



NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

**Funding Opportunity Title:
Humanities Collections and Reference Resources**

Funding Opportunity Number: 20210715-PW

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.149

Application Deadline: July 15, 2021

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

Division of Preservation and Access
Telephone: 202-606-8570
Email: preservation@neh.gov
Federal Relay: 800-877-8399

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

Executive Summary

The National Endowment for the Humanities (NEH) Division of Preservation and Access is accepting applications for the Humanities Collections and Reference Resources program. The purpose of this program is to support projects that provide an essential underpinning for scholarship, education, and public programming in the humanities. This program strengthens efforts to extend the life of humanities collections and make their intellectual content widely accessible, often through the use of digital technology. Awards are also made to create various reference resources that facilitate use of cultural materials, from works that provide basic information quickly to tools that synthesize and codify knowledge of a subject for in-depth investigation.

Funding Opportunity Title:	Humanities Collections and Reference Resources
Funding Opportunity Number:	20210715-PW
Federal Assistance Listing Number:	45.149
Application Deadline:	July 15, 2021, 11:59 p.m. Eastern Time
Anticipated Announcement:	April 2022
Anticipated FY 22 Funding:	Approximately \$7,500,000
Estimated Number and Type of Award:	Approximately 35 grants
Award Amount:	Foundations: up to \$50,000 (plus \$10,000 for inter-institutional activities) Implementation: up to \$350,000
Cost Sharing/Match Required:	No
Period of Performance:	Foundations: up to two years Implementation: up to three years Projects may start as early as June 1, 2022 and as late as September 1, 2022.
Eligible Applicants:	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. See C. Eligibility Information for additional information.
Program Resource Page:	https://www.neh.gov/grants/preservation/humanities-collections-and-reference-resources

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A. Program Description

1. Purpose

This notice solicits applications for the Humanities Collections and Reference Resources program (HCRR).

HCRR supports projects that provide an essential underpinning for scholarship, education, and public programming in the humanities. Thousands of libraries, archives, museums, and historical organizations across the country maintain important collections of books and manuscripts, photographs, sound recordings and moving images, archaeological and ethnographic artifacts, art and material culture, and digital objects. This program strengthens efforts to extend the life of such materials and make their intellectual content widely accessible, often through the use of digital technology. Awards are also made to create various reference resources that facilitate use of cultural materials, from works that provide basic information quickly to tools that synthesize and codify knowledge of a subject for in-depth investigation.

Proposed projects may address the holdings or activities of a single institution or may involve a partnership between organizations. However, even in the case of single-institution projects, working with colleagues in other departments or institutions can help ensure that proposed activities are achievable and will have maximum impact for the humanities. Collaboration can be crucial in providing the appropriate mix of humanities content and methodological expertise and can help broaden the scope of, and audiences for, proposed collections or reference resources. In all cases, projects should be designed to facilitate sharing, exchange, and interoperability of humanities information and products.

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

Funding categories

The HCRR program includes two funding categories: Foundations and Implementation.

Foundations

Foundations awards support planning, assessment, and pilot activities that incorporate cross-disciplinary expertise in order to help in the formative stages of efforts to preserve and create access to humanities collections or to produce reference resources. Drawing upon the cooperation of humanities scholars and technical specialists, these projects might encompass efforts to prepare for establishing intellectual control of collections, to solidify collaborative frameworks and strategic plans for complex digital reference resources, or to produce preliminary versions of online collections or resources. The variety of experts may include humanities scholars, archivists, curators, librarians, preservation specialists, and other information professionals, as pertinent to your goals. Although the most important consideration is to assemble a qualified group that is appropriate to the project, reviewers tend to look favorably on teams that include experts from both within and beyond your institution.

Foundations awards may be used to address one or a combination of the following activities:

- analyzing and evaluating the humanities content strengths, intellectual control requirements, and preservation needs of significant humanities collections, including the development and distribution of collection-level descriptive information (projects to process or catalog collections at more detailed levels should apply instead for an Implementation award);
- identifying and prioritizing humanities materials for digitization, developing project-

specific selection criteria, evaluating technical requirements for digital preservation and access, reformatting test-bed items, and/or exploring third-party service arrangements;

- developing plans and protocols for ensuring the preservation of digital humanities content (previously digitized or born digital), which could include preliminary testing and evaluation of institutional and/or distributed digital repository systems; or
- creating editorial plans, locating and assembling resources, devising strategies for technological and programmatic sustainability, and producing content exemplars for reference resources such as encyclopedias, databases, virtual archives, etymological dictionaries, or online atlases.

Any inter-institutional partnerships should be in place at the time of application, but Foundations projects can include efforts to identify individual community members who would serve in an advisory capacity.

Foundations projects should demonstrate that the first stages of effort—for example, initial collections appraisal and accessioning, conceptualization of scope and audience for reference resources, or consortium partner contact and cooperation—have been achieved. Because pilot activities are crucial to the ultimate success of preservation and access initiatives, applicants are urged to incorporate the creation of test-case products that will inform planning and evaluation.

Successful completion of a Foundations project is not a prerequisite for Implementation support in this program. While Foundations award recipients may choose to apply later for an Implementation award, they are not required to do so. Project outcomes for Foundations awards must be clearly described in the narrative and listed in [Attachment 3: Project deliverables](#), which could include:

- detailed evaluation reports to guide decision making for preserving and creating access to humanities collections;
- descriptions of prioritized sources and technical requirements for future digitization;
- strategic planning documents for digital preservation efforts; or
- editorial policy, procedure, and scheduling guidelines; tables of contents; and sustainability and dissemination plans for reference resources.

