



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF RESEARCH PROGRAMS

FELLOWSHIP PROGRAMS AT INDEPENDENT RESEARCH INSTITUTIONS

**Deadline: August 21, 2019 (for projects beginning January 1, 2021)
Applicants will be notified of the decision in April 2020.**

Catalog of Federal Domestic Assistance (CFDA) Number: 45.161

Funding Opportunity Number: 20190821-RA

OMB Control Number 3136-0134, Expiration Date 06/30/2021

If after reading this document you have questions about this program, contact the staff of NEH's Division of Research Programs at 202-606-8200 and fpri@neh.gov. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

Executive Summary

Funding Opportunity Title:	Fellowship Programs at Independent Research Institutions
Funding Opportunity Number:	20190821-RA
Federal Assistance Listing Number (CFDA):	45.161
Application Due Date:	August 21, 2019, 11:59 p.m. Eastern Time
Funding Expended in this program in FY2019:	\$1,941,861
Estimated Number and Type of Award(s):	9 grants
Estimated Award Amount <i>or</i> Funding Range:	Up to \$375,000; recent awards have ranged from \$53,000 to \$317,900
Cost Sharing/Match Required:	No
Period of Performance:	Up to thirty-six months
Eligible Applicants:	Please review the Eligibility section of this notice of funding opportunity for program specific eligibility criteria.
Program Resource Page:	https://www.neh.gov/grants/research/fellowship-programs-independent-research-institutions

The National Endowment for the Humanities (NEH) Division of Research Program is accepting applications for Fellowship Programs at Independent Research Institutions¹. 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.

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

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I. Program Description

The Fellowship Programs at Independent Research Institutions (FPIRI) program supports institutions that provide fellowships for advanced humanities research 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.

Fellowship programs may be administered by independent centers for advanced study, libraries, and museums in the United States; 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. [A list of currently funded institutions](#) is available.

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

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

An individual long-term fellowship may be split between two FPIRI-funded institutions. Cooperating institutions should discuss and agree upon the tenure and stipend to be awarded by each institution to ensure that the maximum fellowship stipend and tenure are not exceeded. Institutions should ask individuals to whom they are offering awards if they have applied for or are already receiving other NEH funding (including other FPIRI-funded fellowships).

FPIRI-funded fellowships are governed by the requirements listed below:

- Fellowships, supported entirely or in part by NEH funds, are for individuals who have completed their formal professional training. Consequently, **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.**
- United States citizens and foreign nationals who have lived in the United States for the three years immediately preceding the application deadline are eligible to apply for the fellowships funded with NEH funds.
- NEH-funded fellows may not be debarred or suspended by any federal department or agency. The OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) contained in [2 CFR Parts 180](#) and [3369](#) apply to this award.
- NEH-funded fellows may not be delinquent on repayment of federal debt. Examples of relevant debt include student loans, delinquent federal taxes, delinquent child support

payments, and delinquent payroll taxes for household or other employees. (See [OMB Circular A-129](#).)

