



NATIONAL ENDOWMENT FOR THE HUMANITIES

## **Notice of Funding Opportunity**

### **Funding Opportunity Title:**

**Humanities Initiatives at Colleges and Universities**  
**Humanities Initiatives at Historically Black Colleges and Universities**  
**Humanities Initiatives at Hispanic-Serving Institutions**  
**Humanities Initiatives at Tribal Colleges and Universities**  
**Humanities Initiatives at Community Colleges**

Funding Opportunity Number: 20220509-AA-AB-AC-AD-AE

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.162

**Application Deadline: May 9, 2022**

**Ensure your SAM.gov and Grants.gov registrations and passwords are current.  
It may take up to one month to register with SAM.gov and Grants.gov.  
NEH will not grant deadline extensions for lack of registration.**

Division of Education Programs  
Email: [hi@neh.gov](mailto:hi@neh.gov)  
Telephone: 202-606-2324  
Federal Relay: 800-877-8399

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

## Executive Summary

The National Endowment for the Humanities (NEH) Division of Education Programs is accepting applications for the five Humanities Initiatives programs: Humanities Initiatives at Colleges and Universities, Humanities Initiatives at Historically Black Colleges and Universities, Humanities Initiatives at Hispanic-Serving Institutions, Humanities Initiatives at Tribal Colleges and Universities, and Humanities Initiatives at Community Colleges. The purpose of these programs is to 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.

|                                     |  |
|-------------------------------------|--|
| Funding Opportunity Title           | Humanities Initiatives   |
| Funding Opportunity Number          | 20220509-AA-AB-AC-AD-AE  |
| Federal Assistance Listing Number   | 45.162   |
| Optional Draft Deadline             | March 28, 2022   |
| Application Deadlines               | May 9, 2022, 11:59 p.m. Eastern Time   |
| Anticipated Announcement            | December 2022  |
| Anticipated FY 2023 Funding         | Approximately \$3,000,000 per deadline (all five Humanities Initiatives programs combined)   |
| Estimated Number and Type of Awards | Approximately 20 grants per deadline (all five Humanities Initiatives programs combined)   |
| Award Amounts                       | Up to \$150,000  |
| Cost Sharing/Match Required         | No   |
| Period of Performance               | One to three years.<br><br>Projects must start between February 1, 2023, and September 1, 2023.  |
| Eligible Applicants                 | Each of the five Humanities Initiatives programs has distinct eligibility criteria. See <a href="#">C. Eligibility Information</a> .   |
| Program Resource Page               | <a href="#">Humanities Initiatives at Colleges and Universities</a><br><a href="#">Humanities Initiatives at Historically Black Colleges and Universities</a><br><a href="#">Humanities Initiatives at Hispanic-Serving Institutions</a><br><a href="#">Humanities Initiatives at Tribal Colleges and Universities</a><br><a href="#">Humanities Initiatives at Community Colleges</a> |
| Pre-Application Webinar             | A pre-recorded technical assistance webinar is available on each program resource page.<br><br><b>Live Q&amp;A Session:</b> <a href="#">Click here</a> to participate in a live Q&A session at 1 pm Eastern Time on Wednesday, March 2, 2022<br>Or call in (audio only)<br>+1 202-600-8430, Meeting code 302-656-57#   |
| Published                           | February 1, 2022   |

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# A. Program Description

## 1. Purpose

This notice solicits applications for the five Humanities Initiatives programs:

- [Humanities Initiatives at Colleges and Universities](#)
- [Humanities Initiatives at Historically Black Colleges and Universities](#)
- [Humanities Initiatives at Hispanic-Serving Institutions](#)
- [Humanities Initiatives at Tribal Colleges and Universities](#)
- [Humanities Initiatives at Community Colleges](#)

The purpose of these programs is to 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 must address a core topic or set of themes drawn from humanities areas such as history, philosophy, religion, literature, or composition and writing skills. NEH welcomes applications for projects that are modest in scope, duration, and budget, as well as applications for expansive, long-term projects. Projects may, but need not be, related to the cultural identity of the applicant institution. For example, a Hispanic-Serving Institution could submit a proposal on ancient Greek drama.

The Humanities Initiatives programs support activities such as:

- Curriculum development
  - developing a course or set of courses (including, for example general education courses, honors courses or programs, capstone courses, etc.)
  - creating teaching materials (course modules, readers, primary document collections, digital collections, etc.)
  - planning and piloting a major, minor, or certificate program
- Student enrichment
  - developing internship programs
  - developing opportunities for hands-on, place-based, or experiential learning
- Faculty development
  - developing pedagogy or curriculum through shared reading programs
  - producing a series of guest speakers for faculty and community audiences
- Partnerships
  - creating bridge programs or dual enrollment programs between high school and college, or between community college and university
  - collaborating with museums or libraries to create teaching materials
  - producing humanities programming for students and community members

NEH does not expect applicants to retain the services of external evaluators to be competitive in the Humanities Initiatives programs.

NEH encourages you to read the sample project narratives of all five Humanities Initiatives programs, available on their respective program resource pages.

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

See [E1. Review Criteria](#) for criteria used to evaluate applications under this notice.

