



NATIONAL ENDOWMENT FOR THE

Humanities

OFFICE OF **DIGITAL HUMANITIES**

## **HUMANITIES OPEN BOOK PROGRAM**

**Deadline: September 26, 2018 (for projects beginning May 1, 2019)**

Catalog of Federal Domestic Assistance (CFDA) Number: 45.169

Funding Opportunity Number: 20180926-HZ

If after reading this document you have questions about this program, contact the NEH Office of Digital Humanities (ODH) via e-mail at [odh@neh.gov](mailto:odh@neh.gov). Applicants wishing to speak to a staff member by telephone should provide in an e-mail message a telephone number and a preferred time to call. 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

    Standing Together ..... 4

    Award information ..... 4

    Cost sharing..... 4

    Eligibility ..... 4

II. Preparing and Organizing your Application ..... 5

    Resources for preparing a strong application ..... 5

    Review criteria ..... 6

    Application elements..... 6

III. Submitting your Application ..... 10

    Deadlines for submitting optional draft proposals and applications..... 11

IV. What Happens After the Submission of an Application ..... 12

    Review and selection process ..... 12

    Information for all applicants and for successful applicants..... 12

    Award requirements..... 13

    Reporting requirements..... 13

    White paper requirement ..... 13

V. Additional Information ..... 14

    Contact information for the program and Grants.gov ..... 14

    Privacy policy ..... 14

    Application completion time..... 14

APPLICATION CHECKLIST ..... 15

TIMELINE ..... 16

## I. Program Description

The Humanities Open Book Program is designed to make outstanding out-of-print humanities books available to a wide audience. By taking advantage of low-cost “ebook” technology, the program will allow teachers, students, scholars, and the public to read humanities books that have long been out of print. The Humanities Open Book Program is jointly sponsored by the National Endowment for the Humanities (NEH) and the Andrew W. Mellon Foundation (Mellon).

Traditionally, printed books have been the primary medium for expressing, communicating, and debating humanistic ideas. However, the vast majority of humanities books sell a small number of copies and then quickly go out of print. Most scholarly books printed since 1923 are not in the public domain and are not easily available to the general public. As a result, there is a huge, mostly untapped resource of remarkable scholarship going back decades that is largely unused by today’s scholars, teachers, students, and members of the public, many of whom turn first to the Internet when looking for information. Modern ebook technology can make these books far more accessible than they are today.

NEH and Mellon are soliciting proposals from academic presses, scholarly societies, museums, and other institutions that publish books in the humanities to participate in the Humanities Open Book Program. Applicants will provide a list of previously published humanities books along with brief descriptions of the books and their intellectual significance. Depending on the length and topics of the books, the number to be digitized may vary. However, NEH and Mellon anticipate that applicants may propose to digitize a total that ranges from less than fifty to more than one hundred books. Awards will be given to secure the rights and digitize these books and make them available as Creative Commons-licensed “ebooks” that can be read by the public at no charge on computers, mobile devices, and ebook readers. The final ebook files must be in EPUB version 3.1 (or later) format, to ensure that the text is fully searchable and reflowable and that fonts are resizable on any e-reading device.

Proposed books can be on any topic relevant to any humanities discipline. However, in recognition of two important upcoming anniversaries, NEH and Mellon encourage applicants to consider proposing books related to the following:

- the 250<sup>th</sup> anniversary of the United States, coming in 2026. Applicants may wish to include important books relevant to the founding of the United States.
- the hundredth anniversary of the Nineteenth Amendment, coming in 2020. Applicants may wish to include important books relevant to the Nineteenth Amendment and women’s suffrage.

Applicants are encouraged to form partnerships, if appropriate, when applying. For example, two or more presses could collaborate to bring together books published by their respective institutions on similar themes and topics.

Applicants are required to create an advisory board composed of scholars, librarians, publishers, and other experts to help select the books to digitize. This advisory board should include at least two members from outside the applicant institution.

Applicants are also required to describe a marketing plan designed to spark interest in the newly digitized books. This would likely take the form of new supplementary content about each book to help introduce it to readers today. For example, a press might commission new introductions to a selection of books as a way to engage today's readers. Alternatively, a press might produce videos or a series of blog entries to help contextualize a group of books that it is proposing to digitize. The marketing plan might include the involvement of original authors or editors, if appropriate.

The Humanities Open Book Program is authorized by 20 USC §956 *et seq.* All NEH awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).

## Standing Together

NEH and Mellon invite proposals to digitize books on topics related to the NEH [Standing Together](#) initiative, which encourages projects related to the experience of war and military service, as well as projects that serve military veterans.

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they propose books related to the founding of the United States or the Nineteenth Amendment or respond to the Standing Together initiative.

