NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title: Humanities Connections

Funding Opportunity Number: 20210914-AKA-AKB

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.162

Application Deadline: September 14, 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.

Executive Summary

The National Endowment for the Humanities (NEH) Division of Education Programs is accepting applications for the Humanities Connections program. The purpose of this program is to expand the role of the humanities in undergraduate education at two- and four-year institutions. Awards support innovative curricular approaches that foster partnerships among humanities faculty and their counterparts in the social and natural sciences and in pre-service or professional programs (such as business, engineering, health sciences, law, computer science, and other technology-driven fields), in order to encourage and develop new integrative learning opportunities for students.

Funding Opportunity Title	Humanities Connections
Funding Opportunity Number	20210914-AKA-AKB
Federal Assistance Listing Number	45.162
Application Deadline	September 14, 2021, 11:59 p.m. Eastern Time
Anticipated Announcement	April 2022
Anticipated FY 22 Funding	Approximately $1,500,000
Estimated Number and Type of Award	Approximately 14 Planning and 7 Implementation grants
Award Amount	Planning: up to $35,000 Implementation: up to $150,000
Cost Sharing/Match Required	No
Period of Performance	Planning: up to 12 months Implementation: 18 to 36 months All projects must start no earlier than June 1, 2022 and no later than September 1, 2022.
Eligible Applicants	U.S. two- or four-year public or private 501(c)(3) accredited institutions of higher education. See C. Eligibility Information.
Program Resource Page	https://www.neh.gov/grants/education/humanities-connections
Pre-Application Webinar	A pre-application webinar will be hosted on June 30, 2021 at 2:00 p.m. Eastern Time.
Publication Date	June 23, 2021

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A. Program Description

1. Purpose

This notice solicits applications for the National Endowment for the Humanities (NEH) Division of Education Programs' Humanities Connections program.

The Humanities Connections program seeks to expand the role of the humanities in undergraduate education at two- and four-year institutions. Awards support innovative curricular approaches that foster partnerships among humanities faculty and their counterparts in the social and natural sciences and in pre-service or professional programs (such as business, engineering, health sciences, law, computer science, and other technology-driven fields), in order to encourage and develop new integrative learning opportunities for students.

Humanities Connections projects must include:

- substantive and purposeful integration of the subject matter, perspectives, and pedagogical approaches of two or more disciplines (with a minimum of one in and one outside of the humanities)
- collaboration between faculty from two or more departments or schools at one or more institutions
- experiential learning as an intrinsic part of the proposed curriculum
- long-term institutional support for the proposed curriculum innovation(s)

Competitive applications will demonstrate:

- that the proposed curricular project expands the role of the humanities in addressing significant and compelling topics or issues in undergraduate education at the applicant institution(s)
- that these projects develop the intellectual skills and habits of mind cultivated by the study of the humanities
- that faculty and students will benefit from meaningful collaborations in teaching and learning across disciplines as a result of the project

If the project addresses core or general education requirements, or requirements for specific pathways or pre-professional programs, it must incorporate a fresh approach. For example, applicants might consider:

- filling a new or unmet curricular gap in which the humanities will play an integral role
- opening a new interdisciplinary minor or certificate program
- transforming existing curricular pathways
- connecting existing fields of study to new or emerging disciplines

Applicants are not required to secure external evaluation for Humanities Connections projects.

Unallowable activities are described in section D6. Funding Restrictions.

Funding levels

The Humanities Connections program includes two funding levels: **Planning** and **Implementation**. Implementation proposals may be, but are not required to be, based on projects previously funded at the Planning level. An award from NEH for one stage of a project

does not commit NEH to continued support. Applications for each stage of a project are evaluated independently. See C3. Other Eligibility Information.

Planning

Planning awards (up to $35,000 and for 12 months) support the interdisciplinary collaboration of faculty from two or more departments or schools (a minimum of one in and one outside of the humanities), with the goal of designing a new, coherent curricular program or initiative. The award provides the institution(s) the opportunity to create a firm foundation for implementing the program. Project activities include identifying the members of a collaborative team and organizing the planning process; defining the rationale, design, and structure that would undergird a comprehensive and institutionally sustainable effort; and establishing potential scenarios for curriculum development and experiential learning opportunities. Institutions may draw on current short-term initiatives or curricular programs run by individual departments in this effort.