Partnership/mentorship opportunity

In order to enhance access to humanities collections held by smaller institutions, Foundations applicants may request an additional \$10,000 (above the \$50,000 ceiling) to support *inter-institutional* planning and pilot activities. Applicants may be small institutions proposing to work with a larger repository or larger institutions proposing to collaborate with one or more smaller partners. In either case, applicants must demonstrate that each participating institution is fully engaged in the project and is an equal stakeholder in its outcomes. Applicants should describe how ongoing working relationships between partners could be maintained through future implementation phases and beyond.

Partnerships or mentorships might be especially well suited for community-based cultural heritage initiatives but are not limited in geographic or topical scope.

Implementation

Applications may be submitted for projects that address one or more of the following humanities activities:

- arranging and describing archival and manuscript collections;
- cataloging collections of printed works, photographs, recorded sound, moving

- images, art, and material culture;
- providing conservation treatment for collections, leading to enhanced access;
- digitizing collections;
- preserving and improving access to born-digital sources, including updating existing digital resources;
- developing databases, virtual collections, other digital resources, or project-specific tools to codify information on a subject or to provide integrated access to selected humanities materials;
- creating encyclopedias;
- preparing linguistic resources, such as historical and etymological dictionaries, corpora, and reference grammars (separate funding is available for [endangered language projects](#) in partnership with the National Science Foundation); and
- producing resources for spatial analysis and representation of humanities data, such as atlases and geographic information systems (GIS).

Because ensuring the longevity of humanities sources is critical to enabling their ongoing use, applicants may request support for implementing preservation measures, such as reformatting (including microfilming), rehousing, or item-level stabilization procedures, in the context of projects that also create or enhance access to humanities collections.

2. Background

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

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

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

[Learn more about NEH.](#)

NEH Areas of Interest

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

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

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

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

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

You may request up to \$50,000 for Foundations awards and up to \$350,000 for Implementation awards. In order to enhance access to humanities collections held by smaller institutions, Foundations applicants may request an additional \$10,000 (for a total of \$60,000) to support *inter-institutional* planning and pilot activities.

The period of performance is up to two years for Foundations awards and up to three years for Implementation awards. Projects may start as early as June 1, 2022 and as late as September 1, 2022.

Approximately \$7,500,000 is expected to be available to fund 35 recipients.

NEH will not determine the amount available until Congress has enacted the final FY 2022 budget. This notice is subject to the availability of appropriated funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.

An eligible entity may apply on behalf of a consortium of collaborating organizations. The lead applicant would be programmatically, legally, and fiscally responsible for the award.

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

2. Cost Sharing

Cost sharing is not required in this program, unless federal matching funds are requested.

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

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

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

Required cost sharing includes third-party non-federal gift money that must be raised to release federal matching funds.

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

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

3. Other Eligibility Information

Eligible applicants may submit multiple applications for separate and distinct projects under this notice. Collaborating organizations may be included as participants in multiple proposals.

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

An applicant whose project has received a prior award from NEH may request support for a new or subsequent stage of that project. Such proposals will be judged by the same criteria as others in the current competition. Previously rejected applications may be revised and resubmitted.

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

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

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

D. Application and Submission Information

1. Application Package

This funding opportunity is available in Grants.gov under number 20210715-PW. You can also find a link to the funding opportunity on the [program resource page](#).

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

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

To request a paper copy of this notice, contact preservation@neh.gov.

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

2. Content and Form of Application Submission

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

Narrative

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

Limit the narrative for Foundations applications to ten single-spaced pages; limit the narrative for Implementation applications to fifteen single-spaced pages. All pages should have one-inch margins and the font size should be no smaller than eleven point.

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

Significance (corresponds to [review criterion 1](#))

Justify the importance of the project on the basis of its long-term benefits to research, education, or public programming in the humanities. Discuss the central humanities themes, questions, or disciplines to be addressed.

For Foundations projects involving humanities collections, provide a brief profile of the nature and importance of the sources that would be the focus of assessment or planning and include examples of materials to be used in any pilot efforts. For Implementation projects involving humanities collections, describe the selection criteria, nature, size, and intellectual content of the selected collections; explain how they relate to similar collections, both within and external to your organization. Discuss the rationale for focusing on these particular sources.

For Foundations applicants proposing reference resources, provide a clear conceptual vision of the scope and contents of the eventual product and its relationship to other pertinent works or tools. For Implementation applicants proposing reference resources, define the selection criteria

and explain how your project relates to existing resources. Demonstrate what this work or tool will provide that other resources cannot.

All applicants must discuss actual and anticipated use of the collection or reference work. Identify the audience(s) that the project would serve. Document use, when possible, through examples of outcomes such as scholarly publications, educational activities, exhibitions, or media programming.

History, scope, and duration (corresponds with [review criteria 1 and 4](#))

Provide a concise history of the project, including information about preliminary research and planning, financial support already received, and resources or research facilities available; if relevant, describe the goals of the larger initiative of which it is a part. If an Implementation project will take more than three years to complete, describe the scope and duration of the entire initiative, as well as the specific accomplishments or products intended for the period of performance.

List any project-specific products or publications to date in print or electronic form. When appropriate, indicate print runs, sales, and royalties relating to publications; in the case of online products, include the URL and provide user analytics. If the project has been previously supported by NEH, compare the accomplishments in the current or past period of performance with the intended goals. For applicants proposing to continue work on long-standing reference resources, describe how the project has adapted to or envisions incorporating changes in technology and user expectations.

Methodology and standards (corresponds with [review criterion 2](#))

Explain how you will execute the project and how it will conform to appropriate national standards and accepted professional practices. If your methodology departs from usual standards and procedures, explain why the project requires such an approach and how the results would be interoperable with other relevant resources that follow existing standards.

