provide a description of those changes and their impact on the final manuscript.

The letter should reference the original NEH award number. To look up an NEH grant number, consult the NEH's online query form.

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

Attachment 2: Book Information

Include the following information:

- A brief description of the book that does not exceed five sentences.
- The date of original publication, or expected date of publication.
- The name, job title, and institution of the author(s).
- For existing publications: The page number where the NEH was acknowledged in the original publication (e.g., "The NEH acknowledgement appears on page VI").
- The names of at least two distribution channels (e.g., JSTOR, Project MUSE, Amazon) you intend to use for the open access edition of the book.

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

3. Unique Entity Identifier and System for Award Management

All organizations must submit their applications for NEH funding via Grants.gov Workspace 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 email address associated with their current SAM.gov user account. Using the same email address allows SAM.gov to automatically migrate your roles. If a different email address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. As of February 2, 2019, you will be required to review and agree to the Financial Assistance Representations and Certifications when registering or renewing in SAM.gov. These are a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations. You can review your organization's SAM registration here.

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

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

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

4. Submission Dates and Times

There are three application due dates under this announcement:

March 15, 2021 at 11:59 p.m. Eastern Time
July 15, 2021 at 11:59 p.m. Eastern Time
November 15, 2021 at 11:59 p.m. Eastern Time

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

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

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

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

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under Executive Order 12373.

6. Funding Restrictions

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

- books whose underlying research was not supported by one of the six referenced NEH programs
- books whose underlying research was supported by one of the six referenced NEH programs but whose NEH award is not acknowledged in the previously-released edition of the book (if applicable)
- books that were first published (either in print or digitally) prior to 2018
- 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)

Also see the unallowable costs included in 2 CFR 200 Subpart E - Cost Principles.

E. Application Review Information

1. Review and Selection Process

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

2. Assessment of Risk and Other Pre-Award Activities

NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award (2 CFR §200.206).

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

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

3. Anticipated Announcement and Award Dates

Applicants will be notified of funding decisions by email in July 2021, November 2021, or March 2022. For successful applicants, this notification is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grant administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by email in July 2021, November 2021, or March 2022.

2. Administrative and National Policy Requirements

Awards are subject to 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued December 26, 2014 or later), and the specific terms and conditions in the notice of 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) If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included as an additional attachment.

Providing access to NEH-funded products

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

Copyright information

Recipients must copyright any work produced under an FOBP award using one of the six standard Creative Commons licenses (found on the [Creative Commons website](#)). In accordance with [2 CFR §200.315 (b)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish an excerpt from resulting grant product(s) in *Humanities* magazine or on the NEH website.

Acknowledging NEH support

All materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult the *Acknowledgment and Publicity Requirements for NEH Awards* and *Publicizing Your Project* pages on the NEH website for guidance on acknowledging NEH support and promotion. See [A1 Purpose](#) for specific requirements on acknowledging NEH support for the open access ebook.

Eliminate waste, fraud, and abuse

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

Guidance from the Office of Management and Budget

In accordance with the Office of Management and Budget's guidance located at [2 CFR 200](#), all applicable Federal laws, and relevant Executive guidance, NEH will review and consider applications for funding pursuant to this Notice of Funding Opportunity in accordance with the:

- President's September 2, 2020 memorandum, entitled [Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities](#);
- Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence ([E.O. 13933](#)); and
- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications ([2 CFR §200.205](#)),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with [section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232)](#) ([2 CFR §200.216](#)),
  - Promoting the freedom of speech and religious liberty in alignment with Promoting Free Speech and Religious Liberty ([E.O. 13798](#)) and Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities ([E.O. 13864](#)) ([2 CFR §§200.300](#), [200.303](#), [200.339](#), and [200.341](#)),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States ([2 CFR §200.322](#)), and
  - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities ([2 CFR §200.340](#)).

3. Reporting

Recipients must comply with the following reporting and review activities:

1.) **Final Reports**. Recipients must submit a final financial report and a final performance report within 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. The final reports must be submitted online in eGMS Reach. Further information will be provided in the Notice of Action.

G. Agency Contacts

If you have questions about the program, contact:

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

If you have questions about 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

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

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

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

Always obtain a case number when calling for support.

H. Other Information

Privacy policy

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

Application completion time

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

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