- Although NEH-funded fellows may hold other fellowships or grants during fellowship tenure, including sabbaticals and grants from their own institutions, **they may not hold another NEH award concurrently.**
- Institutions must give all eligible applicants equal consideration; they may not restrict eligibility to members of a scholarly organization or to persons affiliated with institutional members of a scholarly organization.
- Institutions may not accept applications from any of their own officers, employees, members of the board of trustees or advisers, or selection committee members, until at least one year has elapsed since the person's last service in such a position. The same restriction applies to officers, employees, and board members of parent organizations.
- Institutions may not require an administrative or application fee of applicants for NEH-funded fellowships.
- Fellowship tenure must be full-time and continuous.
- FPIRI awards support fellowship stipends at a rate of \$5,000 per month and up to \$5,000 total per year for the costs of selecting fellows.
- NEH-funded fellows must be granted the same benefits, services, and accommodations normally accorded other fellows. A recipient institution may supplement the stipends of NEH-funded fellows from its own funds, and fellows may receive additional funds from other sources. Recipient institutions may withhold a portion of the NEH-funded fellows' stipends to defray the costs of lodging and meals at a residential center. Stipend deductions for fringe benefits such as health care can be offered to fellows on a voluntary basis. Stipend deductions for other fees or indirect costs are not allowed. In their fellowship announcements and award letters, institutions must clearly state the full value of the NEH funded stipend and, if applicable, the amount withheld.
- Institutions should publicize the availability of FPIRI fellowships and their application procedures clearly and effectively, so that all potential applicants can learn of the full range of opportunities. Publicity materials should include an **explicit reference to the National Endowment for the Humanities fellowships** offered through the institution. Consult the [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) pages on the NEH website for guidance on credits and promotion.
- Recipient institutions must ensure the fair and informed selection of fellows by relying on the recommendations of an external committee composed of qualified scholars drawn from outside the institution's staff and governing bodies. The committee must convene (either virtually or in person), and all members must be replaced each year. NEH requires selection committees to consist of at least three persons. NEH funds may be awarded only to applicants recommended by the external committee.

- Recipient institutions must avoid real or perceived conflicts of interest in the composition of the selection committee and its deliberations. Staff, officers, board members, and trustees of the institution may not serve as pre-screening evaluators or voting members on committees that review applications for FPIRI fellows. The same restrictions apply to staff, officers, and trustees of parent organizations. Persons holding individual memberships at an institution should not constitute a majority on that institution's selection committee.
- Recipients must consult with NEH-funded fellows undertaking research outside the United States 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. You must require the NEH-funded fellow to notify you if a permit is denied or revoked after an award has been issued, or if an unforeseen circumstance, such as a natural disaster or political turmoil, prevents (or threatens to prevent) the fellow from carrying out their project. Recipients must notify NEH-funded fellows that the NEH does not assume responsibility for fellows' compliance with the laws and regulations of the country in which work is to be conducted. Recipients should encourage NEH-funded fellows to register with the [State Department's Safe Traveler Enrollment Program \(STEP\)](#). Recipients registering with STEP receive the most current information and travel alerts from the U.S. embassy in the country in which they are traveling, and registration makes it easier for the Embassy to know how to contact travelers in an emergency. For questions regarding American citizens involved in an emergency overseas, the State Department provides these telephone numbers: 888-407-4747 from within the U.S. or Canada, or +1 (202) 501-4444 from other countries. You can get travel advisories and warnings on the State Department's website (<https://travel.state.gov/content/passports/en/country.html>).
- The period of performance begins on January 1, 2021 with the first round of selection for 2021-22 fellows, and it ends on June 30, 2024 (the end of the final academic year in which fellowships are awarded). Allowable pre-award costs for the selection of fellows may be included in the budget, as long as they are incurred no more than ninety days before the January 1 start of the award. Pre-award expenditures are made at the recipient's risk, and the recipient's authority to approve such costs does not impose an obligation on NEH in the event an award is not made or is made for an amount that is less than the recipient anticipated. All other project activities and expenditures of project funds must occur during the period of performance.

Award information

Applicants may request up to \$375,000 for a period of performance of up to three and a half years (January 1, 2021 – June 30, 2024).

FPIRI awards provide stipend funding for fellowship terms ranging from four to twelve months for a total of up to twenty-four fellowship-months per year for three years. Applicants seeking stipend support exceeding twenty-four fellowship months per year during the period of performance should request matching funds—so that every additional fellowship month is supported by non-NEH matching funds at a rate of \$5,000 per month.

Recent awards have ranged from \$53,000 to \$317,900.

Successful applicants will be awarded outright funds, matching funds, or a combination of the two, depending on the request of the applicant and the availability of funds.

NEH may offer funding at a level different from that requested. In some instances, NEH may offer matching funds only, or it may offer a combination of matching and outright funds in response to a request for outright funds.

