



NATIONAL ENDOWMENT FOR THE HUMANITIES

**NOTICE OF FUNDING OPPORTUNITY**

**Funding Opportunity Title:  
Institutes for Advanced Topics in the Digital Humanities**

Funding Opportunity Number: 20210302-HT

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.169

**Application Due Date: March 2, 2021**

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

Office of Digital Humanities  
Email: [odh@neh.gov](mailto:odh@neh.gov)  
TTY: 800-877-8399

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

## Executive Summary

The National Endowment for the Humanities (NEH) Office of Digital Humanities is accepting applications for the Institutes for Advanced Topics in the Digital Humanities program. The purpose of this program is to support national or regional (multistate) training programs for scholars, humanities professionals, and advanced graduate students to broaden and extend their knowledge of digital humanities. Through this program NEH seeks to increase the number of humanities scholars and practitioners using digital technology in their research and to broadly disseminate knowledge about advanced technology tools and methodologies relevant to the humanities.

Funding Opportunity Title:	Institutes for Advanced Topics in the Digital Humanities
Funding Opportunity Number:	20210302-HT
Federal Assistance Listing Number (CFDA):	45.169
Application Due Date:	March 2, 2021, 11:59 p.m. Eastern Time
Anticipated Announcement:	August 2021
Anticipated Total Annual Available FY 21 Funding:	Approximately \$850,000
Estimated Number and Type of Awards:	Approximately 5 grants
Funding Range:	Up to \$250,000
Cost Sharing/Match Required:	No
Period of Performance:	Up to 36 months  Projects must start no earlier than September 1, 2021 and no later than September 1, 2022.
Eligible Applicants:	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.  See <a href="#">Section C</a> for additional information.
Program Resource Page:	<a href="https://www.neh.gov/grants/odh/institutes-advanced-topics-in-the-digital-humanities">https://www.neh.gov/grants/odh/institutes-advanced-topics-in-the-digital-humanities</a>
Pre-Application Webinar	A pre-recorded technical assistance webinar for prospective applicants will be posted to the program resource page no later than December 15, 2020.

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# **A. Program Description**

## **1. Purpose**

The Institutes for Advanced Topics in the Digital Humanities (IATDH) program supports national or regional (multistate) training programs for scholars, humanities professionals, and advanced graduate students to broaden and extend their knowledge of digital humanities. Through this program NEH seeks to increase the number of humanities scholars and practitioners using digital technology in their research and to broadly disseminate knowledge about advanced technology tools and methodologies relevant to the humanities.

Applicants may apply to create institutes that are a single opportunity or are offered multiple times to different audiences. Institutes may be as short as a few days or as long as six weeks and held at a single site or at multiple sites; virtual institutes are also permissible. Training opportunities could be offered before or after regularly occurring scholarly meetings, during the summer months, or during appropriate times of the academic year. The duration of a program should allow for full and thorough treatment of the topic; it should also be appropriate for the intended audience.

These professional development programs may focus on a particular computational method, such as network or spatial analysis. They may also target the needs of a particular humanities discipline or audience.

Today, digital resources and other complex data—their form, manipulation, and interpretation—are as important to humanities study as more traditional research materials. Datasets, for example, may represent digitized historical records, high-quality image data, or even multimedia collections, all of which are increasing in number due to the availability and affordability of mass data storage devices and international initiatives to create digital content. Moreover, using computational approaches to explore absences or omissions in humanities datasets is becoming an important scholarly research area. And finally, extensive networking capabilities, sophisticated analytical tools, and new collaboration platforms are simultaneously providing and improving interactive access to and analysis of the data as well as a multitude of other resources.

With advances like these in mind, the IATDH program aims to:

- bring together humanities scholars and digital technology specialists from different disciplines to share ideas and methods that advance humanities research and teaching through the use of digital technologies
- introduce digital humanities topics to scholars who lack digital expertise or lack resources and capacity in their home institutions
- encourage reflection on, and the interpretation and analysis of, new digital media, multimedia, and text-based computing technologies, as well as the integration of these into humanities scholarship and teaching
- build inclusive communities of inquiry and contribute to the intellectual vitality and professional development of participants
- teach current and future generations of humanities scholars to design, develop, and use digital tools and environments for scholarship
- devise new and creative uses for technology that offer valuable models that can be applied specifically to research in the humanities and to allow those methodologies and approaches to be shared with humanities scholars and teachers

This program is designed to bring together humanities scholars, advanced graduate students, librarians, archivists, museum staff, computer scientists, information specialists, and others to learn about new tools, approaches, and technologies, and to foster relationships for future collaborations in the humanities. NEH strongly encourages applicants to develop proposals for multidisciplinary teams of collaborators that will offer the necessary range of intellectual, technical, and practical expertise. Partners and collaborators may be drawn from the private and public sectors and may include appropriate specialists from within and outside the United States. All proposed IATDH projects should consider not only the practical applications of the institute topic, but also address ethical implications of its subject for humanities research, teaching, or public programming.”

Institutes for Advanced Topics in the Digital Humanities may be hosted by organizations such as colleges, universities, learned societies, centers for advanced study, libraries or other repositories, and cultural or professional organizations. The host site(s) must be appropriate for the project, providing facilities for scholarship and collegial interaction. Institutes that will be held more than once and at different locations are permissible. Institutes must be held at a location in the United States or its territories.

Previous IATDH recipients that seek to offer another iteration of their institute must describe how the previously funded version met its goals and address the feedback provided by the participants in their past institute. They must also include a description of any proposed new activities. They must also provide participant evaluations from their most recently funded IATDH project in [Attachment 6: Evaluations and description of updates](#).