The outcome of a successful planning award should be a project in, or ready for, the implementation stage.

Planning awards may be used to:

- establish and convene a collaborative team to develop overall project goals and outcomes
- consult outside experts on curriculum design or experiential learning opportunities (such as individual or collaborative undergraduate research projects, or a structured experience with community-based, project-based, or site-based learning)
- organize seminars for faculty and administrators on substantive issues related to the success of the project
- coordinate focus or discussion groups around issues central to project rationale
- design potential new courses, instructional models, and pedagogies for development
- work with institutional leadership to outline long-range planning and sustainability

Implementation

Implementation awards (up to $150,000 and from 18 to 36 months) support the interdisciplinary collaboration of faculty from two or more departments or schools (a minimum of one in and one outside of the humanities), with a sustainable curricular program or initiative as the outcome. Implementation proposals must show unambiguous evidence of prior planning and present a defined rationale with clear intellectual and logistical objectives that are supported by institutional commitment. The award provides applicants the opportunity to build on faculty/administrative or institutional partnerships and to develop and refine the project's intellectual content, design, and scope. Applicants for Implementation awards should clearly demonstrate commitments of any partners or collaborators; outline preferred approaches to curriculum building/consolidation; incorporate experiential learning opportunities; and explain outreach strategies to attract students to the new educational opportunity.

The outcome of an Implementation award should be a project that has completed its pilot phase.

Implementation awards may be used to:

- convene a core faculty team and develop working groups on issues central to project rationale
- engage outside experts on issues pertinent to project content, design, and sustainability
- develop, implement, assess, and refine curriculum (such as new courses, modules, and pathways) and instructional models for effective pedagogy

- establish pilot projects and activities for experiential learning (such as individual or collaborative undergraduate research projects, or a structured experience with community-based, project-based, or site-based learning)
- create and implement outreach strategies to attract students to new educational opportunities
- conduct mid- and long-range feasibility studies

Recipients of Implementation awards must prepare a final "lessons learned" white paper for a broad professional audience, which may be made available on the NEH website. See F3 Reporting.

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": NEH Special Initiative Advancing Civic Education and Commemorating the Nation's 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.

Standing Together

In recognition of the importance of the humanities both in helping Americans to understand the experiences of service members and in assisting veterans as they return to civilian life, NEH has launched a special initiative titled Standing Together: The Humanities and the Experience of War. This special initiative draws on the power of the humanities 1) to support advanced research in the humanities that explores war and its aftermath; 2) to promote discussion and deepened understanding of the experiences of those Americans affiliated with the armed services, whether active duty or veterans; and 3) to support returning veterans and their families.

Protecting our Cultural Heritage

In response to the destruction of cultural heritage materials worldwide, NEH encourages applications for projects that study, document, or create digital representations of lost or imperiled cultural heritage materials. Proposed projects should be based on scholarly work and follow standards and best practices. Projects must demonstrate the capacity to be sustained and must be widely accessible to the public. Learn more about Protecting our Cultural Heritage.

In addition, NEH encourages projects that include Native American organizations and communities as lead applicants and project partners.

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 $35,000 for Planning or up to $150,000 for Implementation.

Successful applicants will be awarded outright funds.

The period of performance is up to 12 months for Planning or 18 to 36 months for Implementation. All projects must have a start date no earlier than June 1, 2022, and no later than September 1, 2022.

Approximately $1,500,000 is expected to be available to fund an estimated 14 Planning and 7 Implementation awards.

NEH will not determine the amount available until Congress enacts 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. two- or four-year public or private 501(c)(3) accredited institutions of higher education, including community colleges, four-year public and private colleges and universities, liberal arts colleges, research universities, Historically Black Colleges

and Universities, Tribal Colleges and Universities, Hispanic-Serving Institutions, and Asian American and Native American Pacific Islander-Serving Institutions.

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

2. Cost Sharing

Cost sharing is not required in this program.