Discuss any intellectual property or privacy issues that might affect the availability of collections or the dissemination of reference resources. Describe how intellectual property and privacy issues would be addressed in the course of the project and provide documentation of applicable permissions, donor agreements, licenses, or proofs of informed consent in [Attachment 8: Additional supporting documentation](#).

Additionally, address the following, as relevant.

Projects to preserve humanities collections and make them accessible

Describe the collections' present condition and level of intellectual control. Discuss the manner in which the physical materials or digital assets will be organized or reorganized, and the ways in which users will discover and access them. Reference pertinent strategies, policies, and procedures for collections stewardship; include information on managing the preservation environment when relevant.

Additionally, provide the following information:

- For archival processing projects, discuss the rationale for the arrangement of the collections and the level of description proposed for the finding aids.
- For cataloging projects, describe the level of detail of the records to be created, the formats, vocabularies, and systems to be used and the extent to which the records will involve original, enhanced, or copy cataloging. Describe how the metadata will be shared

and any plans to support its re-use (for example, contributing to aggregated digital platforms or creating an API).

- For conservation treatment projects leading to enhanced access, describe the amount, types, and condition of material to be treated and discuss how access will be enhanced. Provide the rationale for the chosen approach or method and identify applicable procedures and/or quality control measures. Include treatment proposals and cost estimates prepared by qualified conservators in [Attachment 8: Additional supporting documentation](#).
- For digitization projects, specify the quantity of digital objects to be made available for use; the nature, formats, and quality of the sources from which they would be derived; and the handling and care of original materials during and after reformatting.
- For projects to preserve and provide access to born-digital sources, specify data formats, the current extent of accessibility or obsolescence, and strategies to ensure enduring use, such as migration, emulation, or data harvesting.

Projects to create reference works or research tools

Indicate the content, form, and length of entries or citations and describe the editorial procedures for writing entries and verifying information. Include a preliminary list of entries, organized by subject areas or topics, and the instructions provided to contributors in [Attachment 8: Additional supporting documentation](#). As applicable, indicate how the work or tool will be updated, including the addition of new material and the revision of existing content.

For language dictionaries, describe the lexicographical principles to be employed.

Projects for planning, assessment, and pilot work (Foundations)

Identify any professional standards, research, or precedents that will inform the project. Discuss the knowledge and skills that the project requires and explain how the planning team members have been chosen and assembled to meet those needs. Explain how the team will gather relevant information and provide copies of any assessment tools in [Attachment 8: Additional supporting documentation](#). Indicate the methods of communication and collaboration to be employed and the framework for decision making.

Describe the anticipated final products and outcomes and how these will guide future stages of work. Specify the nature of any testing or modeling efforts and, if possible, provide examples. If the project will produce and distribute collection information or reference resource content, identify the methods to be employed and the manner in which it will be made accessible.

If you are requesting an additional \$10,000 for the “[partnership/mentorship opportunity](#),” discuss strategies that could lead not only to immediate, project-specific outcomes, but also to persistent engagement between the collaborating institutions. Explain how the project could enrich the broader mission and longer-term vision, goals, and capabilities of each partner.

Additional technical considerations for projects creating digital products

If you will employ digital technology and methods, indicate the technical specifications to be used and how they will facilitate the project. When relevant, provide the following information:

- the hardware and software to be used or refined (note that for projects that entail software development, applicants are encouraged to use open-source code which should be made publicly available through an online repository);
- preparations for and implementation of data processing (for example, digital capture, data entry, optical character recognition, or conversion from another electronic format);

- production, preservation, and distribution formats (for example, TIFF, JPEG, PDF/A, WAV), levels of resolution, compression, image enhancement, and the accuracy of textual conversion or transcription;
- provisions for ensuring quality control;
- schema for descriptive, administrative, preservation, and technical metadata, as well as the use of controlled vocabularies;
- system(s) used to manage and present digital content, including pertinent features for facilitating end use;
- methods for enhancing discoverability, via search engine optimization, open data harvesting, and/or inclusion in an aggregated resource such as a digital library, cooperative portal, or clearinghouse; and
- as relevant, procedures for facilitating computational re-use of data for purposes such as text mining, visualization, topic modeling, geo-coding, or other digital methods.

Sustainability of project outcomes and digital content (corresponds with [review criterion 4](#))

Describe how the project's results will be maintained and supported beyond the period of performance. Demonstrate institutional commitment to ensuring sustained access to collections or reference resources. For Foundations projects, discuss the next steps that you envision as an outgrowth of the award, and how these would be supported.

NEH expects that any collections or resources produced in digital form as a result of its awards will be maintained so as to ensure their long-term availability. Discuss plans for meeting this expectation. As relevant, provide details on digital preservation infrastructure and policies, such as repository system capabilities, storage requirements and capacity, migration or emulation strategies, and collaborative or third-party arrangements.

Dissemination (corresponds with [review criterion 6](#))

Explain how the results of the project will be disseminated and why these means are appropriate to the subject matter and intended audience. If applicable, identify the online systems through which researchers will discover and use finding aids, catalog information, or digital resources. NEH encourages the contribution of descriptive information and digital products to cooperative networks and digital resource aggregators. If relevant, discuss publishing arrangements, publicity plans, estimated prices, and user costs. Consistent with NEH's [policy on providing access to NEH-funded products](#), recipients should provide access to all products through the Internet, on-site use, interlibrary loan, or duplication of materials at cost, insofar as the condition of the materials and intellectual property rights allow. NEH encourages applicants to leverage open access online resources and use Creative Commons licenses, as possible and appropriate.