## 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 \(for grants and cooperative agreements issued January 1, 2022 or later\)](#).

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.”

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

[Learn more about NEH.](#)

### NEH Initiatives

NEH seeks to support projects that respond to the following initiatives. NEH will give all applications equal consideration in accordance with the program’s [review criteria](#).

#### **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.

#### **Standing Together: The Humanities and the Experience of War**

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, this special initiative draws on the power of the humanities to support advanced research in the

humanities that explores war and its aftermath; to promote discussion and deepen understanding of the experiences of those Americans affiliated with the armed services, whether active duty or veterans; and to support returning veterans and their families. Learn more about [Standing Together](#).

### **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 to the above special initiatives, NEH encourages projects that include Native American organizations and communities.

## **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**

#### **Award Amounts**

You may request up to \$150,000.

Successful applicants will be awarded outright funds, which are not contingent on additional funding from other sources.

NEH anticipates approximately \$3,000,000 to fund an estimated 20 recipients per deadline across the five Humanities Initiatives programs.

NEH will not determine the amount available until Congress enacts the final FY 2023 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.

#### **Period of Performance**

You may request a period of performance of one to three years.

You may request a period of performance start date between February 1, 2023, and September 1, 2023.

The period of performance must start on the first day of the month.

## C. Eligibility Information

### 1. Eligible Applicants

The Humanities Initiatives programs are for U.S. accredited public or 501(c)(3) private institutions of higher education. Each of the five programs has distinct eligibility criteria as outlined below.

NEH encourages applicant institutions to submit their proposals to Humanities Initiatives at Hispanic-Serving Institutions, Humanities Initiatives at Historically Black Colleges and Universities, Humanities Initiatives at Tribal Colleges and Universities, or Humanities Initiatives at Community Colleges, if they are eligible to do so. Eligible institutions may submit multiple applications for separate and distinct projects under this announcement but may not submit multiple applications for essentially the same project.

Eligible applicants acting as fiscal agents or fiscal sponsors may not apply on behalf of ineligible applicants.

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

#### **Humanities Initiatives at Colleges and Universities**

U.S. accredited public or 501(c)(3) private institutions of higher education are eligible to apply.

#### **Humanities Initiatives at Historically Black Colleges and Universities**

U.S. accredited public or 501(c)(3) private Historically Black Colleges and Universities, as defined by [Executive Order 13532](#), are eligible to apply. See the U.S. Department of Education's [accredited HBCU listing](#).

#### **Humanities Initiatives at Hispanic-Serving Institutions**

U.S. accredited public or 501(c)(3) private Hispanic-Serving Institutions of higher education are eligible to apply.

To determine whether your institution is eligible, consult the Eligibility Matrix on the [U.S. Department of Education website](#). The Eligibility Matrix is a read-only Excel worksheet that lists data for postsecondary institutions. First, locate your institution's name in column A ("Institution Name"). Next, scroll across to look at column AS ("HSI"). If your institution has a number 5 or 6, it is a Hispanic-Serving Institution. Institutions must apply annually to the U.S. Department of Education for Title III and Title V eligibility designations, so institutional designations can change from year to year.

If you are unable to verify your institution's current status as a Hispanic-Serving Institution by consulting the most recent Eligibility Matrix, you may establish your status with a letter or other document from the U.S. Department of Education dated 2021 or 2022, certifying Title III and Title V eligibility. Attach a PDF of this as [Attachment 8](#). In addition to submitting documentation of Title III and Title V eligibility, your institution must also meet the U.S. Department of Education's [definition of a Hispanic-Serving Institution](#). You may determine your institution's eligibility by consulting enrollment data for your institution using the [National](#)

[Center for Education Statistics' College Navigator](#) (search for your institution, then click on "Enrollment").

## **Humanities Initiatives at Tribal Colleges and Universities**

U.S. accredited Tribal Colleges and Universities, as defined by [Executive Order 13592](#), that are tribally controlled or nonprofits with 501(c)(3) tax-exempt status are eligible to apply. Eligible institutions are those recognized by the Department of Education and listed on the [American Indian Higher Education Consortium's website](#).

## **Humanities Initiatives at Community Colleges**

U.S. accredited public or 501(c)(3) private community colleges and post-secondary two-year institutions of higher education are 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 contribute voluntary cost share to projects in which the total costs exceed the amount awarded by NEH. Voluntary cost share includes:

- cash contributions made to the project by the applicant
- unrecovered indirect costs
- third party cash contributions made to the project
- third-party in-kind contributions (non-cash contributions, such as property or services, that benefit the project and are contributed by non-federal third parties, without charge, to the recipient)

Recipients must maintain auditable records of the source and use of contributed cost share. See [2 CFR § 200.306](#).

Learn about [types of funding offered by NEH](#).

## **3. Other Eligibility Information**

Eligible institutions may submit multiple applications for separate and distinct projects under this announcement but may not submit multiple applications for essentially the same project.

NEH welcomes collaborations between multiple organizations, but the project director must be currently employed by the applicant institution. The project director may not hold a full-time NEH individual award during the period of performance.

Applicants may revise and resubmit previously rejected applications, which NEH will assess under the [same criteria](#) as others in the current competition.

