



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF EDUCATION PROGRAMS

HUMANITIES CONNECTIONS IMPLEMENTATION GRANTS

Deadline: October 17, 2018 (for projects beginning May 2019)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.162

Funding Opportunity Number: 20181017-AKA

If after reading this document you have questions about this program, contact the staff of NEH's Division of Education Programs at 202-606-8337 or humanitiesconnections@neh.gov. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

Contents

I. Program Description	3
Providing access to grant products.....	5
Copyright information	5
Award information	5
Eligibility	5
II. Preparing and Organizing your Application	6
Resources for preparing a strong application	6
Review criteria.....	7
Application elements	8
III. Submitting your Application	15
Deadlines for submitting optional draft proposals and applications	16
IV. What Happens After the Submission of an Application	16
Review and selection process	16
Information for all applicants and for successful applicants	16
V. Additional Information	17
Contact information for the program and Grants.gov.....	17
Privacy policy.....	18
Application completion time	18
APPLICATION CHECKLIST	18
TIMELINE	20

I. Program Description

The Humanities Connections program seeks to expand the role of the humanities in undergraduate education at two- and four-year institutions. Awards will support innovative curricular approaches that foster productive 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.

Competitive applications will demonstrate

- that the proposed curricular projects address 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 humanities; and
- that faculty and students will benefit from meaningful collaborations in teaching and learning across disciplines as a result of the project.

Humanities Connections projects have four core features:

1. 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);
2. collaboration between faculty from two or more separate departments or schools at one or more institutions;
3. experiential learning as an intrinsic part of the curricular plan; and
4. long-term institutional support for the proposed curriculum innovation(s).

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

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

The program aims at the substantive and purposeful integration of disciplines and therefore does not support

- the isolated addition or revision of a single course offering, or
- the simple pairing of complementary courses, whether in the same or in different departments or schools.

Recipients may not use Humanities Connections funding for

- faculty or student travel abroad;

- the development of courses for a graduate or non-degree program;
- all costs related to faculty payment for actual classroom instruction;
- commercial, for-profit, or proprietary textbook research or revision;
- promotion of a particular political, religious, or ideological point of view;
- advocacy for a particular program of social or political action;
- support of specific public policies or legislation;
- lobbying; or
- projects that fall outside of the humanities; the the creation or performance of art; creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies.

Humanities Connections grants are funded at two levels: **Planning** and **Implementation**. Applicants for implementation grants need not be former planning grant recipients; however, applicants for implementation grants are required to demonstrate in their applications that they have completed the planning for the project. Recipients of planning grants are welcome to submit implementation-level proposals based on their previously funded projects.

A grant from NEH for one stage of a project does not, however, commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

This program is authorized by 20 USC §956 *et seq.* Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).

IMPLEMENTATION GRANTS

Implementation grants (up to three years) support the interdisciplinary collaboration of faculty from two or more separate departments or schools (a minimum of one in and one outside of the humanities), with the implementation of a sustainable curricular program or initiative as the outcome. Implementation grant proposals must show unambiguous evidence of preceding planning work and present a defined rationale with clear intellectual and logistical objectives that are supported by institutional commitment. The award gives applicants the opportunity to build on faculty/administrative or institutional partnerships and to develop and refine the project's intellectual content, design, and scope. For example, the applicant should be able to demonstrate potential commitments of any partners or collaborators; outline preferred approaches to curriculum building/consolidation; and explain outreach strategies that will be employed to attract students to the new educational opportunity.

The outcome of the implementation grant should be a project that has completed its pilot phase.

Implementation grants 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;

- develop and implement pilot projects and activities for student 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; and
- conduct mid- and long-range feasibility studies.

Providing access to grant 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 grant products. For projects that develop Web-based resources, all other considerations being equal, NEH prefers those that provide free access to the public.

NEH 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. For more information consult Design for Accessibility: A Cultural Administrator's Handbook [here](#).

Copyright information

NEH recipients may copyright any work that is subject to copyright and was developed, or for which ownership was produced, 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.

Award information

Successful applicants to the Humanities Connections Implementation Grant program will receive grants of up to \$100,000. The period of performance is between eighteen and thirty-six months and must start no later than September 1, 2019.

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

Eligibility

This program accepts applications from any U.S. two- or four-year public or private 501(c)(3) tax-exempt college or university, 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 and foreign and for-profit entities are not eligible to apply.

An institution may submit multiple applications for distinctly different projects. Overlapping project costs between two or more applications for federal funding and/or approved federal award budgets is not permitted.

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

Collaboration with other postsecondary institutions is welcome, but a single institution must serve as the applicant of record. In addition, the project director must be from the applicant institution.