Describe your plans to bring the project to the attention of the relevant communities of users. The HCRP program can support outreach activities within appropriate limits. Your budget may include staff time and other eligible expenses related to disseminating the NEH-funded product. In many cases, the dissemination work to be accomplished during the period of performance will be preparatory and developmental; larger scale dissemination work would more likely occur after the project concludes. Applicants seeking to disseminate project results through exhibits or other public humanities programs should consider programs offered by the NEH [Division of Public Programs](#).

Work plan (corresponds with [review criteria 3 and 5](#))

Summarize your work plan, providing an overview of what will be accomplished during each stage of the project. Describe activities for each stage and specify the project team members involved. For multi-institutional collaborative projects, discuss the distribution of responsibilities. Provide a detailed version of your work plan in [Attachment 4: Work Plan](#).

Staff (corresponds with [review criterion 5](#))

Identify the members of the project's staff, including consultants and/or personnel to be hired and summarize their duties and relevant qualifications. Specify individual roles and responsibilities as they relate to project activities, the tasks that they will perform, and the aspects of the project they will oversee. Indicate the time that the principal members of the project's staff will devote to the project. Provide two-page résumés for key personnel and all consultants as [Attachment 6: Résumés for key personnel](#).

If the project has an advisory board, list the names and affiliations of its members and explain its function. While having an advisory board is not a requirement, many projects benefit from early consultation with scholarly advisers and technical experts.

As relevant, explain how the perspectives of source or heritage communities that are the subjects of projects would be incorporated in the proposed activities and decision-making. In the case of proposed projects specific to Native American groups and cultural materials, indicate how your staffing plan (and other project components) will facilitate adherence to the [NEH Code of Ethics Relating to Native Americans](#).

NARRATIVE GUIDANCE	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
<u>Narrative Section</u>	<u>Review Criteria</u>
Significance	#1
History, scope, and duration	#1, 4
Methodology and standards	#2
Sustainability of project outcomes and digital content	#4
Dissemination	#6
Work plan	#3, 5
Staff	#5

Research and Related Budget

You must submit a project budget using the Research and Related Budget form included in the Grants.gov application package and attach a [budget justification](#). The Research and Related Budget, including the budget justification correspond to [review criteria 7](#).

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

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

[Restrictions](#) for a list of unallowable costs. Carefully review these instructions to ensure that costs are not disallowed.

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

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

If you are requesting federal matching funds, your budget must reflect total project costs including the one-to-one required cost share for the federal matching funds. As an example, an applicant requesting \$100,000 in outright funds and \$20,000 in federal matching funds must submit a budget that includes \$140,000 in total project costs (\$100,000 in outright funds, \$20,000 in federal matching funds, and \$20,000 in required cost share to unlock the federal matching funds.) Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the eligibility of gifts for matching purposes. The total federal matching funds and cost share should be equal to the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the "Federal Matching" and "Cost Sharing" fields.

Introductory Fields

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

A. Senior/Key Person

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

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

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

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

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

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

B. Other Personnel

For each project role described below, identify the number of personnel proposed, the total number of months, total salary, and total fringe benefits requested as described in [A. Senior/Key Person](#). Totals will be automatically calculated.

Post-doctoral associates, graduate students, and undergraduate students

In your [budget justification](#), list names, roles, associated months, and requested salary and fringe benefits for post-doctoral associates, graduate students, and undergraduate students.

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. Such costs are subject to the reporting requirements in [2 CFR §200.430](#), and must be treated as direct or indirect costs in accordance with the actual work being performed. Tuition remission may be charged on an average rate basis.

Secretarial/Clerical

In most circumstances, the salaries of administrative, secretarial, or clerical staff are included as part of indirect costs (see [H. Indirect Costs](#)). Per [2 CFR §200.413\(c\)](#), direct charging of salaries for administrative or clerical staff may be appropriate only if **all** of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have prior written approval of the federal awarding agency.
4. The costs are not also recovered as indirect costs.

In your [budget justification](#), document how direct charging for secretarial/clerical personnel (i.e., administrative and clerical staff) meets all four conditions. NEH may request additional information for these positions in order to assess allowability.

Additional Other Personnel

List any additional project role(s). The form can accommodate up to six named roles. If you have more than six, combine project roles here and explain in your [budget justification](#).

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

Do not list details of collaborators at other institutions or consultants here, as they will be included in [F. Other Direct Costs](#).

C. Equipment Description

List each item of equipment to be purchased and its estimated cost, including shipping and maintenance. Justify each in your [budget justification](#).

You may purchase equipment if an analysis demonstrates that it is more economical and practical than leasing (equipment rental/user fees should be included in [F. Other Direct Costs](#)). Equipment is defined as nonexpendable personal property costing \$5,000 or more and having a service life of more than one year (unless your organization has established a lower level). See [2 CFR §§200.313](#) and [.439](#). You may charge depreciation in compliance with [2 CFR §200.436](#).

Per [2CFR §200.322](#), as appropriate and to the extent consistent with law, applicants should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

The form can accommodate up to ten equipment items. If you request funds for additional equipment, list them in a separate document. Save the document as a PDF named additionalpersonnel.pdf and attach it under “Additional Equipment.” Enter the total funds requested for the additional equipment in the “Total funds requested for all equipment listed in the attached file” field.

Total equipment costs will be automatically calculated.

D. Travel

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

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

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

NEH funds may not be used to support attendance at regularly-occurring professional meetings unless the purpose of attending is to disseminate project-related findings.

Include travel costs for participants in [E3](#) and travel costs for consultants in [F3](#).

Total travel costs will be automatically calculated.

E. Participant/Trainee Support Costs

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

Per [2 CFR §200.432](#), a conference is defined as a meeting, retreat, seminar, symposium, workshop, or event, the primary purpose of which is the dissemination of technical information

beyond the non-federal entity and is necessary and reasonable for successful performance under the federal award.