Outright funds

Outright funds awarded by NEH are not contingent on additional funding from other sources.

Matching funds

When matching funds are requested, the applicant must raise cash contributions from nonfederal third parties and have them certified by NEH before the funds are released to the award recipient (see NEH's [Federal Matching Funds Guidelines](#)). Funds raised to satisfy a match count toward an institution's cost share for a project (see the discussion of cost sharing below).

Cost sharing

Required cost sharing consists of the cash contributions made to a project by nonfederal third parties raised to release federal matching funds.

Applicants use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH. Voluntary cost sharing includes cash contributions to a project by the applicant and nonfederal third parties, as well as in-kind contributions, such as donated goods and services.

Eligibility

To be eligible for the FPIRI program, an organization must meet two criteria:

- 1.) The applicant organization must have established and maintained a fellowship program for at least the three years immediately preceding the application deadline for this program.
- 2.) The applicant organization must be financed, governed, and administered independently of institutions of higher education. To demonstrate its independence, the applicant must meet *all* of the following conditions:
 - It must be a U.S. nonprofit institution with its own 501(c)(3) status, a state or local governmental agency, or a federally recognized Native American tribal government.
 - It must be financially independent from institutions of higher education, with no single college or university contributing more than 49 percent to the applicant organization's annual operating budget (including in-kind donations such as workspace, administrative support, etc.).
 - It must be governed by its own board of trustees, with a majority of members from no single institution of higher education.
 - It must be administered by a professional, independent chief executive officer or

equivalent.

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

Applicants may submit multiple proposals in response to this solicitation, provided that they are for separate and distinct fellowship programs which meet all eligibility criteria.

Current FPIRI award recipients may apply under this announcement to ensure the continuity of their fellowship programs. While a FPIRI recipient may have awards with overlapping periods of performance, fellowships funded by separate grants must not overlap. Contact NEH program staff if you have questions regarding overlapping periods of performance at fpiri@neh.gov.

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 funding from, or sites and materials controlled by, other federal entities in their projects.

Late, incomplete, or ineligible applications will not be reviewed.

II. Preparing and Organizing your Application

Resources for preparing a strong application

To prepare a strong application, applicants are encouraged to take the following steps:

- read this notice of funding opportunity carefully, noting what information needs to be provided in the application;
- consult the program's **review criteria**, which are listed immediately below;
- read the **Frequently Asked Questions**, which are available on the [program resource page](#);
- contact the **program staff** (at 202-606-8200 or fpiri@neh.gov) to discuss your project and raise any questions you may have about the application; and
- submit an optional **draft proposal by July 10, 2019**, to which program staff will respond with suggestions and advice.

Applicants may submit drafts of their proposals by e-mail to fpiri@neh.gov. Draft proposals, which are optional, should be submitted by July 10, 2019). A response cannot be guaranteed if the draft arrives later. The preliminary proposal gives an applicant the opportunity to receive staff comments about the substance and format of the application. Staff comments are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Once NEH has received a formal application, its staff will not comment on its status except with respect to questions of completeness or eligibility.

Review criteria

Reviewers will be asked to consider the following questions when evaluating applications:

Humanities Significance

Does the fellowship program support and advance 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 and/or general audiences in the humanities?

Intellectual community

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?)

Fairness of selection

Does the applicant institution adhere to NEH guidance in selecting fellows? Is the selection process expert and objective? To what extent has the institution chosen highly qualified and impartial selection committee members, who reflect disciplinary and regional diversity? Does the institution avoid conflicts of interest (and the appearance of conflicts) in establishing the selection committee and choosing the fellows?

Applicant pool, publicity, and budget

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?

Administration

How effectively is the fellowship program administered? How effective are the institution's efforts at reviewing the program and the contributions of its fellows?

Instructions for preparing your application: forms

Your application will consist of four forms that are available with the Grants.gov application package on the [program resource page](#). You will then upload the remaining application components in to the attachment form.