Prior recipients may request support for a new or subsequent stage of the same project. NEH will assess these applications by the [same criteria](#) as others in the current competition.



Per 2 [CFR § 200.403\(f\)](#), overlapping project costs across multiple applications for federal funding and/or approved federal award budgets are not allowed. However, applicants may seek funding for **complementary** aspects of the same overall project. NEH may disallow costs or reject applications with overlapping project costs. An individual’s level of effort cannot exceed 100% across all active federally funded awards.

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. Applicants may use funds from, or sites and materials controlled by, other federal entities in their projects.

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\(a\)](#). Eligible applicants may obtain 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](#), and secure vendor contracts such as in-country transportation services. If you are interested in submitting an application for a project involving international collaboration, consult with program staff.

**Except for the rare cases covered by NEH’s [late submission policy](#), applications must be received by the deadline. Incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice. Applications must adhere to specified page limits and formatting requirements or they will not be reviewed.** See the [Application Components Table](#).

## D. Application and Submission Information

### 1. Application Package

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20220509-AA-AB-AC-AD-AE. There is also a link on each program resource page.

This funding opportunity includes five application packages, which you can find under the “Package” tab. Select the appropriate one based upon the Humanities Initiatives program and deadline to which you are applying. Each package includes a series of required and conditionally required forms. You will upload additional application components into the [Attachments Form](#).

| <b>Program</b>   | <b>Application Package</b> |
|--|----------------------------|
| Humanities Initiatives at Colleges and Universities                    | AA2022                     |
| Humanities Initiatives at Historically Black Colleges and Universities | AB2022                     |
| Humanities Initiatives at Hispanic-Serving Institutions                | AC2022                     |
| Humanities Initiatives at Tribal Colleges and Universities             | AD2022                     |
| Humanities Initiatives at Community Colleges                           | AE2022                     |

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

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

If you are deaf or hard of hearing you can contact NEH using Federal Relay at 800-877-8399.

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

Your application will include a [narrative](#), [budget](#), and other [forms](#) and [attachments](#). You will complete the forms within Grants.gov Workspace and upload other components into the [Attachments Form](#). See the [Application Component Table](#).

NEH has assigned each application components one of the following designations:

- **Required:** All applicants must submit this component.
- **Conditionally Required:** Applicants must submit this component if they meet the specified conditions.
- **Recommended:** NEH encourages, but does not require, applicants to submit this component.

You must submit all required and relevant conditionally required components. **Applications missing any required or relevant conditionally required components will be considered incomplete and rejected from further consideration.**

In addition, NEH has established page limits for some application components:

- **Mandatory:** Applicants must not exceed the page limit.
- **Suggested:** NEH encourages, but does not require, applicants to abide by the page limit.

You must abide by the page limits and formatting instructions in this notice. **Applications that exceed mandatory page limits or violate formatting instructions will be considered nonresponsive and rejected from further consideration.**

Unless otherwise stipulated in specific instructions, attachments should conform to the following formatting requirements:

- paper size no larger than standard letter (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11-point
- single-spacing
- recommended fonts: Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style (citations are included in page counts)

## Application Components Table

| Application Component  | File Name          | Designation            | Page limits                             |
|--|--------------------|------------------------|---|
| <b>Grants.gov forms</b>  |                    |                        |   |
| <a href="#">SF-424 Application for Federal Assistance - Short Organizational</a> |                    | Required               |   |
| <a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>                 |                    | Required               |   |
| <a href="#">Project/Performance Site(s) Location Form</a>                        |                    | Required               |   |
| <a href="#">Research and Related Budget</a>                                      |                    | Required               |   |
| <a href="#">Attachments Form</a>   |                    | Required               |   |
| <a href="#">Certification Regarding Lobbying</a>                                 |                    | Conditionally required |   |
| <a href="#">Standard Form-LLL "Disclosure of Lobbying Activities"</a>            |                    | Conditionally required |   |
| <b>Attachments</b>   |                    |                        |   |
| <a href="#">1: Narrative</a>   | narrative.pdf      | Required               | 8 single-spaced pages (mandatory limit) |
| <a href="#">2: Work plan</a>   | workplan.pdf       | Required               |   |
| <a href="#">3: Résumés for key personnel</a>                                     | resumes.pdf        | Required               | 2 pages per person (suggested length)   |
| <a href="#">4: Reading list</a>  | readings.pdf       | Recommended            | 2 (suggested length)                    |
| <a href="#">5: Letters of commitment</a>   | letters.pdf        | Recommended            |   |
| <a href="#">6: Institutional letter of support</a>                               | support.pdf        | Required               |   |
| <a href="#">7: Institutional profile</a>   | profile.pdf        | Recommended            | 1 (suggested length)                    |
| <a href="#">8: Letter certifying Title III and Title V eligibility</a>           | HSIdesignation.pdf | Conditionally required |   |
| <a href="#">9: Other supporting documentation</a>                                | other.pdf          | Optional               | 20 (suggested length)                   |
| <a href="#">10: Federally negotiated indirect cost rate agreement</a>            | agreement.pdf      | Conditionally required |   |
| <a href="#">11: Explanation of delinquent federal debt</a>                       | delinquentdebt.pdf | Conditionally required |   |

### Narrative

Compose 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 eight single-spaced pages with one-inch margins and a font size of at least eleven point.** Do not include an executive summary or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

Organize your narrative using the following section headings. Each section aligns with corresponding [review criteria](#).