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

Total participant support costs will be automatically calculated.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the total funds requested for participant stipends.

3. Travel

Enter the total funds requested for participant travel. In your [budget justification](#), name the travelers (if possible) and reflect the travel expenses for each (e.g., roundtrip airfare, mileage or public transportation, related parking, etc.).

4. Subsistence

Enter the total funds requested for participant subsistence. Subsistence expenses include lodging and service charges; meals, including taxes and tips; and incidental expenses (e.g., fees and tips).

5. Other

Describe other participant support costs (e.g., local ground transportation to venues, admission fees, bottled water, etc.) and enter the total funds requested for the costs described.

Number of Participants/Trainees

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

F. Other Direct Costs

Total other direct costs will be automatically calculated.

1. Materials and Supplies

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

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

2. Publication Costs

Enter the total funds requested for publication costs. You may request funds for the costs of documenting, preparing, publishing, or otherwise making available to others, the findings and products of the work conducted under the award. Include supporting information in your [budget justification](#).

3. Consultant Services

Enter the total funds requested for consultant services. In your [budget justification](#), describe each consultant, the services he/she will perform, total number of days, travel costs, and the total estimated costs. If your project includes an external advisory committee, include associated costs here.

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

4. Automated Data Processing (ADP)/Computer Services

Enter the total funds requested for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. In your [budget justification](#), include the established computer service rates, if applicable. If such services are provided by a third-party, include them in [Subawards/Consortium/Contractual Costs](#). Personal computers and peripherals should be included in [Materials and Supplies](#).

5. Subawards/Consortium/Contractual Costs

Enter the total funds requested (both direct and indirect costs) for activities to be performed by third-party subrecipients. This includes subawards and other contractual costs. Itemize the costs associated with the subaward or contract in your [budget justification](#), using the same categories on the Research and Related Budget. Justify each subrecipient individually. See [2 CFR §§200.331](#) and [.332](#).

Per [2 CFR §§200.1](#) and [.331\(a\)](#), a subaward is an award provided by a pass-through entity to a subrecipient to carry out part of a federal award. Payments to contractors (as defined in [2 CFR §200.1](#) and [.331\(b\)](#)) or payments to individuals who are beneficiaries of federal programs are not considered subawards.

A pass-through entity may provide a subaward through any form of legal agreement, including an agreement that the pass-through entity considers a contract. In determining whether an agreement between a pass-through entity and another non-federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. See [2 CFR §200.331\(c\)](#).

Per [2 CFR §25.300](#), recipients may only issue subawards with federal funds to organizations that have obtained and provided to the recipient a unique entity identifier. Subrecipients are not required to complete registration with the [System for Award Management \(SAM\)](#) to obtain a unique entity identifier. See [D3. Unique Entity Identifier and System for Award Management](#).

Contractual costs are occasionally sufficiently high enough to warrant a categorical breakdown of costs. When this is the case, provide detailed information in your [budget justification](#). NEH may request additional information in order to assess reasonableness and allowability.

If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement in [Attachment 9](#).

6. Equipment or Facility Rental/User Fees

Enter the total funds requested for rental/user fees for equipment and facilities. Identify and justify each rental/user fee in your [budget justification](#).

You may charge depreciation in compliance with [2 CFR §200.436](#). If you will use equipment purchased with federal funds under another award, it may be appropriate to charge user fees consistent with [2 CFR §200.313\(c\)\(2\)](#). You may not charge both depreciation and user fees.

Per [2 CFR §200.432](#), allowable conference costs may include rental of facilities. Rental costs under “less-than-arm's-length” leases are allowable with the condition that they must be consistent with the limitations set forth in [2 CFR §200.465\(c\)](#).

Federally funded meetings and conferences must be held in properties that comply with the [Hotel and Motel Fire Safety Act of 1990 \(Pub. L. 101-391\)](#). Consult the U.S. Fire Administration's [National Master List](#) for a list of fire code compliant hotels.

7. Alterations and Renovations

Leave this line blank. Per [2 CFR §200.462](#), costs incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

List items not previously included in other budget categories or in the indirect cost pool. “Other” project-specific costs may include promotion, acquisition fees, rights, evaluation and assessment fees, and access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). Itemize and justify costs in your [budget justification](#). “Miscellaneous” and “contingency” are not acceptable budget categories.

Per [2 CFR §200.432](#), allowable conference costs may include speakers' fees, costs of meals and refreshments, and other items incidental to such conferences. Conference hosts must exercise discretion and judgment in ensuring that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award. If incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Per [2 CFR §200.423](#), alcoholic beverages are unallowable.

G. Total Direct Costs

Total direct costs will be automatically calculated.

H. Indirect Costs

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

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

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

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

the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed. NEH will restrict payment of indirect costs until a fixed, final, or predetermined indirect cost rate agreement is provided by the recipient.

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

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

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

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

If applicable, include a copy of your federally negotiated indirect cost rate agreement as [Attachment 9](#).

Indirect Cost Type

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

Indirect Cost Rate (%)

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

Indirect Cost Base (\$)

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

Funds Requested (\$)

Enter the funds requested for each indirect cost type.

Total Indirect Costs

Total indirect costs will be automatically calculated.

Cognizant Federal Agency

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

I. Total Direct and Indirect Costs

Total costs will be automatically calculated.

J. Fee

Leave this field blank.

K. Total Costs and Fee

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

L. Budget Justification

A budget justification is required. Save the document as a PDF named justification.pdf. Attach only one file.

Provide the information requested to support your budget. If applicable, the following categories must be justified: [equipment](#), [travel](#), [participant/trainee support](#), and [other direct costs](#). If your project includes subawards, detail and quantify all subaward costs.