Possible topics and areas that institutes might address include, but are not limited to:

- digital scholarly communication and publishing
- advanced geospatial applications
- textual or sound analysis
- artificial intelligence and its use in image analysis
- physical computing, such as three-dimensional printing and wearable computing, and their implications for humanities research and public engagement
- immersive and virtual environment design for humanities research, or for computer gaming or simulations as applied to the humanities
- information aesthetics and approaches to visualizations of humanities topics and research
- innovative approaches for engaging public audiences with digital humanities
- high-performance computing or supercomputing applicable for humanities research and teaching
- linked open data and its applications to humanities research and teaching
- analysis of and research on the impact of digital media and culture on society

Applicants may also consider working with the [National Library of Medicine](#) at the National Institutes of Health, and the [LC Labs](#) at the Library of Congress. All projects that seek to collaborate with one of these institutions must consult with their staff before submitting an application to the IATDH program. Such applications must include a letter of commitment from an appropriate representative of the collaborating agency. If you are interested in working with the National Library of Medicine at the National Institutes of Health, contact Jeffrey Reznick, History of Medicine Division, National Library of Medicine, at [jeffrey.reznick@nih.gov](mailto:jeffrey.reznick@nih.gov). If you are interested in working with the Library of Congress Labs at the Library of Congress, contact Abbey Potter, Senior Innovation Specialist in the Digital Strategy Office, at [abpo@loc.gov](mailto:abpo@loc.gov). Your budget may not include any costs to support federal agencies or employees

in any capacity (for example, fees paid to or travel expenses for NIH or Library of Congress staff).

Successful applicants must create a “lessons learned” white paper. [See F3. Reporting.](#)

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

## 2. Background

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

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

Examples of previously funded projects may be found by using the NEH's Funded Projects Query Form available online at <https://securegrants.neh.gov/publicquery/main.aspx>.

To learn more about NEH, visit <https://www.neh.gov/about>.

### NEH Areas of Interest

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

#### **“A More Perfect Union”: NEH Special Initiative Advancing Civic Education and Commemorating the Nation’s 250th Anniversary**

As our nation approaches its 250th anniversary in 2026, NEH encourages projects that promote a deeper understanding of American history and culture and that advance civic education and knowledge of our core principles of government. The agency-wide “[A More Perfect Union](#)” initiative will help Americans better understand the world’s oldest constitutional democracy and how our founding ideals are met in a modern, pluralistic society.

NEH welcomes consideration of diverse topics in American history, from Native American culture to rural life to the rise of the industrial city, from the Civil War to the Cold War to the Civil Rights movement, etc. We also seek projects that examine foundational documents in U.S. history, as well as projects that examine historical objects, places, traditions, events, and individuals who collectively shaped our states and nation. Applications about the contributions of under-represented communities are highly encouraged.

### Standing Together

In recognition of the importance of the humanities both in helping Americans to understand the experiences of service members and in assisting veterans as they return to civilian life, NEH has launched a special initiative titled [Standing Together: The Humanities and the Experience of War](#). This special initiative draws on the power of the humanities 1) to support advanced research in the humanities that explores war and its aftermath; 2) to promote discussion and

deepened understanding of the experiences of those Americans affiliated with the armed services, whether active duty or veterans; and 3) to support returning veterans and their families.

## **Protecting our Cultural Heritage**

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

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

## **B. Federal Award Information**

### **1. Type of Application and Award**

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

### **2. Summary of Funding**

Approximately \$850,000 is expected to be available to fund approximately five recipients. You may apply for a ceiling amount of up to \$250,000.

NEH will not determine the amount available until Congress has enacted the final FY 2021 budget. This program notice is subject to the appropriation of 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.

The period of performance is up to 36 months, with a start date no earlier than September 1, 2021 and no later September 1, 2022.

Successful applicants will be awarded outright funds.

## **C. Eligibility Information**

### **1. Eligible Applicants**

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

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

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

### **2. Cost Sharing**

Cost sharing is not required in this program. Applicants may use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH.

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.

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

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

### **3. Other Eligibility Information**

Eligible institutions may submit multiple applications for separate and distinct projects under this announcement.

Project directors and co-directors may submit only one application to this program per deadline. Degree candidates may not be project directors or co-directors. Degree candidates may, however, serve in other project roles. Individuals may be listed as participants in more than one IATDH application per deadline.

Applications that exceed the ceiling amount will be considered non-responsive and will not be considered for funding under this announcement.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs.

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

NEH does not provide financial assistance to foreign institutions or organizations. Nevertheless, otherwise eligible American institutions may apply for collaborative projects involving U.S. and foreign organizations provided they do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined by [2 CFR §200.92](#) and [2 CFR §200.330\(a\)](#). This limitation does not preclude American institutions from obtaining the services of foreign individuals and consultants to carry out various programmatic activities on a fee-for-service basis, as specified in [2 CFR §200.459](#); it also does not preclude vendor contracts such as in-country transportation services. If you are interested in submitting an application for a project involving international collaboration, please consult beforehand with the division staff.

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

## D. Application and Submission Information

### 1. Application Package

You must apply electronically through [Grants.gov](https://www.grants.gov), using either [Workspace](#) or your organization's system-to-system software. Use the Standard Form 424 - Short Organizational (SF-424 Short) application package associated with the funding opportunity, and follow the instructions provided by Grants.gov unless otherwise noted below. The Grants.gov registration process is described in [Section D3](#).

The application package is available in Grants.gov. A link to the application package can be found on the [program resource page](#).

To request a paper copy of this announcement, contact [odh@neh.gov](mailto:odh@neh.gov). Applicants who are deaf or hard of hearing (TTY users) can contact NEH via Federal Relay at 800-877-8399.

### 2. Content and Form of Application Submission

Your application will consist of a narrative, budget, and other required forms and components described below.