**Intellectual rationale (aligns with review criterion “[Intellectual quality](#)”)**

Identify the core humanities topic or set of humanities themes your project will address. Describe your intended audience, including its estimated size (for example, the number of students and faculty members). Explain why the topic is important and how your project will improve humanities teaching and learning at your institution.

**Content and activities (aligns with review criteria “[Design quality](#),” “[Intellectual quality](#),” and “[Feasibility](#)”)**

Describe your project’s humanities content in detail, discussing the topics that it will explore. List the activities, texts, and resources your project will use and explain why you chose them. If you will create curricular resources, including digital humanities projects, explain how you will use them in existing or new courses.

**Project personnel (aligns with review criteria “[Design quality](#)” and “[Feasibility](#)”)**

Identify the project director(s), members of the project team, and any external contributors, such as visiting scholars and consultants. Define their roles and state their qualifications.

**Institutional context (aligns with review criteria “[Feasibility](#)” and “[Potential for significant impact](#)”)**

Briefly explain the status of the humanities at your institution. Summarize its programs, curricular history, students, faculty, and resources (for example, library, archival, or museum holdings) available for humanities study and explain how these resources support the project.

If applicable, describe previous efforts to address the objectives of the project. If the proposal is related to a project previously funded by NEH, describe how the current effort builds on past work.

If you plan to collaborate with other institutions or community partners, describe their roles, contribution, and any prior collaboration(s).

Describe the institutional support for the project. If applicable, you may refer to letters of support included in [Attachment 6](#).

**Impact and dissemination (aligns with review criterion “[Potential for significant impact](#)”)**

Describe your project’s anticipated impact on your institution (including quantitative information, such as the expected increase in student enrollment). If you will develop digital materials, describe how you will maintain them beyond the period of performance. If applicable, you may refer to institutional letters of support included in [Attachment 6](#).

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

**Evaluation (aligns with review criterion “[Design quality](#)”)**

Explain how you will assess the project both during and after the period of performance. Define the benchmarks for evaluating ongoing activities and the criteria for assessing the outcomes of the project. Incorporate quantitative measures, such as the number of new or revised courses, student participation in new humanities majors or minors, extent of student engagement, enrollment data, or faculty development results. As a reminder, NEH does not require external evaluation in this program.

|  |   |
|--|---|
| <b>Narrative Guidance</b>  |   |
| Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria. |   |
| <b><u>Narrative Section</u></b>  | <b><u>Review Criteria</u></b>   |
| <a href="#">Intellectual rationale</a>   | <a href="#">Intellectual quality</a>  |
| <a href="#">Content and activities</a>   | <a href="#">Design quality</a> , <a href="#">Intellectual quality</a> , and <a href="#">Feasibility</a> |
| <a href="#">Project personnel</a>  | <a href="#">Design quality</a> and <a href="#">Feasibility</a>  |
| <a href="#">Institutional context</a>  | <a href="#">Feasibility</a> and <a href="#">Potential for significant impact</a>                        |
| <a href="#">Impact and dissemination</a>   | <a href="#">Potential for significant impact</a>  |
| <a href="#">Evaluation</a>   | <a href="#">Design quality</a>  |

**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.

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. See [D6. Funding Restrictions](#) to ensure that costs are not disallowed.

Do not include voluntary cost sharing on the Research and Related Budget form, but describe it in your [budget justification](#).

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 - Audit Requirements](#).

Team members who are playing a leadership role in the project should be included under [A. Senior/Key Person](#). Additional team members should be included under [B. Other Personnel](#). Only include personnel employed by the applicant institution in A. and B. Depending on their role on the project, costs for other team members may be included under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#).

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

## **Introductory Fields**

If not pre-populated, indicate your organization's Unique Entity Identifier, name, and the period of performance. This should be the same as the information provided on your [SF-424 Application for Federal Assistance - Short Organizational](#). Your period of performance must start on the first day of the month and end on the last day of the month. Check "project" for budget type.

### **A. Senior/Key Person**

Include personnel who are employed by the applicant institution who will play a leadership role on the project. Do not include collaborators at other institutions or consultants, as they will be included in [F. Other Direct Costs](#).

Enter the base salary (annual compensation) and identify the number of months each senior/key person will devote to the project. If you do not include base salaries, your award may be delayed.

Many non-academic institutions organize their budgets using calendar months. If your organization does not differentiate between academic and summer months, use only the calendar months column.

If your organization follows an academic calendar, you may differentiate levels of effort by using the academic and summer months columns. If effort remains constant, but your institutional business process requires noting academic and summer months separately, you may use both 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 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.

You must claim salaries and wages in compliance with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits in compliance with [2 CFR § 200.431](#).

The form will calculate the requested salary and fringe benefits for each person.

The form has space for up to eight people. If you request 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**

Include personnel employed by the applicant institution who will play a supporting role on the project. For each project role, 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](#). The form will calculate the requested salary and fringe benefits for each group.