Cost sharing or matching 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.

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

3. Other Eligibility Information

Eligible applicants may submit multiple applications for separate and distinct projects under this announcement. Recipients of open Humanities Connections awards may apply.

Collaboration with other postsecondary institutions is welcome, but a single institution must serve as the applicant of record, and will be programmatically, legally, and fiscally responsible for the award. In addition, the project director must be employed by or affiliated with the applicant institution.

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 20210914-AKA-AKB. You can also find a link to the funding opportunity on the [program resource page]().

This funding opportunity includes two application packages, which can be found under the "Package" tab. Select the appropriate one based upon your project type. Each package includes a series of required and conditionally required forms. You will upload additional application components into the [Attachments Form]().

Planning: AKA2021
Implementation: AKB2021

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

You must limit the narrative to fifteen double-spaced pages. Use one-inch margins and at least 12-point type. **Applications that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.**

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]().

Intellectual rationale (corresponds to review criteria [Intellectual quality]() and [Impact]())

Identify the topic or issue that the project addresses, articulating the need for a new or revised direction for the humanities in undergraduate education at your institution(s). Define your objectives by addressing how your project will encourage and develop new integrative and experiential learning opportunities, bringing the resources and perspectives of the humanities to bear on students' broader educational goals and on the larger intellectual and cultural life of the

institution. Explain how any proposed inter-institutional partnership(s) will help accomplish your goals.

For **Planning** proposals, describe the desired outcomes for the planning process. Estimate the potential impact on student engagement over a given span of years after implementation (for example, the expected number of students enrolled per "x" years in a new minor, certificate, or curricular pathway). In Attachment 4, you may include relevant research or data collected for programs or disciplines that may be involved in your project (optional).

For **Implementation** proposals, summarize the conclusions reached as a result of your planning process. Note how the planning experience improved or transformed your initial goals. Address project scale, such as the number of faculty and departments/schools involved and the number of community or other partnerships formed (if any). Describe the anticipated impact on institutional, program, or project goals, such as the expected number of students enrolled in new curriculum or engaged in experiential learning opportunities, over a given span of years after implementation. In Attachment 4, provide relevant quantitative and qualitative data collected during the planning phase that will inform your implementation strategy.

Content and design (corresponds to review criteria Intellectual quality and Design quality and feasibility)

For **Planning** proposals, describe how the project's interdisciplinary nature will expand the role of the humanities in the undergraduate curriculum. Articulate your plans for the substantial and purposeful integration of the humanities and non-humanities disciplines under consideration, explaining how you will integrate their subject matter, perspectives, and pedagogical approaches. Give a rationale for potential subject areas to be explored, outlining any key topics or resources relevant to your project goals.

Describe the intended curricular context and undergraduate audience for the project. Explain how the anticipated experiential learning activities and any non-academic partnership(s) will amplify your project focus and goals. Provide examples of planned or projected experiential learning opportunities and partnerships as appropriate.

Outline your planning process, detailing the steps for collaboration between departments, schools, and/or outside organizations, and explain their relevance to your institution(s).

Applicants should describe anticipated activities such as:

- developing potential partnerships and collaborations
- exploring new approaches to curriculum building and/or consolidation
- investigating pedagogies for conveying interdisciplinary project content
- creating experiential learning opportunities
- identifying possible scenarios for student engagement
- collecting and sharing institutional and public data
- developing faculty-administrative relationships for project support and sustainability
- constructing an outline for future development of the project
- creating an outreach strategy to attract students to new educational opportunities

Provide a work plan in Attachment 2 and a list of relevant team readings and resources in Attachment 3.

For **Implementation** proposals, demonstrate how you will develop and implement this project. Describe the project's interdisciplinary character, intended undergraduate audience, and curricular setting. Outline the project structure, including the components to be developed,

and articulate how these components will work to form an integrated whole. Provide details on the specific subject areas to be explored in the various curriculum components, the individual courses involved, and the frequency of offering for each. Describe key topics, texts, and other resources to be used in each course or component. Explain the anticipated experiential learning opportunities and articulate their relationship to the proposed curricular structure, providing concrete and specific examples as appropriate. Articulate your outreach strategies to attract students to the new educational opportunities, both initially and long-term. Estimate the projected enrollment in the relevant courses and/or components for the first three years, noting any anticipated growth or expansion.