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

Explain any exclusions applied to your indirect costs base calculation.

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

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

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

Include other pertinent information, but do not use your budget justification to expand your narrative.

Application Components

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

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

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

Grants.gov form/Attachment	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Grants.gov form		Required

Supplementary Cover Sheet for NEH Grant Programs	Grants.gov form		Required
Project/Performance Site(s) Location Form	Grants.gov form		Required
Research and Related Budget Attachments Form	Grants.gov form		Required
Certification Regarding Lobbying	Grants.gov form		Conditionally required
Standard Form-LLL, "Disclosure of Lobbying Activities"	Grants.gov form		Conditionally required
Attachment 1: Narrative	narrative.pdf	Foundations: 10 Implementation:15	Required
Attachment 2: History of awards	awardhistory.pdf	1 page	Conditionally required
Attachment 3: Project deliverables	deliverables.pdf		Required
Attachment 4: Work plan	workplan.pdf		Required
Attachment 5: List of project personnel	personnel.pdf		Required
Attachment 6: Résumés for key personnel	resumes.pdf	2 pages each	Required
Attachment 7: Letters of commitment and support	letters.pdf		Conditionally required
Attachment 8: Additional supporting documentation	documentation.pdf		Optional
Attachment 9: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 10: Explanation of delinquent federal debt	delinquentdebt.pdf		Conditionally required

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

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

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

Institutions applying to federal programs are required to include a unique entity identifier, currently a D-U-N-S® number. If you do not know your identifier, contact your grants administrator or chief financial officer.

6. Project Information

- a. Provide the title of your project. It should be brief (no more than 125 characters, including spaces). Successful applications typically have titles that are descriptive of the project and easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.
- b. Provide a brief (no more than one thousand characters, including spaces) description of your project. It should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities.
- c. List the start and end dates for your project. Your project must start on the first day of a month and end on the last day of a month.

7. Project Director

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

8. Primary Contact/Grants Administrator

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

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

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

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

2. Institutional Information

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

3. Project Funding

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

4. Application Information

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

For type of application, check “new.”

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

Project/Performance Site Location(s) Form

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

Certification Regarding Lobbying (conditionally required)

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

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

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

Attachments Form

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

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

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

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

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

Attachment 1: Narrative (required)

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

Attachment 2: History of awards (conditionally required)

If the project has received previous support from any federal or nonfederal sources, including NEH, list on one page the sources, dates, and amounts of these funds. If the project has a long history of support, you may group and summarize the sources and contributions.

Name the file history.pdf.

Attachment 3: Project deliverables (required)

Applicants for Foundations projects must list the names of any reports, inventories, documents, or pilot work that would be produced in the process of planning, as relevant:

- evaluation reports to guide decision making for preserving and creating access to humanities collections;
- inventories of prioritized sources and technical requirements for future digitization;
- strategic planning documents for digital preservation efforts; or
- editorial policy, procedure, and scheduling guidelines; tables of contents; and sustainability and dissemination plans for reference resources.

Applicants for Implementation projects must include the following quantitative information, as relevant:

- the total amount of linear feet to be arranged and described;
- the number of finding aids and/or collection-level descriptions to be produced;
- the total number and type(s) of items to be cataloged (for example, books, manuscripts, photographs, broadsides, maps, artworks, artifacts, audio or video tapes or disks);
- the total number and type(s) of items to be digitized;
- the total number of hours of sound recordings or moving images to be preserved and made available (if both types are included in the project, provide separate numbers for each type);
- the total number of individual records or entries to be created for a database, encyclopedia, historical dictionary, or cartographic resource; or
- the number and type of any other quantifiable products expected as a result of the grant.

Name the file deliverables.pdf.

Attachment 4: Work plan (required)

Your work plan should reflect major activities described in your narrative and the project dates identified on the [SF-424 Application for Federal Assistance - Short Organizational](#) and the [Research and Related Budget](#).

Describe the activities that you will undertake during the period of performance to achieve each of the objectives proposed. Use a time line that includes each activity, identifies responsible staff, and establishes benchmarks for achieving project goals and/or producing deliverables. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, and implementing all activities.

Name the file workplan.pdf.

Attachment 5: List of project personnel (required)

Include a list of project personnel and collaborators and their institutional affiliations, organized alphabetically by surname. If applicable, include advisory board members, consultants, and authors of letters of commitment and letters of support. NEH will use this list to ensure that the peer reviewers do not have conflicts of interest with proposed projects.

Name the file personnel.pdf.

Attachment 6: Résumés for key personnel (required)

Include résumés for key personnel, not to exceed two pages in length per person. Include a biographical sketch and letter of commitment or a job description for any individuals who are going to work on the project but who have not yet been hired.

Name the file resumes.pdf.

Attachment 7: Letters of commitment and support (conditionally required)

If your project involves partners or service providers, provide letters of commitment.

Letters of support are not required, but are highly recommended. They should address the project's significance and the program's review criteria, and should be written by experts in the project's subject area. Authors of letters of support will not participate in the NEH review process. Include no more than three letters of support.

Elected government officials and current members of the NEH [National Council on the Humanities](#) may not serve as authors of letters of support.

This attachment is required for Foundations applicants requesting the additional \$10,000 to support inter-institutional planning and pilot activities.

Name the file letters.pdf.

Attachment 8: Additional supporting documentation (optional)

The following documentation is strongly encouraged, as relevant to the project:

- sample materials and reports (restrict these to summaries or excerpts where possible; hyperlinks may also be included in the narrative);
- documentation of permissions, donor agreements, licenses, or proofs of informed consent;
- treatment proposals and cost estimates prepared by qualified conservators (for conservation treatment projects);
- a preliminary list of entries, organized by subject areas or topics, and the instructions provided to contributors (for projects to create reference works or research tools); and

- copies of any tools to be used for assessment of collections (for Foundations applicants).