### **Post-doctoral associates, graduate students, and undergraduate students**

For all post-doctoral associates, graduate students, and undergraduate students, individually list names, roles, associated months, and requested salary and fringe benefits in your [budget justification](#). As a matter of programmatic policy, tuition remission is not allowable in the Humanities Initiatives programs.

### **Secretarial/Clerical**

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

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

Document how direct charging for secretarial/clerical personnel meets all four conditions in your [budget justification](#). NEH may request additional information to assess allowability.

### **Additional Other Personnel**

List additional project roles, if applicable. The form has space for six named roles. If you have more, combine project roles on the form and explain in your [budget justification](#).

You must claim salaries and wages in compliance with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits in compliance with [2 CFR § 200.431](#).

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

## **C. Equipment Description**

Equipment is defined as nonexpendable personal property costing \$5,000 or more per item 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 purchase equipment if analysis demonstrates that it is more economical and practical than leasing (equipment rental/user fees should be included in [F. Other Direct Costs](#)). You may charge depreciation in compliance with [2 CFR § 200.436](#).

Per [2 CFR § 200.322](#), you should preference goods, products, and materials produced in the United States purchased or acquired under a federal award. The requirements of this section must be included in all subawards, contracts, and purchase orders for work or products under this award.

List each item of equipment you propose to purchase and its estimated cost, including shipping and maintenance. Include supporting information, such as a price quote, in your [budget justification](#).

The form has space for ten items. If you request funds for additional equipment, list them in a separate document. Save the document as a PDF named `additionalEquipment.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.

The form will calculate total equipment costs.

#### **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). Provide a detailed breakdown of costs for each trip in your [budget justification](#).

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. You must use the lowest available commercial fares for coach or equivalent accommodations. **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 the [General Terms and Conditions for Awards to Organizations](#). NEH uses the General Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable.

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

The cost of travel associated with scholarly research unrelated to the project is not allowed.

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

The form will calculate total travel costs.

#### **E. Participant/Trainee Support Costs**

Participants are the beneficiaries, not the providers, of a service or training opportunity (such as a workshop, conference, seminar, or symposium) funded by a federal award.

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 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, that is necessary and reasonable for successful performance under the federal award.



Include supporting information 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.**

The form will calculate total participant support costs.

### **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 known) and itemize their travel expenses (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. This field cannot exceed 999.

### **F. Other Direct Costs**

The form will calculate total other direct costs.

#### **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 per item, regardless of the length of its useful life. See [2 CFR §§ 200.314](#) and [.453](#).

#### **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. If your project includes an external advisory committee, include associated costs here.

Consultant fees must comply 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. Include personal computers and accessories under [Materials and Supplies](#).

If such services are provided by a third-party, include them in [Subawards/Consortium/Contractual Costs](#).

#### **5. Subawards/Consortium/Contractual Costs**

Enter the total funds requested (both direct and indirect costs) for activities to be performed by third-parties. 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 recipient individually. NEH may request additional information in order to assess reasonableness and allowability. 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. The substance of the relationship between a pass-through entity and a third party is more important than the form of the agreement when determining if the third-party functions as subrecipient or contractor. See [2 CFR § 200.331\(c\)](#).

If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement in [Attachment 10: Federally negotiated indirect cost rate agreement](#). Subrecipients requesting the de minimis rate are not required to provide an agreement.

See [F2. Administrative and National Policy Requirements](#) for additional information on subrecipient monitoring.

#### **6. Equipment or Facility Rental/User Fees**

Enter the total funds requested for rental/user fees for equipment and facilities.

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 include rental of facilities. Rental costs under “less-than-arm's-length” leases are allowable, provided they are consistent with [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 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 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 accessibility accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). “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 incidental items. Conference hosts must exercise discretion and judgment to ensure that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award.

Food and/or meals are only allowable when vendors are unavailable during the scheduled program. Federal funds for meals/ food/ refreshments at receptions or “networking” events are not permitted. If complimentary meals or refreshments are provided during meetings, conferences, training, or other events while on NEH-supported travel, you must reduce the per diem charged to award accordingly. Per [2 CFR § 200.423](#), alcoholic beverages are unallowable.

## G. Total Direct Costs

The form will calculate total direct costs.

## 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).

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.**

Review your institution’s negotiated indirect cost rate(s) to ensure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates, such as “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 this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Except as provided in [2 CFR § 200.414\(c\)\(1\)](#), 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 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 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 to:

- submit an indirect cost proposal to its 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\(f\)](#))

If you choose one of these options, indicate this under [Indirect Cost Type](#). If you do not choose either of the above options, you may only charge costs that are allocable, allowable, and reasonable to the award.

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, and as [Attachment 10: Federally negotiated indirect cost rate agreement](#), when applicable.

### **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., MTDC, salaries, salaries & fringe, etc.) and whether the activity and rate are on- or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries (for example, if your project includes activities that occur both on and off campus). 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 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 the indirect cost base.

### **Funds Requested (\$)**

Enter the funds requested for each indirect cost type.

### **Total Indirect Costs**

The form will calculate total indirect costs.