NEH generally does not award grants 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 grant funds from, or sites and materials controlled by, other federal entities in their projects.

NEH will not review applications that are late, incomplete, or ineligible.

II. Preparing and Organizing your Application

Resources for preparing a strong application

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

- read these **guidelines** carefully, noting what information needs to be provided in the application;
- consult the program's **review criteria**, which are listed immediately below;
- read the **Frequently Asked Questions**, which are available on the [program resource page](#);
- review the **sample narratives**, which are available on the [program resource page](#);
- contact the **program staff** (at 202-606-8337 or humanitiesconnections@neh.gov) to discuss your project and raise any questions you may have about the application; and
- submit an optional **draft proposal** by September 17, to which program staff will respond with suggestions and advice.

Review criteria

Proposals for Humanities Connections implementation grants are evaluated according to the following criteria:

Intellectual quality

- 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)?
- To what extent will the project employ humanities texts and other resources that are appropriate and substantial?
- Will the project refrain from proposing advocacy and other activities not supported by NEH (listed on pages 3-4 above)?

Design quality

- 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 and the commitment and support of faculty, administrators, and others involved in the project?
- To what extent is the work plan feasible and sustainable?
- To what extent is the evaluation plan effective in terms of capturing project outcomes?
- To what extent is the budget reasonable in view of project activities and goals?

Impact

- 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 does the proposal provide convincing evidence of the project's institutional impact beyond the period of performance?

- To what extent do the narrative and supporting documentation indicate long-term support for the project?
- To what extent are the plans for dissemination to a wider audience robust and in line with project goals?

As noted earlier, applicants are encouraged to contact program officers, who can offer advice about developing proposals. Program officers can also respond to draft proposals (optional), submitted no later than September 17, 2018, to humanitiesconnections@neh.gov. The program may not be able to respond to late-arriving drafts.

Although staff comments and responses to draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, previous applicants have found them helpful in strengthening their applications.

Please consult the documents on the [program resource page](#), such as the sample budget.

Once an applicant formally submits an application, NEH will not comment on its status except with respect to issues of completeness and eligibility.

The application should be clear, free of jargon, and accessible to nonspecialists. As mentioned above, applicants may not propose advocacy and other activities not supported by NEH.

Application elements

SF-424 Application for Federal Domestic Assistance – Short Organizational

In Section 6.a of the SF-424 Application for Federal Assistance – Short Organizational (part of the Grants.gov application package), include a project title not to exceed 125 characters (including spaces and punctuation). Successful proposals will typically have titles that are descriptive of the project, substantive, and free of specialized language. Most importantly, your title should be 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.

Provide a one-paragraph abstract (up to one thousand characters, including spaces) written for a nonspecialist audience, clearly explaining the project's principal activities and its expected results. You should place the paragraph in the Project Information field in the SF-424 Application for Federal Domestic Assistance - Short Organizational form. (The [program resource page](#) provides a link to the instructions for submitting your application to Grants.gov, which contain information about this form.) Do not attach the abstract to the Attachments Form, a form that is also explained in the instructions for submitting your application to Grants.gov.

Application

An application consists of the following five parts: a table of contents, a summary, a narrative, a budget, and appendices. Your application should include the title provided in Section 6.a of the SF-424.

1. Table of contents

Include all parts of the application, with page numbers. Number the pages consecutively through all sections, including the appendices.

2. Summary

Provide a single-spaced summary of the narrative (no longer than one page in twelve-point font).

3. Narrative

The narrative—an extended discussion of the project’s content, activities, and intended audience—is the most important part of the application. Limit the narrative to *fifteen* double-spaced pages with one-inch margins and a font size no smaller than twelve points.

Include the following sections:

- *Intellectual rationale*

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 learning opportunities for students, 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 enhance the project and help accomplish your goals.

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, the number of community or other partnerships formed (if any), and the projected impact on student enrollment and other types of immediate engagement over a given span of years after implementation. In an appendix, provide relevant quantitative and qualitative data collected during the planning phase that will inform your implementation strategy.

- *Content and design*

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. Estimate the projected student 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. In an appendix provide a plan of work and a list of relevant readings and resources.

- *Collaborative team*

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.

Some example of key stakeholders are

- full time or adjunct faculty from two or more departments;
- 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; and
- members of cultural or community organizations, professional societies, and education professionals.

If subsequent additions to the team are anticipated, describe the process by which they will be recruited and/or selected.

In an appendix provide brief résumés or biographies (no longer than two pages each) and up-to-date letters or e-mails of commitment for the project director(s), team members, and key external contributors.