#### i. Project Narrative

The narrative provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

You must limit the narrative to ten single-spaced pages with one-inch margins and a font size no smaller than eleven point. You may use any citation style and format, so long as you use them consistently.

NEH has aligned each section of the narrative with a corresponding review criterion. Refer to [Section E1. Review Criteria](#) for full descriptions.

Successful applications will contain the information below. Use the following section headings for the narrative.

#### **Significance (corresponds to [Review Criterion 1](#))**

Describe for a general audience the project's intellectual significance for the humanities. Discuss the national or regional needs that this program will serve. This discussion should include the program's intended audience, its potential impact on digital humanities practices, and the ultimate audience that will benefit from the work of the institute. Describe how this program relates to others of a similar nature that currently exist or have been conducted in the past. (Be sure to consult the [white papers from past NEH-funded institutes](#).) Clarify the degree to which this program will build on past work or break new ground.

#### **Curriculum and work plan (corresponds to [Review Criteria 2 and 3](#))**

Describe the curriculum's design and content; explain how the curriculum will achieve the project's stated goals. Summarize discussion topics and presentations, include assigned and recommended readings, and identify other resources and materials to be used. Indicate the requirements for attendance; the time, location, duration, and structure of the program; and the facilities required. (Include a detailed work plan and schedule in [Attachment 5: Work plan and course outline](#).)

Justify the proposed dates and location for your institute as related to your targeted participants, considering the variety of academic and professional schedules across the country.

Identify any risks, such as staff attrition and travel restrictions, and note how they might adversely affect the overall schedule. Describe strategies, such as moving from an in-person to an online institute, to mitigate these risks.

### **Participants (corresponds to [Review Criteria 1 and 4](#))**

Describe how participants for the institute will be chosen. Discuss the procedures for ensuring a robust and inclusive applicant pool. Provide details about your publicity strategies for recruitment, including your planned use of social media as well as any outreach activities to particular communities of humanities faculty members and professionals. If some or all of the applicants will be preselected, describe the application process and justify this approach. Briefly describe the steps you will take to ensure that the institute will be accessible to individuals with disabilities. Explain how the curriculum and duration of the program reflect the subjects taught and the educational needs or levels of the attendees.

Prior IADTH recipients should indicate the number of applications received and number of participants selected for their most recent institute. Provide copies of all participants' evaluations from that project in [Attachment 6: Evaluations and Description of Updates](#).

### **Institutional profile (corresponds to [Review Criterion 5](#))**

Provide general information about the applicant institution or organization and explain the chosen venues. Describe any special facilities—such as laboratories, humanities centers, libraries, or collections—that will be made available to participants. If a component of the proposed project will be residential, discuss provisions for housing. If a component of the proposed project will be virtual, describe the learning platform and other technical requirements needed to facilitate the teaching and learning environment.

### **Staff, faculty, and consultants (corresponds to [Review Criterion 5](#))**

Using short paragraphs, identify the principal faculty, visiting lecturers, master teachers, and support staff and describe their roles, responsibilities, and qualifications. If the project involves undergraduate or graduate students as staff, describe how the project will provide opportunities for them to participate in the intellectual activities of the institute. Applicants proposing projects with virtual components should describe the team members' experience with designing and delivering online learning.

Applicants who directed a previous institute should provide an explanation of how their experience as directors has shaped the project currently being proposed. This explanation may be woven into the narrative description or included in [Attachment 6: Evaluations and description of updates](#).

In [Attachment 4: Résumés](#), you will include brief (two-page) résumés from staff with major responsibilities, such as institute instructors, for the project's design and implementation.

In [Attachment 5: Letters of commitment](#), you will include letters of commitment from institute instructors, other than the project director or co-project director, regardless of institutional affiliation.

### **Impact and evaluation (corresponds to [Review Criterion 1 and 6](#))**

Discuss the program's intended results, their impact on digital humanities scholarship or teaching, and any plans for wider dissemination. Describe any plans (including listservs, channels, websites, or forums) to facilitate discussion and collaboration among participants

after the initial learning opportunity. Explain any plans for making the curriculum available to an audience beyond the institute participants (for example, through audio or video recordings of institute activities). Describe the evaluation strategy for the program (before, during, and after it takes place), and how it will involve and respond to the participants and the participating organizations.

<b>NARRATIVE GUIDANCE</b>	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
<b>Narrative Section</b>	<b>Review Criteria</b>
<a href="#">Significance</a>	<a href="#">1</a>
<a href="#">Curriculum and work plan</a>	<a href="#">2 and 3</a>
<a href="#">Participants</a>	<a href="#">1 and 4</a>
<a href="#">Institutional profile</a>	<a href="#">5</a>
<a href="#">Staff, faculty and consultants</a>	<a href="#">5</a>
<a href="#">Impact and evaluation</a>	<a href="#">1 and 6</a>

## **ii. Research and Related Budget**

Applicants must submit a project budget using the Research and Related Budget Form found in the Grants.gov application package, and attach a [budget justification in section L](#) of this form.

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

Required fields are indicated in yellow. You must round to the nearest whole dollar amount in all dollar fields.

All of the items listed, 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](#).

The inclusion of a cost category on the Research and Related Budget Form does not automatically indicate that an expense is allowable in this program. See [D6. Funding Restrictions](#) for a list of unallowable costs. Carefully review these instructions to ensure that costs are not disallowed.

When indirect costs are charged to the project, ensure that expenses included in the organization's indirect cost pool are not charged to the project as direct costs. For further information, see [Section H. Indirect Costs](#).

### **Introductory Fields**

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

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

Include the names of the project director and other senior/key persons who are employed by the applicant organization and who are involved in the project.

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

If level of effort does not change throughout the year, you may use only the calendar months column. You may use both the academic and summer months columns if your institutional business process requires noting each separately even if effort remains constant. If effort varies between academic and summer months, leave the calendar months column blank and use only the academic and summer months columns. If your institution does not use a 9-month academic year or a 3-month summer period, indicate your institution's definition of these terms in [Section L. Budget Justification](#).

