



NATIONAL ENDOWMENT FOR THE HUMANITIES

**NOTICE OF FUNDING OPPORTUNITY**

**Funding Opportunity Title:  
Fellowships Open Book Program**

Funding Opportunity Number: 20230315-DR

Funding Opportunity Type: Limited Competition

Federal Assistance Listing Number: 45.169

**Application Deadlines:**

**March 15, 2023**

**July 14, 2023**

**November 15, 2023**

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 one month to complete.

Office of Digital Humanities  
Division of Research Programs  
Email: [odh@neh.gov](mailto:odh@neh.gov)  
Telecommunications Relay Service: 7-1-1

OMB control number 3136-0134, expiration date October 31, 2024

## 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 awards publishers a \$5,500 grant to release open access digital editions of books whose underlying research was funded by an eligible NEH fellowship or grant. (See [A. Program Description](#) for a complete list of eligible programs.) Publishers must release e-books 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 published, reissued, or printed in a new edition during or after calendar year 2016.

Funding Opportunity Title	Fellowships Open Book Program
Funding Opportunity Number	20230315-DR
Federal Assistance Listing Number	45.169
Application Deadlines	March 15, 2023, at 11:59 p.m. Eastern Time July 14, 2023, at 11:59 p.m. Eastern Time November 15, 2023, at 11:59 p.m. Eastern Time
Anticipated Announcements	Approximately one month before the project start date.
Anticipated Funding	Approximately \$150,000 per deadline
Estimated Number and Type of Awards	Approximately 10-15 fixed amount awards per deadline
Award Amounts	\$5,500
Cost Sharing/Match Required	No
Period of Performance	Up to 12 months. See <a href="#">B2. Federal Award Information</a> for details.
Eligible Applicants	Eligibility is limited to publishers who have published during or after 2016 (or will publish within the period of performance) a book whose research was supported by an NEH fellowship or grant program, including books that were reissued or published in new editions during this period. See <a href="#">A. Program Description</a> for a full list of eligible programs.  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.  See <a href="#">C. Eligibility Information</a> for additional information.
Program Resource Page	<a href="https://www.neh.gov/grants/odh/FOBP">https://www.neh.gov/grants/odh/FOBP</a>
Published	November 21, 2022

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# A. Program Description

## 1. Purpose

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

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

FOBP supports the following costs and activities:

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

## Programmatic Requirements

### Allowable Books

This limited competition is open to nonprofit publishers who have published a book supported by NEH-funded research. The book must have been published, reissued, or printed in a new edition during or after 2016 as listed on the copyright page (or be forthcoming during the period of performance). The publisher will use the funds to issue an open access e-book with a Creative Commons license, opening it up to a wide audience of readers.

The book must meet the following criteria:

- The book's underlying research must have been supported by one of the following current or retired NEH programs:
  - Programs for individuals
    - [Awards for Faculty at Hispanic-Serving Institutions](#)
    - [Awards for Faculty at Historically Black Colleges and Universities](#)
    - [Awards for Faculty at Tribal Colleges and Universities](#)
    - [Fellowships](#)
    - [Fellowships for Advanced Social Science Research on Japan](#)
    - Fellowships for College Teachers
    - Fellowships for University Teachers
    - [NEH-Mellon Fellowships for Digital Publication](#)
    - [Public Scholars](#)
    - [Summer Stipends](#)
  - Programs for institutions
    - [Dangers and Opportunities of Technology](#)
    - [Digital Humanities Advancement Grants](#)
    - Digital Humanities Implementation Grants
    - Digital Humanities Start-Up Grants
- The book must explicitly draw on ideas and methods proposed in the NEH application, and reference research conducted during the award's period of performance.
- If previously published, the book must have included an acknowledgement to the relevant NEH award for the author's research and/or writing.

- The book, including other editions and translations, must not have previously received funding through the Fellowships Open Book Program.
- Applicants may seek funding for books that are new, reissued, or republished as a new edition. The book may be written in any language, and translated editions are eligible. Edited volumes are not eligible.
- NEH will only award one FOBP award for each underlying individual fellowship. In the case of books resulting from collaborative projects, one book authored by each team member would be eligible for an FOBP award.