## Award information

Awards are for one to three years and range from \$50,000 to \$250,000. In determining the amount of money to request, applicants should consider the number of books to be digitized, potential challenges such as rights clearance, and the scope of dissemination and marketing activities. Some projects will receive awards from the NEH, while others will receive awards from the Mellon Foundation. Please see the FAQ document (which is available on the [program resource page](#)) for more information.

## Cost sharing

Cost sharing/matching is not required for this program. Applicants may use voluntary cost sharing for projects in which the total costs exceed the amount awarded. Voluntary cost sharing includes cash contributions to a project by the applicant and nonfederal third parties, unrecovered indirect costs, and in-kind contributions (such as donated goods and services).

## Eligibility

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

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

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.

Degree candidates may not be project directors.

Project directors may submit only one application to this program at a time, although they may participate in more than one Humanities Open Book project. They may also apply for other NEH and Mellon awards.

When two or more institutions or organizations collaborate on a project, one of them must serve as the lead applicant and administer the grant on behalf of the others. The lead applicant is programmatically, fiscally, and legally responsible for the award.

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.

Late, incomplete, or ineligible applications will not be reviewed.

## 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;
- review the **sample narratives**, which are available on the [program resource page](#);
- consult the program's **review criteria**, which are listed immediately below;
- read the **Frequently Asked Questions**, which are available on the [program resource page](#);
- contact the **program staff** (at [odh@neh.gov](mailto:odh@neh.gov)) to discuss your project and raise any questions you may have about the application; and
- submit an optional **draft proposal**, to which program staff will respond with suggestions and advice.

As noted above, prior to submitting a proposal applicants are encouraged to contact program officers, who can offer advice about preparing the proposal and review draft proposals. These comments are not part of the formal review process and have no bearing on the final outcome of the proposal, but applicants have found them helpful in strengthening their applications.

Program staff recommends that draft proposals be submitted at least four to six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Draft proposals are optional; if you choose to submit one, send it as an attachment to [odh@neh.gov](mailto:odh@neh.gov).

## Review criteria

Reviewers are asked to apply the following criteria:

1. The intellectual significance of the proposed slate of books, including the books' potential to enhance research, teaching, and learning.
2. The appropriateness of the overall marketing plan and new marketing materials that help contextualize the books for readers today.
3. The reasonableness of the proposed budget in relation to anticipated results.
4. The quality of the conception, definition, organization, and description of the project and the applicant's clarity of expression.
5. The overall experience and track record of the project team (including the service provider) in book digitization projects and its ability to meet the technical requirements of the grant program.
6. The feasibility of the work plan and schedule.

## Application elements

Your narrative should include a project title not to exceed 125 characters (including spaces and punctuation). Successful grant proposals will typically have titles that are descriptive of the project, substantive, and free of specialized language. Your title should match the title provided in section 6.a. of the SF-424 Application for Federal Domestic Assistance – Short Organizational (part of the Grants.gov application package). Most importantly, your title should be easily understood by the general public. NEH and Mellon reserve 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. (See below, in the NEH instructions for submitting your Humanities Open Book application to Grants.gov, for 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.

Your application should consist of the following parts.

### 1. **Table of contents**

List all parts of the application and corresponding page numbers.

## 2. List of participants

On a separate page, list all project participants and collaborators and their institutional affiliations, if any. The list is used to ensure that prospective reviewers have no conflict of interest with the projects that they will evaluate. This list should include advisory board members and their affiliations.

## 3. Narrative

The narrative should not exceed ten single-spaced pages. All pages should use one-inch margins and a font size no smaller than 11 point. Applicants should keep the review criteria (which are listed above, beneath the “Review criteria” heading) in mind when writing the narrative, which must consist of the following sections.

### **3a) Intellectual Significance of the Selection of Books that You Propose.**

Discuss the intellectual significance and likely uses of the books that you chose, referring to individual titles as needed to support your case. Explain why these books should be digitized and made accessible digitally. Describe the rationale employed by your advisory board in making its recommendations. (The selection process may include both qualitative and quantitative criteria, such as the recommendations of experts on particular subjects, a survey of the reviews that appeared after a book’s publication, and the number of times that a book was cited.) Describe any thematic connections among the selected books, and explain how these connections make the books more compelling. In addition, explain why the books will be significant for readers today. Finally, discuss the likely research or educational uses of the selected books, and explain how digitization would facilitate these uses.

**3b) History and Overview of the Publisher(s).** In this section, provide a brief overview of your organization’s publishing history in the humanities. Describe its lists, how long it has been in operation, and publications of note. If you are collaborating with another publishing organization, please describe its history as well and explain why the two collaborators complement one another.

**3c) Dissemination.** Describe how you plan to make the books available for download. What repository (or repositories) and website(s) would you use, and by what means would the books be discoverable? Also discuss how these books might be integrated into your institution’s website to encourage readers to learn about other related titles. Will you offer your readers other value-added services like print-on-demand?