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

The form can accommodate up to eight senior/key persons. If you are requesting funds for more senior/key persons than the form allows, you must include an attachment listing the additional senior/key person(s) in the "Additional Senior/Key Persons" field. Attach only one PDF file named additionalpersonnel.pdf. Use the same format as the budget form and include all the information identified in this section. If you have attached a file with additional senior/key persons, enter the total funds requested for everyone listed in the attachment in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

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

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

## **Section B. Other Personnel**

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

### **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 [Section L. Budget Justification](#).

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. Such costs are subject to the reporting requirements in [2 CFR §200.430](#), and must be treated as direct or indirect costs in accordance

with the actual work being performed. Tuition remission may be charged on an average rate basis.

### **Secretarial/Clerical**

In most circumstances, the salaries of administrative, secretarial, or clerical staff at educational institutions and nonprofit organizations are included as part of indirect costs (see [Section H. Indirect Costs](#)). However, examples of situations where direct charging of administrative or clerical staff salaries may be appropriate may be found at [2 CFR §200.413 \(c\)](#).

Inclusion of such costs may be appropriate only if **all** of the following conditions are met:

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

Requests for direct charging for secretarial/clerical personnel (i.e., administrative and clerical staff) must be appropriately justified in [Section L. Budget Justification](#). For all individuals classified as secretarial/clerical, provide a justification (in the budget justification) documenting how they meet all four conditions. NEH may request additional information for these positions in order to assess allowability.

### **Other Project Roles**

List any additional project role(s) in the blank(s) provided. Identify the number of each personnel proposed.

You may include up to six named roles. If you have more than six, you must combine project roles here and add an explanation about the named roles in [Section L. Budget Justification](#).

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

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

### **Section C. Equipment Description**

List each item of equipment to be purchased with federal funds and its estimated cost (including shipping and maintenance), and justify each in [Section L. Budget Justification](#).

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

Consistent with [Executive Order 13788](#) (“Buy American and Hire American”), recipients and subrecipients who purchase equipment and products costing \$10,000 or more per unit with grant funds should purchase only American-made equipment and products. This encouragement does not apply to commercial information technology.

You may add up to ten equipment items to this list. If you request funds for more equipment than the form allows, you must include an attachment listing the additional equipment items in

this "Additional Equipment" field. Attach only one PDF file named `additionalequipment.pdf`. In this attachment, specify each additional item and the funds requested for each individual item. If you have attached a file with additional equipment, enter the total funds requested for all the equipment listed in the attachment.

Total equipment costs will be automatically calculated based on the sum of the "Funds Requested" column and the "Total funds requested for all equipment listed in the attached file" field.

## Section D. Travel

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

For local travel, outline the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging using written institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used. **Any arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason.** All travel costs claimed must be in compliance with [2 CFR §200.474](#), and foreign travel must comply with article 10 of the [General Terms and Conditions for Awards to Organizations](#). NEH will use the [US General Services Administration's published per diem rates](#) to assess the reasonableness of proposed travel and subsistence costs.

Include funds for the project director(s) to attend a two-day meeting at NEH's offices in Washington, D.C. in April 2022.

NEH funds may not be used to cover the costs of traveling to regularly-occurring professional meetings unless the institute is being hosted in conjunction with such a meeting.

Total travel costs will be automatically calculated based on domestic and foreign travel costs. Travel to Canada and Mexico is considered foreign travel.

## Section E. Participant/Trainee Support Costs

Per [2 CFR §200.75](#), 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 or trainees (but not employees) in connection with conferences or training projects.

Per [2 CFR §200.432](#), a conference is defined as a meeting, retreat, seminar, symposium, workshop or event, the primary purpose of which is the dissemination of technical information beyond the non-federal entity and is necessary and reasonable for successful performance under the federal award.

Justify participant support costs in [Section L. Budget Justification](#).

Total participant support costs will be automatically calculated based on the sum of the Funds Requested column.

### 1. Tuition/Fees/Health Insurance

Leave this field blank.

## **2. Stipends**

List the total funds requested for participant stipends.

## **3. Travel**

List the total funds requested for participant travel. In [Section L. Budget Justification](#), name the travelers (if possible) and reflect the travel expenses for each (e.g., roundtrip airfare, mileage or public transportation, related parking, etc.). **Any 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.**

## **4. Subsistence**

List the total funds requested for participant subsistence. Subsistence expenses include:

- (a) lodging and service charges;
- (b) meals, including taxes and tips; and
- (c) incidental expenses (fees and tips given to porters, baggage carriers, hotel staff, etc.).

NEH will use the US General Services Administration's published per diem rates to assess the reasonableness of proposed travel and subsistence costs.

## **5. Other**

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

## **Number of Participants/Trainees**

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

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

Total Other Direct Costs will be automatically calculated based on the sum of the Funds Requested column.

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

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

In [Section L. Budget Justification](#), indicate general categories, including an amount for each category. Categories with amounts less than \$1,000 are not required to be itemized.

### **2. Publication Costs**

List the total funds requested for publication costs. The proposed budget 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 [Section L. Budget Justification](#).

### **3. Consultant Services**

List the total funds requested for all consultant services. Identify the following items in [Section L. Budget Justification](#), as applicable:

- each consultant, the services he/she will perform, total number of days, travel costs, and the total estimated costs; and
- persons who are confirmed to serve on external advisory committees to the project. Describe the services they will perform.

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

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

List the total funds requested for ADP/computer services. The cost of the applicant's computer services, including computer-based retrieval of scientific, technical, and education information may be requested. In [Section L. Budget Justification](#), include the established computer service rates at the proposing organization, if applicable. If such services are provided by a third-party, include them in [line 5 Subawards/Consortium/Contractual Costs](#).