## Outputs

- By the end of the period of performance, you must release an e-book edition in the EPUB format, version 3.1 or later. NEH also encourages recipients to release the book in other e-book formats (e.g., Kindle format or PDF).
- You must license the e-book using one of the [six standard Creative Commons licenses](#).
- You must embed metadata into each e-book 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 e-book must include the following:
  - A statement that reads “Open access edition funded by the National Endowment for the Humanities.”
  - While the original copyright statement should remain (e.g., “Copyright ©2019 Jefferson University Press”), you must remove the phrase “All rights reserved” and replace it 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/>”).
- You must make the final open access e-book available via at least two major e-book distribution channels (e.g., [Project MUSE](#), [JSTOR](#), [OAPEN](#), [Amazon](#), [HathiTrust](#)).
- You must pay the author a royalty of at least \$500 upon release of the open access e-book. If a book has multiple authors, the \$500 should be divided among them.

See [D6. Funding Restrictions](#) for unallowable activities.

## 2. Background

NEH offers this funding opportunity under the authority of [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 \(for grants and cooperative agreements issued January 1, 2022, or later\)](#).

Under [Section 3\(a\) of the National Foundation on the Arts and the Humanities Act of 1965](#), as amended, “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.”

Use the [Funded Projects Query Form](#) to find examples of NEH-supported projects.

[Learn more about NEH.](#)

## **B. Federal Award Information**

### **1. Type of Application and Award**

This is a limited competition. NEH will provide funding in the form of fixed amount grants.

### **2. Summary of Funding**

#### **Award amounts**

All awards are for the fixed amount of \$5,500.

NEH will award successful applicants outright funds, which are not contingent on additional funding from other sources.

NEH expects to award approximately \$150,000 among an estimated 10-15 recipients per deadline.

NEH will not determine the amount available until Congress makes appropriations for FY 2023. NEH will issue awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency action to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

#### **Period of performance**

The period of performance is the span of time during which you may incur expenses to carry out the work under the award. It must start on the first day of the month and end on the last day of a month. The period of performance for this program is twelve months.

If you apply for the March 15, 2023, deadline, your period of performance will be August 1, 2023, to July 31, 2024.

If you apply for the July 14, 2023, deadline, your period of performance will be December 1, 2023, to November 30, 2024.

If you apply for the November 15, 2023, deadline, your period of performance will be April 1, 2024, to March 31, 2025.

## **C. Eligibility Information**

### **1. Eligible Applicants**

Eligibility is limited to publishers who have published during or after calendar year 2016 a book whose research was supported by one of the NEH 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. [See A1. Purpose for details about allowable books.](#)

To be eligible, you must not function solely as a fiscal agent for another entity and must make substantive contributions to the success of the project.

Individuals and other organizations, including foreign and for-profit entities, are ineligible.

### **2. Cost Sharing**

NEH does not require cost sharing in this program.

Cost sharing or matching is the portion of the project costs you pay for with non-NEH funds. Peer reviewers will not consider cost sharing in their evaluation of applications.

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

You may submit multiple applications for separate and distinct projects under this notice.

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

Per [2 CFR § 200.403\(f\)](#), you must not include the same project costs in more than one application for federal funding and/or approved federal award budget. However, you may submit multiple proposals for **complementary** aspects of the same overall project. NEH may disallow costs or reject applications with overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

NEH does not make awards to other federal entities. If your project is so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities, it is ineligible. You may use funds from, or sites and materials controlled by, other federal entities in your project.

NEH does not provide financial assistance to foreign institutions or organizations. If you are an eligible domestic entity, you may apply for collaborative projects involving foreign organizations provided you do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in [2 CFR §§ 200.1](#) and [.331\(a\)](#). You may obtain the services of foreign individuals and consultants to carry out programmatic activities on a fee-for-service basis, as specified in [2 CFR § 200.459](#). You may obtain goods and services from foreign vendors, such as in-country transportation services, in accordance with [2 CFR § 200.331\(b\)](#). If you plan to submit an application involving international collaboration, contact program staff at [odh@neh.gov](mailto:odh@neh.gov).

**Except for the rare cases covered by its [late submission policy](#), NEH will not consider applications submitted after the [deadline](#).**

**NEH will not consider incomplete, nonresponsive, or ineligible applications for funding.**

**NEH will not consider applications that exceed page limits or deviate from formatting instructions.** See the [Application Components Table](#).

## **D. Application and Submission Information**

### **1. Application Package**

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20230315-DR. There is also a link on the [program resource page](#).

Once you have located the funding opportunity in Grants.gov, you will find the application package under the "Package" tab. It includes a series of required and conditionally required forms. You will upload additional application components using the [Attachments Form](#).