- *Institutional context and resources*

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

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

- *Impact and dissemination*

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

Illustrate 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. In an appendix, 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).

- *Evaluation*

Explain how you will assess the project both during and after the period of performance. Define the benchmarks for evaluating ongoing activities during the project 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. Assessment must include a final “lessons learned” white paper for a broad professional audience, which may be made available on the NEH website. Outside evaluation is not required for NEH Humanities Connections grants.

4. Budget

Complete the budget form. You can find links to the budget form and sample budget on the sidebar of the [program resource page](#). Attach notes to explain any of the budget items in more detail, as needed.

Applicants may include in their budgets funds to pay for travel expenses and honoraria for guest scholars and visiting consultants, books and other materials, modest purchases of computer equipment and materials directly related to the project, logistical support, staff salaries during project pilot phases, and release time for the project director(s). Applicants may also include in their budgets remuneration for project participants, based on their involvement in and contribution to the project.

The following is additional guidance for preparing your budget.

• Item 1: Salaries and wages

List all project personnel employed by your institution. Include the position title, name (if possible), percent of full time equivalent or total number of hours charged to the project. Calculations for faculty compensation must conform to 2 CFR §200.430 and the policies of the institution. Commonly, the budget includes a percentage of academic year or annual institutional base salary (IBS) for those faculty members participating in the project. IBS is defined as the annual compensation paid by an institution of higher education (IHE) for an individual’s appointment, whether that individual’s time is spent on research, instruction, administration, or other activities. Charges to all federal awards, including NEH grants, should not exceed the proportionate share of the IBS. Such amounts may be used to release faculty members from normal duties for a specified amount of time not to exceed one course per quarter or semester. See 2 CFR §200.430 for regulations regarding extra service pay, intra-IHE consulting, and charges for work during periods not included in the base salary period. In no case, however, may this award support replacement teachers or pay faculty members for performing their regular duties. Compensation for support staff may be calculated as a percentage of salary or based on an hourly rate.

Note that all costs related to faculty payment for actual classroom instruction are unallowable.

• Item 2: Fringe benefits

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. See 2 CFR §200.431 for additional information.

• **Item 3: Consultant fees**

List individuals not employed by your institution who will contribute to the project. The honoraria for visiting scholars and other consultants typically range from \$350 to \$750 per person per day or up to a maximum of \$3,750 per person per week, not including travel and subsistence costs. Travel and subsistence costs should be entered under budget Item 4.

If the project is a collaboration with one or more institutions of higher education, faculty not employed by your institution may be participants (rather than visiting scholars, consultants, or session leaders) in such activities as faculty development workshops or study groups. Payment to faculty not employed by the applicant institution must comply with 2 CFR §200.430.

• **Item 4: Travel**

List travel costs according to local and long distance travel. For local travel, outline the mileage rate, number of miles, reason for travel, and the name of the individual(s) completing the travel.

Calculate travel and subsistence costs, including participant travel, in conformity with 2 CFR §200.474 and institutional policy.

All air travel that is paid in whole or in part with NEH funds must be undertaken on U.S. flag air carriers. For further information on travel requirements, please see the articles on [Travel Costs](#) and [Foreign Travel](#) in the [General Terms and Conditions for Awards](#).

Include funds for the project director(s) to attend a two-day meeting to be held at NEH's offices in Washington, D.C. during the period of performance. Other project leaders or administrators may wish to attend the meeting; if so, their expenses should also be detailed here.

• **Item 5: Supplies and materials**

List all consumable project supplies and materials to be purchased with NEH funds. Eligible items include supplies costing \$5,000 or less per unit, such as laptops, tablets, instructional materials, educational software, etc. Please note that costs for these items may be included only if they are not part of the indirect-cost pool (discussed in Item 8 below). See also the list of "Inadmissible Budget Items" below.

• **Item 6: Services**

For any outsourced work, include third-party subawards or vendor contracts in this item. Attach a clear explanation of the purpose of each contract or subaward, how the costs were estimated, and the specific contract or subaward deliverables. Please do not provide line item details on proposed contracts. Instead you should explain the basis for your cost estimate for the contract. Grant recipients are responsible for ensuring that their organization or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts or subawards. Grant recipients must notify potential subrecipients that entities receiving subawards must be registered in the System for Award Management (SAM). Potential subrecipients must provide the grant recipient with their DUNS number.

Recipients and subrecipients must adhere to the procurement standards set forth in 2 CFR §§200.317 – 326.