SF-424 Application for Federal Domestic Assistance – Short Organizational

This form asks for basic information about the project, the project director, and the institution. Please provide the following information:

1. Name of Federal Agency

This will be filled in automatically with “National Endowment for the Humanities.”

2. Catalog of Federal Domestic Assistance Number

This will be filled in automatically with the CFDA number and title of the NEH program to which you are applying.

3. Date Received

Please leave blank.

4. Funding Opportunity Number

This will be filled in automatically.

5. Applicant Information

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

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

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

All institutions applying to federal grant 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

Provide the title of your project. The project title should follow this format: "Long-Term Research Fellowships [in Country, if not U.S.] at [Center Name]/sponsored by [Organization]." 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.

In the "Project Information" field you should also provide a one-paragraph abstract (up to one thousand characters, including spaces) written for a non-specialist audience, clearly explaining the project's principal activities and its expected results. Do not attach the abstract to the Attachments Form.

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

7. Project Director

Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director.

8. Primary Contact/Grants Administrator

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

As a matter of NEH policy, the Project Director listed in section 7 may **not** be the same individual listed as the Primary Contact/Grants Administrator listed in section 8. The role of

the project director must be distinguished from that of the institutional grant administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. All financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grant administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, the award document, an extension, a supplement or amendment) is addressed to the institutional grant administrator and copied to the project director. The project director is the person directly in charge of the conduct of the funded project.

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. In order to become an AOR, the person must be designated by the institution's E-Business Point of Contact. For more information, please consult the Grants.gov Online User Guide.

Supplementary Cover Sheet for NEH Grant Programs

This form asks for additional information about the project director, the institution, and the budget. Please provide the following information:

1. Project Director

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

2. Institution Information

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

3. Project Funding

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

4. Application Information

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

For Type of Application, check "new" if the application requests a new period of performance, whether for a new project or the next phase of a project previously funded by NEH. Check "supplement" if the application requests additional funding for a current NEH award

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

Project/Performance Site Location(s) Form

This form asks for information about the primary site(s) at which project activities will take place. Instructions for each requested data element may be viewed by positioning your cursor over the blank field.

Attachments Form

This form is where you will attach your narrative, budget, and the other application components.

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 PDFs, 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: Please limit file names to 50 or fewer characters. Do not attach any documents with the same name. All attachments should have a unique name. Please 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.

Instructions for preparing your application: attachments

Please consult the table below to learn how to name each application component and the order in which to attach them. You must name and attach your files in the proper order so that we can identify them.

Attachment Table

Attachment	Application component	Page limit	Naming convention
1	Table of contents		contents.pdf
2	Narrative	25 pages	narrative.pdf
3	Budget forms		budget.pdf
4	Résumés		resumes.pdf
5	Reviewers		reviewers.pdf
6	Fellows		fellows.pdf
7	Publications		publications.pdf
8	Statistical analysis		statisticalanalysis.pdf
9	Fellowship application form		applicationform.pdf
10	Review guidance materials		reviewguidance.pdf
11	Research misconduct policy		researchmisconduct.pdf

12	Reports (required only for new applicants)		reports.pdf
13	Federally negotiated indirect cost rate agreement)		agreement.pdf

Attachment 1: Table of contents

List all parts of the application with corresponding page numbers.

Attachment 2: Narrative

Limit the narrative to twenty-five double-spaced pages with one-inch margins, using at least an eleven-point font.