You must complete a multistep registration process to submit your application. See [D3. Unique Entity Identifier and System for Award Management](#).

Contact [odh@neh.gov](mailto:odh@neh.gov) to request a paper copy of this notice.

If you are deaf or hard of hearing, you can contact NEH using telecommunications relay at 7-1-1.

## **2. Content and Form of Application Submission**

This limited competition is using a streamlined application process and will not require a narrative or budget. You will complete the forms within Grants.gov Workspace and upload other components into the [Attachments Form](#). See the Application Component Table.

You must submit all required components. **NEH will not review applications missing any required documents.**

Take note of the page limits and formatting instructions in this notice. **NEH will not review applications that exceed mandatory page limits or deviate from formatting instructions.**

Your application components must conform to the following formatting requirements, unless otherwise indicated:

- pages no larger than standard letter (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11 points

In addition, NEH encourages you to format your components consistent with the following:

- single-spacing
- a readable font such as Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style (citations are included in page counts)



## Application Component Table

Application Component	File Name	Designation	Page limit
<b>Grants.gov forms</b>			
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>		Required	
<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>		Required	
<a href="#">Project/Performance Site(s) Location Form</a>		Required	
<a href="#">Attachments Form</a>		Required	
<b>Attachments</b>			
<a href="#">1: Letter(s) of commitment</a>	letters.pdf	Required	2 pages per letter (mandatory)
<a href="#">2: Book information</a>	workplan.pdf	Required	2 pages (mandatory)

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

This form requests basic information about your institution, the proposed project, and key contacts. Items 1, 2, and 4 will be automatically filled in; leave item 3 blank.

#### 5. Applicant Information

a-d. Provide your organization’s legal name, address, and web address. Select the applicant type that best describes your organization from the drop-down menu.

e-f. Provide your organization’s employer/taxpayer identification number (EIN/TIN), and Unique Entity Identifier assigned by the [System for Award Management](#). If you do not know your identifier, contact your grant administrator or chief financial officer. See [D3. Unique Entity Identifier and System for Award Management](#).

g. Provide your [congressional district](#) with your two-character state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter “AL-005.” If your institution is in a state or U.S. jurisdiction that does not have districts, enter “000” in place of the district number. If your institution is outside the U.S., enter “00-000.”

#### 6. Project Information

a. Provide your project’s title. Title your project “Open-access edition of [book title] by [author].” If NEH funds your project, the agency may retitle your project for clarity in internal and external communications, including the public announcement of awards. Regardless, you may use your preferred title when carrying out the project.

b. Provide a brief description of your project (no more than one thousand characters, including spaces). This description can be the same as the “brief description of the book” included in [Attachment 2: Book Description](#).

c. State your project’s period of performance start and end dates. Your project must start on the first day of a month and end on the last day of a month. See [B2. Summary of Funding](#) for allowable periods of performance.

## **7. Project Director**

Provide the project director's name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. You must notify the NEH Office of Grant Management immediately if you need to change project directors.

If the project director is not employed by the applicant organization, you must have a formal written agreement with the project director that specifies an official relationship between the parties even if the relationship does not involve a salary or other form of remuneration.

## **8. Primary Contact/Grants Administrator**

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

**As a matter of NEH policy, the project director and primary contact/grant administrator must not be the same person.**

The grant administrator (also called the "institutional grant administrator") functions as the representative of the recipient organization. This individual should have authority to act on the organization's behalf in matters related to the administration of the award. The institutional grant administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions to the period of performance, and changes in key personnel.

NEH will address official correspondence (for example, the offer letter or Notice of Action) to the institutional grant administrator and copy the project director.

## **9. Authorized Representative**

Provide the name, title, and contact information for the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "authorizing official," is typically the institution's president, vice president, executive director, board chair, provost, or chancellor. The institution's Grants.gov E-Business Point of Contact must designate the AOR. See the [Grants.gov Online User Guide](#).

## **Supplementary Cover Sheet for NEH Grant Programs**

### **1. Project Director**

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

### **2. Institutional Information**

Select your institution type from the drop-down menu.

### **3. Project Funding**

Enter \$5,500 in outright funds.

### **4. Application Information**

Indicate whether you or others will submit complementary proposals to other NEH programs, government agencies, or private entities. If so, specify when and to whom. NEH will not consider this information when evaluating the merits of your proposal. See [C3. Other Eligibility Information](#) for restrictions regarding overlapping costs.