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

List the total funds requested for project activities to be undertaken by third-party subrecipients. This includes subawards and other contractual costs proposed for the project. A complete itemization of the cost comprising the charge should be provided in [Section L. Budget Justification](#) organized using the same categories present on the Research and Related budget. If there is more than one subrecipient, each must be justified separately in the budget justification. See [2 CFR §§200.330 and 331](#) for additional information.

Per [2 CFR §§200.92](#) and [330\(a\)](#), *subaward* means an award provided by a pass-through entity (the recipient) to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor (as defined in [2 CFR §200.23](#)) or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. In determining whether an agreement between a pass-through entity and another non-federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. See [2 CFR §200.330\(c\)](#).

This line item should include both direct and indirect costs for all subrecipients. If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement as part of [Attachment 7: Federally negotiated indirect cost rate agreement](#).

Contractual costs as defined in [2 CFR §§200.22](#) and [330\(b\)](#), are occasionally sufficiently high to warrant a categorical breakdown of costs. When this is the case, provide detailed information as part of [Section L. Budget Justification](#).

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

List the total funds requested for equipment or facility rental/user fees. In [Section L. Budget Justification](#), identify and justify each rental/user fee.

Applicants may charge depreciation in compliance with [2 CFR §200.436](#). If the equipment was purchased with federal funds under another award, user fees may be appropriate (see [2 CFR §200.313 \(c\)\(2\)](#)). The applicant may not charge both depreciation and user fees.

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

The Hotel and Motel Fire Safety Act of 1990 (Pub. L. 101-391) states that federally funded meetings and conferences cannot be held in properties that do not comply with the law. The Act is applicable to all places of public accommodation affecting commerce, and requires that such properties are equipped with:

- hard-wired, single-station smoke detectors in each guestroom in accordance with the National Fire Protection Association (NFPA) standard 72;
- an automatic sprinkler system, with a sprinkler head in each guest room in compliance with NFPA standards 13 or 13R. Properties three stories or lower in height are exempt from the sprinkler requirement.

Note: 'places of public accommodation affecting commerce' are any inns, hotels, or other establishments not owned by the Federal Government that provide lodging to transient guests, except that such term does not include an establishment treated as an apartment building for purposes of any State or local law or regulation or an establishment located within a building that contains not more than five rooms for rent or hire and that is actually occupied as a residence by the proprietor of such establishment.

The United States Fire Administration (USFA) is charged with carrying out FEMA's responsibilities with respect to the Hotel and Motel Fire Safety Act of 1990. In addition to compiling, maintaining, and publishing the National Master List, USFA is also responsible for taking steps to encourage states to promote the use of automatic sprinkler systems and automatic smoke detection systems.

## **7. Alterations and Renovations**

Do not include any expenses under this line. Per [2 CFR §200.462](#), costs incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

## **8-10. Other**

Include items not previously listed under other budget categories or in the indirect cost pool in lines 8-10. "Other" project-specific costs may include promotion, acquisition fees, rights, evaluation and assessment fees, and access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). Use [Section L. Budget Justification](#) to further itemize and justify. "Miscellaneous" and "contingency" are not acceptable budget categories.

Per [2 CFR §200.432](#), allowable conference costs may include speakers' fees, costs of meals and refreshments, and other items incidental to such conferences. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the NEH award. If incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Alcoholic beverages are unallowable and may not be included in your budget.

## **Section G. Total Direct Costs**

This total will be automatically calculated based on the sum of the total funds requested for all direct costs (sections A-F).

## **Section H. Indirect Costs**

Indirect costs (sometimes referred to as Facilities and Administration or "F&A") 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. Items that would typically be regarded as indirect

costs include the depreciation on buildings, equipment and capital improvement, operations and maintenance expenses, salaries of executive officers, accounting, and legal services.

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

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

Note: Except as provided in paragraph (c)(1) of [2 CFR §200.414](#), federal agencies must use the negotiated rates in effect at the time of the initial award throughout the life of the federal award. Award levels may not be adjusted in future years as a result of changes in negotiated rates. Except as provided in [2 CFR §200.414](#), when an educational institution does not have a negotiated rate with the federal government at the time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate used at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed. NEH will restrict payment on indirect costs until a fixed, final or predetermined indirect cost rate agreement is provided by the recipient.

Organizations that wish to include indirect costs in the budget but do not have a federally negotiated indirect cost rate may choose one of the following options:

- direct cost all expenses;
- submit an indirect cost proposal to their cognizant federal agency to negotiate a rate with the federal government 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
- per [2 CFR §200.414\(f\)](#), the applicant may charge a de minimis rate of 10 percent of modified total direct costs (MTDC).

Per [2 CFR §200.68](#), 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 subawards under the award). MTDC exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. If you choose one of these three options, indicate on the budget form which option you are choosing.

If you are claiming indirect costs, include a copy of your federally negotiated indirect cost rate agreement as [Attachment 7: Federally negotiated indirect cost rate agreement](#).

### **Indirect Cost Type**

Enter the type of indirect cost (e.g., Other Sponsored Activities (OSA), All Programs, Instruction, 10% de minimis, etc.) and base (e.g., Salaries, Salaries & Fringe, MTDC, etc.) and whether the activity and rate are off-site or onsite. If more than one rate or base is involved for a given type of indirect cost, then list them as separate entries. If you do not have a current

indirect rate(s) approved by a federal agency but intend to (re)negotiate, indicate "None--will negotiate." Use [Section L. Budget Justification](#) if additional space is needed.

**Indirect Cost Rate (%)**

Enter the most recent indirect cost rate(s) established with the cognizant federal agency. This field should be entered using a rate such as "32.5."