• **Item 7: Other costs**

Include the cost of duplication and printing, long-distance telephone charges and postage, rental of films and equipment, technical support, rental of buses and vans for site visits, and equipment purchase (items costing more than \$5,000 per unit with a useful life of more than one year, and subject to 2 CFR §200.313) or rental.

Consistent with Executive Order 13788 (“Buy American and Hire American”), grant recipients and subrecipients who purchase equipment and products with NEH funds should purchase only American-made equipment and products.

• **Item 9: Indirect costs (overhead)**

Indirect costs (also known as “facilities and administrative” or F & A costs) are those costs that are not readily identified with a specific project or organizational activity. “Facilities” is defined as depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses. “Administration” is defined as general administration and general expenses such as the director’s office, accounting, personnel, and all other types of expenditures not listed specifically under one of the subcategories of “Facilities” (including cross allocations from other pools, where applicable).

An indirect cost rate is simply a device for determining the proportion of general (indirect) expenses that each federally funded project may include as part of its overall budget request. Indirect costs are computed by applying a negotiated indirect-cost rate to a distribution base. For administrative convenience, applicant organizations negotiate rates with a single federal agency (referred to as the “cognizant agency”), and then the organization can use that negotiated rate in any of their federal grant applications.

Governmental departments or agency units receiving more than \$35M in federal funds from all sources during a given fiscal year must have a federally negotiated indirect-cost rate agreement. Any other applicant organization that has never had a negotiated indirect-cost rate may direct-cost all expenses or use the de minimis rate of 10 percent of modified total direct costs (MTDC). The chosen method must be used consistently for all federal awards until the organization chooses to negotiate a rate. This can be done at any time. See [2 CFR §200.414](#) for additional information.

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

If the applicant institution is claiming indirect costs and has a current federally negotiated indirect-cost rate agreement, submit a copy of this agreement. Do not attach the agreement to your budget form. Instead you must attach it to the Budget Narrative Attachment Form

(also known as the Budget Narrative File). If the applicant institution does not have a federally negotiated indirect-cost rate agreement, you must instead attach a statement to the Budget Narrative Attachment Form, explaining a) that the applicant institution is not claiming indirect costs; b) that the applicant institution does not currently have a federally negotiated indirect-cost rate agreement; or c) that the applicant institution has never received a negotiated indirect-cost rate and is using the government-wide de minimis rate of 10 percent of the total direct costs, less distorting items (including equipment, capital expenditures, rental costs, tuition remission, participant support costs, scholarships and fellowships, and the portion of each subaward in excess of \$25,000). See 2 CFR §200.414 (f) for additional information regarding the de minimis rate.

- **Inadmissible budget items**

The following costs are not allowable and may not appear in project budgets:

- the cost of replacement teachers or compensation for faculty members/institutional personnel performing their regular duties;
- the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment; and
- tuition fees for participants.

- **Budget notes (optional)**

If needed, include a brief supplement to the budget, explaining projected expenses or other items in the financial information provided on the budget form.

5. Appendices

Use appendices to provide the following materials:

- the plan of work, a list of relevant readings or resources for the project, and relevant quantitative and qualitative data collected during the planning phase that will inform your implementation strategy;
- brief résumés or biographies (no longer than two pages) and up-to-date letters or e-mails of commitment for the project director(s), team members, and key external contributors involved in the project (such as visiting experts, consultants, and/or community partners); and
- letters or e-mails of commitment from each institution and organization involved in the project, including the applicant institution. The letters from the president, provost, and/or dean of the applicant institution must attest that the institution will offer long-term support for the project and must also explain its significance within the institution's curriculum.

Number the pages of your application package, including the appendices, consecutively.

III. Submitting your Application

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

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

1. Dun and Bradstreet (<https://fedgov.dnb.com/webform>)
2. System for Award Management (SAM) (<https://www.sam.gov>)
3. Grants.gov (<https://www.grants.gov/>)

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

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

Applicant organizations with a valid DUNS number and an active SAM registration must then register with Grants.gov. Visit Grants.gov at <https://grants.gov/web/grants/applicants/organization-registration.html> for complete registration information. **The initial Grants.gov registration process can take up to two weeks.**

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

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

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

Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

Deadlines for submitting optional draft proposals and applications

Draft proposals (optional): Program staff recommends that draft proposals be submitted by September 17, 2018. Time constraints may prevent staff from reviewing draft proposals submitted after this date. Staff comments in response to draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Drafts should be submitted to humanitiesconnections@neh.gov.

Applications must be received and validated by Grants.gov by 11:59 PM Eastern Time on October 17, 2018. Grants.gov will date- and time-stamp your application after it is fully uploaded. Late, incomplete, or ineligible applications will not be reviewed.