Outline the stages of the planned project development and implementation, the planned activities, and the texts and other non-textual resources to be used by the team. Provide a work plan in Attachment 2 and a list of relevant readings and resources in Attachment 3.

Collaborative team (corresponds to review criterion Design quality and feasibility)

For **Planning** proposals, describe the qualifications and responsibilities of the project director(s) and other personnel who will collaborate in the planning process. Outline the composition of the collaborative team and explain how it reflects the key stakeholders in the planning process, including any external contributors to the project, such as visiting scholars, consultants, and/or community partners.

For **Implementation** proposals, identify members of the collaborative team and define their roles and responsibilities. Identify any external contributors to the project, such as visiting scholars, consultants, and/or community partners, and describe their qualifications and roles. Discuss how the composition of the team includes key stakeholders in the implementation process.

For both **Planning and Implementation** proposals, key stakeholders may include:

- full-time or adjunct faculty from two or more departments (with a minimum of one in and one outside of the humanities)
- high-level administrators, such as deans and provosts
- advanced undergraduates/graduate students acting as advisors
- humanities-oriented teaching and learning professionals (including librarians/media specialists)
- experiential learning coordinators
- members of cultural or community organizations, professional societies, and education professionals

For both **Planning and Implementation** proposals, if subsequent additions to the team are anticipated, describe the process by which they will be recruited and/or selected.

You will provide brief résumés or biographies as Attachment 5 and letters or e-mails of commitment as Attachment 6.

Institutional context and resources (corresponds to review criteria Design quality and feasibility and Impact)

Provide brief background information on the humanities at your institution(s), including information about current enrollments, majors, faculty, and existing resources. Describe how the institution's resources (for example, personnel, library or museum holdings, information technology, learning centers) support the project.

If the project involves more than one institution, describe how the proposed collaboration will enhance any ongoing or previous partnerships or arrangements.

Impact and dissemination – Implementation applicants only (corresponds to review criterion Impact)

Describe the anticipated long-term institutional impact of the project and explain how the curricular innovation will be sustained beyond the period of performance. Discuss how you will build and scale student enrollment beyond the period of performance.

Explain how you will disseminate project outcomes to a wider audience beyond your institution(s): for example, by sharing your curricular model with other faculty at a local/regional workshop, making a professional conference presentation, or publishing your findings in a digital or print format.

Provide two letters indicating long-term support for the project from the leadership at the institution(s) involved (such as the president, provost, or dean) as part of Attachment 6.

Evaluation (corresponds to review criteria Design quality and feasibility and Impact)

For **Planning** proposals, describe your methodology for evaluating the results of the planning stage, incorporating both qualitative and quantitative measures as appropriate. In addition, explain how you will assess the feasibility of proceeding to the next stage of the project.

For **Implementation** proposals, explain how you will assess the project both during and after the period of performance. Define the benchmarks for evaluating ongoing activities during the period of performance and the criteria for assessing the outcomes of the project as a whole. Incorporate quantitative measures, such as the number of new or revised courses offered, undergraduate participation in new programs such as certificates or minors, extent of student engagement and enrollment data, and faculty development results.

As a reminder, external evaluation is not required in this program.

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.	
Narrative Section	Review Criteria
Intellectual rationale	Intellectual quality Impact
Content and design	Intellectual quality Design quality and feasibility
Collaborative team	Design quality and feasibility
Institutional context and resources	Design quality and feasibility Impact
Impact and dissemination (Implementation applicants only)	Impact
Evaluation	Design quality and feasibility Impact

Research and Related Budget

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

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

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, 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.

Introductory Fields

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

A. Senior/Key Person

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

Enter the base salary (annual compensation) and identify the number of months 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. Failure to include base salaries can result in a delay of the issuance of awards.

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

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.

As a matter of programmatic policy, tuition remission is not allowable.