**Indirect Cost Base (\$)**

Enter the amount of the base for each indirect cost type. Use [Section L. Budget Justification](#) to explain any exclusions applied to the F&A base calculation.

**Funds Requested (\$)**

Enter the funds requested for each indirect cost type.

**Total Indirect Costs**

This total will be automatically calculated from the "Funds Requested" column.

**Cognizant Federal Agency**

Enter the name of the cognizant federal agency.

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

This total will be automatically populated from the sum of Total Direct Costs (from [Section G. Direct Costs](#)) and the Total Indirect Costs (from [Section H. Indirect Costs](#)).

**Section J. Fee**

Do not include any expenses under this section.

**Section K. Total Costs and Fee**

This total will be automatically calculated from the sum of Total Direct Costs and Fee (from sections "I. Total Direct and Indirect Costs" and "J. Fee"). Since there is no fee, this should be the same amount as in [Section I. Total Direct and Indirect Costs](#).

**Section L. Budget Justification**

The budget justification attachment is required. Attach only one PDF file named justification.pdf.

Use the budget justification to describe how costs have been calculated, provide the additional information requested in each budget category identified above, and any other information the applicant wishes to submit to support the budget request.

The budget justification must specifically describe how each item will support the achievement of proposed objectives.

For any staff hired as part of the project team, provide a justification for the proposed salary, job classification, and benefits offered, and explain any differences from the salaries, classifications, and benefits of permanent staff. Provide a 1-2 sentence explanation of what is included in the fringe rate.

If you have a quote(s), you may include it here.

The following budget categories must be justified, where applicable: equipment, travel, participant/trainee support, and other direct cost categories.

Also use the budget justification to explain any exclusions applied to the base calculation.

**If your project includes voluntary cost share, describe it here.** However, these costs should not be included on the Research and Related budget form.

Do not use the budget justification to expand the project narrative.

### iii. Application Components

In addition to the standard forms included in the Grants.gov application package, your application also consists of a narrative and other required attachments. You will upload these components into the [Attachments Form](#).

The Application Components Table below will help you prepare a complete application. Applications missing any required documents or conditionally required documents from this list will be considered incomplete and will be rejected from further consideration.

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

Application component	Naming convention	Page limits	Notes
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>	Not applicable (Grants.gov form)		Required
<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>	Not applicable (Grants.gov form)		Required
<a href="#">Project/Performance Site(s) Location Form</a>	Not applicable (Grants.gov form)		Required
<a href="#">Research and Related Budget</a>	Not applicable (Grants.gov form)		Required
<a href="#">Attachments Form</a>	Not applicable (Grants.gov form)		Required
<a href="#">Certification Regarding Lobbying</a>	Not applicable (Grants.gov form)		Conditionally required
<a href="#">Standard Form-LLL, "Disclosure of Lobbying Activities"</a>	Not applicable (Grants.gov form)		Conditionally required
<a href="#">Attachment 1: List of project personnel</a>	personnel.pdf		Required
<a href="#">Attachment 2: Narrative</a>	narrative.pdf	10	Required
<a href="#">Attachment 3: Work plan and course outline</a>	workplan.pdf		Required
<a href="#">Attachment 4: Résumés</a>	resumes.pdf		Required
<a href="#">Attachment 5: Letters of commitment</a>	letters.pdf		Required
<a href="#">Attachment 6: Evaluations and description of updates</a>	evaluations.pdf		Required
<a href="#">Attachment 7: Federally negotiated indirect cost rate agreement</a>	agreement.pdf		Conditionally required
<a href="#">Attachment 8: Explanation of delinquent federal debt</a>	delinquentdebt.pdf		Conditionally required

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

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

### **5. Applicant Information**

Provide your organization's legal name, address, employer/taxpayer identification number (EIN/TIN), D-U-N-S® number, website address, and congressional district of the institution.

If your institution is located, for example, in the 5th Congressional District of your state, put a "5." If your institution doesn't have a congressional district (for example, it is in a state or U.S. territory that doesn't have districts, or is in a foreign country), put a "0" (zero).

Also choose the "type" that best describes your institution (you only need to select one).

All institutions applying to federal programs are required to provide a D-U-N-S® number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution's grants administrator or chief financial officer to obtain their institution's D-U-N-S® number.

### **6. Project Information**

a. Provide the title of your project. Your title should be brief (no more than 125 characters, including spaces), descriptive, and substantive. Successful applications 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.

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

c. List the starting and ending dates for your project. All starting dates are on the first day of a month. All ending dates are on the last day of a month.

### **7. Project Director**

Provide the name, title, mailing address, email address, and telephone and fax numbers for the project director. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. Because the project director's involvement in the proposed project is critical to its success, applicants must notify the NEH Office of Grant Management immediately if the project director listed in the application changes.

### **8. Primary Contact/Grants Administrator**

Provide the contact information for the official responsible for the administration of the NEH award (that is, negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants administrator or sponsored programs official.

As a matter of NEH policy, the Project Director listed in section 7 may **not** be the same individual listed as the Primary Contact/Grants Administrator listed in section 8. The role of the project director must be distinguished from that of the institutional grants administrator, who functions as the representative of the recipient organization with authority to act on the

organization's behalf in matters related to the administration of the award. All financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grants administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, the award document, an extension, a supplement or amendment) is addressed to the institutional grants administrator and copied to the project director.

### **9. Authorized Representative**

Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "Authorizing Official," is typically the president, vice president, executive director, provost, or chancellor. To become an AOR, the person must be designated by the institution's E-Business Point of Contact. For more information, consult the [Grants.gov Online User Guide](#).

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

Provide the following information:

### **1. Project Director**

Use the pull-down menu to select the major field of study for the project director.