**3d) Service Provider and Technical Standards.** All books must be digitized and turned into ebooks produced using EPUB 3.1 or a later version. Each ebook should have metadata embedded into the file, following the recommendations for [metadata](#) of the Book Industry Study Group (BISG). Ebook metadata must also include information regarding the [Creative Commons license](#) selected for each text. Whether you are using an in-house or outside service provider (for example, another press or a commercial firm), please describe it and its experience, and explain why you chose it for this work. Please attach in item 6 of the application a letter of commitment from the service provider that confirms that the books will be in EPUB 3.1 or later format and will follow the BISG guide cited above. Also, list other additional formats that you plan to use in addition to

EPUB (for example, Kindle format or PDF). You should also ensure that your subcontract to your service provider is reflected in your budget.

**3e) Work Plan.** Describe each task in your workflow and who will accomplish it and how. Describe how your staff will work in concert with your service provider (if appropriate). Cover key items such as researching and securing rights; digitizing, keying, correcting, and editing texts; converting to EPUB 3.1 (and other standards you plan to support, for example KF8/AZW3 to ensure Kindle compatibility); and how/where you will post the ultimate files to the Web for download. Describe any challenges or risks related to the work plan, such as those raised by unanticipated rights or digitization issues. Include a timeline for your project.

**3f) Licenses.** There are six standard Creative Commons (CC) licenses (found on the [Creative Commons website](#)). Please discuss which of the licenses you intend to use and why. (Depending on the rights that you negotiate with authors or other content owners, you may end up using different CC licenses for different books.)

**3g) Marketing Plan.** Describe your overall plan for marketing the newly digitized books. Explain what audience(s) you envision for the books that will be digitized, and how you will tailor your marketing plan accordingly. Examples of marketing activities implemented by previously supported projects include website development, production of video interviews with book authors or contributors to exhibition catalogues, new introductions for some or all of the books to be digitized, and public programming. We encourage creativity and experimentation with new ways of marketing out-of-print books to audiences today.

#### 4. Project budget

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. You can find links to the budget instructions, budget form, and sample budget on the [program resource page](#). Budgets should be completed in compliance with [2 CFR 200 Subpart E – Cost Principles](#).

If you are subawarding or contracting some of the work to a service provider, please indicate the total subcontract amount in your budget in section 6 “services” and also include a separate page that breaks out the detailed costs of the subaward or contract.

Staff costs should include the position title, name (if possible), percent of full time equivalent or total number of hours charged to the project. Indicate in the budget if any individuals will perform multiple, separately budgeted functions.

If there will be long-distance travel for any project team members, the budget should name the travelers (if possible) or their positions; reflect the travel expenses (for example, airfare, lodging, parking, per diem, etc.) for each person and trip; briefly describe the purpose of the travel; and list the destinations. List equipment costs and provide a justification for the need to purchase the equipment to carry out the program’s goals. Note: All project directors will attend a project directors meeting (date and location to be determined). The meeting will be aimed at discussing and disseminating



best practices for ebook digitization. Directors should budget accordingly for a one-day meeting in the first year of the requested period of performance.

Do not include voluntary cost sharing in your budget. You may, however, discuss voluntary cost sharing in your narrative.

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.

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.

Note that awards made by the Mellon Foundation do not cover indirect costs. For further information, see the first FAQ in the FAQ document that is available on the [program resource page](#).

## **5. Résumés**

Include brief (two-page) résumés for each of the principal project participants, as well as members of the advisory board.

## **6. Letter(s) of commitment**

Include a letter of commitment from your service provider (whether in-house or an outside vendor) that confirms that the books will be converted to EPUB 3.1 or later format and will follow BISG's Best Practices for Product Metadata. You may also attach letters of commitment from participants and cooperating institutions.

## 7. List of books and other appendices

All applicants must list in an appendix the books that they propose to digitize. For each book, please provide the following information. Use no more than one page per book.

- **Title**
- **Author(s)**
- **Discipline(s)**
- **Edited Collection? (yes or no)**
- **Year of Publication**
- **Name of Publisher**
- **Number of Pages in Hardcover Edition**
- **Current Digital Status:** Explain whether you already have on hand a digital version of the book. If so, in what format is it? (For example, it might be in Adobe Indesign or it might be a raw TIFF scan with OCR.) Alternatively, is the book available in paper form only? (For example, it might be available only as a hardcover book.)

If necessary, attach other relevant materials in the appendices.

## III. Submitting your Application

All organizations must submit their applications for Humanities Open Book 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 before your registration will be activated. 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 email address associated with their current SAM.gov user account. Using the same email address allows SAM.gov to automatically migrate your roles. If a different email 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](mailto: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

Program staff recommends that draft proposals be submitted at least four to six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date.