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 2 CFR §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 enhance project development and/or disseminate project-related findings.

As a matter of programmatic policy, faculty or student travel abroad is disallowed in the Humanities Connections program.

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 7: Federally negotiated indirect cost rate agreement.

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.

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 7: Federally negotiated indirect cost rate agreement.

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

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

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

Funds Requested ($)
Enter the funds requested for each indirect cost type.

Total Indirect Costs
Total indirect costs will be automatically calculated.

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

I. Total Direct and Indirect Costs
Total costs will be automatically calculated.

J. Fee

Leave this field blank.

K. Total Costs and Fee

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

L. Budget Justification

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

Provide the information requested to support your budget. If applicable, the following categories must be justified: [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.

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	Notes	Page limits
[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](#)	Grants.gov form	Required	

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	Required	15
Attachment 2: Work plan	workplan.pdf	Required	
Attachment 3: Readings and resources	readings.pdf	Required	
Attachment 4: Relevant research or data	data.pdf	Required for Implementation	
Attachment 5: Résumés for key personnel	resumes.pdf	Required	2 pages per résumé (suggested)
Attachment 6: Letters of commitment	letters.pdf	Required	
Attachment 7: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
Attachment 8: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

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

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

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

6. Project Information

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

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

c. List the start and end dates for your project. 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) is addressed to the institutional grants administrator and copied to the project director.

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

Supplementary Cover Sheet for NEH Grant Programs

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

2. Institutional Information
Select the appropriate institution type from the drop-down menu.

3. Project Funding
Enter the amount requested in outright funds.

4. Application Information
Indicate whether the proposal will be submitted to other NEH programs, government agencies, or private entities for funding. If so, 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: Work plan (required)

Include the work plan, which should describe the activities or steps that you will undertake during the period of performance to achieve your stated objectives. Provide a timeline that includes each activity and identifies responsible staff and collaborating partners.

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.

Name the file workplan.pdf.

Attachment 3: Readings and resources (required)

Include a list of relevant readings and resources for the project.

Name the file readings.pdf.

Attachment 4: Relevant research or data (required for Implementation)

For **Planning** applicants, include relevant research or data collected for programs or disciplines that may be involved in your project **(optional)**.

For **Implementation** applicants, include relevant quantitative and qualitative data collected during the planning phase that will inform your implementation strategy **(required)**.

Name the file data.pdf.

Attachment 5: Résumés for key personnel (required)

Include brief résumés or biographies for the project director(s), members of the collaborative team, consultants, speakers, and other key personnel.

This attachment has a suggested length of two pages per résumé. Name the file resumes.pdf.

Attachment 6: Letters of commitment (required)

Include two letters from the president, provost, and/or dean of the applicant institution attesting that the institution will offer long-term support for the project and explaining its significance within the institution's curriculum.

Also include letters or emails of commitment from other organizations involved in the project. Any letters from external contributors (such as community partners) that are involved in creating and/or implementing the experiential learning component should describe the nature of the relevant student engagement activities.

Elected government officials and current members of NEH'S National Council on the Humanities may not serve as letter writers.

Name the file letters.pdf.

Attachment 7: 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 8: Explanation of delinquent federal debt (conditionally required)

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

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

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

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

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

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

D-U-N-S®

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

System for Award Management (SAM)

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

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

Grants.gov

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

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

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

Grants.gov maintains a library of instructional videos which may be helpful resources as you prepare your application.

4. Submission Dates and Times

Program officers will review drafts submitted by August 3, 2021, at 11:59 p.m. Eastern Time. 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 humanitiesconnections@neh.gov.

The deadline for applications under this notice is September 14, 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 AKA- or AKB-. 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 isolated addition or revision of a single course offering

- the simple pairing of complementary courses, whether in the same or in different departments or schools
- faculty or student travel abroad
- the development of courses for a graduate degree or non-degree program
- the cost of replacement teachers or compensation for faculty members/institutional personnel performing their regular duties
- commercial, for-profit, or proprietary textbook research or revision
- the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment
- tuition for participants
- 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)

The prohibitions above also apply to subawards, including the experiential learning activities developed in collaboration with external contributors (such as community partners).