Information requested in this section may already exist in annual reports, auditors' reports, and brochures. Where appropriate, refer to URLs that publish this information online. Institutions may refer to such material when preparing a detailed description that includes the following sections in this order:

A. Brief summary statement (one paragraph)

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

B. The institution and its programs (2-3 pages)

Provide a brief overview of the institution, describing:

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

C. The fellowship program (4-6 pages)

Provide an overview of the existing fellowship program, describing:

- the mission of the fellowship program;
- if applicable, the ways in which NEH-supported fellowships benefit the institution's overall fellowship program;
- the history of the program, recent developments, and future goals;

- special fields of interest and any particular mix of scholars that the institution attempts to achieve;
- the activities of fellows; and
- 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 (2-4 pages)

Identify target audiences. Explain how the institution will publicize fellowships to qualified applicants, especially through its website (provide the URL), social media, professional associations, disciplinary listservs, and other online means. Describe the publicity and outreach methods that the institution will use to attract a substantial and diverse group of scholars with related interests. Assess the effectiveness of past publicity efforts. Add a descriptive analysis of the applicant pool based on the statistical information provided as Attachment 8: Statistical analysis.

Append a copy of the application for FPIRI-supported fellowships (or provide the URL at which it is available without a login requirement) as Attachment 9: Fellowship application form. New applicants should submit their current fellowship application. Screenshots are acceptable.

E. Selection procedures (3-5 pages)

New applicants: Describe the sequence of events during the current selection process and, if applicable, the changes that would be made to meet the requirements of a FPIRI-supported program.

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

All applicants: Describe how the institution's process ensures the selection of the best possible candidates and projects (see the requirements stated in the Program Description).

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

F. Program evaluation (2-3 pages)

Describe the reports and other kinds of feedback that the institution requests from fellows. Summarize the findings of the most recent assessment of the institution's fellowship

program(s). If the institution solicited outside assessments of its programs, please describe those as well.

G. Institution staff and fellowship program administration (1-2 pages)

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

H. Future of the institution's fellowship program (1 page)

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

Attachment 3: Budget forms

Prior-year financial report form

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

Note that this form includes items that would not be funded by FPIRI awards, which support only fellowship stipends, and a portion of the costs of selecting the fellows. Clearly distinguish long-term from short-term research awards and predoctoral from postdoctoral awards. Include all sources of funding for the fellowship programs, indicate briefly, if applicable, any restrictions that they carried.

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

Three-year NEH budget request form

Use the three-year budget request form to specify the funding requested from NEH in the current application. The budget should include additional funding (if any) for fellows' stipends that is drawn from non-NEH sources and distinguish between outright and matching funds, if applicable. Please request matching funds in multiples of \$5,000 to fund additional fellows.

Your budget should include the following information:

Stipends for selected fellows

NEH funding for fellows' stipends must be calculated at a rate of \$5,000 per month of tenure (for four to twelve months). Identify any additional payments to fellows—drawn from non-NEH sources—that would supplement the NEH funded stipends. If applicable, indicate any costs for housing and regular meals that will be deducted from the stipend amount.

Selection expenses

Applicants may request up to \$5,000 per year to defray costs associated with selecting NEH-funded fellows. Supported selection costs are limited to the travel expenses, per diem expenses (covering lodging and meals), and honoraria of selection committee members. Indicate the number of selection committee members and itemize these costs, as applicable.

Indirect costs

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

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

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

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

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

Per [2 CFR §200.68](#), MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

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

Budget Narrative

In addition to completing the budget forms discussed above, applicants should also include the following information in Attachment 3.

New applicants

Briefly describe the funding structure of your current fellowship program, including the number of fellowships and their tenure periods. Explain how the addition of FPIRI-supported fellows would affect the current structure.

All applicants

List the number of prospective fellows, their tenure, and the corresponding NEH-funded stipend amounts (calculated at \$5,000 per month). If applicable, list the amount of additional funds from other sources that are used to augment the stipends. If portions of the stipend will be deducted to pay for fellows' housing and meals, indicate and justify these amounts. Stipend deductions for fringe benefits such as health care can be offered to fellows on a voluntary basis. Note that expenses (other than those noted in the previous two sentences), fees, and indirect costs may not be deducted from fellows' stipends.

NEH Challenge Grants recipients

If the applicant institution has received an NEH Challenge Grant to endow fellowships, explain how the annual income from the endowment generated by the Challenge Grant is currently used.