### **Cognizant Federal Agency**

Enter the name of your cognizant federal agency and a point of contact, if applicable.

## **I. Total Direct and Indirect Costs**

The form will calculate total project costs.

## **J. Fee**

Leave this field blank.

## **K. Total Costs and Fee**

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

## **L. Budget Justification**

You must provide a budget justification to support your project. Specifically describe how each item supports the proposed objectives, detail how you calculated costs, and provide supporting documentation. Organize your budget justification using the section headings on the Research and Related Budget.

**If your project includes subawards or contracts, you must justify each separately using the categories on the Research and Related Budget. Include a breakout for each line item of the subaward or contract in your justification.**

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

**If applicable, describe voluntary cost share in the budget justification.** These costs should not be included on the Research and Related Budget form.

## **A. Senior/Key Person**

Detail the salary and wages paid to each Senior/Key Person. Provide their names and describe their roles in and suitability to the project. Identify the fringe benefit rate and explain the base for the calculation for each person. If your organization follows an academic calendar, explain any differences in compensation between academic and summer months.

## **B. Other Personnel**

List names (if known), roles, months, and requested salary and fringe benefits for post-doctoral associates, graduate students, undergraduate students, and secretarial/clerical personnel.

If your budget includes secretarial/clerical personnel, describe how they meet the four conditions for inclusion as a direct cost.

## **C. Equipment Description**

Detail the number and unit cost for each item, and explain how you arrived at the dollar amounts. Provide vendor quotes or price lists.

## **D. Travel**

For each trip, provide the name of the traveler (if known), explain the purpose of the trip, and specify the points of origin and destination. Break out the costs of transportation, lodging, per diem, and any other expenses associated with the travel. Explain how you arrived at these dollar amounts. You must justify each trip—both foreign and domestic—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. You must use the lowest available commercial fares for coach or equivalent accommodations. **Arrangements made on**

**a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason.**

### **E. Participant/Trainee Support Costs**

Describe your method of cost computation for participant stipends, travel, subsistence, and other costs. If possible, detail participant travel costs using the instructions above.

### **F. Other Direct Costs**

#### **1. Materials and Supplies**

Indicate general categories (e.g., personal computers, digital cameras, archival supplies). Provide a total for each category. Itemize categories totaling \$1,000 or more and provide vendor quotes or price lists.

#### **2. Publication Costs**

Indicate print runs and justify costs, including vendor quotes, if applicable.

#### **3. Consultant Services**

Identify each consultant, describe the services they will perform, specify the number of days, outline travel costs, and provide total costs. If applicable, include proposals.

#### **4. Automated Data Processing (ADP)/Computer Services**

Itemize the funds requested for each service and include established service rates, if applicable.

#### **5. Subawards/Consortium/Contractual Costs**

List the costs of project activities to be undertaken by third parties. Identify each third party by name, describe their role in the project, the activities they will carry out, and the associated cost. For each entry, designate the third party as either a subrecipient (who receives a subaward) or a contractor (who receives a contract). Itemize associated costs using the same categories as the Research and Related Budget for each third party and provide relevant supporting documents.

#### **6. Equipment or Facility Rental/User Fees**

Identify and justify each rental/user fee. Provide relevant supporting documentation.

#### **8. Other Costs**

Itemize, describe, and justify any other direct costs. Include supporting documentation. "Miscellaneous" and "contingency" are not acceptable budget categories.

### **H. Indirect Costs**

If you include indirect costs in your project budget, identify the rate(s), explain the base(s), and describe any exclusions.

## **Application Components**

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

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

#### **5. Applicant Information**

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

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

g. Provide your [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. jurisdiction that does not have districts, or is in a foreign country), put a "0" (zero).

## **6. Project Information**

a. Provide your project's title. It should be brief (no more than 125 characters, including spaces), 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 may use their preferred title for any award products.

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

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

## **7. Project Director**

Provide the project director's name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. You must notify the NEH Office of Grant Management immediately if 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 distinct 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. The institutional grants administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel. Similarly, NEH will send official correspondence (for example, an offer letter, award documents, an extension, a supplement, or amendment) to the institutional grants administrator and copy 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, board chair,

provost, or chancellor. The institution's Grants.gov E-Business Point of Contact must designate the AOR.

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

### **1. Project Director**

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

### **2. Institutional Information**

Select your institution type from the drop-down menu.

### **3. Project Funding**

Enter the amount requested in outright funds. Do not include voluntary cost share.

### **4. Application Information**

Indicate whether complementary proposals 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. See [C3. Other Eligibility Information](#) for restrictions regarding overlapping costs.

For type of application, check "new."

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

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

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

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

### **Certification Regarding Lobbying (conditionally required)**

If you request more than \$100,000, you must submit the Certification Regarding Lobbying. Add this optional form to your application package in Grants.gov and it 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 you have or will use non-federal funds for lobbying, you must submit Standard Form-LLL, "Disclosure of Lobbying Activities." Add this optional form to your application package in Grants.gov. See [2 CFR § 200.450](#).