For type of application, check "new."

Select the book's primary discipline from the drop-down menu. If applicable, select the project's secondary and tertiary disciplines.

### **Project/Performance Site Location(s) Form**

Provide the primary location and any other locations where you will conduct project activities during the period of performance.

Enter [congressional districts](#) using the two-letter state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter "AL-005." If your institution is in a state or U.S. jurisdiction that does not have districts, enter "000" in place of the district number. If your institution is outside the U.S., enter "00-000."

The form has space for 300 sites. If your project includes additional locations, list them in a separate document. Save the document as a PDF named `additionallocations.pdf` and attach it under "Additional Locations."

### **Attachments Form**

This form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).** Convert all non-PDF files (e.g., Word, Excel, images) to PDFs. If an attachment contains multiple documents, merge them into a single file. Be aware that, occasionally, converting a document to PDF may alter its length. You must ensure that each attachment is within the page limit, if applicable.

Do not attach portfolios containing multiple PDFs.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures). Remove these features (or "flatten" these files) before uploading to Grants.gov.

Consult the [Application Components Table](#) to name and sequence your attachments so that NEH can easily identify them. Grants.gov may reject your application if file names are more than 50 characters; if you use the same name for multiple files; or if file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign.

Grants.gov may accept and validate your application even if you are missing required components or have formatted them incorrectly. You must ensure that you have formatted, attached, and submitted all required components correctly. If you have not, NEH may reject your application as incomplete or nonresponsive.

Learn about [Adobe software compatibility with Grants.gov](#) and ensure that you can use your version of Adobe Acrobat Reader to download, complete, and submit your application.

### **Attachment 1: Letter(s) of commitment**

NEH requires a letter of commitment from the book's author(s). The project director for this award does not need to provide a letter of commitment. For co-authored books, each author must provide a separate letter.

In this letter of commitment, the author(s) should:

- indicate that they concur with your plan to release a free-to-download digital edition of their book governed by a Creative Commons license
- provide the Federal Award Identification Number of the fellowship or grant that originally supported the book
  - To look up an award number, consult [NEH's online query form](#).

Additionally, if the author is the recipient of an NEH award for individuals (e.g., Fellowships, Summer Stipends), they should:

- state whether the book differs from the book proposed and reviewed in the original NEH application
- describe any changes in argument, content, or structure, and their impact on the final manuscript

Otherwise, if the author's research was supported by an NEH institutional award (e.g., Dangers and Opportunities of Technology or Digital Humanities Advancement Grant), they should:

- describe their role in the grant-funded project (e.g., project director, research assistant)
- describe how the book builds on the project proposed and reviewed in the original application
- describe any differences in argument, content, or structure from the original project

Each letter must not exceed two pages. Compile multiple letters into a single PDF file. Name the file letters.pdf.

## **Attachment 2: Book information**

Include the following information:

- a brief description of the book (approximately one paragraph)
- the date of original publication, reissue, or new edition, or expected date of publication
- the name, job title, and institution of the author(s)
- for existing publications, the page number where 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

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

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

Before submitting its application, your organization must register with the [System for Award Management \(SAM\)](#) and [Grants.gov](#). [Learn more about this multistep process](#).

**NEH encourages organizations with SAM registrations to check the validation of their UEI well in advance of the deadline to ensure that they are accurate, current, and active.** Due to the recent transition from D-U-N-S® numbers to Unique Entity Identifiers in April 2022, the Federal Service Desk is currently experiencing long delays with UEIs requiring validation. If your SAM registration is not active and current at the time of Grants.gov submission, NEH will reject your application.

You should allow several weeks to register with SAM and Grants.gov. NEH will not waive the online submission requirement or extend the application deadline to allow additional time for you to complete registration with SAM or Grants.gov.

## **Login.gov**

If you have not already done so, you must create a [Login.gov](#) user account to register and log in to SAM and Grants.gov. Login.gov is a secure sign in service used by the public to sign in to participating government agencies. [Create and link your account now.](#)

## **System for Award Management (SAM)**

Your organization must register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration with current information at all times during which you have an active federal award or an application under consideration by a federal agency. See [2 CFR § 25.110](#) for exceptions. SAM will assign your organization a [Unique Entity Identifier](#).

When registering or renewing in SAM, the system will prompt you to review and agree to certain financial assistance certifications and representations, as required by [2 CFR § 200.209](#).