IV. What Happens After the Submission of an Application

Review and selection process

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

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Administrative Requirements set forth in 2 CFR [§200.205](#). (See below the next heading for more information about the Office of Management and Budget's Administrative Requirements, which NEH has implemented.) This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

Information for all applicants and for successful applicants

Applicants will be notified of the decision by e-mail in April 2019. Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by e-mail in May 2019. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The [Grant Management](#) section of the NEH website outlines all the

responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to humanitiesconnections@neh.gov.

In December 2014 NEH adopted 2 CFR Part 200: [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#). 2 CFR 200 applies to all NEH awards to organizations and is aimed at reducing the administrative burden on award recipients and improving accountability of federal financial assistance for tax payers. NEH will identify in each award document the relevant programmatic terms, conditions, and reporting requirements with which the recipient must comply.

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. You can find details on how to report such allegations and suspicions [here](#).

V. Additional Information

Contact information for the program and Grants.gov

If you have questions about the program, contact:

Humanities Connections
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 registering or renewing your registration with SAM.gov, contact the Federal Service Desk Monday – Friday 8 a.m. to 8 p.m. Eastern Time at:

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

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

Grants.gov: <https://www.grants.gov/>
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
<https://www.grants.gov/web/grants/applicants/applicant-training.html>
Grants.gov support line: 1-800-518-GRANTS (4726)

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

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

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, DC 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, DC 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

- ❑ **Register your institution or verify its registration with the System for Award Management (SAM).** Begin a new registration at least six weeks before the deadline. Read the [SAM update and FAQs](#) to learn more about this process.
- ❑ **Register your institution or verify its registration with Grants.gov.** Begin a new registration at least two weeks before the deadline.
- ❑ **Access the application package through Grants.gov Workspace.** The [program resource page](#) on NEH's website has a direct link to the package. You can also search Grants.gov for this program. The program resource page has a direct link to the NEH instructions for completing the package.
- ❑ **Complete the following forms contained in the Grants.gov application package.**
 1. Application for Federal Domestic Assistance - Short Organizational (in which you must include in the Project Information field (6.b.) a one-paragraph description—up to one thousand characters, including spaces—written for a nonspecialist audience, clearly explaining the project's principal activities and its expected results)

2. Supplementary Cover Sheet for NEH Grant Programs
3. Project/Performance Site Location(s) Form
4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Table of contents (name the file “contents.pdf”)

ATTACHMENT 2: One-page summary (name the file “summary.pdf”)

ATTACHMENT 3: Narrative (name the file “narrative.pdf”)

ATTACHMENT 4: Budget (which may include budget notes) (name the file “budget.pdf”)

ATTACHMENT 5: Appendices (name the file “appendices.pdf”)

- The plan of work, a list of readings and resources for the project, and relevant quantitative and qualitative data collected during the planning phase that will inform your implementation strategy
 - Brief résumés or biographies (no longer than two pages) and letters or e-mails of commitment for the project director(s), team members, and key external contributors involved in the project
 - Letters or e-mails of commitment from each institution and organization involved in the project
5. Budget Narrative Attachment Form (also known as the Budget Narrative File)—Using this form, attach **only** a copy of your institution’s current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). (See the NEH Grants.gov instructions for applicant organizations, which are available on the program resource page, for additional information.)

Do not attach your application budget to the Budget Narrative Attachment Form; instead you must attach it to the Attachments Form (see above in the Application Checklist), as attachment 4.

Your attachments must be in Portable Document Format (.pdf). Make sure that all files in formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains multiple PDFs, you must merge those documents into a single PDF. Do not attach a zip file containing multiple PDFs.

Visit Grants.gov’s Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version at <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach (to the Attachments Form and the Budget Narrative Attachment Form) into PDFs. If you have a problem installing Adobe Reader, it may be because you do not have

permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than noon Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

TIMELINE

Until October 17, 2018: Contact Division of Education Programs program officers (at 202-606-8337 or humanitiesconnections@neh.gov) with questions and for advice (optional)

September 5, 2018: Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process by this date

September 17, 2018: Submit draft application (optional) by this date

October 3, 2018: Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

October 17, 2018: Applications must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date

November-December 2018: Peer review panels take place

March 2019: Meeting of the National Council on the Humanities, followed by funding decisions

April 2019: Applicants are notified of the funding decisions

May 2019: Institutional grants administrators and project directors of successful applications receive award documents by e-mail from the NEH Office of Grant Management

May 1, 2019: Successful applicants may begin work on their projects as early as this date

September 1, 2019: Successful applicants must begin work on their projects no later than this date