Attachment 4: Résumés

Résumés: Provide brief résumés (two-page maximum) of the director of the institution and the principal staff involved in the program who are listed under section G of the narrative.

Attachment 5: Reviewers

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

Attachment 6: Fellows

Provide lists of all fellows for the current year (fiscal or academic) and for the two preceding years, including their fields and home institutions. This list should distinguish long-term fellows (those supported for four or more months) from short-term fellows (those supported for fewer than four months). For the long-term fellows only, add one-paragraph descriptions of their projects. Prior FPIRI recipients should indicate FPIRI-funded fellows.

Attachment 7: Publications

Provide full citations of publications by previous fellows that resulted from their fellowships. Go back no more than ten years and include only books, book chapters, scholarly articles, and websites or other digital products. Mention prizes where applicable. Organize the list

alphabetically by the fellows' last names and indicate the year of the fellowship for each fellow's entry. Prior FPIRI recipients should list only the publications of FPIRI fellows.

Attachment 8: Statistical analysis

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

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

Attachment 9: Fellowship application form

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

Attachment 10: Review guidance materials

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

Attachment 11: Research misconduct policy

Provide a copy of the institution's research misconduct policy. Institutions administering NEH fellowships are subject to NEH's policy on research misconduct, as spelled out in Article 38 of the General Terms and Conditions for Awards. The full text of NEH's research misconduct policy is available online and can serve as a guide.

Attachment 12: Reports

New applicants must append copies of reports from all postdoctoral fellows for the last three years. Redact sensitive personal information (i.e. home address; social security number, etc.). Previously funded applicants do not supply reports; instead NEH program staff will append the reports that fellows submitted to NEH in the past three years. Thus, only new applicants will submit this attachment.

Attachment 13: Federally negotiated indirect cost rate agreement

If the applicant institution is claiming indirect costs using a current federally negotiated indirect-cost rate agreement, submit a copy of the agreement.

III. Submitting your Application

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

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

1. <https://fedgov.dnb.com/webform>
2. [System for Award Management \(SAM\)](#)
3. <https://www.grants.gov/>

In order to apply through Grants.gov, the applicant organization must first have or obtain a valid Dun and Bradstreet Data Universal Numbering System (DUNS) number, and register (or have an active registration) in the System for Award Management (SAM). Note: If you are registering in SAM.gov for the first time, you must provide an original, signed [notarized letter](#) stating that you are the authorized Entity Administrator for the entity associated with the DUNS number before your registration will be activated. Read the [SAM update and FAQs](#) to learn more about this process change. **The initial SAM registration can take up to six weeks.**

Organizations must maintain active SAM registration with current information at all times during which they have an active federal award or an application or plan under consideration by a federal agency. You must therefore review and update your information at least annually after the initial registration, and more frequently if required by changes in information. Effective June 29, 2018, when you go to SAM.gov and log in, you will be asked to create a Login.gov user account. Your current SAM.gov username and password will **no longer work**. Applicants renewing or updating their registrations are strongly advised to know the e-mail address associated with their current SAM.gov user account. Using the same e-mail address allows SAM.gov to automatically migrate your roles. If a different e-mail address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. You can review your organization's SAM registration [here](#). **We strongly recommend that you verify the status of your SAM registration at least two weeks before the application deadline.**

Applicant organizations with a valid DUNS number and an active SAM registration must then register with Grants.gov. Visit [Grants.gov](#) at for complete registration information. **The initial Grants.gov registration process can take up to two weeks.**

If your organization has already registered with Grants.gov, you must verify that your registration is still active and that your Authorized Organization Representative (AOR) is current and has been approved. **We strongly recommend that you do this at least two weeks before the application deadline.** Note: Grants.gov passwords expire every 60 days. Accounts that have been inactive for one year or more result in removal of all account roles.