### **2. Institutional Information**

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

### **3. Project Funding**

Enter your project funding information. [Learn more about different funding types](#).

### **4. Application Information**

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

For Type of Application, check "new."

Enter the primary project discipline (and, if you like, the project's secondary and tertiary disciplines as well).

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

Provide the primary location and any other locations where the project activity will occur **during the period of performance**. This form allows for the collection of multiple performance sites. If you need to add more project/performance site locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Instructions for each requested data element may be viewed by positioning your cursor over the blank field.

## **Certification Regarding Lobbying**

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

## **Standard Form-LLL, “Disclosure of Lobbying Activities”**

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

### **Attachments Form**

Attach your narrative, budget, and the other application components to this form. Consult the [Application Components Table](#) to learn about the required application components, how to name each attachment, and the order in which to attach them. You must name and attach your files in the proper order so that NEH can identify them.

When you open the Attachments Form, you will find fifteen attachment buttons, labeled “Attachment 1” through “Attachment 15.” By clicking on a button, you will be able to choose the file from your computer that you wish to attach.

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 documents, you must merge those documents into a single PDF. Do not attach PDF portfolios containing multiple PDFs. In addition, NEH cannot accept PDFs to which security has been added (password-protection, encryption, digital signatures, etc.). Flatten any such files before uploading to Grants.gov.

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

Note the following Grants.gov file naming conventions: limit file names to 50 or fewer characters. Do not attach any documents with the same name. All attachments should have a unique name. Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

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

### **iv. Attachments**

Provide the following items in the order specified below to complete the content of the application. Each attachment must be saved as a PDF and named in accordance with naming conventions outlined in the [Application Components Table](#).

#### **Attachment 1: List of project personnel (required)**

List all project staff and visiting faculty and their institutional affiliations, if any. Clearly identify the project director and any co-directors. The project directors are responsible for the programmatic aspects and day-to-day management of the proposed project. Project participants refer to members of the project team, such as institute faculty, carrying out programmatic activities. The names on this list should match the names mentioned in the [Staff](#).

[faculty, and consultants](#) section of the project's narrative description. The list is used to ensure that prospective reviewers have no conflict of interest with the proposals that they will evaluate. Name the file personnel.pdf.

**Attachment 2: Narrative (required)**

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

**Attachment 3: Work plan and course outline (required)**

Include a detailed work plan for the planning and implementation of all institute activities, a schedule, and a course outline. Depending on the project, the work plan could be organized by type of activity or by period of time (for example, three-month periods). It should include enough detail to demonstrate that you have thoroughly considered each step necessary to host a successful institute, such as participant recruitment, application review, curriculum development, preparation of materials, program evaluation, and post-institute activities. The course outline should identify the major topics of instruction for each session, with possible readings, activities, or assignments.

Name the file workplan.pdf.

**Attachment 4: Résumés (required)**

Include brief (two-page) résumés for staff with major responsibilities for the project's implementation. If you will hire any additional staff to work on the project, include job descriptions for these positions in this attachment. Name the file resumes.pdf.

**Attachment 5: Letters of commitment (required)**

Include letters of commitment from institute instructors and cooperating institutions. Note that the project director does not need to provide a letter of commitment. Elected government officials and current members of NEH'S [National Council on the Humanities](#) may not serve as letter writers. Name the file letters.pdf.

**Attachment 6: Evaluations and description of updates (conditionally required)**

Project directors of previously funded Institutes for Advanced Topics in the Digital Humanities should include copies of all participants' evaluations of the most recent institute and an explanation of how their experience as directors has shaped the project currently being proposed (unless this explanation is included in the narrative). Name the file evaluations.pdf.

**Attachment 7: Federally negotiated indirect cost rate agreement (conditionally required)**

If the applicant institution is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If a subrecipient is claiming indirect costs, submit a copy of its federally negotiated indirect cost rate agreement. Name the file agreement.pdf.

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

If your organization is delinquent in the repayment of any federal debt, provide explanatory information. Also 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**

All organizations must submit their applications for NEH funding using [Grants.gov Workspace](#) or a Grants.gov system-to-system solution. 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/SAM/>)
3. Grants.gov (<https://www.grants.gov/web/grants/applicants/organization-registration.html>)

Organizations must obtain a Unique Entity Identifier, currently a valid Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number. Organizations must also register with the System for Award Management (SAM) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under [2 CFR §25.110\(b\) or \(c\)](#), or has an exception approved by the agency under [2 CFR §25.110\(d\)](#)).

If you have not already done so, SAM.gov will require entities to create a Login.gov user account. 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. As of February 2, 2019, you will be required to review and agree to the Financial Assistance Representations and Certifications when registering or renewing in SAM.gov. These are a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations. You can review your organization's SAM registration [here](#).

NEH may not make an award to an applicant until the applicant has complied with all applicable D-U-N-S® and SAM requirements and, if an applicant has not fully complied with the requirements by the time NEH is ready to make an award, NEH may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

If you have already completed Grants.gov registration for NEH or another federal agency, confirm that the registration is still active and that the Authorized Organization Representative (AOR) has been approved.

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

### **4. Submission Dates and Times**

Program officers will review draft proposals submitted by January 19, 2021. Program officers cannot review drafts submitted after this deadline. Although this optional preliminary review is not part of the formal review process and has no bearing on the final outcome of the proposal,

previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft proposal, send it as an attachment to [odh@neh.gov](mailto:odh@neh.gov).

The due date for applications under this announcement is March 2, 2021 at 11:59 p.m. Eastern Time.

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

**Confirm that you successfully submitted your application.** It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have received your application.

NEH will assign a tracking number beginning with HT- to your application when it has been received by the agency. The assignment of a tracking number does not guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If NEH's system detects a technical problem with your application after retrieving it from Grants.gov, NEH will send you an email notification.