Name the file documentation.pdf.

Attachment 9: Federally negotiated indirect cost rate agreement (conditionally required)

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If a subrecipient is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If you are requesting the de minimis rate, this attachment is not required.

Name the file agreement.pdf.

Attachment 10: Explanation of delinquent federal debt (conditionally required)

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

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

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

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

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

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

D-U-N-S®

Your organization must obtain a unique entity identifier, currently a valid [Dun and Bradstreet Data Universal Numbering System \(D-U-N-S®\) number](#). D-U-N-S® numbers are unique nine-digit numbers assigned to all types of business organizations, including nonprofits and government entities.

System for Award Management (SAM)

Your organization must register with the [System for Award Management \(SAM\)](#) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the

applicant is an individual or federal agency that is exempted from those requirements under [2 CFR §25.110\(b\)](#) or [\(c\)](#) has an exception approved by the agency under [2 CFR §25.110\(d\)](#).

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

Grants.gov

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

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

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

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

4. Submission Dates and Times

Program officers will review drafts submitted by June 3, 2021. Drafts submitted after this date will not be reviewed. This optional preliminary review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft, send it as an attachment to preservation@neh.gov.

The deadline for applications under this notice is July 15, 2021, at 11:59 p.m. Eastern Time.

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

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

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

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

5. Intergovernmental Review

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

6. Funding Restrictions

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

- the acquisition of collections, including appraisal for acquisition or monetary purposes
- the creation of oral history interview collections
- the restoration of historic structures, the preservation of the built environment, or the stabilization of archaeological sites
- the preservation, organization, or description of materials that are not regularly accessible for research, education, or public programming
- the digitization of United States newspapers (applicants interested in such projects should consult the [National Digital Newspaper Program](#))
- the creation of tools and reference works designed *exclusively* for classroom instruction
- scholarly or public conferences (which NEH supports through its [Collaborative Research](#) program)
- the creation of selective compilations of primary sources in print or digital form, when such works are developed primarily as an adjunct to interpretive research (NEH supports such compilations through its [Collaborative Research](#) program)
- the support of projects to document endangered languages (applicants interested in such projects should consult the [Documenting Endangered Languages](#) program)
- GIS projects for civic planning or resource management
- projects focused solely on translation (translation is an allowable component of an HCRR project as long as the work is being conducted in the service of an effort to create access to humanities collections or to produce reference resources.)
- institutional records management
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

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

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications in the Humanities Collections and Reference Resources program:

1. The project's significance for supporting scholarly research, education, or public programming in the humanities.

In what ways is the topic/subject matter important? To what extent is the proposed material or reference resource of value, and how? To what extent would the collections/resource either fill an important gap or complement other available materials? For whom is this project significant and in what ways?

(corresponds to narrative sections “[Significance](#)” and “[History, scope, and duration](#)”)

2. The soundness of the proposed methodology, including the selection criteria, where applicable, and the project’s adherence to accepted national standards and professional practices, especially those that would contribute to making grant products interoperable with related resources and facilitate their discovery.

To what extent would the project employ best practices in preservation and access? Are the proposed procedures clear and appropriate for achieving the project’s goals? Is the planning process well explained and sufficiently collaborative, particularly for Foundations projects, where collaboration is strongly encouraged?

(corresponds to narrative section “[Methodology and standards](#)”)

3. The specificity and utility of the proposed products and outcomes, and the viability of the project, as indicated by the work plan.

To what extent are the outcomes or “deliverables” clearly identified? Is the project doable within the timeline and with the resources proposed? To what extent is the sequencing of activities appropriate?

(corresponds to narrative section “[Work plan](#)” and [Attachment 4: Work plan](#))

4. The soundness of plans for sustaining project outcomes, including digital content. For Foundations projects, the appropriateness of the next steps in the undertaking and their likely viability.

To what extent will the collections or resource be made accessible in an ongoing manner, beyond the term of the project? For Foundations projects, to what extent are “next steps” sufficiently clear?

(corresponds to narrative sections “[History, scope and duration](#)” and “[Sustainability of project outcomes and digital content](#)”)

5. The qualifications of the project’s staff and suitability of the staffing arrangements.

Are the roles and duties of personnel clear, and are staff appropriately qualified for the work proposed? Are the job descriptions for staff to be hired appropriate for their roles? Are the right kinds of humanities or technical advisors in place in cases where advice might be needed, particularly for Foundations projects, where cross-domain participation is strongly encouraged?

(corresponds to narrative sections “[Staff](#)” and “[Work plan](#),” as well as to [Attachment 4: Work plan](#) and [Attachment 6: Résumés for key personnel](#))

6. The quality of the project’s plans for disseminating information about and providing access to award products.

How effectively will the results of the project reach the intended users and, if presented as a model, other practitioners? How well does the project conform to NEH’s expressed preference for free and open access to materials and tools?

(corresponds to narrative section “[Dissemination](#)”)

7. The reasonableness of the budget in relation to the activities and the anticipated results.

Do key personnel have adequate time devoted to the project to achieve its objectives? To what extent does the budget justification demonstrate that the costs are reasonable and necessary?

(corresponds to the [budget and budget justification](#) in relation to the project [narrative](#) and [Attachment 4: Work plan](#))

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness, and then uses a peer review process to evaluate all eligible and complete applications. Peer reviewers are experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs reviewers to evaluate applications according to the [review criteria](#) in this Notice of Funding Opportunity. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

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

3. Assessment of Risk and Other Pre-Award Activities

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

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

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

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

4. Anticipated Announcement and Award Dates

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

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by email in May 2022.