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

[Check the status of your SAM.gov registration.](#)

## **Grants.gov**

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

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

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

Consult the [Grants.gov Online User Guide](#) if you have questions. Grants.gov maintains [a library of instructional videos](#) which may be helpful as you prepare your application.

## **4. Submission Dates and Times**

There will be three deadlines under this notice:

- March 15, 2023, at 11:59 p.m. Eastern Time
- July 14, 2023, at 11:59 p.m. Eastern Time
- November 15, 2023, at 11:59 p.m. Eastern Time

Applications must be complete, comply with length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.

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

When NEH receives your application, the agency will assign it a tracking number beginning with DR-. A tracking number does not guarantee that your application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not correctly formatted, eGMS, NEH's electronic grants management system, will reject your application and notify you by email. eGMS cannot detect other errors such as missing components or excess pages.

NEH recommends you submit your application 48 hours prior to the deadline so that you have time to correct any technical errors eGMS has notified you of or that you have discovered. It is your responsibility to correct any errors prior to the deadline.

NEH will not comment on the status of your application except regarding matters of eligibility, completeness, and responsiveness.

## **5. Intergovernmental Review**

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

## **6. Funding Restrictions**

You may not use awards made under this notice for the following purposes:

- books whose underlying research was not supported by one of the referenced NEH programs
- books whose underlying research was supported by one of the referenced NEH programs but whose NEH award is not acknowledged in the previously released edition of the book
- books that were first published (either in print or digitally) prior to 2016, unless the application is for an otherwise-permitted reissue or new edition
- edited collections
- books for children or young adults, self-help books, or textbooks
- 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; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

See also 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 Chair. The Chair considers the advice provided by program staff and, by law, makes all funding decisions.

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

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

NEH may ask you to submit additional programmatic or administrative information (such as supporting documentation) or to undertake certain activities in anticipation of an award. However, such requests do not guarantee that NEH will make an award.

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

Award decisions are discretionary and are not appealable to any federal official or board.

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

NEH will notify applicants of funding decisions by email approximately four months after the deadline. This notification is not an authorization to begin performance or incur related costs.

## **F. Federal Award Administration Information**

### **1. Federal Award Notices**

If NEH selects your application for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach approximately four months after the deadline.

### **2. Administrative and National Policy Requirements**

Each award is subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#), and any specific terms and conditions that NEH places on the award in the Notice of Action.

### **Debarment, suspension, ineligibility, and voluntary exclusion certification**

By submitting an application, you certify that neither your institution nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

You must comply with [2 CFR §§ 180.335](#) and [.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

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

As a taxpayer-supported federal agency, NEH strives to make the products of its awards available to the broadest possible audience. NEH's goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of award products. All other considerations being equal, NEH gives preference to projects that provide free access to the public.

You must comply with [Section 504 of the Rehabilitation Act of 1973](#), which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. Consult [Design for Accessibility: A Cultural Administrator's Handbook](#).

## Copyright information

Subject to applicable law, you may copyright work that you develop or acquire under an award. In accordance with [2 CFR § 200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish excerpts of grant products in [Humanities](#) magazine or on its website.

## Acknowledging NEH support

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

## Program income

If your NEH-supported activities generate income during the period of performance, you must use it for additional approved project-related activities. See [2 CFR § 200.307](#) for income that you generate after the period of performance.

## Eliminate waste, fraud, and abuse

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

## Termination

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

## 3. Reporting

If you receive an award, you must complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. NEH will provide further information in the Notice of Action.

**Final Reports.** Recipients must submit a final Federal Financial Report (SF-425) 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.

Learn more about [performance reporting requirements](#) and [financial reporting requirements](#).

## 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](mailto: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](mailto:grantmanagement@neh.gov)

If you are deaf or hard of hearing, you can contact NEH using telecommunications relay at 7-1-1.

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

[Federal Service Desk](#)  
U.S. calls: 866-606-8220  
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov Applicant Support at:

[Grants.gov Applicant Support](#)  
U.S. calls: 1-800-518-4726  
International calls: 606-545-5035  
Email: [support@grants.gov](mailto:support@grants.gov)

Always obtain a case number when calling for support.

## **H. Other Information**

### **Privacy policy**

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

### **Application completion time**

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

needed; and completing and reviewing the application. Time needed may vary from program to program.

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at [grantmanagement@neh.gov](mailto:grantmanagement@neh.gov). According to the [Paperwork Reduction Act of 1995](#), no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2024.