### **Attachments Form**

This form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf)**. Convert all non-PDF files (i.e., Word, Excel, images, etc.) to PDFs. If an attachment contains multiple documents, merge them into a single file. Be aware that,



occasionally, converting a document to PDF may alter its length. Do not attach portfolios containing multiple PDFs. NEH cannot accept security-enhanced PDFs (e.g., password-protection, encryption, digital signatures, etc.). Flatten security-enhanced PDFs before uploading to Grants.gov.

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

Grants.gov may accept and validate your application even if required components are missing or in the incorrect format. However, even if Grants.gov accepts and validates your application, it will be rejected by NEH if it is missing required components or is improperly formatted. It is your responsibility to ensure that all attachments are within page limits and that all required components are properly formatted, attached, and submitted.

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

#### **Attachment 1: Narrative (required)**

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

#### **Attachment 2: 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 will take place during the period of performance to achieve each of the proposed objectives. Use a timeline that includes each activity and identifies responsible staff. Explain how outcomes from one activity will carry over into the next. For each activity, specify the project team members involved. For multi-institutional collaborative projects, discuss the distribution of responsibilities across each institution. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, and implementing activities. Name the file workplan.pdf.

#### **Attachment 3: Résumés for key personnel (required)**

Include résumés for persons occupying the key positions described in the budget. This attachment has a suggested length of two pages per résumé. Name the file resumes.pdf.

#### **Attachment 4: Reading list (recommended)**

Provide a list of common readings and other resources that project personnel will consult. The reading list has a suggested length of two single-spaced pages. Name the file readings.pdf.

#### **Attachment 5: Letters of commitment (recommended)**

Provide documents that describe working relationships between your organization and other individuals, entities, and programs cited in the proposal. These may be formal letters or informal exchanges such as emails.

Elected government officials, NEH staff, and current members of the [National Council on the Humanities](#) may not serve as letter writers. Tribal leaders writing in their capacity as institutional leaders of a tribal college or university are exempt from this restriction. Name the file letters.pdf.

**Attachment 6: Institutional letter of support (required)**

Provide a letter indicating support for the project and explaining its significance within the institution's curriculum from a member of the leadership at your institution, such as the president, a provost, or a dean. Name the file support.pdf.

**Attachment 7: Institutional profile (recommended)**

Provide an overview of your institution, including key institutional data, such as the number of faculty, the number of departments, associate's degrees as a percentage of total degrees awarded (if applicable), graduate programs (if applicable), student enrollments, etc. The suggested length for this attachment is one page. Name the file profile.pdf.

**Attachment 8: Letter certifying Title III and Title V eligibility (conditionally required for applicants of the Humanities Initiatives at Hispanic-Serving Institutions program)**

If applicable, provide a 2021 or 2022 letter or other document from the Department of Education, certifying Title III and Title V eligibility. Name the file HSIdesignation.pdf.

**Attachment 9: Other supporting documentation (optional)**

Include any other documents that are directly relevant to your application, such as course descriptions, sample syllabi, or screenshots or mockups of digital products. The suggested length for this attachment is 20 pages. Name the file other.pdf.

**Attachment 10: 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. Also include the indirect cost rate agreements for subrecipients claiming indirect costs. If you request the de minimis rate, this attachment is not required.

Name the file agreement.pdf.

**Attachment 11: 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 its application, your organization must register with the [System for Award Management \(SAM\)](#) and [Grants.gov](#). [Learn more about this multistep process](#).

As of April 4, 2022, D-U-N-S® numbers will be phased out in and replaced by a new Unique Entity Identifier issued by SAM. [Learn more about the transition from D-U-N-S® to UEI](#).

Check your registrations well in advance of the deadline to ensure that they are accurate, current, and active. If your SAM registration is not active and current at the time of Grants.gov submission, NEH will reject your application.

You should allow several weeks to register with SAM and Grants.gov. If you fail to allow sufficient time to register, 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.

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

Your organization must register with the [System for Award Management \(SAM\)](#) and maintain active SAM registration with current information at all times during which you have an active federal award or an application 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\(d\)](#)). SAM will assign your organization a [Unique Entity Identifier](#).

If you have not already done so, you will be required to create a [Login.gov](#) user account to register in SAM. When registering or renewing in SAM, you will review and agree to the Financial Assistance Certifications, as in accordance with [2 CFR § 200.209](#).

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

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

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

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

## 4. Submission Dates and Times

### Drafts

Program officers will review drafts submitted by March 28, 2022 at 11:59 p.m. Eastern Time. Drafts submitted after this date will not be reviewed.

Drafts do not need to be fully developed program ideas or near complete applications to be submitted for review and feedback.

This optional 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 [hi@neh.gov](mailto:hi@neh.gov).

### Applications

The deadline for applications under this notice is May 9, 2022, at 11:59 p.m. Eastern Time.

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

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

When NEH receives your application, the agency will assign it a tracking number beginning with AA-, AB-, AC-, AD-, or AE-. 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). NEH will notify you by email if a technical problem is detected. It is your responsibility to correct any errors prior to the deadline.

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:

- projects centered on pedagogical theory and strategies, or research on educational methods, tests, or measurements
- teaching of basic foreign language skills
- the cost of replacement teachers or compensation for faculty members performing their regular duties

- the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment
- tuition fees for participants (tuition remission)
- individual research
- work undertaken in pursuit of an academic degree
- the cost of travel associated with scholarly research unrelated to the project
- 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 [2 CFR 200 Subpart E - Cost Principles](#) for other unallowable costs.