2. Administrative and National Policy Requirements

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

Debarment, suspension, ineligibility, and voluntary exclusion certification

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.

- 1) The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.339](#), including suspension or debarment. See also 2 CFR parts [180](#) and [3369](#).
- 3) If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 10](#).

Providing access to NEH-funded products

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

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

Copyright information

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

Acknowledging NEH support

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

Program income policy

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

Coordination of geographic information and related spatial data

Applicants requesting funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services must conduct a due diligence search at the Data.gov [list of datasets](#) to discover whether the needed geospatial-related data, products, or services already exist. If not, the proposed geospatial data, products, or services must be produced in compliance with applicable proposed guidance posted at www.fgdc.gov.

Eliminate waste, fraud, and abuse

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

Termination

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

3. Reporting

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

- 1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an annual basis.
- 2.) **Performance Progress Report(s)**. Recipients must submit a performance progress report to NEH on an annual basis.
- 3.) **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.
- 4.) **Tangible Personal Property Report**. If applicable, recipients must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. Recipients must report all equipment with an acquisition cost of \$5,000 or more per unit purchased with NEH funds.

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

G. Agency Contacts

If you have questions about the program, contact:

Division of Preservation and Access
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506

202-606-8570
preservation@neh.gov
Federal Relay: 800-877-8399

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

Office of Grant Management
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
grantmanagement@neh.gov

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

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

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

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

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

Applicants seeking support for initial preservation assessments and other basic steps in collections care should consult the [Preservation Assistance Grants for Smaller Institutions](#) program. Applicants seeking support for the purchase of storage furniture and rehousing collections; improving environmental conditions (including the installation of climate control systems); and installing security, lighting, and fire-prevention systems should consult the [Sustaining Cultural Heritage Collections](#) program. Projects that focus on serving the preservation and access field more generally by developing new standards, practices, methodologies, and workflows for humanities collections are eligible for support through the [Research and Development](#) program. All of these programs are offered by the [Division of Preservation and Access](#).

Applicants seeking primarily to create or enhance experimental, computationally-based methods, techniques, or infrastructure that contribute to the humanities; pursue scholarship that examines the history, criticism, and philosophy of digital culture or technology and its impact on society; or conduct evaluative studies that investigate the practices and the impact of digital scholarship on research, pedagogy, scholarly communication, and public engagement should consider the [Digital Humanities Advancement Grants](#) program in the [Office of Digital Humanities](#).

Applicants seeking support to prepare critical editions and translations of important humanities texts (in print or digital form) should consider the [Scholarly Editions and Scholarly Translations](#) program offered by the [Division of Research Programs](#).

Applicants seeking to upgrade and improve a mature digital project to enhance its long-term functionality, sustainability, and/or accessibility, you should consider applying for [Infrastructure and Capacity Building Challenge Grants: Digital Infrastructure](#) offered by the [Office of Challenge Programs](#).

Related resources

The HCRR [program resource page](#) provides links to sample application narratives.

Sample standards and best practices

Applicants may find the following links helpful in planning the execution of projects. Because NEH does not prescribe specific methodologies or standards, our guidance in this regard is only indicative.

- [Archiving Oral History](#) (Oral History Association, 2019)
- [ARSC Guide to Audio Preservation](#) (Association of Recorded Sound Archivists, Council on Library and Information Resources, and National Recording Preservation Board of the Library of Congress, 2015)
- [Cataloging Cultural Objects: A Guide to Describing Cultural Works and their Images](#) (Visual Resources Association, 2006)
- [Choosing a Collections Management System](#) (Technical Leaflet 286, American Association for State and Local History, 2019)
- [Code of Best Practices in Fair Use for Academic and Research Libraries](#) (Association of Research Libraries, 2012)
- [Code of Best Practices in Fair Use for the Visual Arts](#) (College Art Association, 2015)
- [Guidelines for Collaboration](#) (Indian Arts Research Center, School for Advanced Research, 2019)
- [Digitization Cost Calculator](#) (Digital Library Federation)
- [Digitization Guidelines](#) (Federal Agencies Digital Guidelines Initiative)
- [A Framework of Guidance for Building Good Digital Collections](#) (National Information Standards Organization, 3rd edition, 2007)
- [A Guide to Approaching Audiovisual Digitization for Artists and Arts and Culture Organizations](#) (Bay Area Video Coalition, 2019)
- [Guides to Good Practice](#) (Archaeology Data Services and Digital Antiquity, 2011)
- [International Image Interoperability Framework](#) (IIIF Consortium)
- [Levels of Digital Preservation](#) (National Digital Stewardship Alliance/Digital Library Federation, 2019)
- [Meeting the Challenge of Media Preservation: Strategies and Solutions](#) (Indiana University, Media Preservation Initiative Task Force, 2011)
- [Preservation Leaflets](#) (Northeast Document Conservation Center)
- [Preservation Self-Assessment Program](#) (University of Illinois Libraries, 2016)
- [Professional Practices for Academic Museums & Galleries](#) (Association of Academic Museums and Galleries, 2017)
- [Protocols for Native American Archival Materials](#) (First Archivists Circle, 2007)
- [Socio-Technical Sustainability Roadmap](#) (Visual Media Workshop at the University of Pittsburgh, 2018)
- [Standards at the Library of Congress -- resource description formats, digital library standards](#) (Library of Congress)
- [TEI Guidelines](#) (The Text Encoding Initiative Consortium)

- [Toward a Community of Practice: Initial Findings on Best Practices for Digital Encyclopedias](#), NEH grant white paper (Internet Digital Encyclopedia Alliance, 2011)

Privacy policy

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

Application completion time

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

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