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

## **5. Intergovernmental Review**

This funding opportunity is not subject to intergovernmental review under [Executive Order 12373](#).

## **6. Funding Restrictions**

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

- digitization of collections
- graduate or undergraduate courses or programs in the digital humanities
- programs that are not regional (multistate) or national in scope
- institutes held outside the United States or its territories
- 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)

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

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

# E. Application Review Information

## 1. Review Criteria

Peer reviewers will use the following criteria to review applications in the Institutes for Advanced Topics in the Digital Humanities program:

**Criterion 1:** the intellectual significance of the professional development opportunity for research and teaching in the humanities; (corresponds to narrative section “[Significance](#)” and “[Impact and evaluation](#)”)

**Criterion 2:** the quality of the conception, definition, organization, and description of the program and the applicant’s clarity of expression; (corresponds with the narrative section “[Curriculum and work plan](#)” and [Attachment 3: Work plan and course outline](#))

**Criterion 3:** the soundness of the program’s methodology and work plan, as well as the appropriateness of the digital technology being studied at the institute; (corresponds with the narrative section “[Curriculum and work plan](#)” and [Attachment 3: Work plan and course outline](#))

**Criterion 4:** the regional or national reach of the program, as demonstrated by the likely impact upon the participants, and the likely broader impact of the institute’s curriculum and other program-related products; (corresponds with the narrative sections “[Significance](#)” and “[Participants](#)”)

**Criterion 5:** the appropriateness of the host institution and the professional training and experience of the staff in relation to the activity for which support is requested; or for projects that propose an online training component, the experience of the staff in providing online training as well as the appropriateness of the proposed online training platform; (corresponds with the narrative sections “[Institutional profile](#)” and “[Staff, faculty, and consultants](#)” and [Attachment 4: Résumés](#))

**Criterion 6:** the appropriateness of the project’s budget, in view of the project’s design and likely results (corresponds with the narrative section “[Impact and evaluation](#)” and the [budget](#))

## 2. Review and Selection Process

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

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

## 3. Assessment of Risk and Other Pre-Award Activities

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 §200.205](#)).

Applications that have received a favorable objective review are reviewed for other considerations that include past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements. You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, even at this point in the process, such requests do not guarantee that an award will be made. Following review of all applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate.

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

## **4. Anticipated Announcement and Award Dates**

Applicants will be notified of funding decisions by email in August 2021. For successful applicants, this notification is not an authorization to begin performance or incur related costs. Applicants may request evaluations of their applications by emailing [odh@neh.gov](mailto:odh@neh.gov).

## **F. Federal Award Administration Information**

### **1. Federal Award Notices**

Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by email in August 2021.

### **2. Administrative and National Policy Requirements**

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

### **Debarment, suspension, ineligibility, and voluntary exclusion certification**

You must comply with [2 CFR §§180.335](#) and [180.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

- 1) The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.338](#), including suspension or debarment. (See also 2 CFR parts [180](#) and [3369](#)).
- 3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 8: Explanation of delinquent federal debt](#).

### **Providing access to NEH-funded products**

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products.

All other considerations being equal, NEH gives preference to those that provide free access to the public.

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](#).

## Copyright information

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

## Acknowledging NEH support

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

## Principles of Civility

Recipients are required to adhere to the [Principles of Civility for NEH Seminars, Institutes, and Workshops](#). NEH expects project directors to take responsibility for encouraging an ethos of openness and respect, upholding the basic norms of civil discourse.

## Eliminate waste, fraud, and abuse

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

## 3. Reporting

Recipients must comply with the reporting and review activities described below. All reports must be completed online in eGMS Reach, NEH's online grant management system, unless otherwise instructed.

- 1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an **annual** basis. Further information will be provided in the Notice of Action.
- 2.) **Performance Progress Report(s)**. Recipients must submit a performance progress report to NEH on an **annual** basis. Further information will be provided in the Notice of Action.
- 3.) **Final Reports**. Recipients must submit a final financial report 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, goal 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. Further information will be provided in the Notice of Action.

- 4.) **White paper.** Recipients must submit a "[lessons learned](#)" [white paper](#). This white paper should document the project, so that others can benefit from the recipients' experience. This white paper will be posted on the NEH website. Authors/hosting organizations will be encouraged to broadly disseminate the white paper among their peers. Further information will be included in the Notice of Action.

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

## G. Agency Contacts

If you have questions about the program, contact:

Office of Digital Humanities  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
[odh@neh.gov](mailto:odh@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 have questions about registering or renewing your registration with [login.gov](#) or [SAM.gov](#), contact the Federal Service Desk Monday – Friday 8 a.m. to 8 p.m. Eastern Time at:

Federal Service Desk: [FSD.gov](https://www.fsd.gov)  
U.S. calls: 866-606-8220  
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through [Grants.gov](#), contact [Grants.gov](#) 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)  
[Grants.gov Support](#)  
[Self-Service Knowledge Base](#)

Always obtain a case number when calling for support.

## H. Other Information

### Related funding opportunities

Applications seeking support for training programs on the care and management of—and the creation of intellectual access to—library, archival, and material culture collections, including digital preservation programs, should apply to the [Education and Training Grants](#) program of the NEH Division of Preservation and Access.

Applicants seeking support for conferences on topics of major importance in the humanities that will benefit ongoing research should apply to the [Collaborative Research](#) program of the NEH Division of Research Programs.

Applicants seeks support for professional development opportunities for K-12 teachers and college and university faculty on topics that may incorporate digital methods, but don't have the digital humanities as their primary focus, should apply to the professional development programs offered by the [NEH Division of Education Programs](#).

### 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, et seq.](#) 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 on average it takes fifteen hours to complete this application. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at [grantmanagement@neh.gov](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 June 30, 2021.