## E. Application Review Information

### 1. Review Criteria

Peer reviewers will use the following criteria to review applications under this notice:

#### **Intellectual quality (aligns with narrative section “[Intellectual rationale](#)” and “[Content and activities](#)”)**

The extent to which the proposal:

- centers on a significant topic in the humanities, engaging important texts and other resources, and drawing on sound scholarship
- effectively addresses the pertinent issues of teaching and learning in a way that is clear, free of jargon, and accessible to nonspecialists
- indicates that a project incorporating composition and writing aims to integrate humanistic methods and content into courses, if applicable

#### **Design quality (aligns with narrative sections “[Content and activities](#),” “[Project personnel](#),” and “[Evaluation](#)”)**

The extent to which the proposal:

- provides evidence of well-planned activities described in adequate detail
- includes personnel qualified to carry out their responsibilities
- incorporates an appropriate evaluation plan
- provides a reasonable budget suitable to the project’s scope

#### **Feasibility (aligns with narrative sections “[Content and activities](#),” “[Project personnel](#),” and “[Institutional context](#)”)**

The extent to which the proposal:

- demonstrates the institution’s capacity to carry out the project successfully
- shows clear evidence of support for the project by the proposed scholars, consultants, and institution(s)

**Potential for significant impact (aligns with narrative sections “[Institutional context](#)” and “[Impact and dissemination](#)”)**

The extent to which the proposal:

- demonstrates that the project would strengthen humanities teaching and learning at the institution
- demonstrates impact appropriate to project goals and institutional context and indicates institutional support for the project
- describes a project scope appropriate to the intended audience
- includes appropriate plans for dissemination to a wider audience

## **2. Review and Selection Process**

NEH staff will review all applications for eligibility, completeness, and responsiveness. Complete applications from eligible applicants will be reviewed by experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs peer reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff will comment on matters of fact or on significant issues not addressed by peer reviews, then will make recommendations to the [National Council on the Humanities](#). The National Council meets at least twice annually to advise the NEH Chair. The Chair 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**

NEH will assess applications that receive a favorable review for past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements, as well as other considerations.

NEH may request that you submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. Such requests do not guarantee that NEH will make an award.

After reviewing applicable information, the NEH Office of Grant Management will determine if an award can be made, if special conditions are required, and the appropriate level of funding. 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 you of funding decisions by email in December 2022. This is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting [hi@neh.gov](mailto:hi@neh.gov).

## F. Federal Award Administration Information

### 1. Federal Award Notices

The NEH Office of Grant Management will send award documents to recipients through eGMS Reach in January 2023.

### 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 \(for grants and cooperative agreements issued January 1, 2022 or later\)](#), 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 debarment, suspension, and related offenses, as applicable.

- 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.
- Failure to make required disclosures can result in any of the remedies described in [2 CFR § 200.339](#), including suspension or debarment. See [2 CFR 180](#) and [3369](#).
- If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 11: Explanation of delinquent federal debt](#).

### Providing access to NEH-funded products

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

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

### Copyright information

Recipients may copyright 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 excerpts from grant products in [Humanities](#) magazine or on its website.

## Acknowledging NEH support

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

## Subrecipient Monitoring Requirements

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](#).

Recipients must monitor subrecipients to ensure that subawards are used for authorized purposes, comply with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and that performance goals are achieved. Recipients must ensure that subrecipients track, appropriately use, and report program income generated by the subaward. See [2 CFR § 200.332](#) for information that must be included in subaward agreements.

## Program income

Recipients must use all program income generated as a result of awarded funds for approved project-related activities. The program income alternative applied to awards under this notice will be addition. See [2 CFR § 200.307](#) for post-award requirements for program income.

## Eliminate waste, fraud, and abuse

Help NEH eliminate fraud and improve management by reporting allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures 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 complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. Further information will be provided in the Notice of Action.

- **Federal Financial Report(s).** Recipients must submit the Federal Financial Report (SF-425) on an annual basis.
- **Performance Progress Report(s).** Recipients must submit a performance progress report to NEH on an annual basis.
- **Final Reports.** Recipients must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goals, and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to



summary questions regarding the recipient’s overall experiences during the entire period of performance.

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

## **G. Agency Contacts**

If you have questions about the program, contact:

Division of Education Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-2324  
[hi@neh.gov](mailto:hi@neh.gov)

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

Office of Grant Management  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
[grantmanagement@neh.gov](mailto:grantmanagement@neh.gov)

If you are deaf or hard of hearing you can contact NEH using Federal Relay at 800-877-8399.

If you have questions about registering or renewing your registration with [login.gov](http://login.gov) or [SAM.gov](http://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](http://Grants.gov), contact [Grants.gov](http://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](mailto:support@grants.gov)

Always obtain a case number when calling for support.

## **H. Other Information**

### **Related funding opportunities**

The [Humanities Connections](#) program offered by the Division of Education Programs 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.

## **Privacy policy**

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

## **Application completion time**

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

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