If you have problems registering or verifying your registration with Grants.gov, call the Grants.gov help desk at 1-800-518-4726 or email support@grants.gov.

Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#).

Deadlines for submitting optional draft proposals and applications

Draft proposals (optional): Program staff recommends that draft proposals be submitted at least four weeks before the deadline, by July 10, 2019. Time constraints may prevent staff from reviewing draft proposals submitted after that date.

Applications must be received and validated by Grants.gov by 11:59 PM Eastern

Time on August 21, 2019. Grants.gov will date- and time-stamp your application after it is fully uploaded. Late, incomplete, or ineligible applications will not be reviewed.

IV. What Happens After the Submission of an Application

Confirming the acceptance of your application

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

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. [Learn more about the NEH review process.](#)

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Administrative Requirements set forth in [2 CFR §200.2052](#). This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

Information for all applicants and for successful applicants

Applicants will be notified of the decision by e-mail in March 2020. Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by e-mail in April 2020. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The [Grant Management](#) section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending a letter to NEH, Division of Research Programs, 400 Seventh Street, S.W., Washington, D.C. 20506, or an e-mail message to fpiri@neh.gov.

Reporting requirements

Award recipients will be required to submit annual fellowship selection reports and annual financial reports. A final performance report and a final financial report will be required following the period of performance. See the Instructions for Fellowship Selection Reports document, which is available on the [program resource page](#), and the [Performance Reporting Requirements](#) and [Financial Reporting Requirements](#) on the Manage Your Award section of the NEH website for further details.

Recipients must submit **one copy of all products**—books, videos, CD-ROMs, etc.—resulting from research supported by the NEH award to:

National Endowment for the Humanities
Division of Research – FPIRI Program

400 Seventh Street, SW
Washington, DC 20506
202-606-8200

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

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](#).

V. Additional Information

Contact information for the program and Grants.gov

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

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

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

If you need technical assistance in submitting your application to Grants.gov, contact Grants.gov 24 hours a day, seven days a week (excluding federal holidays).

Grants.gov: <https://www.grants.gov/>
Grants.gov help desk: support@grants.gov
[Grants.gov customer support tutorials and manuals](#)
Grants.gov support line: 1-800-518-GRANTS (4726)

Privacy policy

Information in this notice of funding opportunity is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. 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 the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please 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; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. 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.

Application checklist

- **Register your institution or verify its registration with the System for Award Management (SAM).** Begin a new registration at least six weeks before the deadline. Read the [SAM update and FAQs](#) to learn more about this process.
- **Register your institution or verify its registration with Grants.gov.** Begin a new registration at least two weeks before the deadline.
- **Access the application package through Grants.gov Workspace.** The [program resource page](#) on NEH's website has a direct link to the package. You can also search Grants.gov for this program. The program resource page has a direct link to the NEH instructions for completing the package.
- **Complete the following forms contained in the Grants.gov application package:**
 1. SF-424 Application for Federal Domestic Assistance – Short Organizational
 2. Supplementary Cover Sheet for NEH Grant Programs
 3. Project/Performance Site Location(s) Form
 4. Attachments Form—Using this form, attach the components of your application as described in the Attachment Table
- **Upload your application to Grants.gov.** NEH **strongly** suggests that you submit your application no later than noon Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

Timeline

Until August 21, 2019: Contact Division of Research Programs program officers (at 202-606-8200 or fpri@neh.gov) with questions and for advice (optional)

July 10, 2019: Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process by this date

July 10, 2019: Submit draft application (optional) by this date

August 7, 2019: Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

August 21, 2019: Applications must be submitted through and validated by Grants.gov by 11:59 PM on this date

December 2019: Peer review panel takes place

March 2020: Meeting of the National Council on the Humanities, followed by funding decisions

April 2020: Applicants are notified of the funding decisions

May-June 2020: Institutional grants administrators and project directors of successful applications receive award documents by e-mail from the NEH Office of Grant Management

January 2021: Successful applicants begin the process of selecting their fellows