**Applications must be received and validated by Grants.gov by 11:59 PM Eastern Time on September 26, 2018**, for projects beginning in May 2019. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after September 26, 2018, will not be accepted.

## IV. What Happens After the Submission of an Application

### Review and selection process

Knowledgeable persons outside NEH and the Mellon Foundation will read each application and advise both organizations about its merits. NEH and Mellon staff will comment on matters of fact or on significant issues that otherwise would be missing from these reviews.

Based on the outcome of these reviews, NEH staff will make recommendations to the National Council on the Humanities. The NEH 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 for NEH awards. More details about NEH's review process are available [here](#).

Based on the outcome of these reviews, Mellon staff will make recommendations to the Mellon Foundation's Board of Trustees. The Mellon Foundation's Board meets quarterly and makes final decisions on grant proposals.

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.

Highly-rated proposals may be funded by NEH or Mellon.

### Information for all applicants and for successful applicants

Applicants will be notified of the decision by e-mail in March 2019. Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management or the Mellon Foundation by e-mail in April 2019. Applicants may obtain the evaluations of their applications by sending an e-mail message to [odh@neh.gov](mailto:odh@neh.gov).

In December 2014 NEH adopted without exception 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 grant 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](#).

Note that some awards will be made with federal funds by NEH, while others will be made with non-federal funds by the Mellon Foundation. Awardees may be asked to prepare additional information (beyond the information supplied in the application), depending on who is issuing their grant. Award recipients should also be aware that final reporting requirements and other details may differ, depending on which organization issues their award.

The information below, unless otherwise noted, applies to all awardees.

## Award requirements

Before submitting an application, applicants should review the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreement issued December 26, 2014 or later\)](#) and the Mellon Foundation's grantmaking policies and guidelines, which are available at <http://mellon.org/grants/grantmaking-policies-and-guidelines/>.

## Reporting requirements

A schedule of report due dates will be included with the award document. Detailed instructions will be provided by the funding agency.

Reports for NEH awards must be submitted electronically via [eGMS Reach](#), NEH's online grant management system. Reports for Mellon Foundation awards should be submitted through the Foundation's grantee portal, Fluxx, at <https://mellon.fluxx.io>.

A final performance report will be required and interim reports may be required, depending on the length of the period of performance. Further details will be provided by the funding agency. NEH information can be found in [Performance Reporting Requirements](#).

For NEH awards, a final [Federal Financial Report](#) (SF-425, PDF) will be due within ninety days after the end of the award period. For further details, please see the [Financial Reporting Requirements](#).

Mellon Foundation performance and financial reporting guidelines are available online at [https://mellon.org/media/filer\\_public/ao/eo/aoeoc60e-86d0-4853-b4d2-fe884b8b0267/grant\\_reporting\\_guidelines\\_02222018.pdf](https://mellon.org/media/filer_public/ao/eo/aoeoc60e-86d0-4853-b4d2-fe884b8b0267/grant_reporting_guidelines_02222018.pdf).

## White paper requirement

A white paper will be required of both NEH and Mellon award recipients and will be due within ninety days after the end of the grant period. This white paper should document the project, including lessons learned, so that others can benefit. This white paper will be posted on the NEH website.

## V. Additional Information

### Contact information for the program and Grants.gov

NEH administers the application, review, and selection process for the Humanities Open Book Program. If you have questions about the program, contact the ODH staff at [odh@neh.gov](mailto:odh@neh.gov). Applicants wishing to speak to a staff member by telephone should provide in an e-mail message a telephone number and a preferred time to call.

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](https://www.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](mailto: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](mailto: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: List of project participants (name the file “participantslist.pdf”)
    - ATTACHMENT 3: Narrative (name the file “narrative.pdf”)
    - ATTACHMENT 4: Budget (name the file “budget.pdf”)
    - ATTACHMENT 5: Résumés (name the file “resumes.pdf”)
    - ATTACHMENT 6: Letter(s) of commitment (name the file “letters.pdf”)
    - ATTACHMENT 7: List of books and other appendices (name the file “appendices.pdf”)



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 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). 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](mailto: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 September 26, 2018:** Contact Office of Digital Humanities program officers (at [odh@neh.gov](mailto:odh@neh.gov)) with questions and for advice (optional)

**August 15, 2018:** Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process no later than this date

**August 29, 2018:** Submit draft application by this date (optional)

**September 12, 2018:** Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

**September 26, 2018:** Application must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date

**October 2018:** Peer review panel takes place



**March 2019:** Meeting of the National Council on the Humanities and meeting of the Mellon Board of Trustees, followed by funding decisions

**March 2019:** Applicants are notified of the funding decisions

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

**May 1, 2019:** Successful applicants may begin work on their projects