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 Connections program:

Intellectual quality

(corresponds to narrative sections "Intellectual rationale" and "Content and design")

- To what extent does the project respond to a compelling need for a new/revised direction for the humanities in undergraduate education at the applicant institution(s)?
- To what extent does the project offer innovative approaches to its central topic or issue?
- To what extent does the applicant present a persuasive rationale for interdisciplinary collaboration, articulating its long-term educational benefits and its relationship to the intellectual and cultural life of the institution(s)?
- To what extent will the project integrate the subject matter, perspectives, and pedagogical approaches of two or more disciplines (with a minimum of one in and one outside of the humanities) in a substantive and purposeful manner?
- To what extent will the project employ humanities texts and other resources that are appropriate and substantial?
- To what extent will the anticipated experiential learning opportunities amplify the project focus?

Design quality and feasibility

(corresponds to narrative sections "Content and design," "Collaborative team," "Institutional context and resources," and "Evaluation")

- To what extent is the project well-conceived, coherent, and described in adequate detail?

- To what extent is the experiential learning component effective and appropriately integrated into the project?
- To what extent does the project give evidence of meaningful collaboration between humanities and non-humanities team members?
- To what extent do the collaborative team members have the necessary expertise and background in their respective fields to carry out their responsibilities?
- To what extent is there unambiguous evidence of preceding planning work? **(for Implementation proposals only)**
- To what extent is there evidence of commitment and support by faculty, administrators, and others involved in the project, as appropriate to the phase of the project (planning or implementation)?
- To what extent is the work plan feasible?
- To what extent is the evaluation plan effective in terms of capturing project outcomes appropriate to the phase of the project (planning or implementation)?
- To what extent is the budget reasonable in view of project activities and goals?

Impact

(corresponds to narrative sections "Intellectual rationale," "Institutional context and resources," "Impact and dissemination," and "Evaluation")

- To what extent will the project expand the role of the humanities in the undergraduate curriculum at the institution(s)?
- To what extent will the project result in substantial and purposeful interdisciplinary integration that goes beyond a single course offering or the simple pairing of complementary courses?
- To what extent does the project promise significant and measurable outcomes for students' educational experience?
- To what extent do the narrative and supporting documentation indicate long-term institutional support for the project? **(for Implementation proposals only)**
- To what extent does the proposal provide convincing evidence of the project's curricular impact beyond the period of performance? **(for Implementation proposals only)**
- To what extent are the plans for dissemination to a wider audience robust and in line with project goals? **(for Implementation proposals only)**

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 humanitiesconnections@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management via eGMS Reach 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 8: Explanation of delinquent federal debt.](#)

Providing access to NEH-funded products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the

American public to have ready and easy access to the wide range of NEH award products. All other considerations being equal, NEH gives preference to those that provide free access to the public.

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

Copyright information

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

Acknowledging NEH support

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

Program income policy

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

Principles of Civility

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

Eliminate waste, fraud, and abuse

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

Termination

NEH reserves the right to terminate awards consistent with 2 CFR §200.340.

3. Reporting

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

1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an annual basis.

2.) **Performance Progress Report(s)**. Recipients must submit a performance progress report to NEH on an annual basis.

3.) **Final Reports**. Recipients must submit a Federal Final 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.) **White Paper.** Recipients of Implementation awards must submit a "lessons learned" white paper for a broad professional audience, which may be made available on the NEH website.

Learn more about performance reporting requirements and financial reporting requirements.

G. Agency Contacts

If you have questions about the program, contact:

Division of Education Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8337
humanitiesconnections@neh.gov

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

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

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

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

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

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

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

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

The [Humanities Initiatives](#) programs offered by the Division of Education Programs support projects that strengthen the teaching and study of the humanities at institutions of higher education by developing new humanities programs, resources (including those in digital format), or courses, or by enhancing existing ones. Projects that do not involve substantial collaboration with faculty outside of the humanities, or that do not involve experiential learning as an intrinsic part of the proposed curriculum, should consider the Humanities Initiatives programs instead of Humanities Connections.

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.